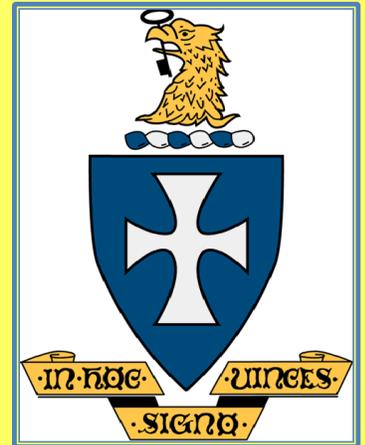


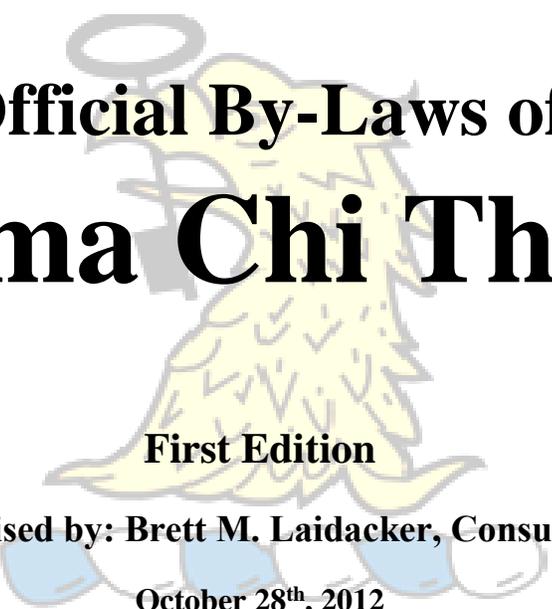
BY-LAWS OF SIGMA CHI THETA

“Sigma Chi was my first love; it shall be my last”

- Issac M. Jordan, Founder (1857)



*First Edition,
September 9, 2012*

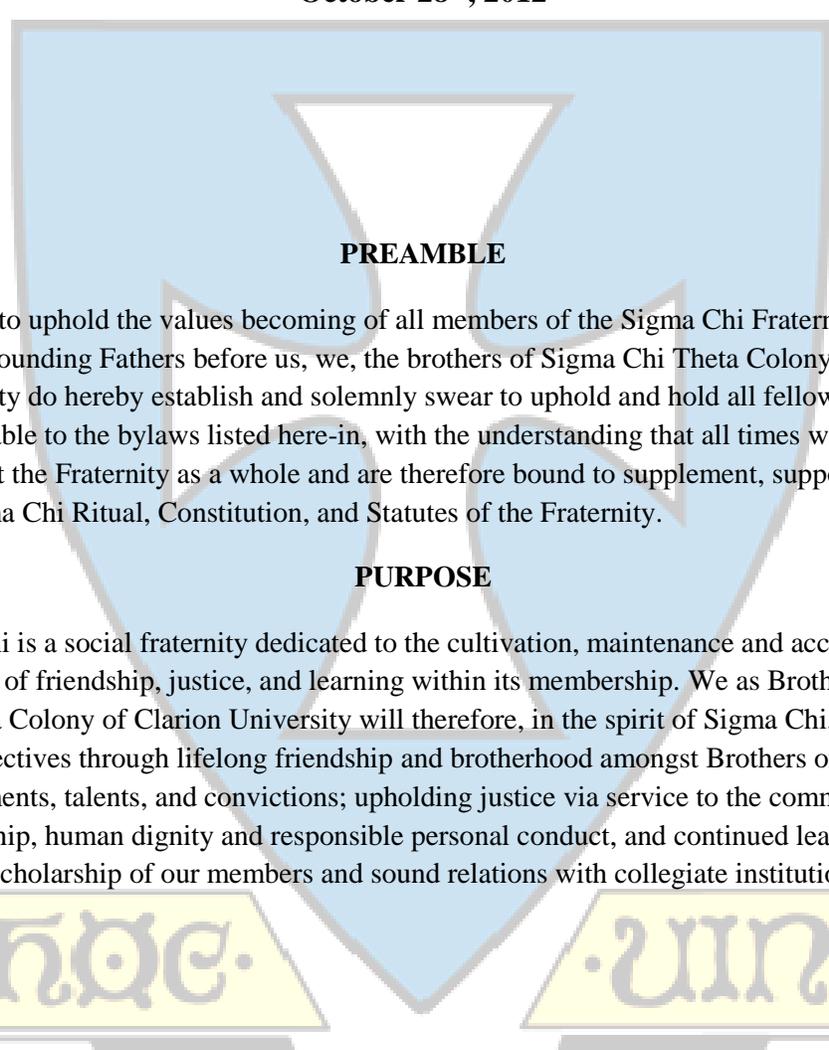


Official By-Laws of Sigma Chi Theta

First Edition

Last Revised by: Brett M. Laidacker, Consul (F'11)

October 28th, 2012

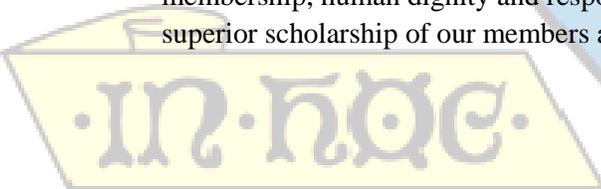


PREAMBLE

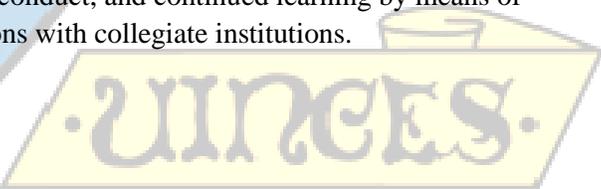
- A. In order to uphold the values becoming of all members of the Sigma Chi Fraternity as established by our Founding Fathers before us, we, the brothers of Sigma Chi Theta Colony of Clarion University do hereby establish and solemnly swear to uphold and hold all fellow brothers accountable to the bylaws listed here-in, with the understanding that all times we as individuals represent the Fraternity as a whole and are therefore bound to supplement, support, and safeguard the Sigma Chi Ritual, Constitution, and Statutes of the Fraternity.

PURPOSE

- A. Sigma Chi is a social fraternity dedicated to the cultivation, maintenance and accomplishment of the ideals of friendship, justice, and learning within its membership. We as Brothers of the Sigma Chi Theta Colony of Clarion University will therefore, in the spirit of Sigma Chi, strive to achieve these objectives through lifelong friendship and brotherhood amongst Brothers of different temperaments, talents, and convictions; upholding justice via service to the community, diverse membership, human dignity and responsible personal conduct, and continued learning by means of superior scholarship of our members and sound relations with collegiate institutions.



·IN·HOC·



·VINCES·



·SIGMA CHI·

ARTICLE I: MEMBERSHIP

Pledgeship

Section I : Definition

- A. To be eligible for pledging within the Sigma Chi Theta Fraternity, a student must have attained an accumulated Grade Point Average of at least a 2.50 on a 4.00 scale from Clarion University of Pennsylvania.
- B. A candidate for membership amongst the Fraternity will be extended a bid only upon formal approval of not less than 80% of the current active members present and voting at a regular or special meeting of the Colony.
- C. In order for an active member to be eligible to cast a vote pertaining to membership, the Brother must have only missed one recruitment event without a valid and pre-approved excuse.
- D. Formal Pledging shall begin following the formal Pledge Pinning Ceremony. Attendance of the Pledge Pinning Ceremony is mandatory of all Brothers, unless a valid and pre-approved excuse is provided. (See Article V; Section II – B)
- E. Pledgeship status shall persist from completion of the Pledge Pinning Ceremony until the point of Formal Crossover to the status of a recognized Colony Brother.

Section II: Removal

- A. If a pledge, because of his financial or scholastic ineligibility, has not been initiated by the end of his second semester of pledging, his pledgeship shall be automatically terminated, unless otherwise overturned by a unanimous vote by all current active members in good standing.
- B. All pledge classes are mandatory attendance, unless a valid and pre-approved excuse is provided. Failure to attend two classes shall result in automatic deferral to a Judicial Board hearing to determine continued pledgeship with the Fraternity.
- C. A pledge may be automatically subject to a hearing by the Judicial Board at anytime if deferred by the Magister for conduct unbecoming of a Sigma Chi.
- D. Any active member in good standing may propose a vote for termination of a pledge for conduct unbecoming that does not represent Sigma Chi before the rest of the colony. If 60% of the colony votes to terminate the pledge, the pledge will be immediately terminated and be ineligible to receive a bid from the Fraternity again during the immediate next semester. If the vote fails by less than 20%, the pledge will be notified of the vote called against him.

General Membership

Section III: Initiation

- A. No person shall be eligible to Crossover into Colony Membership unless he has received instruction under the tutelage of the Magister and has passed the Official Pledge Examination, as witnessed and certified in writing by the current Pro-Consul of the Colony.
- B. A pledge is not eligible to receive the Official Pledge Examination unless all pledge dues have been paid in full, as determined by the current Quaestor of the Colony.

Section IV: Non-Discrimination

- A. The Sigma Chi Fraternity and this Colony as representatives shall under no circumstances be discriminatory while selecting men for membership amongst their numbers in terms of race, color, religion, national origin, sexual orientation, or financial or social status.

Section V: Affiliation

- A. Any member of another Colony of the Sigma Chi Fraternity may affiliate with Sigma Chi Theta of Clarion University upon review of written confirmation from his original Colony that he was in good standing, financially and otherwise. He must be voted in with an 80% vote of the current active members.
- B. Any affiliated member is immediately subject to all provisions of the bylaws of Sigma Chi Theta Colony of Clarion University, regardless of former obligations.

Section VI: Good Standing & Probation

- A. To remain in good standing with the Colony, an active member must maintain the standards required for initiation and meet all other requirements and obligations mentioned hereinafter. Members not in good standing, as determined by a Judicial Board hearing, are suspended from all social activities of the Colony, but and may vote on issues discussed by the Colony unless otherwise stated here-in until good standing has been achieved.
- B. Remaining on probation for a term of two or more consecutive semesters is grounds for suspension from the Colony, as determined by the Judicial Board and a 51% vote of the Colony's active members in good standing.



ARTICLE II: OFFICER POSITIONS

Chapter Offices

Section I: Executive Board

- A. Sigma Chi Theta will at all times retain the following Executive Board Officer Positions:
- a. **Consul** – The Consul shall serve as President and Chief Executive Officer of the Colony and will preside over active meetings of the Colony. He will enforce the By-Laws, Constitution, and Statues of the Fraternity, and will ultimately be held accountable for what the Chapter does and does not do. The Consul shall serve as a source of external communication for the Chapter and conduct communications between the Colony and Clarion University of Pennsylvania.
 - b. **Pro Consul** – The Pro Consul shall serve as Vice President and Chief Operations Officer of the chapter. In the absence of the Consul the Pro Consul shall serve as Consul and perform his roles with due diligence and responsibility. The Pro Consul shall chair the Executive Committee and the Judicial Committee, as well as conduct Post Initiation Training (when applicable) and preserve internal order.
 - c. **Annotator** – The Annotator will serve as the Secretary of the Colony and will handle all correspondences and minutes of the Colony’s meetings. The Annotator is charged with distributing said minutes to the Colony within a timely and orderly fashion. He will oversee programs involving community service, philanthropy, and, in combination with the Consul, public relations.
 - d. **Quaestor** – The Quaestor will serve as Treasurer of the Colony and thus handle all finances and financial obligations of the Colony, as well as preparing an annual budget. The Quaestor shall prepare and deliver a financial report each semester at the discretion of the Executive Board, and will be in charge of maintaining and collecting dues from all Colony Brothers.
 - e. **Magister** – The Magister will serve as the pledge process trainer with responsibility for preparing the pledges for full membership in the Fraternity by carrying out the Colony’s Pledge Program. The Magister will assist the Pro Consul in Post Initiation Training (when applicable.)
 - f. **Risk Manger** – The Risk Manager will be in the charge of all Social Events of the Colony, assigning risk management teams to monitor the event and, in the event of their necessity, control any problems that arise. Additionally, he will take measures to insure the safety of all members and their guests.

Section II: Other Officer Positions

- A. For detailed descriptions of other common Chapter Offices, consult the *Norman Shield*.
- B. As necessary, the Colony may elect other officers required for special duties.
- C. An assistant officer will be appointed to assist and officer at his request or the suggestions of the Colony. An assistant officer will automatically be nominated during the next election if has satisfactorily completed his duties.

Terms of Service

Section I: Nominations & Elections

- A. Nomination for offices will take place during a Colony meeting in April, with at least one week of time between nominations and official elections. Voting will be by secret ballot or as otherwise determined by the Executive Committee. The nominee receiving a majority of the votes shall be elected for the position during the next term.
- B. Quorum needed for elections must be at least seventy-five percent (75%) of all active Colony members.

Section II: Eligibility

- A. **Academic** - No person in the Colony may hold office or be nominated for an office unless he has maintained, in the semester prior to his nomination, a scholastic GPA of all subjects carried equivalent to the required scholastic average that is a prerequisite for initiation into Sigma Chi Theta. If at any time during his term of office a Brother falls below the aforementioned scholastic average, his office may be declared vacant.
- B. **Membership** - In order to be nominated for an Executive Board position, a Brother must have been active for at least a period of one semester, not including pledgeship. In extreme circumstances, the Executive Committee may vote with a 100% majority to make an exception.

Section III: Term of Office

- A. The term of office for elected officers will be for one year following their election or appointment. Appointed officer positions will remain as needed or until the next upcoming election period.

Section VI: Impeachment

- A. Any officer of the Colony may be impeached for non-exemplary conduct or conduct unbecoming of a Sigma Chi. A two-thirds vote of the active members of the Colony will be needed to impeach any officer, provided charges have been openly proffered against the officer by the Judicial Board one week prior to the meeting at which the impeachment vote is to be taken. Upon an officer's impeachment, his office will be declared vacant.

ARTICLE III: UNIVERSITY ADVISORS

Section I: Chapter Advisor

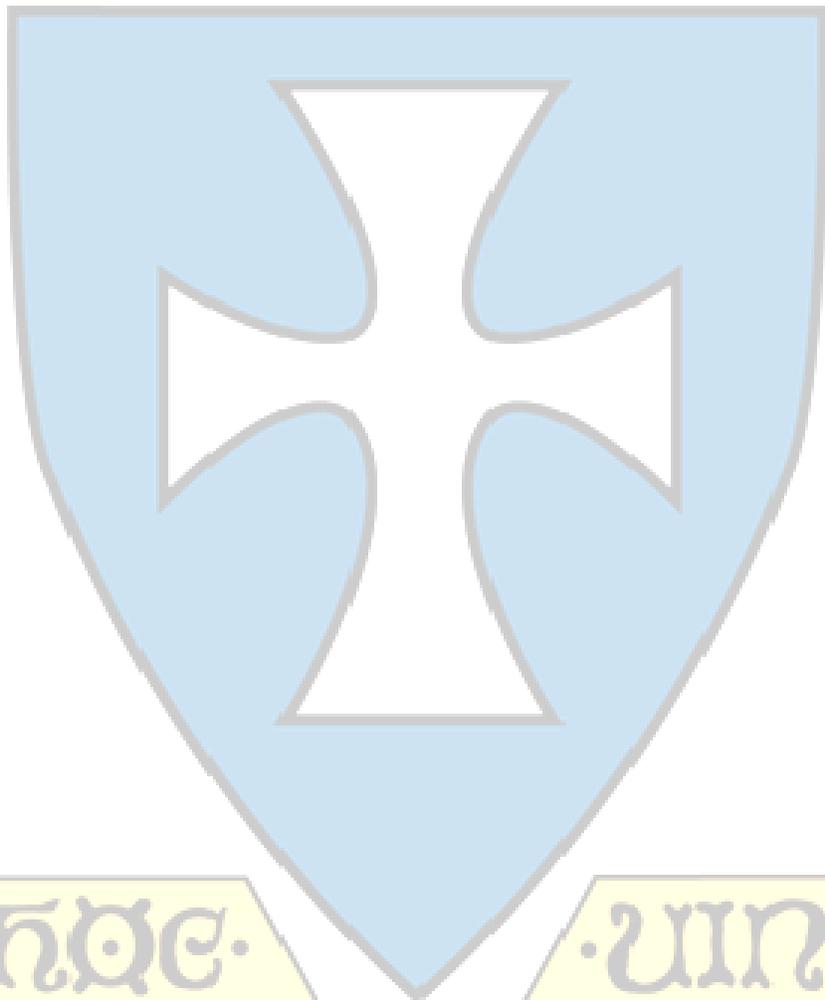
- A. The Chapter Advisor will be a member in good standing of the Sigma Chi Fraternity and will be appointed on an annual basis by the Grand Praetor.

Section II: Faculty Advisor

- A. The Faculty Advisor will preferably be a member in good standing of the Sigma Chi Fraternity as well as a member of the faculty at Clarion University of Pennsylvania. The Faculty Advisor shall be elected by the Executive Committee and approved by the University.

ARTICLE IV: COMMITTEES

(Postponed)



ARTICLE V: MEETINGS

Section I: Active Meetings

- A. Regular Active Meetings will be held weekly on Sunday at 6:00pm. Any deviation from this schedule will be announced by the Consul in writing at least 24 hours prior to the regular meetings time.
- B. Special Active Meetings may be called by the Consul at any time and will be called by him upon the written requests of a group of brothers. In both cases, due notice will be given in writing concerning the time of the meeting.
- C. All Meetings will be conducted according to the provisions of Robert's Rules of Order, which may be modified as the Colony or Executive Committee deems necessary.

Section II: Attendance

- A. It is mandatory for all members to attend the regular Active Meetings, with the exception of legal excuses as hereinafter described.
- B. Attendance at the Ceremonies of Initiation is mandatory, with the exception of legal excuses as hereinafter described.
- C. Attendance at Recruitment and Brotherhood events is mandatory, with exception of legal excuses as hereinafter described.
- D. Any other events deemed mandatory by the Executive Committee must be declared as such no later than two weeks prior to the event.
- E. Brothers who fail to attend at least seventy-five percent (75%) of all Colony events, including but not limited to, active and special meetings will lose the right to vote as hereinafter described in Article V, Section IV and may be subject to probation as designated under the Judicial Policy.

Section III: Absences and Excuses

- A. There are four legal excuses for absence from Colony events:
 - a. Personal Illness
 - b. Serious Illness or Death of a Family Member
 - c. Educational Classes
 - d. Excuses Approved by the Executive Committee
- B. Whenever possible, a Brother who anticipates an absence will present his reason to the Pro Consul and/or the Executive Committee at least one week prior to his proposed absence. The Pro Consul and/or Executive Committee will approve all legal excuses.
- C. Brothers absent from a regular Active Meetings, Initiation Ceremony, or official Colony event without a legal excuse will be held accountable by the Executive Committee.
- D. A Brother absent for any of the previously mentioned events due to an emergency situation must inform the Pro Consul or the Executive Committee of the circumstance behind said absence as soon as possible but no later than the beginning of the following regular Active Meeting. Penalties for such an absence will be left to the discretion of the Executive Committee.

Section IV: Voting & Eligibility

- A. **Quorum** – Quorum will consist of at least seventy percent (70%) of the active chapter membership. This quorum will be required for all voting, unless otherwise stated in the By-Laws.
- B. All Initiated Colony Brothers will have a vote except as hereinafter provided.
- C. Voting will be by accumulation and a majority vote of the Active Colony members present will decide all questions unless otherwise provided by the By-Laws. Any members present may demand a secret ballot. The Consul will vote only to break a tie.
- D. Eligibility to vote will be determined by the following factors:
 - a. Any members of the Active Colony who scholarship record causes disciplinary action to be taken against him by Clarion University of Pennsylvania or the Sigma Chi Theta Colony will automatically lose the right to vote in all Active Meetings and Elections, until he files with the Colony a written certificate from the proper office of the University that he is in good scholastic standing.
 - b. Any member of the Colony with two or more consecutive unexcused absences shall lose their voting privileges on all matters before the Colony, including but not limited to Elections. The Consul shall reinstate voting privileges once the member in question has attended the number of Active Meetings they have missed, consecutively, without any additional absences, excused or otherwise.
 - c. Any member of the Colony whose finances have become delinquent according to the Financial Policy and/or the discretion of the Quaestor will automatically lose their voting privileges and will only have their privileges reinstated once their account has been reviewed and cleared by the Executive Committee.
 - d. Any member of the Colony who has been placed on probation by the Judicial Board for any reason immediately forfeits his voting privileges until the issue has been resolved at the discretion of the Executive Committee.

Section V: Committee Decisions

- A. Any decision made by a Committee may be overruled by a majority vote of the Chapter.



ARTICLE VI: FINANCIAL POLICY

Section I: Semester Dues

D. Pledge Fees

1. Pledging Dues will be \$150 and cover Pledge Pin, T-shirt, and Headquarters Fees

E. Active Fees

1. The fees for all active brothers will be \$250, if paid in full by start of rush week. Fees will increase by 10% to \$275 if a brother wishes to arrange a payment plan. All fees are to be paid in full before the last regularly scheduled active meeting of the semester.

F. Initiation Fees

1. The initiation fees will be \$175.00 which is covered by pledge dues.

Section II: Payment of bills

- A. All bills will be due and payable to the chapter on the first day of each month or at the first regular active meeting of each month
- B. All bills will be delinquent if not paid by midnight on the tenth day of the month, 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.
- C. Any brother whose account becomes delinquent through lack of timely payment will automatically lose voting privileges and may be subject to probation at the suggestion of the Judicial Board or the financial committee.
- D. Any brother whose account remains delinquent for one semester will be subject to financial suspension as described in Article IX, section G.

Section III: Payment plans

- A. Payment plans must be approved by the Financial Committee.
- B. Any Brother who enters into a payment plan must sign a written contract committing him to meet his periodic fiduciary responsibility to the active chapter.
- C. Financial Plans shall not permit payment any later than the last active meeting of the semester.

Section IV: Financial Suspension

- A. Financial suspension proceedings will begin at such a time when any Brother's account becomes delinquent one semester.
- B. Once a Brother is suspended from the chapter, a local collection agency will be contacted to recover the money rightfully owed to the chapter.

Section V: Participation

- A. No brother will be allowed to participate in any chapter activities, including but not limited to, social events and intramural sports, until he is current in all financial obligations to the chapter.

Section VI: External Notification

- A. The Brother's parents will be sent a copy of the bill for the Brother's account, if the brother is delinquent. Each brother will receive a copy of the bill when it is sent to his parents. The bill sent to the parents. The bill will be itemized to show a breakdown of costs.

Section VII: Education & Prevention

- A. These bylaws will 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 financial policy with the active chapter annually.
 - 1 No pledge will be initiated into the chapter who has an outstanding balance with chapter or the Sigma Chi Fraternity.
 - 2 No pledge will be allowed to take the official pledge exam unless he has paid his dues.
- B. Upon crossover each new brother will:
 - a. Fill out and sign a financial policy under the guidance of the Quaestor.
 - b. Fill out a financial form to be kept in chapter files.

ARTICLE VII: OFFICIAL SIGMA CHI RISK MANAGEMENT POLICY

Section I: Alcohol & Drugs

- A. The possession, sale, use or consumption of alcoholic beverages, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
- B. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of the same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example kegs or cases, is prohibited.
- C. Open parties, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
- D. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organization.
- E. All recruitment or rush activities associated with any chapter maybe held at or in conjunction with a tavern or alcohol distributor.
- F. No member, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under league drinking age)
- G. The possession, sale or use of any illegal drugs or controlled substances while on chapter premises or during a fraternity event or at any event that an observer would associatr with the fraternity is prohibited.

Section II: Hazing

- A. No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

“Any action taken or situation created, intentionally, weather on or off fraternity premises to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excess fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution applicable state law.”

Section III: Sexual Abuse & Harassment

- A. The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, weather physical, mental or emotional. This is to include and actions, part of its members, weather physical, mental or emotional. This is to include any actions, activities or events, weather on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or escorts, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

Section IV: Fire, Health, & Safety

- A. The chapter house should meet all local fire and health codes and standards.
- B. Emergency numbers for fire, police, and ambulance should be posted by common phones and locations along with evacuation routes.
- C. The chapter house should comply with engineering recommendations as reported by the insurance company or municipal authorities.
- D. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house is prohibited.
- E. Candles should not be used in the chapter house or individual rooms except under controlled circumstances such as initiation.

Section V: Risk Manager's Duties

- A. It is the duty of the risk manager to ensure that guidelines put forth in this policy are adhered to. If a policy is broken the offender may be subjected to J-Board depending on the severity of the offence as determined by the risk manager.
- B. It is the duty of the risk manager to make sure a member of the fraternity or himself is designated to stay sober at any event where alcohol is present to handle any problems that may arise, this includes making sure that any brother who is in need of a designated driver has one, as well as checking identification at the door of events hosted by us to ensure no person under 21 is drinking. The position of the person to stay sober will rotate so that every member has a turn, the rotation being designated by the risk manager.
- C. For any situation that a member deems risky they can consult the risk manager for advice on whether or not they should do it. For applicable situations, if the risk manager feels the action is safe he should be willing to do it first to make sure it is indeed safe.



ARTICLE VIII: JUDICIAL BOARD

Section I: Personal Conduct

- A) Any Brother in violation of the Oath of Initiation of the Ritual or accused of conduct thought to be unbecoming of Sigma Chi Theta (Colony) will be subject to the disciplinary action of the Judicial Board.

Section II: Conduct with Pledges

- A) Every active member will treat pledges (new members) of the chapter with the same levels of respect as those active members, in accordance with the ideals of the Fraternity and the anti hazing policy established by the Sigma Chi International Fraternity and Clarion University Of Pa.
- B) Any Brother in violation of the foregoing clause will be subject to the disciplinary action of the Sigma Chi Theta Judicial Board.

Section III: Judicial Board

- A) The Judicial Board has three purposes:
 1. Hold Brother accountable to the expectations of the Sigma Chi Theta Ritual.
 2. Respond fairly and decisively to Brothers who have brought dishonor to the chapter and the Fraternity through their actions at anytime, while in or out of the chapter.
 3. Hold Brothers accountable for violating and Sigma Chi governing law or chapter bylaws and/or negligence to their positions held within the Fraternity.
- B) The Judicial Board will consist of the Pro Consul and Risk Management chair in current term, as well as four brothers; one being from each of the fresh,am. Sophomore, junior, and senior classes, who will each be elected not by the chapter but by the members of the respective class with the approval of the Pro Consul and an alumni advisor, who will participate in Judicial matters when need be.
- C) The members of the board will be elected every semester as necessary in the case of membership resignation or graduation.

Section IV: Judicial Process

- A) Accusation-
 1. An accusation occurs when the Consul, Pro Consul, or a member of the Executive Committee is informed of a infraction of a Brother, by a member of the community
 2. including one of the following:
 - a) a witness
 - b) another brother
 - c) the Inter-Fraternity or Panhellenic Councils
 - d) a faculty member of Clarion University

- e) the faculty advisor
 - f) or any other credible source
3. The Executive committee, if appropriate, will automatically and immediately suspend the accused from all chapter activities (social events, intramural, pledge interaction, wearing letters, etc.) The suspension time will be determined by the extremity of the accusation at hand, but will never in any case last more than (15) days and will be pending the outcome of the investigation and decision by the Judicial Board.

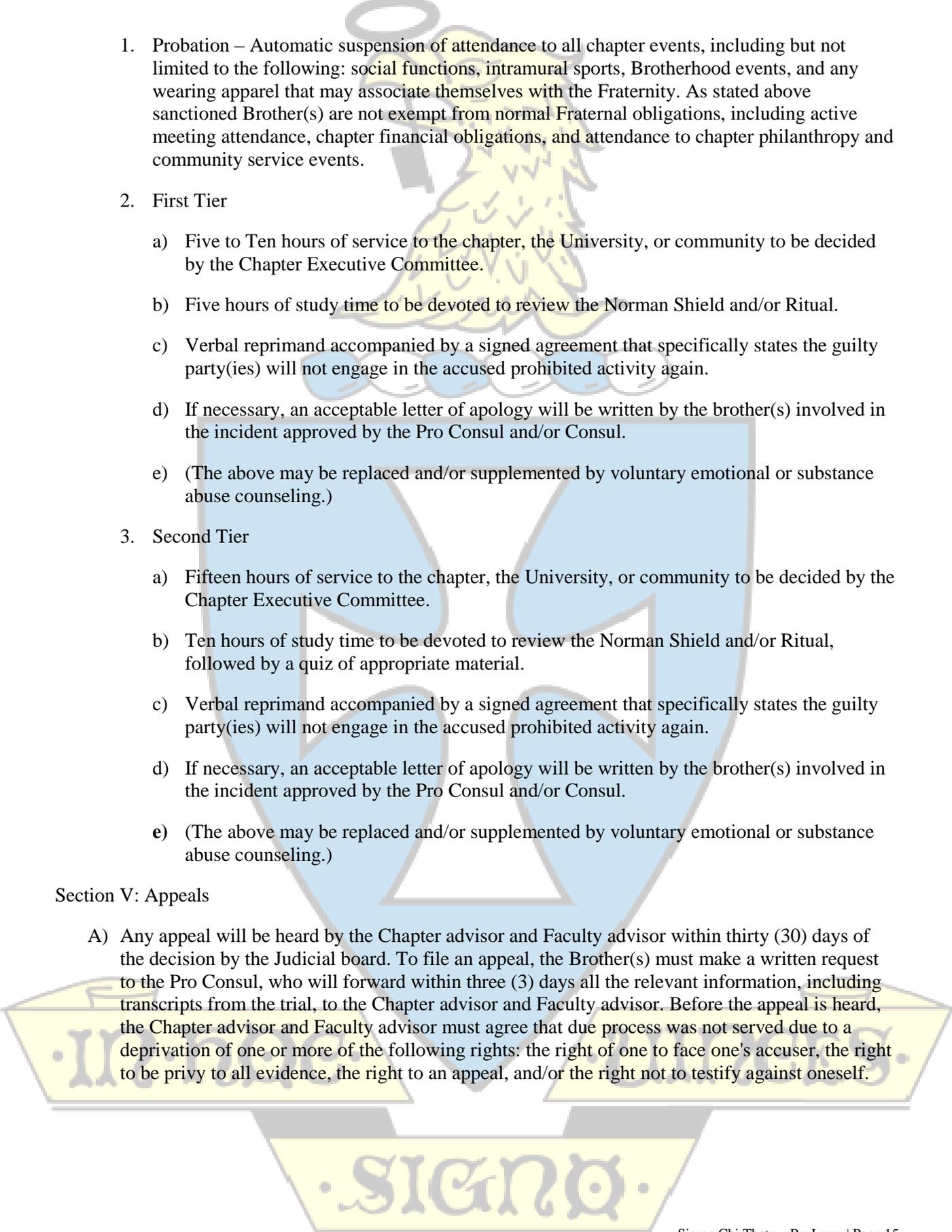
B) Investigation of Incident-

1. The Pro Consul will be contacted, who in his capacity as chairman of the Judicial Board will notify the other Board members, begin collecting facts, and if necessary set a trial date. The trial date will be set such that the accused brother(s) have sufficient time to make scheduling arrangements.
2. The Pro Consul will 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/or Pro Consul who shall, in his powers, act as Judicial Board Chairman.
3. Failure of the Brothers(s) to reply within the designated time period will result in a plea of NO CONTEST. ("No Contest" does not imply guilt or innocence.)

C) Trial-

1. A trial will be held on the date set by the Pro Consul and Executive board unless the Brother(s) admit guilt in which case a trial is waived and the Judicial will apply appropriate punishment and/or extended suspension.
2. The date will be set far enough in advance to provide participants and witnesses ample time and notice to make arrangements to attend.
3. The board will be presented with all the facts and either:
 - a) Make a ruling or,
 - b) Choose to hear further testimony from the witnesses, 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.

- D) Punishment – If found guilty, the punishment will be at the discretion of the Judicial Board. Unless the incident is of serious enough nature to warrant the use of General Fraternity trial proceedings, the RECOMMENDED punishments are give in the tier system (Section 4, Statute D, 2&3). The Judicial board can chose one or all four punishment in the first tier depending on the extremity of the punishment needed. On a second offense the second tier will be used. If the situation warrants, probation may also be assigned (Section 4, Statue D: Probation). Each time a brother is brought before the Judicial Board during his undergraduate membership he will be given a more severe punishment, without regard to the nature of the incident. After the third offense of which a brother is found guilty within his undergraduate career, the chapter will begin the expulsion process. (*Sanctioned Brother(s) are not exempt from normal Fraternal obligations, including active meeting attendance, chapter financial obligations, and attendance to chapter philanthropy and community service events.*)

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1. Probation – Automatic suspension of attendance to all chapter events, including but not limited to the following: social functions, intramural sports, Brotherhood events, and any wearing apparel that may associate themselves with the Fraternity. As stated above sanctioned Brother(s) are not exempt from normal Fraternal obligations, including active meeting attendance, chapter financial obligations, and attendance to chapter philanthropy and community service events.
 2. First Tier
 - a) Five to Ten hours of service to the chapter, the University, or community to be decided by the Chapter Executive Committee.
 - b) Five hours of study time to be devoted to review the Norman Shield and/or Ritual.
 - c) Verbal reprimand accompanied by a signed agreement that specifically states the guilty party(ies) will not engage in the accused prohibited activity again.
 - d) If necessary, an acceptable letter of apology will be written by the brother(s) involved in the incident approved by the Pro Consul and/or Consul.
 - e) (The above may be replaced and/or supplemented by voluntary emotional or substance abuse counseling.)
 3. Second Tier
 - a) Fifteen hours of service to the chapter, the University, or community to be decided by the Chapter Executive Committee.
 - b) Ten hours of study time to be devoted to review the Norman Shield and/or Ritual, followed by a quiz of appropriate material.
 - c) Verbal reprimand accompanied by a signed agreement that specifically states the guilty party(ies) will not engage in the accused prohibited activity again.
 - d) If necessary, an acceptable letter of apology will be written by the brother(s) involved in the incident approved by the Pro Consul and/or Consul.
 - e) (The above may be replaced and/or supplemented by voluntary emotional or substance abuse counseling.)

Section V: Appeals

- A) Any appeal will be heard by the Chapter advisor and Faculty advisor within thirty (30) days of the decision by the Judicial board. To file an appeal, the Brother(s) must make a written request to the Pro Consul, who will forward within three (3) days all the relevant information, including transcripts from the trial, to the Chapter advisor and Faculty advisor. Before the appeal is heard, the Chapter advisor and Faculty advisor must agree that due process was not served due to a deprivation of one or more of the following rights: the right of one to face one's accuser, the right to be privy to all evidence, the right to an appeal, and/or the right not to testify against oneself.