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[This document contains the Organizational Procedures of the Sigma Chi: Theta Alpha Chapter. The International By-Laws is Supreme and supersedes these By-Laws. The contents within this constitution shall not be reproduced other than by those authorized to do so.]

# **Theta Alpha Chapter Bylaws**

## **Vision Statement**

To become the preeminent collegiate leadership development organization-aligned, focused and living our core values.

## **Mission Statement**

To improve as life-long students, to serve the Clarion campus and community, and to better our brotherhood through dedication to our values, virtues, and ritual.

## **Preamble**

Believing that where there is law, there is liberty, we the members of the Theta Alpha Chapter of the Sigma Chi Fraternity do establish these bylaws for the government of our chapter, and solemnly promise to obey them in order to promote the welfare and prosperity of Sigma Chi, the Theta Alpha Chapter, and its individual members. It must be understood that the Governing Laws of the Sigma Chi Fraternity (Constitution, Statutes, and Executive Committee Regulations) shall be supreme.

Purpose of Sigma Chi: The fundamental purpose of the Sigma Chi Fraternity is the cultivation, maintenance and accomplishment of the ideals of friendship, justice, and learning within our membership. Develop values-based leaders committed to the betterment of character, campus, and community.

## **Article I Membership**

### **Section 1: Membership Code of Conduct**

- a. As a brother or brother-to-be of the Sigma Chi Fraternity, I will conduct myself in a manner that will reflect favorably upon this fraternal organization.
- b. I understand and accept the obligations stated in the Jordan Standard and the Sigma Chi Creed.
- c. I will learn and use proper etiquette and exercise good grace when among women or men, and will strive to make those around me feel at ease.
- d. I will strive for academic achievement and practice academic integrity.
- e. I will meet my financial obligations when they are due.
- f. I will respect the dignity and protect the health and safety of all persons; therefore, I will not physically, verbally, psychologically, sexually abuse or haze any human being.
- g. I will respect my property and the property of other and will neither abuse nor tolerate the abuse of property.
- h. I will neither use nor condone the use of illegal drugs; I will neither misuse nor tolerate the misuse of alcohol.
- i. Paramount to this agreement is my promise to confront my peers whose actions conflict with the standards of membership in Sigma Chi.
- j. I freely accept these responsibilities and commit myself to be a Brother or Brother to be of the Sigma Chi Fraternity.

### **Section 2: Pledgeship**

- a. If a freshman, he must have a high school cumulative GPA of at least 2.5.

- b. 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.
- c. The Pledge Pinning Ceremony is mandatory of all Brothers, unless a valid and pre-approved excuse is provided.

### **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 bona fide 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 standard 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 purpose, 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.

**ECR 3.07-2** 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 at least 800 on the Scholastic Aptitude Test (SAT); or attained a score of at least 15 on the American College Test (ACT); or graduated in the top 25% of his high school (or equivalent) graduating class. This academic standard shall be considered a minimum and, therefore, chapters may define higher academic standards.

**Statute 3.09** The foregoing criteria shall not be construed as conferring a right to membership on any person.

**Statute 3.10** A candidate for membership shall be pledged, i.e., accepted into the pledgeship program of an active chapter, only upon formal approval of not less than 80 percent of the active members present and voting at a regular or special meeting of the chapter. Pledgeship shall begin with the formal Pledge Ceremony.

**Statute 3.11** The pledging of each candidate shall be promptly reported to the Executive Secretary.

### Section 3: Pledge Termination

- a. Pledgeship shall be terminated only by the candidate's initiation, by the agreement of the Pledge and the Chapter, by a vote of not less than 80% of the active members present and voting at a regular or special meeting of the Chapter, or as specifically state within these bylaws (Statute 3.12).

Pledge Termination votes must be openly brought to the chapter by the person calling the pledge termination vote, and during that time must discuss the motive for termination, and the specific reason(s) why the pledge is not fit for membership into the Theta Alpha Chapter of the Sigma Chi Fraternity.

- b. Pledgeship may be terminated for any Pledge, which is termed "depledged," for:

- Withdrawal from Clarion University prior to the Official Pledge Examination of the Sigma Chi Fraternity.

- If found in any way to be in violation of the National, State, City, School, or Chapter regulations regarding the illegal use of drugs.

### Section 4: Pledge Program

- a. The pledge program will be the prescribed program from the Preparation for Brotherhood curriculum. Any changes that want to be made must be submitted to headquarters and approved before they are done.
- b. The Pledge Program shall not contain any type of harassment or hazing, as defined by Pennsylvania State Law and the Sigma Chi Statement of Position Concerning Pledge Training and the Ritual.

### Hazing

**"This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined herein: "Hazing" as defined by §1006.63, Pennsylvania Statutes, means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution, regardless of a person's willingness to participate. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.**

**In addition to Pennsylvania Statutes §1006.63, hazing as defined by the CUP system also includes, but is not limited to, the forced use of alcohol; morally degrading or humiliating games and activities; physical and psychological shocks; deception; verbal abuse; personal servitude; kidnapping; deprivation of privileges granted to others in the organization by use of force or duress; and any other activities which are contrary to academic achievement, the stated purpose of the local and/or (inter) national organization, and/or the mission, policies or regulations of the CUP system or applicable state law."**

- c. No person shall be initiated into membership as an undergraduate unless he has received at **minimum** eight (8) weeks of tutelage from a Magister.

d. During Pledge functions the house is to remain dry from 2 hours prior to the function until the function is complete.**Section 5: Initiation**

- a. No person shall be initiated into membership unless the chapter has written certification that said person has maintained a 2.5 average or better, in all subjects carried prior to, or during initiation (cumulative GPA). Such certification shall come from the proper college or university officials (If Possible).
- b. Any Pledge that has not passed the formal Chapter vote will either be “held over,” or “terminated” by the vote of the active Chapter.

### **Statutes relevant to Initiation**

**Statute 3.13** Prior to 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% of the active members present and voting at a regular chapter or special meeting of the chapter.
- b. The tacit approval of the Grand Consul, who shall disapprove only for a stated cause based on the provisions of section 3.07.

**Statute 5.09** Every member prior to his initiation shall pay to the Quaestor the sum of **\$375** for the use and benefit of the General Fraternity, and shall receive, if eligible, a certificate of membership and an initiation badge/Brother’s Pin.

### **Section 6: Hold-over Pledges**

- a. Any Pledge that does not meet the standards for initiation as defined by the Fraternity and the Chapter shall not be initiated during that semester.
- b. At the discretion of the Chapter, a Pledge may be “held over” until the following semester. Such discretion shall be given upon a majority vote of the active members present and voting.
- c. Pledges designated as “hold overs” shall be required to participate in all Pledge activities, all mandatory Chapter activities, specified study hours, and any other remedial activities selected by the Chapter to ensure the Pledge shall meet all requirements for initiation at the conclusion of the semester. “Hold over” Pledges are not required to attend Chapter Functions in which they have already participated.
- d. “Hold over” Pledges shall be required to meet the financial obligations of a Pledge during that semester.  
If a Pledge has not been initiated by the end of the second semester, including the semester pledged, following his pledging because of his financial or scholastic ineligibility, his Pledgeship is automatically broken.
- e. Failure to qualify for initiation, due to the Chapter’s decision to “hold over” a pledge, for two consecutive semesters shall be cause for immediate and permanent termination of said Pledge from the Theta Alpha Chapter.

### **Section 7: Affiliations**

- a. Any member of another Chapter of the Sigma Chi Fraternity may affiliate with a local Chapter, only after written confirmation from either the college or university that he previously attended, and his original chapter that he was in good standing, financially and otherwise.
- b. Lack of good standing at the previous Chapter shall disqualify the candidate from affiliation until the matter is successfully resolved.
- c. Any affiliate is subject to all provisions of the bylaws of the Theta Alpha Chapter. **Section 8: Alumni/Inactive Membership**
  - a. 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 8 semesters, so long as the brother is in good standing with the Chapter, financially or otherwise.
  - b. All Brothers must pay dues. No member of the Chapter shall be recognized as inactive through any provision of these bylaws.
  - c. In order to be a normal, active member of the Theta Alpha Chapter, a grade point average of 2.5 must be held. You will not have a vote on chapter issues if under a 2.5 GPA. You will also not be able to participate in Intramural Sports, hold an office, or attend socials, unless to be a sober driver. Under a 2.5 GPA classifies you as on probation from the fraternity, for at least 1 semester.
  - d. If a brother indeed is active for 8 semesters and is in good standing with the chapter, financially or otherwise, the brother can request that the chapter vote to be classified by the chapter as a 'Fifth Year Brother', however keeping his classification with the fraternity at large (headquarters) as 'Active'. This brother will then be responsible to meet the following requirements:
    - Attend at least 6 Chapter meetings per semester
    - Attend at least 1 community Service event
    - Attend Initiation
    - Be responsible for all chapter dues
  - e. **Block status: If a brother is going on block for the department of education, he may petition the executive board for block status. The conditions of this status will be decided on a case by case scenario and reported to the chapter at the next meeting.**

## **Statutes relevant to Alumni Membership**

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

**Statute 3.03** 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.

## **Article II Meeting**

### **Section 1: Chapter Meetings**

- a. There shall be a weekly Ritual-based chapter meeting conducted once a week in a location designated at the beginning of each semester. Any changes to the time or location of any chapter meeting must be within 24 hours of the previously scheduled meeting time and must be verified by the executive committee or the Consul.
- b. Special Chapter meetings may be called by the Consul at any time, and shall be called by him upon written request of any five brothers. In both cases, a 24-hour notice shall be given concerning the time and location of the meeting.
- c. All regular Chapter meetings shall be conducted according to the provisions of Division I 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 (pg.8), it is mandatory for all members to attend the regular Chapter meetings, unless having a legal excuse as hereinafter prescribed.
- b. Being more than 15 minutes late to any meeting counts as an unexcused absence unless a valid excuse is submitted.
- c. Attendance at the Ceremonies of Initiation and all other Rituals are mandatory unless having a legal excuse **for work or family emergencies. These excuses shall be submitted to the cusigmachi email and all executive positions.**
- d. Attendance at Recruitment and Brotherhood events is mandatory, with exception of legal excuses as hereinafter prescribed.
- e. Any other events deemed mandatory by the Executive Committee must be declared as such no later than **one week** prior to the event.
- f. Brothers who fail to attend at least sixty percent (60%) of all Chapter events, including but not limited to, active and special meetings will lose the right to vote as hereinafter described and may be subject to probation as designated under the Judicial Policy.

### **Section 3: Absences and Excuses**

- a. Each brother is allowed to miss one (1) unexcused Chapter meeting per semester. This missed meeting will not count in any way toward the maximum number of missed meetings allowed. This bylaw does not apply to any Ritual Officer, i.e. Consul, Pro-Consul, Magister, **Kustos.**
- b. Legal excuse for absence shall be:
  - Personal illness
  - Serious illness of a member of the immediate family
  - A death in the immediate family
  - Sigma Chi fundraising event
  - Religious holiday
  - An active member is only allowed **1** homework excuses and must provide undisputable proof that he was truly working on homework. Ex: Syllabus stating due date/exam
- c. Other excuses must be approved by the Executive Committee of the Theta Alpha Chapter

- d. All legal excuses must be submitted in writing/electronically to the Executive Committee prior to the missed Chapter Meeting.
- e. In the event of **personal illness**, the Brother is required to submit his excuse to **the cusigmachi email** at a minimum of 3 hours prior to the anticipated absence.
- f. In all other events listed above, the Brother is required to submit his excuse directly to the Annotator at a minimum of 6 hours prior to the anticipated absence. Failure to do so shows a lack of personal responsibility and will result in an automatic \$20 fine.
- g. All legal excuses must be submitted in writing/electronically to the Executive Committee at the Executive Committee meeting prior to the week that Initiation Ceremonies are scheduled to take place if the brother needs to be excused from attending the Initiation Ceremonies of the Theta Alpha Chapter.
  - Unless a brother is excused from attending Initiation Ceremonies as defined by the bylaws one week prior to Initiation that brother will be fined \$50 by the Quaestor.
- h. A brother absent from a regular chapter meeting due to work must go before the Executive Committee one week prior to his proposed absence(or whenever his work schedule is released). The Executive Committee shall approve all excuses due to working.
- i. Any brother who misses a Chapter meeting shall lose his voting privileges for the subsequently scheduled Chapter.
- j. If the Executive Board does not excuse a brother from an event he is deemed unexcused and the consequences must be followed herein prescribed.

#### **Section 4: Quorum**

- a. Quorum shall be at least 50% plus one (1) members of the active Chapter in order for issues and/or amendments to be voted upon.
- b. A two-thirds affirmative vote of the active Chapter present is needed for an amendment to be approved, if quorum has been met in the Chapter meeting.
- c. Quorum must be met in order to hold Chapter meetings or any other meeting that requires voting to take place.

#### **Section 5: Voting**

- a. All active Chapter members shall have a vote unless hereinafter prescribed.
- b. Voting shall be by acclamation and a majority vote shall decide all decisions or questions unless otherwise provided by law. Consul decides how the votes will be cast.
- c. There will be no voting by proxy.
- d. The Chapter may suspend the voting rights of any brother for any period for conduct contrary to the provisions of the Sigma Chi Statutes:
- e. Any member of an active Chapter, whose scholarship record causes disciplinary action to be taken against him by Clarion University, shall lose automatically the right to vote in all Chapter meeting until he shall file with the chapter a written certificate from the proper officers of Clarion University of Pennsylvania as he is again in good academic standing.
- f. Any brother, who misses three (3) mandatory Chapter functions and is unexcused for all three (3), shall have no vote on Chapter business for the remaining of the semester.
- g. Any brother who is financially delinquent shall have a voice, but not a vote until the obligation is resolved with the Quaestor.

- h. The Consul, or acting chair, may vote only after all other votes have been taken. Changing of votes shall not be permitted after the chair has voted.
- i. Newly initiated brothers must learn and be able to recite a said portion of the ritual to the Pro Consul, Consul, or Kustos before they are able to gain their voting privileges. Newly initiated brothers who were initiated in the previous fall semester must receive their vote within 30 days of their initiation date and spring initiates must earn their vote by the first chapter meeting of the following fall semester or shall be placed on social probation until they earn their vote.
- j. Brothers wishing to hold Ritual positions must learn and be able to recite a said portion of the ritual before they are able to run for position.
- k. Any brother who does not attend Chapter in business attire and badge, as determined by the Consul, shall lose his vote for the said Chapter meeting and be fined \$10.

## **Article III Officers**

### **Section 1: Chapter Officers**

- a. The officers of the Chapter shall be those prescribed by the Ritual of the Sigma Chi Fraternity. In addition, there will be officers as deemed necessary the by Theta Alpha Chapter as hereinafter provided for.
- b. The following are Ritual Positions, Consul, Pro-Consul, Annotator, Magister, and Kustos as defined in the Sigma Chi Ritual.
- c. **The non-ritual positions include Quaestor, Tribune, Historian, Recruitment chair, Risk manager, Chapter editor, and Social chair.**
- d. All Ritual Positions shall be elected by the chapter. Nominations for the positions will open the week before the election and then again immediately before each platform on the election week.
- e. All ritual positions are required to attend all mandatory retreats, workshops, and provinces unless they have a prior commitment that qualifies as an excused absence.

### **Consul**

- a. Term: Whole Academic Year
- b. The Consul is the President of the chapter.
- c. He presides over chapter meetings as well as other chapter activities.
- d. Enforce bylaws
- e. To enforce memorization of ritual parts
- f. He is responsible for the security of the charter, ritual, ritualistic materials, chapter house and the individual members of the chapter.
- g. He is the face of the Fraternity, which means he is responsible in maintaining great relations with all other outside organizations. (i.e. other Fraternities, Sororities, Office of Fraternity and Sorority Life and any other organizations that deal with the chapter)
- h. Shall maintain open and regular communications with the Chapter Advisor, Grand Praetor, and Sigma Chi Headquarters.
- i. Responsible in running the Peterson/Chapter of the Year Committees.
- j. When forced to make a decision he must make any decision based on what he believes is best for the chapter at large.
- k. He is required to attend all IFC meetings.

- l. He is to attend all mandatory meetings by the Office of Fraternity and Sorority Life.
- m. In every action the Fraternity makes whether it is good or bad, the Consul is responsible for.

### **Pro Consul**

- a. Term: Whole Academic Year
- b. The Pro Consul is the Vice President of the chapter.
- c. Chairman of Judicial Board Committee
- d. He works with the Consul in running chapter meetings as well as other chapter activities.
- e. The Pro Consul presides over the chapter's executive committee and works with other committees within the chapter.
- f. The Pro Consul is also responsible for running Post Initiation Training (P.I.T.)
- g. Must be prepared to take over the Consul's duties if the Consul were to be absent.
- h. Helps the Consul in maintaining the security and relations of the chapter.
- i. Responsible in making sure that the Consul and Chapter is aware of all the actions taken by the Executive Committee.
- j. Should be able to assist all positions and chairs so that the highest degree of excellence can be achieved.

### **Annotator**

- a. Term: Whole Academic Year
- b. The Annotator keeps accurate records of chapter meetings in the chapter minute book must be released 48 hours after meeting.
- c. Assists the Consul during Chapter meetings.
- d. He keeps track of all chapter files and records as well as the chapter's permanent record of member data.
- e. He is in charge of Philanthropies, Public Relations, and Community Service. He assists those chairs in all of their actions. If one of those chairs steps down he is to take over that position.
- f. He is in charge in keeping the chapter informed of all things happening concerning the chapter.

### **Quaestor**

- a. Term: Whole Academic Year
- b. The Quaestor is the treasurer of the chapter.
- c. He keeps track of all chapter funds and is responsible for collecting dues from members.
- d. He must prepare a budget before each fiscal year and presents it for approval before the executive committee and chapter.
- e. Communicates all transactions with the chapter.
- f. Major (above \$100) unplanned transactions must be approved by the Executive Council.

### **Magister**

- a. Term: Whole Academic Year
- b. The Magister is the pledge educator who prepares the pledge brothers for Initiation.
- c. He prepares the program, which teaches the pledge brothers about the ideals of Sigma Chi.
- d. He is allowed to assist the Pro Consul in P.I.T.
- e. He is to be a positive reflection of Sigma Chi. This is required so that the pledges see how a Sigma Chi should act. The pledge class is a reflection of the Magister that runs the program.
- f. He is to communicate to the chapter of the pledge class's process through the program.

- g. His goal is to develop young men into Sigma Chi's that will one day leave a positive impact on the chapter, Fraternity, University, and community.
- h. He's in charge of setting up initiation. Which entails finding a location and making sure the chapter is well prepared for initiation.
- i. Care for and preserve all regalia that is owned by the chapter.

**Recruitment Chairman:**

- a. Term: Whole Academic Year
- b. The Recruitment Chairman organizes the chapters rush program.
- c. He must provide the chapter with information on the rush guests
- d. Responsible for providing information to rush guests on fraternity life and expectations.
- e. He is to recruit members who will positively reflect Sigma Chi and impact our chapter in a positive light.
- f. Responsible in running a working committee to assist him in all recruitment manners.

**The Risk Manager** : Term: Semester

- a. The Risk Manager develops and implements the chapter's safety management program.
- b. He coordinates safety education to the chapter and addresses concerns related to chapter risks such as building maintenance, alcohol use, drug use, hazing and sexual abuse.
- c. He is to ensure that the entire chapter is aware of the Risk Management Crisis Plan and how to handle a situation of crisis.
- d. In charge of setting up the Sober Sig Program and ensuring every brother does their required time.
- e. Helps maintain the safety of all individuals at any event sponsored by the chapter.

**Tribune:** Term: Semester

- a. The Tribune prepares all necessary chapter correspondence, reports, and other required information to University and Fraternity officials.
- b. Sets up events that help connect the alumni with the undergraduate chapter.
- c. A successful term would entail having at least one event that connects the alumni with the undergraduates.
- d. Produce and update undergraduate and alumni member information
- e. Send updates to executive director of the fraternity without delay
- f. Send executive director a correct list of officers immediately after each election
- g. Furnish any other grand officers of the fraternity with any information requested

**Chapter Editor** : Term: Semester

- a. The Chapter Editor maintains files on previous chapter publications as well as publications from other chapters and General Headquarters.
- b. He publishes at least two chapter newsletters a year describing current alumni and undergraduate activities.
- c. He also coordinates the publications of chapter material such as recruitment brochures, philanthropy programs, and quarterly news to The Magazine of Sigma Chi.
- d. Can be changed to junior officer if need be, by decision of the Consul

**Historian**

- a. Term: Semester

- b. The Historian preserves previous records of the chapter into a library to be sent to the Grand Historian if needed.
- c. At all major events he is responsible for taking pictures so that everything can be documented for future use.
- d. Maintain the chapter Roll Book
- e. Writes a concise history of the chapter covering term
- f. Can be changed to junior officer if need be, by decision of the Consul

### **Kustos**

- a. Term: Semester
- b. The Kustos assists with chapter meetings and keeps the privacy of the chapter room.
- c. The Kustos is to protect our ritual at all cost.
- d. He is to be at every chapter meeting. If he is not able to attend then the Risk Manager shall take over his duties.
- e. Obey the direction of the Consul

### **Social:** Term: Semester

- a. He is to set up social events with other organizations every other week each semester for the chapter to enjoy.
- b. He is to understand the social event policy, so that we as a chapter follow all the rules.
- c. A good social chairman will ensure the safety of our chapter while making enjoyable events for every brother.

### **Section 2: Chapter Chairmen (Not all positions have to be filled)**

- a. Chapter Chairmen are positions that are not prescribed by the ritual, but appointed by the **Consul**. The Consul will then ask the chairmen elect if they accept the position. They are positions that are required if the chapter desires the highest level of success.
- b. They are not required to be eligible to have their vote for these positions.
- c. There is no GPA requirement to hold a chair position in this chapter.
- d. For the chapter to maintain the level of success desired and to live up to their mission/vision statements they must hold these positions with the utmost importance.
- e. Any chairman is able to hold a committee so that he can better perform his position.

#### **House Manager: Term academic year**

- a. The House Manager takes care of the maintenance, safety, and cleanliness of the chapter house.
- b. He is to help the community manager maintain the house so that the house meets all fire safety standards.
- c. He is to hold all brothers 100% accountable if someone disrespects the house or the property in the house.

#### **Public Relations Chairman: Term academic year**

- a. The Public Relations Chairman develops and implements a public relations program.
- b. He must generate favorable publicity in campus and community media.
- c. A successful public relations chairman will go into other organizations meetings and inform them of the chapters planned events.

#### **Scholarship Chairman Term: academic year**

- a. The Scholarship Chairman develops and implements a scholastic program and education programs with the campus.
- b. He provides information on learning resources to the chapter.
- c. He also serves as chapter liaison with the Sigma Chi Foundation.
- d. He is to hold brothers who fall below the required GPA requirement accountable for getting their GPA's back to the desired level.
- e. He is to work with the pledge class and make sure they understand how important grades are to Sigma Chi and this chapter.
- f. His goal is to constantly improve the GPA of the chapter and its members.

**Chapter Advisor**

- a. The Chapter Advisor is chosen by the undergraduate chapter as well as the international headquarters of Sigma Chi, and responsible for representing the undergraduate chapter at and national events, as well as assisting the undergraduate chapter with the support of other alumni.

**Philanthropy Chairman** Term: Academic Year

- a. He is responsible for making sure the chapter is prepared to participate in all philanthropic events possible.
- b. He is to motivate the chapter to understand the importance in giving back to the less fortunate.
- c. It is his responsibility to make sure the chapter performs well in every philanthropy, because that is a direct reflection of our chapter.
- d. His goal should to participate and place in every philanthropy. Doing this will ensure that we as a chapter are living up to our vision/mission statement.

**Community Service Chairman:** Term: Academic Year

- a. He is responsible for setting up community service events for the chapter to participate in.
- b. He is to motivate the chapter on the importance in helping out the community.
- c. A successful community service chairman will have at least two community service events per semester. His goal is to have every brother in attendance during these events.
- d. Striving towards two events a semester will ensure our vision/mission statement.

**Derby Days Chairman** Term: Academic Year

- a. He is responsible for setting up our annual Derby Days Philanthropy.
- b. He is to create excitement within the chapter and the CUP community for the event.
- c. His ultimate goal is to raise as much money as possible while making sure that everyone involved has a great time.
- d. All proceeds from the Derby Days Event will be sent to the Huntsman Cancer Institute.
- e. Derby Days will be held once a year.

**Brotherhood Chairman** Term: Semester

- b. He is responsible in setting up brotherhood events to increase the brotherhood in the chapter.
- c. He is required to have at least two brotherhood events during the semester.
- d. The goal of a brotherhood chairman is to increase the bonds of brotherhood through fellowship between all brothers.

**Greek Week/Homecoming Chairman:** Year Long

- a. He is responsible in informing the chapter of all the events that deal with both Greek Week and Homecoming programs.
- b. Both events deal with other organizations, so he is in charge of communicating with those organizations as well.

- c. His goal is to inspire the chapter to perform well in both events while creating new relationships with other organizations.
- d. The chapter can decide to have separate chairmen for this position. (ex: Homecoming Chair and Greek Week Chair)

**Formal Chairman:** Term: Year Long

- a. He is responsible for setting up a formal event for the brothers during the Spring Semester.
- b. This event should be a proper example of the professionalism of the Fraternity.
- c. His ultimate goal is to create a memorable experience for every brother and date that attends.

**Ritual Chairman** Term: Semester

- a. He is responsible in helping the Kustos and Magister in everything that they need done. (could be either executive as well)
- b. He helps with the setup of initiation and ensuring the pledge class is prepared to understand our ritual.

**Intramural/Activities Chairman** Term: Semester

- a. He is responsible in registering the chapter for any intramural event that takes place on campus.
- b. He must notify each brother that wants to participate the proper way to register for intramural events.
- c. If there are intramural jerseys then he is responsible in making sure that they are washed and cleaned before every game.
- d. In order to live up to our vision/mission statement he must strive to win every event while having fun. Doing this will also increase our brotherhood as a chapter.

**T-Shirt Chairman** Term: Semester

- a. He is in charge in the design of all t-shirts and sizes that the chapter desires.
- b. If other organizations desire our shirts it is his responsibility to make sure they know about the shirts.

**Fundraising Chairman** Term: Academic Year

- a) He is to raise funds for the chapter to use in the budget or to donate towards philanthropy.
- b) All fundraisers are mandatory, thus, there is to be a minimum requirement fundraised per member. If said member does not participate in the fundraiser he is to pay the minimum amount of money required by the Executive Committee.
- c) The fundraising chair will create at least three(3) events per semester that will generate money towards the chapter.

or

- Social Committee – picked by Consul
  - Mixers
  - Sober Events
  - Brotherhood Events
  - Formal
  - Risk Management
  - Intramurals
- Ritual Committee – Consul headed
  - Initiation
  - Preparation for Brotherhood
  - Pledge Rituals
  - Big/Little Assignments (Reviewed by Exec Board)
- Philanthropy – picked by Consul
  - Derby Days
  - Philanthropy
  - Community Service
  - Fundraising
  - Float
  - Sorority Appreciation
- Rush Committee- recruitment chair headed
  - Planning Rush Events
  - Year-long recruitment
- Public Relations – picked by Consul
  - Public Relations
  - T-Shirts
  - Alumni Events
  - Newsletters
  - Social Media

○ **Scholarship Section 3: Elections**

- a. The Chapter shall make nominations for the spring elections for Consul, Pro Consul, Magister, Quaestor, and Annotator on the first regularly scheduled meeting in week 8 of the semester, after nominations have been made, the Chapter shall elect officers as prescribed in the Ritual. The other positions will be elected after Initiation and nominated two weeks before

that meeting. Once elected the officers will not be installed until the spring pledge class is initiated. **The newly elected officers shall be installed to provide a period of transition in the 2<sup>nd</sup> chapter meetings before the end of the semester.** All ritual positions shall be elected as prescribed by the ritual.

- b. **The Chapter shall make nominations for the fall elections for semester positions and will be elected after Initiation and nominated two weeks before that meeting. Once elected the officers will not be installed until the spring pledge class is initiated. The newly elected officers shall be installed to provide a period of transition in the 2<sup>nd</sup> chapter meetings before the end of the semester. All ritual positions shall be elected as prescribed by the ritual.**
- c. If any office except the Consul becomes vacant, nominations for the said office shall be made at the next regular or special Chapter meeting. At the next regular or special Chapter meeting following said nominations, but at least 24 hours after the first nominations have been made, the Chapter shall fill the vacant office as prescribed by the Ritual.
- d. Anyone wishing to run for a position must receive a majority vote by the active voting chapter to assume their desired position. At the next regular Chapter meeting, the elected officer(s) shall be installed according to the Ritual.
- e. The Consul shall assume or delegate the duties of the vacant office until said office is filled by a vote of the active Chapter.
- f. If the office of the Consul shall become vacant, the Pro Consul shall be immediately declared Consul.
- g. If the offices of both Consul and Pro Consul become vacant, the Chapter shall fill these vacancies immediately with a secret ballot election at the next regular or special Chapter meeting.
- h. There shall be no form of campaigning for or endorsements of candidates running for elected office. If one is deemed in violation of this statute they will be subjected to immediate Judicial Board and will lose voting rights for the remainder of the semester and if the candidate is aware of campaigning and does not act to end the actions, he will be automatically removed from the election process.
- i. A candidate in the election process may discuss why he is qualified for a position and discuss this with other voters.

#### **Section 4: Officer Transition period**

- a. A newly elected officer will not assume full responsibility of their office until after he has attended four meetings with the previous officer in his position, to discuss current goals, and the long term vision for that particular position. The officer transition meetings must take place within a 2 week period after elections take place, the goal being to keep progress steady without dropping off after a new person take office.
- b. They will be given the prior officers binder with the information and other documents that they have obtained since coming into power.
- c. The newly elected Executive Board will not assume full responsibility until after they have attended two meetings with the previous Pro-Consul, to discuss current goals, and the long term vision. The Executive Board transition meetings must take place within a 2 week period after elections take place, the goal being to keep progress steady without dropping off after a new Executive Board takes office.

### **Section 5: Officer Eligibility**

- a. No member may be elected to or installed into an office unless he has satisfied all Chapter obligations, financially or otherwise, and is an enrolled student at Clarion University of Pennsylvania during the semester of his election and during the term of his office.
- b. No brother in the active Chapter may hold office or be nominated for an office unless he has maintained a grade point average of at least 2.5 QPA in all subjects carried at the University of Clarion Pennsylvania. In order to be nominated for a Ritual Position, or hold a Ritual Position, you must have at least a 3.0 QPA.
- c. If an officer does not meet the GPA requirement for his position, a 2/3 vote will be required for him to remain in his position.
- d. No brother may hold more than one Ritual office at any time.

### **Section 6: Impeachment**

- a. Any officer (i.e. Consul, Pro Consul, Quaestor, Recruitment Chairman), may be impeached for non-exemplary conduct or conduct not becoming of a Sigma Chi.
- b. Any office or elected position shall be declared vacant and the brother impeached by a two-thirds vote of the active Chapter, but only after charges have been openly brought against the officer in a Chapter meeting by a member of the Chapter at least one week prior to the meeting at which the impeachment vote is taken.

### **Section 7: Executive Reviews**

- a. Executive reviews shall happen at week 8 and two weeks before the end of the semester.
- b. During the executive review, the officers will be given criticism about their performance of duties so far.
- c. If an officer fails the review, he will be placed back in training for 2 weeks and on probation for 1 month.
- d. The officer still remains in his position during this time.
- e. Voting will take place to determine if the officer is doing a suitable job at their position. This will be determined by a simple majority vote.

## **Article IV Committees**

### **Section 1: Committees**

- a. There shall be the following committees:
  - Executive Committee
  - Finance Committee
  - Judicial Committee
- b. Any member of the active Chapter not explicitly declared a member of a particular committee shall nevertheless be welcomed in participating as a member of the said committee.

- c. The meeting time and place of each committee shall be set by the chair of the said committee.
- d. Any officer may elect to have a committee designed to help him carry out his duties, i.e. Scholarship Committee, Ritual Committee, Social Committee, etc.

## **Section 2: Executive Committees**

- a. The Executive Committee shall be composed of the Consul, Pro Consul (Chairman), Magister, Quaestor, Annotator, Recruitment Chairman, Kustos, Risk Management Chairman, Tribune, Historian and Chapter Editor
- b. All officers that wish to speak at Chapter meetings must submit an oral report to the Executive Committee at the Executive Committee meeting prior to the Chapter meeting. If the officer cannot attend the Executive Committee meeting, he must submit a written request.
- c. After each Chapter meeting, officers that have given an oral report must submit a written report of the week's activities.
- d. The Annotator shall keep records of the Executive Committee minutes; the Pro Consul shall keep records of all officer reports.
- e. Except as provided under Subsection J, the Executive Committee shall be responsible for planning the chapter calendar, setting the agenda of the Chapter meetings, making recommendations to the Chapter on all unfinished business, authorizing expenditures in the approved budget as they occur, coordinating and giving final approval for the actions of all other committees except for such matters that said committee gives sole responsibility for in these bylaws, and disposing of all routine administration of the Chapter provided for in the approved budget.
- f. The Executive Committee shall, at its discretion, place on the Chapter agenda any business of general interest to the active Chapter.
- g. The Executive Committee shall not make recommendations on any type of membership ballots.  
The active Chapter may consider for final approval any matter that comes before the Executive Committee upon request from the members of the active Chapter prior to the Chapter meeting following the Executive Committee meeting. The request must be in writing, include the signature of five (5) dissenting brother, and submitted prior to the Chapter meeting.
- j. The Pro Consul shall include, in each report to the Chapter, the total number of absences from Executive Committee meetings of each member of the Committee during that semester.
- k. Executive Meeting times will be decided by the Pro Consul as long as the times do not inhibit an Executive member from regularly attending the meeting.

## **Section 3: Finance Committees (if applicable)**

- a. The Finance Committee shall consist of the Pro Consul, Quaestor (Chairman), the Chapter Advisor, and the Alumni Liaison. The Chairman of the Finance Committee shall be the Quaestor.
- b. The Alumni Liaison shall be appointed by the Consul.
- c. Quorum of the Finance Committee shall be three (3) members, one of which is an alumnus.
- d. Three (3) votes in the affirmative by members of the Finance Committee are required for all decisions of the Committee, regardless of attendance.
- e. The Finance Committee shall be responsible for the Financial Policy of the chapter and its fulfillment, and in addition, any brother who does not abide by the provisions mentioned in these bylaws or hereinafter aforementioned for the payment of bills to the chapter shall be subject to such disciplinary actions as the Finance Committee deems best. Statute 7.02, the act

that empowers the Fraternity's Executive Committee to initiate membership suspension, of the Sigma Chi Constitutions will be invoked whenever necessary.

- f. The Financial Policy, as adopted by the Finance Committee will take precedence over these bylaws. The Financial Policy must be reviewed each semester by the Finance Committee with suggestions for alterations submitted by any member of the Chapter. All requests for amendments to the Financial Policy must be in writing.
- g. The Finance committee has the sole responsibility for approval of an individual's financial payment plans and initiating financial expulsion proceeding.
- h. If a brother is making a purchase fails to submit a purchase order form in order to be reimbursed by the Quaestor within fourteen (14) days of the purchase, the obligation will no longer be the chapter's liability and the brother who made the purchase shall incur the debt.

#### **Section 4: Judicial Board**

- a. Purpose of the Judicial Board shall be: Respond fairly and decisively to brothers who have brought dishonor to the Chapter and the Fraternity through their actions at any time, either while at a Chapter-sponsored event or otherwise. To hold Brothers accountable for breaking any Sigma Chi Statutes and/or Bylaws. To hold Brothers accountable to the basic expectations of Fraternity member as outlined in the Sigma Chi Ritual.
- b. The Judicial Board shall consist of one brother from each class in school ( freshman, sophomore, junior, senior),if no freshman representative the fourth brother should be the longest active member. These four brothers will serve as the voting members of the Judicial Board. Judicial Board Chairman will be responsible for arranging the meeting times for Judicial Board, and will be the one who informs an accused brother of his punishment. If an even number of brothers show up to vote on a Judicial Board case, and the vote on decision of punishment becomes a tie, the Consul shall vote and be the tie breaker. If the Consul is absent, the Pro-Consul or Judicial Board Chairman will be the tie breaking vote.
- c. The members of the Judicial Board shall be elected each semester or as necessary in the case of membership resignation and serve no more than three (3) consecutive terms.
- d. Accusations: The Chapter's Consul or member of the Executive Committee is informed by:
  - (a) a witness
  - (b) another Brother
  - (c) the Interfraternity or Pan-Hellenic Council
  - (d) Clarion University of Pennsylvania
  - (e) other credible sources, e.g. the Clarion Police Department
- e. The Executive Committee, if appropriate, will automatically put the Brother(s) involved in the incident on immediate suspension from all Chapter activities (social events, intramural sports, etc.) for a period not to exceed fifteen (15) days pending the outcome of an investigation and decision by the Judicial Board.
- f. Investigation of Incident:

The Consul shall contact the Chairman of the Judicial Board who will notify the other board members, begin collecting facts, and if necessary, set a trial date which must take place within the fifteen (15) business days suspension period listed in (2) above. A Judicial Board hearing may not be called on a brother more than 15 days after the incident occurred. The Judicial Board Chairman shall notify the Brother(s) accused immediately and give him forty-eight (48) hours to respond to the allegations. Responses shall only be given to the Consul and the Pro Consul.

g. Trial:

A trial shall be held on the date set by the Judicial Board Chairman in Subsection 1 under Investigation of Incident unless Brother(s) admit guilt in which case there is no trial and the Chairman of the Judicial Board shall apply the appropriate punishment.

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

- h. The Board shall be presented with all the facts and either: make a decision, decide to hear further from witnesses, those accused, and any other person the board decides will be needed. In this case, further testimony will be entertained after which a decision will be rendered.
- i. Punishments: If the Brother(s) is found to be guilty, the punishment shall be assigned by offense. The Judicial Board will levy a first offense punishment from their first tier unless the incident is of a serious nature to warrant the initiation of trial board proceedings. On a second offense, the Judicial Board shall assign punishment from the second tier, etc. Each time a brother is brought before the Judicial Board during his undergraduate membership, he shall be given a higher tier of punishment even if the incident is different in nature.
- i. First Tier-
- a) Verbal reprimand accompanied by a signed agreement which specifically states that the guilty party(ies) will not engage in the prohibited activity again.
  - b) If necessary, an acceptable letter of apology shall be written by the Brother(s) involved in the incident approved by the Judicial Board Chairman and the Consul.
  - c) The brother will not be allowed any unexcused absences from chapter meetings.
  - d) The brother will be required to participate in at least three pledge functions throughout the semester. (Not including brotherhood retreat)
- NOTE: The above may be replaced and/or supplemented by voluntary emotional or substance abuse counseling.
- ii. Second Tier-
- a) The Brother will be required to stay sober at the next social event. (Including but not limited to Brotherhood retreat and Bid Party)
  - b) The Brother will be assigned an additional sober sig.
  - c) The Brother will not be allowed any unexcused absences from chapter meetings.
  - d) The Brother will be required to participate in at least three pledge functions throughout the semester. (Not including brotherhood retreat)
  - e) Verbal reprimand accompanied by a signed agreement which specifically states that the guilty party(ies) will not engage in the prohibited activity again.
  - f) The brother will be required to participate in at least three pledge functions throughout the semester. (Not including brotherhood retreat)
  - g) The brother will lose his vote on chapter issues for the remainder of the semester. NOTE: The above may be replaced and/or supplemented by voluntary emotional or substance abuse counseling.
- iii. Third Tier-
- a) The brother will be placed on full social probation for the remainder of the semester and may be extended into the next semester as approved by the Judicial Committee.
  - b) The Brother will not be allowed to consume alcohol in the Sigma Chi chapter house.
  - c) The Brother will not be allowed any unexcused absences from chapter meetings.
  - d) The Brother will be required to participate in at least three pledge functions throughout the semester. (Not including brotherhood retreat)

- e) Verbal reprimand accompanied by a signed agreement which specifically states that the guilty party(ies) will not engage in the prohibited activity again.
- f) The brother will be required to participate in at least three pledge functions throughout the semester. (Not including brotherhood retreat)
- g) The brother will lose his vote on chapter issues for the remainder of the semester.
- h) The brother will not be allowed to play intramural sports for the chapter. NOTE: The above may be replaced and/or supplemented by voluntary emotional or substance abuse counseling.

iv. Fourth Tier-

- a) The brother will be placed on full Chapter probation for the remainder of the semester and by be extended into the next semester as approved by the Judicial Committee, which includes the following:
  - 1. The brother may not attend any Sigma Chi, Theta Alpha events. (These include but are not limited to socials, philanthropies, parties, tail-gates, brotherhood events, intramural sports, etc.)
  - 2. May not attend chapter. (Unless otherwise approved by the Judicial Chairman)
  - 3. May not live in or be around the Theta Alpha Sigma Chi House at any time.
  - 4. Failure to comply with this may result in an additional semester of chapter suspension and a possible recommendation for expulsion.
- b) Verbal reprimand accompanied by a signed agreement which specifically states that the guilty party(ies) will not engage in the prohibited activity again.
- c) If necessary, an acceptable letter of apology shall be written by the Brother(s) involved in the incident approved by the Judicial Board Chairman and the Consul. NOTE: The above may be replaced and/or supplemented by voluntary emotional or substance abuse counseling.

v. Fifth Tier

- a) The chapter will initiate conduct expulsion proceedings pursuant to Statute No. 7 of the Sigma Chi Statutes and 7.01 through 7.02-1 of the Executive Committee Regulations.  
 Appeals: Any appeal shall be heard by the Chapter Advisor within fifteen (15) days of the decision made by the Judicial Board. To file an appeal, the brother(s) must make a written request to the Judicial Board Chairman and the Consul who will forward the information to the Chapter Advisor with the transcripts with the transcripts from the trial within three (3) days. Before an appeal is heard there must be proof that due process was not followed.
- k. The preceding tier structure may be altered for specific judicial board cases, at the decision of the Judicial Board. (for Example: Adding an additional sober sig date may be added)
- l. Failure to comply with any Judicial Board punishment will result in an automatic revisit of the punishment by the committee and may result in an increase in punishment.
- m. At any time the judicial board may reconvene to review a specific case to either lessen or increase the punishment of a brother. In order to increase the punishment, the Brother must have either directly violated their current Judicial Board punishment, or have been brought before the Judicial Board for another incident.
- n. Once the Judicial Board has reached a decision for a brother's case, the Judicial Board Chairman will have the brother sign a copy of the exact decision of the Judicial Board making sure the brother is aware of the specifics of his case. Both the Judicial Board Chairman and the brother will have a copy for records.

- o. The Judicial Board Chairman will be directly responsible for keeping a record of all Judicial Board meetings and passing this record down to the next Judicial Board
- p. If an incident happens over the summer or winter break the Judicial Board will convene once the next semester has started.

### **Section 5: Scholarship Committee**

- a. All brothers below a 2.75 QPA and all new members are required to participate in our chapter's scholarship program. Also, brothers that have a 2.75 or better cumulative QPA and their previous semester's GPA is below 2.75 will be required to be on the following scholarship program.
- b. Social Restrictions
  - a. Brothers below a 2.75 cumulative QPA will not have any privileges to attend socials or participate in intramural sports.
  - b. If a brother has QPA 2.75 but his previous semester's GPA is at least .75 better than their QPA then they will be limited to three socials per semester.
  - c. Brothers who have greater than a 2.75 QPA and their previous semester's GPA is below a 2.75 they will have the privileges to attend all socials.
  - d. Chapter Meetings, New Member Functions/ Activities or Formals are not included as socials.
- c. Everyone participating in this scholarship program must meet with the scholarship chair during the 1<sup>st</sup> two weeks of a semester.
  - a. During this meeting the Chairman and individuals will review GPA and QPA goals and how to accomplish them.
  - b. Participants should be prepared with previous semester grades and the syllabus of all current courses.
- d. Every 2 weeks throughout the semester participants will meet with the scholarship chairman.
  - a. During this meeting they will review grades and achievements on any paper, projects, tests, quizzes or assignments.
  - b. The scholarship chair will chart/spreadsheet achievements and ensure progress is going along as planned by set goals.
  - c. If a brother misses this meeting and is unexcused, they will not be allowed to attend the next social.
  - d. If a brother is excused then they have 5 days to make up their required meeting.
  - e. Failure to properly comply with these meeting requirements may subject new members or brothers to be denied of membership privileges as determined by the Executive Committee and Chapter; up to and including probation, suspension, or termination of membership.
- e. Every semester the scholarship chair will set up at least one workshop for brothers and new members to attend on how to do well in classes.
- f. All individuals participating in this program must complete 5 logged study hours a week.
- g. If logged hours do not show improvement the individual must complete all hours in the library.

## **Article V: Finances**

### **Section 1: Pledge Fees**

- a. Pledge fees of the Theta Alpha Chapter shall be \$375, \$275 which shall be paid prior to the Ceremonies of Initiation, \$100 which shall be paid and sent to the General Fraternity upon the submission of the 400A form.

### **Section 2: Semester Dues**

- a. The fees for all full membership brothers will be set at \$375, and are to be paid in full by the start of the formal Rush process, unless a payment plan and schedule are worked out between the brother and the Quaestor by the same deadline. Fees will increase by 10% if a brother fails to arrange a payment plan by the aforementioned deadline. All fees are to be paid in full before the last regularly scheduled active meeting of the semester. (Unless there are unforeseen circumstances which will be handled by the finance committee)
- b. If dues are not paid by the time of the scheduled payment date, the brother in question will be immediately put on probation and will not be able to participate in any event other than mandatory events. If they are not paid by the end of the semester the brother in question will be suspended.

### **Section 3: Semi-Annual Dues to the General Fraternity**

- a. Each active member shall pay to the Quaestor the sum of \$100 for the first two semesters after his initiation. Alumni members must pay in full before graduation.
- b. The Quaestor and Annotator shall submit these dues to the Executive Secretary along with the Semi-Annual Report before the prescribed deadline for submission.

### **Section 4: Chapter House and Occupancy**

- a. In order to live in the Chapter House, the brother must be in good standing with the School, and Fraternity. A delinquent brother may not have a preference in picking a vacant room, only if there is no one else to fill the house will a delinquent brother or academically suspended brother be allowed to fill a vacant room.
- b. Room selection will take place whenever the lease is signed.
- c. Brothers with First pick of a vacant room must be currently living in the house:
  - You will have higher priority in picking a vacant room based on how many semesters you have lived in the house. If you have lived in the house for 3 semesters, you have priority over someone who has only lived for 2 semesters.
  - If you have lived in the house for 1 full academic year, then you will have 2nd choice to a vacant room.
  - A brother who lives out of the house, and wishes to move in, shall have 3rd priority based on initiation pin order.
  - If there is a vacant room after all these circumstances, it will be first come, first serve to brothers in good standing and pledges.
- d. Brothers who are subleasing will not have priority on choosing a vacant room, since their name is not on the housing contract.
- e. All brothers living in the University registered house must submit to all the rules and regulations of the Theta Alpha Chapter, the university, and the general fraternity.

### **Section 5: 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 meet with the financial committee to enter into a payment plan.

#### **Section 6: Dues Structure**

- a. The Quaestor shall provide all members with the dues structure by the second week of each semester.

#### **Section 7: Academic Suspensions**

- a. Any brother who has a cumulative Grade Point Average below a 2.75 will be on Academic Probation with the Fraternity for 1 semester. Brothers with below a 2.5 QPA cannot hold a position in the fraternity. Any brother on Academic Probation will not have a vote on chapter issues, will not be able to participate in Intramural Sports, and will not be able to attend socials, unless to be a sober driver.

#### **Section 8: Billing**

- a. Each brother will receive a copy of their bill or invoice at least one month prior to the start of each semester. Brothers shall make checks payable to the "Sigma Chi Fraternity."
- b. Each brother's parents shall also receive a copy of their son's bill, unless said brother opts out of this service.
- c. The bills sent to either the Brother or their parents shall be itemized to show a breakdown of costs so that there is no question on as to how the money is being spent.

#### **Section 9: Education and Prevention**

- a. The 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 the Financial Policy with the Chapter annually.
- b. No pledge shall be initiated in the chapter who has an outstanding balance with the Chapter.
- c. No pledge shall be allowed to take the International Pledge Exam or enter into I-Period unless he has paid his Initiation Fee.
- d. Upon Initiation, each new brother shall:

-Fill out a financial policy under the guidance of the Quaestor. The policy shall be signed by the brother and/or his parents.

### **Article VI Amendments**

#### **Section 1: Procedure to Make Amendments to Bylaws**

- a. To amend these Bylaws, a proposal must be presented to the Executive Committee in writing, after which the proposal shall be presented to the next regular Chapter meeting.
- b. The proposal shall not be voted upon until the second regular chapter meeting after the one in which it was first read. A two-thirds affirmative vote of the active chapter present shall constitute approval of said amendment. (If quorum is met in the chapter meeting, as prescribed in these bylaws). The amendment shall go into effect immediately, unless otherwise stated in the amendment if it is approved.

## **Article VII Conduct**

### **Section 1: Personal Conduct**

- a. Each brother and pledge shall conduct himself as a gentleman and in a manner which shall preclude any conduct prejudicial to good order and discipline or unbecoming of a member of the Fraternity within the meaning of its laws while he is on the Chapter grounds, engaged in a chapter-related function, or is engage in any activities which shall be a reflection on the Chapter because of his actions.
- b. Any serious violation of the Sigma Chi Constitution or the Theta Alpha Chapter Bylaws described herein, determined as such by the Executive Committee or the Judicial Board, 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 high respect and esteem emulating the ideals of the White Cross. In no way shall his conduct be in violation of the guidelines set up in of these Bylaws.
- b. Any brother in violation of the foregoing ruling shall be subject to the disciplinary action of the Judicial Boards and at their discretion be subject to the action as put forth in the Sigma Chi Constitution, Section 7.01, which enable the Executive Committee of the Fraternity to impose sanctions on members due to their conduct and discipline.

### **Section 3: Illegal Drugs**

- a. Per the Governing Laws, the Sigma Chi Fraternity and the Chapter do not condone the possession, use, or sale of illegal drugs.
- b. There should be no illegal drugs present at any function associated with Sigma Chi or any other function where Sigma Chi is represented or on any property owned, or operated by Sigma Chi.
- c. All illegal substances are banned from the chapter house property and any Sigma Chi related event. Failure to comply will result in a Judicial Board Sanction.
- d. If contraband is brought in by a non member, the individual will be asked to leave and will be banned from the house until the end of the semester.

## **Article VIII General**

### **Section 1: Distribution of the Bylaws**

- a. The Magister is responsible for giving each pledge a copy of the Bylaws and house rules and seeing that he is familiar with them within three (3) weeks of his 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. Availability of the bylaws shall be the responsibility of the Annotator.
- c. The Sigma Chi organization and Theta Alpha Chapter agrees to abide by Pennsylvania State Statutes regarding hazing. Furthermore, agrees to abide by all Office of Student Organizations policies as outlined in the student handbook, to check the organization's mailbox regularly, to communicate via email upon request, and to update the organization's records whenever there is a change.

- d. In order to attend our spring semester Formal and any other date functions we may have in the fall semesters, all brothers must participate in a community service.
- e. All community services must be approved by the community service chairman and the brother must provide documentation of participation.

## **Section 2: Copy of the Bylaws**

- a. Every active brother and pledge will have the right to a hard copy of the bylaws at **their disgression.**

## **Section 3: Awards (Presented at Formal)**

- a. Each semester a scholarship for ¼ off dues shall be given to the brother with the highest G.P.A in the case of a tie it will default to the highest QPA. as well as the brother with the most improved G.P.A. The brother must be an active member in good standing in order to receive this award.
- b. At the end of each year the chapter will recognize brothers with the following awards. (A secret ballot will be cast)
  - 1. Officer of the Year Award. This award will be given to the most outstanding officer of the year.
  - 2. New Member of the Year Award. This award will be given to the most outstanding new member of the year.
  - 3. Julio A. Varela Award. This award is the highest honor Theta Alpha can give to an undergraduate member. This member is to exemplify the standards in the Ritual, Creed, Jordan Standard, and has gone beyond the call of duty to make this world a better place.

## **Article IX RISK MANAGEMENT**

### **Section 1: Procedures**

- a. In the event of an emergency, brothers are instructed to take the following actions respectively.
  - a. Contact the following if not present:
    - i. Emergency Service (Police Dept., Fire Dept, Ambulance etc.)
    - ii. Consul
    - iii. Chapter Advisor
    - iv. Grand Praetor
    - v. Director of Fraternity and Sorority Life
    - vi. Other Theta Alpha active members
- b. Close facility, end event, and secure premises (Do not allow any unauthorized personnel on premises (Including media and people who are not brothers or emergency response.)
- c. Assemble Chapter members for an emergency meeting to discuss situation and decide course of action. (Chapter Advisor or Director of Fraternity and Sorority Life may also be asked to be present at this meeting.)

### **Section II: Alcohol & Drugs**

- c. 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.
- d. 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 is prohibited.
- e. Open parties, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
- f. No chapter may co-sponsor, or co-finance in a function at which alcohol is purchased by any of the host chapters, groups or organization.
- g. All recruitment or rush activities associated with any chapter may not be held at or in conjunction with a tavern or alcohol distributor.
- h. No member, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age)
- c. 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 associate with the fraternity is prohibited.

### Section III: Hazing

- a. No chapter, 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, whether 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 IV: 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, whether physical, mental or emotional. This is to include any actions, on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, or 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 V: 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 VI: 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 a judicial board hearing 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, to be known as a 'Brother-At-Arms', 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) The Risk Manager, in order to ensure all Chapter policies are followed and all persons in attendance at any event are safe, has the authority to designate a 'Brother-At-Arms'. The 'Brother-At-Arms' is to assist, or in the case of his absence, perform all the duties of the Risk Manager. The 'Brother-at-Arms' is an appointed duty for only the duration for a specific event.
- d) The Risk Manager is to declare as many 'Brothers-At-Arms' based up chapter policies for specific events or occurrences. In absence of any preset policies, he is to assign a

- number of “Brother-At-Arms” as he sees fit for the given situation. Brothers are to be informed a week prior at chapter to an event that they are one of/the ‘Brother-At-Arms’.
- e) If a Brother is unable to perform his duties as ‘Brother-At-Arms’ for his assigned event, it is his duty to inform the Risk Manager and find his own replacement. If the case were to arise that the Risk Manager was to need extra assistance during an event, he may ask for volunteers to be an additional ‘Brother-At-Arms’.
  - f) If there are no open volunteers and there is dire need, the Risk Manager may assign ‘Brother-At-Arms’ to a Brother. The Brother must be in a sound state of mind or any other ill effects that would impede the Brother’s ability to perform his Risk Management Duties.
  - g) The assignment of ‘Brother-At-Arms’ in dire need must be voted upon by the Executive committee for approve at the next Executive Committee.
  - h) If a Brother who was assigned to be ‘Brother-At-Arms’ or any other Brother feels the Risk Manager was overstepping his boundaries or wronged by the assignment, he may bring this issue up to the Executive Committee the following week after the event where they will hear his case and vote upon a solution.
  - i) 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.
  - j) The Risk Manager is to ensure that all Risk Management Policies are followed to the fullest extent and maintain them. He is to also make sure all Risk Manager Policies are in an open source location for all the Brothers to see.
  - k) The Risk Manager is to conduct an in-depth Drug and Alcohol Seminar for all the Brothers and New Members each semester. He is to keep the information in the presentation up to date and relevant. The presentation must be seen by all the Brothers and New Members, barring excuses. The seminar will be placed It is suggested either the Chapter Advisor or the Faculty Advisor is to be present to the seminar, but it is suggested that both attend to ensure quality and provide insight. After the seminar, all in attendance are to rate the value of the program and suggest ways on how to improve it.
  - l) Brother at arms must be selected for a social 48 hours before the event.

#### Section VII: Policy for In House Events

- a. Closed Party (Must be on guest list to enter, we keep guest lists for proof of who attended social.)
- b. One monitor at front door to check IDs (wristbands to mark 21+, marker for 18+) and manage guest list. (1)
- c. Sober Event Monitors (2) (President, Social Chairman, and Risk Management Chair must remain completely sober at all social events.)

- d. One bartender (remain sober and collect drinks and distribute to people with wristbands, bartenders are instructed to not distribute to visibly intoxicated guests) All drinks must be poured into a plastic cup.
- e. One Door is used as entrance and exit. (To monitor the people who are coming and leaving and track who is currently at our social)
- f. Four Hour time limit ending no later than 2 am
- g. All brothers that have attended the social must clean the house within 48 hours at the end of the social. The house must be cleaned two days before a social can occur.
- h. All socials must be approved first by the social chair and then Executive Committee.
- i. There is only to be two social within two weeks during the semester. For example: the chapter may have two socials in one weekend but none the following week. In addition the chapter may spread out the two socials to be one social a week.

#### Section VIII: Policy for Out of House Social Events (Third Party Vendor)

- a. Sober Event Monitors (3) (President, Social Chairman, Risk Management Chair)
- b. Third Party must provide bartenders and security.

#### Section IX: House Rules (nonsocial rules)

- a. Absolutely NO Kegs, Party Balls, or Funnels shall be permitted in on the premises at any time.
  - b. Absolutely no drugs, paraphernalia, illegal weapons, or other contraband in the State of Pennsylvania shall be permitted.
  - c. Trash or personal items may not be stored or placed in any fire exits or in the common areas.
- f. Violations of Risk Management Policy
- a. Any violation of the Risk Management Policy will result in referral to the Chapter's Judicial Board and will result in an appropriate punishment. Punishments include but are not limited to: suspensions, referrals, probation, community service, and expulsion