

SIGMA CHI

BETA PHI BYLAWS



BETA PHI CHAPTER BY-LAWS

WITH FINANCIAL AND JUDICIAL POLICIES

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Statute 6.02.b of Sigma Chi Fraternity's Constitution requires that each active chapter "adopt bylaws for its government, and file a copy thereof with the Executive Committee."

However, be aware that no bylaw may take precedence over or conflict with any provision of Governing Laws, which include the Constitution, Statutes, Ritual, and other enactments of the General Fraternity. Relevant Governing Laws are noted in boxes within the text; a copy of the entire General Fraternity Constitution, Statutes, and Executive Committee Regulations can be found in the Standard Operating Procedures manual available from Headquarters, (847) 869-3655.

A note about the text. *The existence of committees at both the undergraduate and General Fraternity level can be confusing. For the sake of clarity, General Fraternity committees are capitalized. Thus, "Executive Committee" refers to the General Fraternity's governing board, while "executive committee" signifies the counterpart at the undergraduate chapter level.*

PREAMBLE

Believing that where there is law there is liberty, and under the obligation of Statute 6.02.b of Sigma Chi Fraternities' Governing Laws, we the members of the Beta Phi Chapter of the Sigma Chi Fraternity do hereby establish and solemnly promise to obey these bylaws to supplement and support the Ritual, Constitution and Statutes of the Sigma Chi Fraternity for the government of our chapter.

ARTICLE I MEMBERSHIP

Section 1 Pledgeship

- A. No more than two ballots shall be held on any candidate for pledging in a single chapter meeting.
- B. Candidates must be affirmed by 90% of the chapter to receive a bid
- C. If a pledge, because of his financial or scholastic ineligibility, has not been initiated by the end of his second semester of pledgeship, including the semester pledged, his pledgeship will be automatically terminated.
- D. In order for a brother to cast a vote on a potential brother, the brother must have attended the rush events pertaining to that day
- E. Formal Pledging shall begin within a week following the formal closing of the official IFC rush week.

(Most requirements regarding pledging are found in the Governing Laws and are reprinted in the sidebar at the right)

Section 2 Removal

- A. A Pledge can be automatically asked to leave the premises and J-boarded for conduct unbecoming of a Sigma Chi.
- B. Any active member may propose a vote for termination of a pledge for conduct of unbecoming a Sigma Chi before the rest of the chapter. If ten percent of the quorum votes for the removal of his pin, the pledge is terminated. If the vote is less than ten percent the pledge will be notified and a revote will occur on the next chapter

Statutes and Executive Committee Regulations relevant to pledging

Statute 3.07 Except as provided in Section 3.08, each person initiated into membership in the Fraternity shall, at the time of his initiation,

- a. Be a full time male student in good academic standing, not enrolled for the sole purpose of establishing membership eligibility, at the institution specified in the charter of the initiating chapter;
- b. Not be or have been a member of any other fraternity of like character, except as specifically approved by the Executive Committee;
- c. Be judged to meet the Standards of Membership set forth by Founder Isaac M. Jordan, namely, that no man shall be admitted to membership who is not believed to be a man of good character, a student of fair ability, with ambitious purposes, a congenial disposition, possessed of good morals, and having a high sense of honor and a deep sense of personal responsibility; and
- d. Have satisfactorily completed the chapter's program of Pledgeship, including the official Fraternity examination.

To be eligible for pledging, a student must have attained an accumulated scholastic grade point average of at least 2.5* on a 4.0 scale or the equivalent to that mandated for graduation from the host institution specified in the charter of the initiating chapter. If the student, at the time of pledging, has never attended a post-secondary institution then he must have attained one of the following academic standards: attained a score of _____ on the Scholastic Aptitude Test (SAT); or attained a score of _____ on the American College Test (ACT); or graduated in the top 25% of his high school (or equivalent) graduating class.

General Fraternity Minimums: ACT - 15, or SAT - 800(old) = 1200(new), or top 25% of high school graduating class. 2.0 on a 4.0 scale.

The foregoing criteria shall not be construed as conferring a right to membership on any person.

A candidate for membership shall be pledged, i.e., accepted into the pledgeship program of an active chapter, only upon formal

voting at a regular or special meeting of the chapter. Pledgeship shall begin

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meeting.

- C. Quorum is one plus half the eligible voting chapter present.

Section 3 Voting Process

A. General

- a. No more than two ballots on one potential for pledging in a single meeting
- b. A 90% chapter vote is needed to affirm a potential
- c. Any yelling, insults, etc... will result in your removal from the room.
- d. If you leave the room for any reason, you may not re-enter and therefore you forgo your voting rights for the night.

B. Voting process except when voting to get under a number:

- a. Discuss Pro's and Con's of potential.
- b. Vote on potential by hands in the air.
- c. One vote equals one point.
- d. Tally up the points at the end of the vote, which will be the number of votes the potential receives.
- e. Decide on number beforehand of how many guys will move on to the next night. The number of guys below that number moves on.

C. Voting Process unless voting to pledge:

- a. Discuss Pro's and Con's of potential.
- b. Vote on potential by hands in the air.

D. Voting Process when voting to pledge:

- a. Discuss a potential in reverse rank order, ending with the man with the highest rank. Rush Chairs will have final say if they so choose.
- b. Vote on potential by hands in the air.
- c. After the conclusion of a vote, if a number of members feel the potential may have been wronged, they may make a motion to re-vote.
- d. If the motion is seconded, the chapter votes to uphold the motion. A two-thirds vote is needed to pass the motion.
- e. Discussion opens again.
- f. Re-vote on potential by hands in the air.

Section 4 Initiation

- A. No Person shall be initiated into membership as an undergraduate unless he has received instruction under the tutelage of the Magister and has passed the Official Pledge Examination and after certification in writing from the Chapter Advisor that the person is desiring initiation has passed said examination.

Section 5 Non-Discrimination

- A. The Sigma Chi Fraternity and this chapter shall not be discriminatory in terms of race, color, religion, national origin, sexual orientation, or social status.

Section 6 Affiliation

- A. Any member of another chapter of the Sigma Chi Fraternity may affiliate with this chapter only after written confirmation from both the chapter advisor, and the Consul of his original chapter stating that he was in good standing with his chapter.

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Statute 3.12 Pledgeship shall be terminated only by the candidate's initiation, by agreement between the candidate and the chapter, or by a vote of not less than 20 percent of the active members present and voting at a regular or special meeting of the chapter, unless the chapter bylaws prescribe some higher percentage.

Statute 5.08 At the time a candidate for membership is pledged, the chapter shall collect for the Fraternity from the candidate a Pledge Fee of \$50.00. The Pledge Fee shall be transmitted to the Fraternity with the report of pledging, for which the chapter shall receive a copy of the Fraternity pledge manual and a pledge button for the candidate to wear during Pledgeship.

Statutes and Executive Committee Regulations relevant to Initiation

ECR 3.07-3* To be eligible for Initiation, a pledge must:

- i) have attained an accumulated scholastic grade point average of at least 2.5* on a 4.0 scale or the equivalent to that mandated for graduation from the host institution specified in the charter of the initiating chapter. If the student, at the time of pledging, has never attended a post-secondary institution then he must have attained one of the following academic standards: attained a score of at least 1650* on the Scholastic Aptitude Test (SAT); or attained a score of at least 24* on the American College Test (ACT); or graduated in the top 25% of his high school (or equivalent) graduating class; General Fraternity Minimums: ACT - 15, or SAT - 800(old) = 1200(new), or top 25% of high school graduating class. 2.0 on a 4.0 scale.
- ii) be paid up and current in all financial obligations to the chapter and Fraternity, including any chapter dues as well as chapter and General Fraternity pledging and Initiation fees; and
- iii) pass the General Fraternity Official Pledge Examination during a closed book exam with a score of 75% or better, as determined by the Grand Praetor. A pledge receiving a lower score may take the exam a second time prior to the scheduled Initiation only if authorized by his Magister and the Chapter Advisor due to extenuating or aggravated circumstances. These academic standards shall be considered a minimum and, therefore, chapters may define higher academic standards.

3.13 Prior to his initiation, each candidate's eligibility under Section 3.07 shall be affirmed by:

- a. A formal vote of final approval by not less than 80 percent of the active members present and voting at a regular or special meeting of the chapter, and
- b. The tacit approval of the Grand Consul, who shall disapprove only for a stated cause based on the provisions of Section 3.07.

3.14 The initiation of each candidate shall be promptly reported to the Executive Secretary.

5.09 Before a candidate for membership may be initiated, the chapter shall collect for the Fraternity from the candidate an Initiation Fee of \$125.00. The Initiation Fee shall be submitted to the Fraternity with the Report of Initiation.

* - Revised up per Beta Phi Standards

B. A vote will then be held at the following meeting, with a two-thirds majority needed for affiliation.

C. An affiliated member is subject to all provisions of the bylaws of this chapter.

Section 6 Alumni/Inactive Membership

A. Any brother, duly initiated or affiliated into this Chapter shall be considered active unless he shall be declared an alumni member. (Statute 3.04).

B. Any active member automatically becomes an alumni member upon graduation from college. A post-baccalaureate or graduate student, who is otherwise eligible for active membership shall be, designated an active member at his request. (Statute 3.03)

C. Upon approval of the active chapter, an active member may be declared an alumni member if he marries or has been an active brother for four consecutive years, so long as the brother is in good standing with the Chapter, financially or otherwise.

D. All Brothers must pay dues. No member of the Chapter shall be recognized as inactive through any provision of these bylaws.

Section 7 Good Standing

A. To remain in good standing with the chapter an active member must maintain the standards required for initiation and meet all other requirements and obligations hereinafter mentioned.

B. Members not in good standing includes, but is not limited to members who do not know the "C", members who are not current on dues, members who are not academically eligible, and members who are sanctioned by a judicial board ruling.

C. Members not in good standing are suspended from all chapter activities outside of chapter meetings, scholarship events and philanthropy events until good standing has been achieved. Those in bad standing may have the option to be an appointed sober social officer at social events.

D. Furthermore, those who are not in good standing will not have a voice or a vote in chapter meetings until good standing is achieved.

ARTICLE II MEETING

Section 1 Chapter Meetings

- A. A regular formal chapter meeting shall be held weekly on Monday evening at 6:00 p.m. Any deviation from this schedule shall be announced by the Consul in writing at least 24 hours prior to the regular meeting time.
- B. Special chapter meetings may be called by the Consul at any time, and/or shall be called by him upon the written request of any five brothers. In both cases, due notice shall be given in writing concerning the time of the meeting.
- C. All regular chapter meetings shall be conducted according to the provisions of Division 1 in the Ritual of the Sigma Chi Fraternity. Procedures not covered in the Ritual of the Sigma Chi Fraternity shall be conducted according to Robert's Rules of Order.

Section 2 Attendance

- A. In accordance with Ritualistic Statutes (*see page 8 of the Ritual book*), it is mandatory for all members to attend the regular chapter meetings, with the exception of legal excuses as hereinafter prescribed.
- B. Attendance at the Ceremonies of Initiation is mandatory, with exception of legal excuses as hereinafter prescribed, with the exception of provision c.

Section 3 Absences and Excuses

- A. There are four legal excuses for absence:
 - (a) Personal illness
 - (b) Serious illness or death of a member of the immediate family
 - (c) Employment conflicts
 - (d) Excuses approved by the chapter executive committee
- B. Whenever possible, a brother who anticipates an absence shall present his reason to the chapter executive committee (Wednesday Evening) one week prior to his proposed absence. The chapter executive committee shall approve all legal excuses.
- C. If the aforementioned provision is not possible, whenever else possible a brother who anticipates an absence shall be required to give at least 24 hours advance notice to the Annotator.
- D. Two marks of tardy to Chapter will be recorded as an absence.
- E. A brother absent from two regular chapters meeting or an Initiation Ceremony without a legal excuse shall be sent to J-board.

Section 4 Quorum

- A. Quorum shall consist of 50% of the eligible active chapter plus one. Quorum shall be required to hold a chapter meetings and for all voting and elections.

Section 5 Voting

- A. Eligibility to vote will be at the digression of the Consul and Pro Consul, the Kustos will guard their decision.

- B. Voting shall be by acclamation and a majority vote of the active chapter members present shall decide all questions unless otherwise provided by law. Any member may demand a secret ballot. The Consul shall vote only to break a tie.
- C. There shall be no voting by proxy.
- D. Any member of an active chapter whose scholarship record causes disciplinary action to be taken against him by the chapter shall lose the right to vote in all chapter meetings until he files with the chapter a written certificate from the proper officers to his college or the university verifying his good scholastic standing.
- E. Newly initiated brothers will not be given a vote until they meet the memorization requirements prescribed by the Ritual. A grace period of 30 days from the date of Initiation shall be granted.
- F. Any decision of a committee may be overruled by a majority vote of the active chapter.
- G. The secret ballot method used will be the black ball method.
- H. Any decision derived during a committee meeting shall be reported to the chapter or to the Pro Consul.

Other Statutes and Executive Committee Regulations relevant to membership

Statute 3.01 A person who has been duly initiated by an active chapter of the Fraternity shall thereafter be a member of that chapter, as well as a member of the Fraternity.

Statute 3.02 A member of any chapter may, upon enrollment as a student at another institution, become an affiliate member of a chapter at that institution under conditions set forth in the bylaws of the latter chapter.

Statute 3.03 The designation active member shall apply to any member who is enrolled as an undergraduate student at an institution at which an active chapter is chartered, and who is either a member or an affiliate member of the chapter. A graduate student who is otherwise eligible for active membership shall be designated an active member at his request.

Statutes and Executive Committee Regulations relevant to meetings

6.02-g Each active chapter shall hold regular chapter meetings in accordance with the requirements of the Ritual.

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Article III OFFICERS

Section 1 Chapter Officers

- A. The officers of the chapter shall be those prescribed in the Sigma Chi Ritual and in addition such officers as are necessary to perform the administration of the chapter, including the House Manager, Social Chairman, and any others.
- B. An assistant officer shall be appointed to assist any officer at the request of the officer or the suggestion of the Executive Board. An assistant officer shall be nominated by the current officer for the next election if he has completed his duties.

Section 2 Nominations and Elections

- A. Nominations for officers will be made on the first regularly scheduled meeting in March of each year. At least one week shall pass between nominations and elections. Voting shall be by secret ballot if requested. (Elected Officers: Consul, Pro Consul, Annotator, Quaestor, Magister, Risk Manager, House Manager, Social Chairman, Philanthropy Chairman, Recruitment Chairman)

Statute 7.05

An active chapter may, under its bylaws, by a two-thirds vote of its members present and voting, remove the occupant of any chapter office in the event such occupant is placed on academic probation by the institution at which the chapter is located, is enrolled in less than the number of academic hours required by the school to be considered a full-time student or his Grade Point Average (GPA) falls below the GPA required for initiation by that active chapter.

Section 3 Term of Office

- A. The term of office for elected officers shall be for one year beginning the first regular meeting of April following their election or appointment.
- B. With the exception of: Magister, Social Chairman, Philanthropy Chairman, and Recruitment Chairman, as these positions will be one semester long and elections will be held each semester, on the first Monday of November to hold office in the Spring. Appointed chairmen will be selected by the Executive Committee one week after nominations.
- C. To be elected and hold the office of Consul, Pro Consul or Quaestor it is mandatory that you attend that years Balfour Leadership Training Workshop in the office that one holds. If one cannot attend then you may not run to be elected to those offices.
- D. It is encouraged that the Magister, Recruitment Chairman, Social Chairman, House Manager, Risk Manager, Philanthropy Chairman and Annotator all attend the Balfour Leadership Training Workshop.

Section 4 Academic Eligibility

- A. No person in the active chapter may hold office or be nominated for an office unless he has maintained, in the semester or quarter prior to his nomination, a scholastic average of all subjects carried equivalent to the required scholastic average which is a prerequisite for initiation into Sigma Chi and outlined in Executive Committee. Regulation 3.07-3 (*see sidebar, page 2*).
- B. If at any time during his term of office a brother falls below the before mentioned scholastic average, his office can be voted vacant under the authority and provisions of Statuette 7.05 (*see sidebar, page 3*).

Section 5 Appointed Officers

- A. The executive committee shall appoint such other officers as they deem necessary, subject to the approval of the chapter. (*Appointed officers: Alumni Relations Chairman, Brotherhood Chairman, Chapter Editor, Derby Daddy, Executive Assistant, Homecoming Chairman, Historian, Health Advocate, Intramurals Chairman, Kustos Leadership and Involvement Chairman, Parent Chairman, Peterson Chairman, Public Relations Chairman, Ritual Chairman, Scholarship Chairman, Steward, Sweetheart Chairman, and Tribune. Executive Committee may add more offices if necessary*).

Section 6 Impeachment

- A. Any elected officer of the active chapter may be impeached for non-exemplary conduct or conduct unbecoming a Sigma Chi.
- B. A two-thirds vote of the active chapter shall impeach any officer, provided charges have been openly charged against the officer by a member of the chapter one week prior to the meeting at which the impeachment vote is to be taken. Upon an officer's impeachment, his office shall be declared vacant. Consul can nominate an E-board approved candidate.

Section 7 A Vote Of Confidence

- A. At any time, any brother may call for a vote of confidence upon any officer or committee chairman, whereupon any appointed officer or committee chairman who does not receive a majority of votes in his favor shall resign from such office and responsibility. If such action causes a resignation, the Executive Committee shall present a nominee for such office at the next regularly scheduled chapter meeting. The foregoing provisions dealing with the election of the officers shall apply for such action necessary for said special election.

ARTICLE IV COMMITTEES

Section 1 Committees

- A. There shall be the following standing committees:
1. Executive Committee
 2. Finance Committee
 3. Scholarship Committee
 4. Ritual Committee
 5. Social Committee
 6. Recruitment Committee
 7. Pledge and Membership Education Committee
 8. Alumni Relations Committee
 9. Campus and Public Relations Committee
 10. Public Relations Committee
 11. Peterson Committee
 12. Risk Management Committee

Section 2 The Executive Committee

- A. The executive committee shall be composed of the Pro Consul (Committee Chair), the Consul, the Annotator, the Quaestor, the Magister, the Social Chairman, the Philanthropy Chairman, the Risk Manager and the House Manager. The Pro-Consul shall run and execute E-board operations.
- B. The executive committee shall meet weekly to plan the chapter meeting agenda and for the purpose of assisting the Consul in the planning and fulfillment of a well-rounded active chapter program. In addition, the executive committee shall ensure that all of the officers and committees have set proper goals for their term of office; shall establish long-range goals; and shall conduct an adequate and regular evaluation of all chapter operations and programs.
- C. To expedite the chapter meeting and enable the executive committee to better plan chapter operations, each committee and officer report to be heard in the chapter meeting shall first be presented in the executive committee meeting.
- D. The Annotator shall post a copy of the minutes of each executive committee meeting within 24 hours after its adjournment.

Section 3 The Finance Committee

- A. The finance committee shall consist of the Quaestor, Assistant Quaestor, the Consul, the Pro Consul, and the Chapter Advisor. The Quaestor shall act as chairman.

- B. The finance committee shall meet at least two weeks prior to the final chapter meeting of each semester term to consider and prepare a budget for the next semester. This budget must be presented to the executive board by the final executive meeting of the semester and will only be legal after approval by a majority vote of the chapter.
- C. The finance committee will require the appointment of a qualified person, preferably a Certified Public Accountant, to audit the accounts of the Quaestor. The accounts will be audited at the termination of each Quaestors term of office or more often, as the committee shall direct. The accounts must be audited at least once each school year.
- D. The finance committee shall require that the Quaestor submit a copy of the budget and of all audits to the chapter, the Chapter Advisor, the House Corporation, the Grand Praetor, and the General Fraternity Headquarters.
- E. The finance committee shall require that the Quaestor submit, in approved accounting form, a monthly written statement of profit and loss and income and expense breakdown to the chapter, to the Chapter Advisor, the House Corporation, the Grand Praetor, and the General Fraternity Headquarters, no later than the 30th of the month for the previous month's operation. This report shall also include a balance sheet, list of accounts payable, and list of accounts receivable as prescribed by the General Fraternity Executive Committee.
- F. The finance committee shall require that the Quaestor submit to the Chapter Advisor, the House Corporation, the Grand Praetor, and the General Fraternity Headquarters, a yearly financial summary of operations for the entire school year; this report must be prepared and distributed no later than July 30 of each year.
- G. The finance committee shall require that the Quaestor be bonded in the amount of \$5,000, the cost of the bond to be borne by the chapter.
- H. The finance committee shall be responsible for the Financial Policy of the chapter and its fulfillment. Any brother who does not abide by the provisions mentioned in these bylaws or hereinafter mentioned for the payment of bills to the chapter shall be subject to such disciplinary action as deemed necessary by the finance committee. Statute 7.02 of the Sigma Chi Constitution will be invoked whenever appropriate.

Section 4 Scholarship Committee

- A. The scholarship chair will appoint the scholarship committee. The Scholarship Chairman shall oversee the committee.
- B. The scholarship committee shall construct such a program of scholarship that will be beneficial to both the pledges and the active brothers. The chapter scholarship committee shall verify the scholastic eligibility of all brothers who have been nominated for a chapter office.
- C. The Scholarship Chairman and this body shall be the chapter's liaison to the Sigma Chi Foundation.

Section 5 Ritual Committee

- A. The Ritual Chair shall appoint the ritual committee, subject to the approval of the Magister. The Magister shall act as chairman.
- B. The Ritual committee shall have complete charge and care of all initiation paraphernalia, the construction of such, and its removal, and shall assist the Consul and the Magister in any duties which may pertain to ritualistic action.

Section 6 Social Committee

- A. The social chair will appoint the social committee. The Social Chair shall head the committee.
- B. The social committee shall plan at the beginning of each school year a tentative social program for the entire year. It also shall be the duty of the social committee, after being informed of this allotment provided in the budget as developed by the finance committee, to present in writing a tentative budget for each social event planned, which shall become a part of the permanent files of the chapter.

Section 7 Recruitment Committee

- A. The Recruitment Chair will appoint the Recruitment committee. The Recruitment Chairman shall head the committee.
- B. The recruitment committee shall plan and execute all recruiting functions, and shall present a recruiting plan to the chapter for approval at the last chapter meeting of the school year to go into effect during the summer and ensuing school year.

Section 8 Pledge and New Member Education Committee

- A. The pledge committee shall be composed of the Magister and his fellow brothers of choice, selected from and representing the freshman, sophomore, junior, and senior classes. The Magister shall act as chairman.
- B. The pledge committee shall formulate, define, interpret and integrate all pledge education activities and policies, subject to approval of the active chapter.

Section 9 Alumni Relations Committee

- A. The alumni relations committee shall be composed of the Alumni Relations Chair, sophomores being the youngest on this committee.
- B. The alumni relations committee shall maintain a correct alumni mailing list, formally invite all alumni to chapter functions, act as a liaison between the chapter and nearby alumni chapters and associations, handle athletic tickets for alumni, plan alumni relations programs, plan a yearly recognition dinner for the House Corporation and Chapter Advisor, work with the social committee on the alumni portion of Homecoming activities, and assist in the production of chapter publications.

Section 10 Campus and Public Relations Committee

- A. The campus and public relations committee shall be composed of the Public Relations chairman. The Annotator will also head this committee.
- B. The campus and public relations committee shall analyze, develop and promote a program of extracurricular activities among the brother; maintain an activities board on all brothers and pledges; maintain close contact with student offices, keeping a list of vacancies in campus positions; and develop other functions which will bring Sigma Chi in a favored position in the minds of the campus and community.

Section 11 Peterson Committee

- A. The Peterson committee shall be responsible for submitting to the General Fraternity Headquarters an application for the Peterson Significant Chapter Award. The Peterson

Chairman shall head the committee, and shall choose as many members as needed to complete his duties.

Section 13 Risk Management Committee

- A. The Risk Management Committee shall be comprised of the social chair, housing chair, and any member of the risk manager's choice.
- B. The Risk Management Committee is responsible for enforcing the Risk Management Policy and educating the whole chapter.
- C. The Consul and Pro-Consul will oversee all activities

Section 12 Special Committees

- A. The Executive Committee shall, at the suggestion from either the Consul or the active chapter, authorize the appointment of any special committees.

ARTICLE V FINANCIAL POLICY

Section 1 Pledge Fees

- A. The pledge fee of the Beta Phi Chapter shall be \$200, which shall be paid upon accepting pledgship to Sigma Chi.

Section 2 Semester/Quarterly Dues

- A. The semester dues of the Beta Phi Chapter shall be \$875, and \$900 for pledges. There will also be a \$165 fee, which will be paid to the Sigma Chi Housing Company as a parlor fee for using the common spaces of the house.
- B. The Quaestor and the Annotator shall submit these dues to the Executive Secretary along with the Semi-Annual Report before the prescribed deadline for submission.

Section 3 House Endowment

- A. The sum of \$5 per brother per month per semester/quarter shall be subtracted from the dues and shall be paid by the Quaestor in lump sum to the Treasurer of the House Corporation of the Chapter to be used as a permanent endowment. (A resolution by the chapter designating the use to which this money is put should be adopted.)
- B. The active chapter shall have no voice except in an advisory capacity concerning the administration of the aforementioned endowment.

<p>Statutes and Executive Committee Regulations relevant to finances</p> <p>Statute 3.19 Each member shall faithfully discharge his financial obligations to the Fraternity and to any chapter thereof.</p> <p>Statute 5.08 At the time a candidate for membership is pledged, the chapter shall collect for the Fraternity from the candidate a Pledge Fee of \$50.00. The Pledge Fee shall be transmitted to the Fraternity with the report of pledging, for which the chapter shall receive a copy of the Fraternity pledge manual and a pledge button for the candidate to wear during Pledgship.</p> <p>Statute 5.09 Before a candidate for membership may be initiated, the chapter shall collect for the Fraternity from the candidate an Initiation Fee of \$125.00. The Initiation Fee shall be submitted to the Fraternity with the Report of Initiation.</p> <p>Statute 5.10 As of the 15th day of March and first day of October in each year, each active chapter shall report to the Fraternity the names of the active members of the chapter and shall transmit therewith the sum of \$35.00 for each such member.</p> <p>ECR 5.10-1 Each active member paying the semiannual dues shall receive a subscription to The Magazine of Sigma Chi and The Sigma Chi Bulletin for the period covered by such dues payment.</p> <p>ECR 5.10-2 Active chapters shall report and pay semiannual dues for all</p> <p style="text-align: right;"><i>(continued on page 8)</i></p>

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active members including those engaged in some cooperative work-study or off-campus curricular program, including any such program involving study outside the United States or Canada.

Statute 7.02 The Executive Committee shall be empowered to suspend from membership in the Fraternity any member charged with violating Section 3.19. In the event a suspended member has not paid or settled his delinquent financial obligation within twelve (12) months from the date of suspension and signed a promise to pay future financial obligations promptly, such suspended member shall be expelled from membership in the Fraternity without further action.

ECR 7.02-1 An active member who fails to discharge his financial obligations as required by Statute 3.19 may be proposed for suspension from membership in the Fraternity for financial delinquency: (1) by a two-thirds vote of the chapter members present and voting; (2) by five alumni members; or (3) by the Executive Committee. In preparing such proposal, the Quaestor, an alumni proponent(s) or the Executive Committee must certify that the delinquent member has been notified of the debt, that a reasonable effort has been made to collect the debt, and that the delinquent member has been served notice that his delinquency is being referred to the General Fraternity for action. The completed written request (one vehicle for which might be the Form 50 provided by Headquarters) shall be reviewed and signed by the Chapter Advisor and the Grand Praetor before being forwarded to Headquarters. Upon receipt of the written request, the Executive Secretary shall inform the delinquent member by certified mail of the proposed action, the consequences and the methods of resolving the delinquency short of Executive Committee consideration. In the event the debt is not paid, settled or contested prior to the date of the next Executive Committee meeting, the delinquent member's name will be placed before the Executive Committee for appropriate disciplinary action. The member must be given at least 30 days from the date of the initial Executive Secretary notification to reconcile his account. If the Executive Committee suspends an active member for financial delinquency, reinstatement may occur on a favorable vote by the committee.

ECR 7.02-2 If a chapter proposes to the Executive Committee a member(s) for financial suspension, it may not be responsible for paying that member's semi-annual dues assessed in the period between the request for suspension and the Executive Committee's imposition of that suspension. The chapter will be held responsible for a delinquent member's dues if that member is not suspended by the Executive Committee. If the chapter is relieved of paying a member's semi-annual dues, the dues will be added to the delinquent amount for which the member is being suspended.

ECR 7.02-3 If a member fails to pay, settle or successfully appeal his debt within one year of his suspension, he will automatically be expelled from the Fraternity. To be reinstated an expelled member must settle his debt with the Fraternity and make a written proposal to the Executive Committee as to why his membership privileges should be restored. Upon review of the written request the committee may restore membership privileges to the expelled member.

Section 4 Payment of Bills

- A. All bills will be due and payable to the chapter within the first 30 days of each semester.
- B. All bills will be delinquent if not paid by midnight on the thirtieth day of the semester unless a brother has requested, in writing, and is granted a five day extension so he may request permission to meet with the financial committee to ask to enter into a payment plan.

Section 5 Payment Plans

- A. The chapter shall have two payment plans:
- Three equal payments during the semester.
 - The first payment shall be due on the first day of the semester/quarter and delinquent at midnight ten days later.
 - The second payment shall be due on the first day of the fifth week of the semester and delinquent at midnight ten days later.
 - The third payment shall be due the first day of the eighth week of the semester/quarter and delinquent at midnight ten days later.
 - A monthly payment plan in which the payment shall be due on the first day of the month and delinquent if not paid by midnight on the tenth day.
- B. Payment plans must be approved by the financial committee if necessary. The need for a particular payment plan will be assessed on an individual basis.

Section 6 Financial Suspension

- A. A. Financial suspension proceedings will begin at such time any brother shall become delinquent.
- B. Financial suspension shall be carried out as prescribed in the Sigma Chi Statute 7.02
- C. Once a brother is suspended from the chapter, a local collection agency shall be contacted to recover the money rightfully owed to the chapter and General Fraternity.

- D. Brothers who are financially suspended, who are in the process of being suspended or expelled, or who are not current with their financial obligations to the chapter shall abide by the following stipulations:
 - 1. Said brother will not be allowed to attend or participate in any chapter activities including but not limited to social events, rush events and intramural sports.
 - 2. If said brother lives in the house he will be served notice that he will have to find another place of residence within thirty days or pay his bill. Additionally, he will not be allowed to take advantage of the chapter's meal service.

Section 7 Occupancy of the House and Participation

- A. No brother will be allowed to move into the house at the beginning of any semester unless he has completed a housing contract and it has been signed by him and his parents/guardians. The brother must also be current in all financial obligations to the chapter.
- B. No brother shall be allowed to participate in any chapter activities, including but not limited to social events, rush events, and intramural sports, until he is current in all financial obligations to the chapter.
- C. All members must live in the house for one school year before the beginning of their senior year or the beginning of their enrollment in their 90th credit in College.

Section 8 Billing

- A. All parents shall be billed at least two weeks prior to the beginning of each semester and shall receive a written copy of the bill.
- B. The bills sent to the parents shall be itemized to show a breakdown of costs.

Section 9 Education and Prevention

- A. These bylaws shall be given to all pledges at their first pledge meeting where the Quaestor will address the pledge class about their fiduciary responsibility. The Quaestor will also review this Article V Financial Policy with the chapter annually.
 - 1. No pledge shall be initiated into the chapter who has an outstanding balance with the chapter.
 - 2. No pledge shall be allowed to take the International Pledge Exam or enter into I-Week unless he has paid his Initiation Fee in full.
- B. Upon Initiation each new brother shall:
 - 1. Fill out a financial policy under the guidance of the Quaestor. The policy shall be signed by the brother and his parents.
 - 2. Fill out his financial suspension form (Form 50, found on page 127 of the 1997-1998 Standard Operating Procedures Manual) to be kept in the chapter files.

ARTICLE VI JUDICIAL POLICY

Section 1 Personal Conduct

- A. Any violation of the Oath of Initiation in the Ritual or of Statute 3.18 of the Governing Laws shall be subject to the disciplinary action of the judicial board.

Section 2 Conduct With Pledges

- A. Every active shall treat the pledges of the chapter with a level of respect and esteem appropriate with the ideals of the White Cross.
- B. Any brother in violation of the foregoing ruling shall be subject to the disciplinary action of the judicial board and at their discretion be subject to the action as put forth in Statute 7.01 of the Governing Laws.

Section 3 Judicial Board

- A. The judicial board has three purposes:
1. Hold brothers accountable to the expectations of the Sigma Chi Ritual.
 2. Respond fairly and decisively to brothers who have brought dishonor to the chapter and the General Fraternity through their actions at any time, while in or out of the chapter.
 3. Hold brothers accountable for violating any Sigma Chi Governing Law and/or chapter bylaw.
- B. The judicial board shall consist of the Pro Consul, who shall act as chairman, and will not have a vote; and three brothers, randomly selected prior to the hearing of the judicial board.

Section 4 Judicial Process

- A. Accusation
1. An accusation occurs when the chapter Consul or member of the executive committee is informed of an infraction by a member of the community:
 - a. A witness
 - b. Another brother
 - c. The Interfraternity or Panhellenic Councils
 - d. The university
 - e. Another credible source
 2. The Consul, Pro Consul, Risk Manager, House Manager, or Magister (in the case of a pledge) alone has the power to submit a recommendation to J-Board.
 3. The executive committee, if appropriate, will automatically and immediately suspend from

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Such recommendation shall be reported on a Form 51 available from Headquarters or its equivalent. The identity of the accused, the section(s) of the Governing Laws violated, the charges, and the recommended punishment shall be reported on such form.

ECR 7.01-4 If the Executive Committee receives a request for suspension from membership for less than one year, the committee is authorized to impose such penalty or it may reject or modify the recommended punishment by imposing a lesser penalty. The Executive Secretary shall notify the five alumni, if appropriate, the accused, the active chapter, the Chapter Advisor and the Grand Praetor when the committee has acted on the request of suspension.

ECR 7.01-5 In the event of an allegation that one or more members has committed a serious violation of the Governing Laws of the Fraternity, the committee may suspend all privileges of such member(s) for a period not to exceed forty-five (45) days during the investigation of the allegation.

7.01-6 If the committee receives a recommendation pursuant to ECR 7.01-4 above and it deems such recommendation to have merit, it shall request that the Grand Praetor of the relevant province recommend, within thirty (30) days of such request, three members to comprise a trial board with one to serve as Chief Judge. The Grand Praetor shall comply with the following guidelines in formulating his recommendation:

1. The trial board shall be composed of three impartial judges who shall be alumni members.
2. Consideration will be given to recommending alumni members from the same undergraduate chapter as the accused.
3. Consideration will be given to recommending a qualified attorney who is a member in good standing of a U. S. federal, state or Canadian Provincial bar association to be at least one of the judges.

The Chairman of the committee shall appoint a trial board and designate the Chief Judge forthwith. He shall consider the recommendations of the Grand Praetor when making such appointments. The Executive Secretary shall notify the accused, the five alumni (if appropriate), the undergraduate chapter, the Chapter Advisor and the Grand Praetor of the trial board's appointment and composition. The Chief Judge, following appointment of the trial board shall, with due dispatch, arrange for a time and place for trial at the earliest possible date mutually agreeable to the members of the trial board, giving due regard to the availability of the Chapter Advisor, witnesses and the accused. In no event shall the accused be required to stand trial less than twenty-one (21) days from the date of the issuance of the notice of the appointment of the trial board. The Chief Judge shall serve written notice on all essential parties of the date, time and place for trial and the accused's right to be represented by counsel, who must be a Sigma Chi and a member in good standing of a U. S. federal, state or Canadian Provincial bar association. The notice also shall advise the accused of his right to call and cross examine witnesses.

The trial board shall hear the evidence, make written findings of fact and decide if the charges are true and, if true, recommend penalty. The Chief Judge shall forward the trial board's written findings, decision and

all chapter activities (social events, intramurals, pledge interaction, etc.) the brother(s) involved in the incident. The suspension shall not exceed fifteen (15) days and shall be pending the outcome of an investigation and decision by the judicial board.

4. The Pro Consul has the ability to set the date/time of a trial and notify the judicial board and the accused at any time

B. Investigation of incident

1. The Consul shall contact the Pro Consul, who in his capacity as chairman of the judicial board shall notify the other board members, begin collecting facts and, if necessary, set a trial date. The trial must take place within the fifteen (15) day suspension period outlined in Article VII Section 4, subsection A, point 2, above.

2. The Pro Consul shall notify the brother(s) accused immediately and give him (them) forty-eight hours to respond to the allegations. Responses should be given to the Consul and Judicial Board Chairman.

3. Failure of the brother(s) to reply within the designated time period will result in a plea of no contest. ("no contest implies guilty")

C. Trial

1. A trial shall be held on the date set by the Pro Consul unless the brother admits guilt, in which case a trial is waived and the judicial board shall apply the appropriate punishment.

a. The date shall be set far enough in advance to provide participants and witnesses ample time and notice to make arrangements to attend.

2. The board shall be presented with all the facts

a. By the Pro-Consul

b. Or by the accused

And Either

c. Make a ruling; or

d. Choose to hear further testimony for m the witness the accused brother(s), and any other person(s) the board deems relevant. IN this case, a decision will be rendered after the additional testimony.

e. Tier one or two punishments will be decided prior to the hearing.

C. Punishments: If the brother(s) is found guilty, the punishment shall be assigned according to a tier system. The judicial board will levy first offense punishment from the first tier unless the incident is of a serious enough nature to warrant the initiation of General Fraternity trial board proceedings. On a second offense, the judicial board shall assign punishment from the second tier, and so forth, taking into account prior disciplinary action and the nature of the offense. Each time a brother is brought before the judicial board during his undergraduate membership he shall be given a higher tier of punishment, without regard to the nature of the incident.

(Sanctioned brother[s] are not exempt from normal fraternal obligations, including chapter financial)

1. First tier
 - a. Ten hours of service to the chapter, university or community.
 - b. No guests, or no drinking or social probations
 - c. Verbal reprimand accompanied by a signed agreement which specifically states the guilty party(ies) will not engage in the prohibited activity again. As well as verbal apology to the chapter.
 - d. If necessary, an acceptable letter of apology shall be written by the brother(s) involved in the incident approved by the Pro Consul and Consul
2. Second tier *(guilty party must complete all before granted "good standing")*
 - a. Fifteen (15) hours of service to the chapter, university or community to be decided by the executive committee.
 - b. Ten (10) hours of study time devoted to the Sigma Chi Ritual, to culminate in a presentation on the Ritual to the active chapter.
 - c. Verbal reprimand accompanied by a signed agreement which specifically states the guilty party(or guilty parties) will not engage in the prohibited activity again.
 - d. If necessary, an acceptable letter of apology shall be written by the brother(s) involved in the incident approved by the Pro Consul and Consul.
 - e. Voluntary emotional, substance abuse, or other counseling paid for by the guilty party. Services available through Campus Health. Refer to www.health.arizona.edu.
 - f. A probation fitting of the crime committed.
3. Third Tier

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recommendations to the Executive Secretary with a copy to the Grand Praetor. The Executive Secretary shall forward a copy of the trial board's report to the accused, the five alumni (if appropriate), the undergraduate chapter, the Chapter Advisor and the Grand Praetor. The parties shall have the right to submit additional new information to the committee. Such new information shall be in writing and shall be served on the Executive Secretary within fifteen (15) business days of issuance of the trial board's report. The committee may forward a recommendation for expulsion from Fraternity membership for approval by the Executive Committee or may impose such lesser penalty as it may deem proper, giving due consideration to the recommendation of the trial board and any new information submitted. The imposition of a sentence of expulsion from Fraternity membership may only be done by the Executive Committee. The Executive Secretary shall immediately notify the accused, the five alumni (if appropriate), the undergraduate chapter, the Chapter Advisor, the Grand Praetor, and the university/college (if appropriate) of the Committee's decision.

The length of the trial board process, from the date of authorization of the trial board by the committee to the date of submission of the trial board's recommendations to the committee by the Chief Judge shall not exceed one hundred and twenty (120) days. In the event this time limit is exceeded, the committee may disband the trial board and appoint a new trial board to hear the charges. The committee may, upon written appeal of either the accused or the Chief Judge, waive this one hundred and twenty (120) day limitation to accommodate extenuating circumstances.

ECR 7.01-7 Suspension from membership or of voting rights shall not relieve the suspended member from compliance with the provisions of Section 3.18 through 3.20.

ECR 7.01-8 Consideration of reinstatement of a member suspended or expelled from membership for reasons other than financial delinquency will be conditioned upon the recommendation of the active chapter, if any, or alumni which proposed his suspension or expulsion. The reinstatement of any member shall be subject to approval by the Executive Committee.

- a. The chapter will initiate conduct expulsion proceedings pursuant to Statute No. 7.01 of the Sigma Chi Governing Laws and Executive Committee Regulations 7.01-1 through 7.01-8.
- D. Appeals: Any appeal shall be heard by the Chapter Advisor and House Corporation President within fifteen (15) days of the decision by the judicial board. To file an appeal, the brother(s) must make a written request to the Pro Consul and Consul, who will forward within three (3) days all relevant information, including transcripts from the trial, to the Chapter Advisor and House Corporation President. Before an appeal is heard, the Chapter Advisor and House Corporation President must agree that due process was not served due to a deprivation of one or more of the following rights: the right to face one's accuser, the right to be privy to all evidence, the right to an appeal, only one time for the request of a new J-board.

ARTICLE VII GENERAL

Section 1 Distribution of Bylaws

- A. The Magister is responsible for distributing to each pledge a copy of the bylaws and house rules and ensuring that each pledge is familiar with the bylaws within one week of formal pledging.
- B. Each brother is entitled to a copy of the bylaws and house rules. In addition, copies shall be given to the Chapter Advisor, the Grand Praetor and the General Fraternity Headquarters.
- C. Availability of the bylaws shall be the responsibility of the Pro Consul.

Section 2 Interpretation of the Bylaws

- A. Any member may request an interpretation as to the meaning and/or effect of any of these bylaws. Such request shall be submitted to the Consul who shall render his interpretation within 24 hours.
- B. The Consul's interpretation may be appealed to the Executive Committee at the next scheduled meeting of the committee.
- C. The Executive Committee's interpretation may be appealed to the Chapter at the next scheduled Chapter meeting.
- D. The decision of the Chapter is final and the Chapter's interpretation shall be included with the bylaw in question and shall only be amended as a bylaw.

Section 3 Reading of the Bylaws

- A. The Consul shall be responsible for the complete reading of these bylaws in a regular active chapter meeting at least once a year.
- B. The Pro Consul shall be responsible for making the bylaws available to all active members of the Chapter, and shall further be responsible for reviewing the bylaws when necessary to bring them into compliance with General Fraternity polices and Beta Phi current practices.
- C. The Pro Consul shall also be responsible for incorporating the bylaws into the Post Initiation Training Program to such an extent as to give the new initiates a general working knowledge of these Bylaws.

Section 4 Suspension of the Bylaws

- A. Any suspension of the bylaws excluding Article I may be attained through a two-thirds (2/3) majority of the members in good standing.

Section 5 Amendments

- A. Article I of these bylaws may be amended only as described therein.
- B. Any proposed amendment to these bylaws must be submitted in writing a minimum of seven (7) days in advance of the date of the Chapter meeting at which the amendment will be considered. A proposed amendment must bear the signatures of at last five (5) active members.
- C. Amendments shall be brought to a vote at a chapter meeting only as originally presented. Any change to a proposed amendment shall compel an additional delay of no less than seven (7) days.
- D. None of the procedures in this Article VII may be suspended.
- E. The executive committee shall appoint a committee at the first meeting following Spring Break to review the bylaws and suggest any amendments.

Section 6 Chapter House Occupancy

- A. The Rank shall be responsible for determining the method by which residency in the house. E-board will have the first option, and then rank by pledge class will follow.
- B. It shall be filled to capacity each semester/quarter
- C. The Consul, Pro Consul, Risk Manager, House Manager and Magister shall be required to live in the chapter house for the durations of their terms.
- D. At the time of formal pledging, each pledge shall be required to complete a housing statement, indicating his understanding and approval of Beta Phi's policy that, upon Initiation, each brother can be required to live in the Chapter House according to the provisions of the Housing Point System or face disaffiliation.

Section 7 Scholarship Policy

- A. All active members must attend appropriate weekly study hours based upon their cumulative GPA at the beginning of the semester. Students with above a 3.0 are not required to attend any study hours, those with a GPA between 2.5 and 2.99 must attend 1 hour per week, those with a GPA between 2.0 and 2.49 must attend 2 hours per week, and those with a GPA below a 2.0 are required to attend 3 hours per week.
- B. Students who fail to meet their required study hours each week will incur a 5 point deduction on both the first and second offenses, with the third and following offenses resulting in a judicial board hearing.
- C. If a student has less than a 2.0 GPA for more than two semesters they will be removed from this chapter.
- D. The scholarship chair, with the help of the scholarship committee, is responsible for monitoring each members GPA and the number of study hours they attend each week.

ARTICLE VIII Chapter House

Section 1 House Rules

- A. All rules stated by the Sigma Chi Building Company in the lease and the chapter bylaws must be followed by all actives and their guests. Failure of the actives or their guests to follow these rules will result in judicial board and/or a fine. It is the active member's duty to inform their guests of the rules and the active will be held responsible for their guest's actions.
- B. The rules may be changed by Executive Board, House Manager, or the Sigma Chi Building Company.

Section 2 Cleaning

- A. There will be four cleaning teams that will consist of all actives and new members. The cleaning teams will have assigned chores and will clean Thursday, Saturday, Sunday, and Monday. The cleaning teams will be led by the House Manager.
- B. If a cleaning team fails to clean properly and complete their assigned tasks, the House Manager may J-Board said persons.

Section 3 Fines

- A. The amount of fine will be determined by the House Manager, executive board, and Sigma Chi Building Company. The fine will cover any damages of the property in addition to \$50.00 base fine for breaking the rules.
- B. The \$50.00 base fine will go towards repair and maintenance of the house. The fund will be controlled by the Sigma Chi Building Company.

Section 4 Guests

- A. Each male guest is allowed one male guest at all times.
- B. Any more than one male guest must be approved by the House Manager or his committee and a guest form must be filled out at least 4 hours prior to entry.
- C. The active will be responsible for their guest at all times and must remain and must remain in a state of mind to keep tabs on their guest.
- D. All female guests must be informed of the general house rules
- E. It is all of the brothers' responsibility to make sure all female and male guest are following the Sigma Chi house rules.

Section 5 Alcohol

- A. All alcoholic beverages will be poured into a cup before the member leaves the room.
- B. There will be no beer cans or bottles allowed outside any room in the house.
- C. No container of beer, i.e. packs of beer, will be allowed on the sundeck, floor hallways, front of the house, and first floor common areas, including the patio and basketball court. The only exception made will be during registered GAMMA BYOB parties where a beer bank is present, or special events approved by the Sigma Chi Building Company and the Executive board.
- D. No kegs or common sources of alcohol are allowed in the house at any time.
- E. No containers of alcohol are allowed outside the house at any time.
- F. No hard alcohol is ever allowed in any form at any time.