

THE BYLAWS  
of the  
EPSILON KAPPA CHAPTER  
of the  
SIGMA CHI FRATERNITY

As Proposed By the Bylaws Committee  
January 2018

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(Chairman)

OFFICIAL COPY

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(Consul)

## **PREAMBLE**

Believing that where there is liberty, we the members of the Epsilon Kappa chapter of the Sigma Chi Fraternity do hereby establish these bylaws for the government of our chapter, and solemnly promise to obey them. It must be understood that the Constitution and Statutes of Sigma Chi Fraternity shall be supreme.

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## ARTICLE I. MEMBERSHIP

### Section 1. Pledging

- A. The standards for membership in this Fraternity shall be in harmony with those declared by Isaac M. Jordan, one of the Founders of Sigma Chi Fraternity, that no man be admitted to membership who is not believed to be a man of good character, a student of fair ability, with ambitious purposes, a congenial disposition, possessed of good morals, having a high sense of honor, and a deep sense of personal responsibility.
- B. No person shall be pledged to membership except by at least 90% vote of the members of the Fraternity.
- C. No more than two ballots shall be held on any candidate for pledging in a single meeting.
- D. No more than two ballots shall be held on any pledge for a black ball vote, excluding final vote and the mid-semester vote.
- E. Any brother can call a black ball or deferral vote on any pledge. A black ball or deferral vote can only be held after the pledge and the person calling for the vote have appeared before the pledge committee and the committee shall report to the chapter. The vote on a black ball or deferral of a pledge shall be held one week following the call for the black ball vote. The pledge must receive an 80% vote to continue pledging.
- F. Pledgeship shall be terminated only by the candidate's initiation, by agreement between the candidate and the chapter, or by a vote of not less than 10% of the active members present and voting at a regular or special meeting of the chapter.
- G. The start of formal pledging shall be set by the Magister; it should begin as soon as possible after the formal closing of the rush season and should begin with at least eight weeks left in the pledging semester so as to allow a full pledging process.
- H. Each pledge class of the Epsilon Kappa Chapter of the Sigma Chi Fraternity shall be named from the Greek Alphabet in successive order. This shall be retroactive from the date of the founding of this chapter.
- I. No man may be pledged at a rush party or anywhere else unless by a formal vote of the rush committee or chapter vote. Chapter vote will supersede a rush committee decision during open rush and will be the only vote of approval during formal rush.

- J. Approximately half way through each semester, all pledges shall be brought up for a mandatory vote, which each pledge must pass with 80% approval in order to continue his pledgship. The date of the vote shall be at a chapter meeting set by the Magister.
- K. No person shall be eligible to be pledged to membership unless he has achieved a high school cumulative GPA of at least 2.75, has maintained a 2.75 cumulative college GPA, or achieved a GPA of at least 2.75 in the semester prior to his proposed pledging.
- L. Pledges shall not be permitted to wear or display the Greek letter of “EX” on their clothing, vehicle, or any other possession. Upon fulfillment of their post-initiation requirements, they will be given this privilege. Clothing with the words “Sigma Chi” are acceptable before initiation and Post Initiation requirements.

## Section 2. Initiation

- A. No person shall be initiated into membership unless the Fraternity has written certification that said person has maintained a 2.75 grade point average or better, in all subjects carried for the semester prior to initiation. Such certification shall come from the proper college or university officials. In addition, said candidates must meet university and Interfraternity Council requirements.
- B. No person shall be initiated into membership as an undergraduate unless he has received eight weeks of instruction through a pledge program outlined by the General Fraternity. This will incorporate the use of Sigma Chi’s pledge manual, *The Norman Shield*.
- C. All pre-initiation and initiation procedures shall be devoid of hazing, physical or mental harassment or requirements inconsistent with the pledge’s scholastic responsibilities, as set forth in the General Fraternity’s Policy on Pledging.

## Section 3. Inactive Membership

- A. There shall be no provision whereby a member enrolled “Full-time” at the University of Memphis may voluntarily sever his connection with the Fraternity thereby becoming “inactive”
- B. If a member withdraws from the University of Memphis, he will automatically have alumni status with the chapter, pending re-enrollment.
- C. Married brothers may go alumni at their choosing with no cost incurred.

- D. Any brother considered by the United States federal government to be active in the military shall be allowed the choice to assume alumni status pending the following criteria:
  - 1. Said brother must be classified as a junior or senior with the University of Memphis.
  - 2. Said brother must be financially current with the Epsilon Kappa chapter and the International Fraternity Headquarters (*See Art. 2 Sec. 4A1a*)
  - 3. The current chapter advisor and the current Consul must approve any decision made concerning this issue.
- E. If a brother is enrolled at the University of Memphis with the academic status of “Part-time”, he will have the choice of going inactive if he desires.

#### Section 4. Post-Initiation Training (P.I.T.)

- A. Post-Initiation Training shall be mandatory for all new initiates; otherwise each new initiate shall be subject to a fine of \$50.00 for each P.I.T. meeting he misses.
- B. Within 30 days of initiation, all new brothers are required to recite their ritualistic memorization obligations to either the Consul, Pro-Consul, Magister, or Ritual Chairman. Failure to complete this results in the brother losing certain membership rights including but not limited to: permission to wear letters, a seat in meeting, a vote in meeting, and drinking privileges at the house/social events.

#### Section 5. Non-Discrimination

- A. The Sigma Chi Fraternity shall not be discriminatory in terms of race, color, religion, national origin, financial status, or social status.

#### Section 6. Affiliation

- 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 which he previously attended, and his original chapter that he was in good standing, financially and otherwise.
- B. Any member of another chapter of the Sigma Chi Fraternity who wishes to affiliate with the Epsilon Kappa chapter and who has successfully completed the aforementioned provisions in Part A of this Section shall be subjected to a vote of acceptance by the active chapter.
  - 1. Acceptance shall be granted by a vote of no less than two thirds of the present active chapter.
  - 2. This vote is subject to the provisions of a quorum.
- C. An affiliated member is subject to all the provision of the bylaws of the chapter.

## ARTICLE II. MEETINGS

### Section 1. Meetings

- A. A regular, formal, ritualistic meeting shall be held weekly on Sunday evening at 5:00 p.m. Any deviation from this schedule shall be announced by the Consul in writing at least 24 hours prior to the new meeting time.
- B. Special 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, due notice shall be given in writing concerning the time of the meeting.
- C. All regular meetings shall be conducted according to the prescribed rules of this Fraternity and Robert's Rules of Order.

### Section 2. Attendance

- A. It is mandatory for all active members to attend the regular meetings, unless having a legal excuse as hereinafter prescribed.
- B. All active members should attend meeting in badge worthy attire. This means actives should be clean-shaven and not wearing jeans, hats, sunglasses, or shorts. The Kustos has the discretion of letting the active into meeting. If he chooses to turn the active away, the fine for missing meeting will incur.
- C. Attendance at the Ceremonies of Initiation is mandatory unless having a legal excuse as hereinafter prescribed.
- D. Any active brother who accumulates three (3) or more unexcused absences from meeting per semester shall become suspended from the chapter for a period of 30 days.

### Section 3. Fines and Excuses

- A. Any brother missing a meeting shall be fined \$10 on the first unexcused absence during a semester. Every occurrence thereafter shall constitute a fine of \$25.
- B. Legal excuses for absence at a meeting are only:
  - 1. Personal illness
  - 2. Serious illness in the immediate family
  - 3. A death in the immediate familyOther excuses shall only become legal at the decision of the Executive Committee, subject to a two-third overruling by the membership.

- E. Any brother missing the Ceremonies of Initiation shall be subject to a fine of up to \$150 as to the discretion of the Kustos and the Executive Committee.
- E. Legal excuses for absence at the Ceremonies of Initiation are only:
  - 1. Personal Illness
  - 2. Serious illness of a member of the immediate family
  - 3. A death in the immediate familyOther excuses shall only become legal at the decision of the Executive Committee, subject to a two-third overruling by the membership.
- F. A record of fines imposed for absences shall be kept by the Quaestor and shall be indicated on the next billing.
- G. All appeals of fines must be submitted to the Pro-Consul within one month of the fine being issued. The brother appealing must then report before the judicial board. The judicial board is to be briefed by the financial committee.

#### Section 4. Voting

- A. All members shall have a vote except as hereinafter provided:
  - 1. Brothers not having a current balance as of past due date, unless approved by the financial committee.
    - a. Any balance shall be considered not current when the dollar amount associated with the balance is greater than the regularly prescribed dollar amount that is to be paid at the next due date.
  - 2. Brothers not having met chapter ritualistic requirements.
- B. Voting shall be by acclamation. A majority vote shall decide all questions unless otherwise provided by law. Any three members may demand a secret ballot or roll call vote. The Consul shall vote only to break a tie.
- C. There shall be no voting by proxy.
- D. Upon the holding of any election, brothers must have documented attendance at no less than 75 percent of chapter meetings that have been held to that point in the academic semester in order to be eligible to vote.
- E. Brothers shall only have eligibility to vote upon confirmation that he has maintained a 2.75 semester GPA.

#### Section 5. Quorum

- A. Quorum shall be at least 50% 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. Quorum must be met in order to hold a chapter meeting.

### **ARTICLE III. OFFICERS**

#### Section 1. Officers

- A. The elected of the Fraternity shall be the Consul, and the Executive Committee officers, and in addition, such appointed officers that are necessary to perform the administration of the chapter.
- B. No one shall be eligible to hold the offices of Consul or any other executive position unless they have maintained a grade point average of 2.75 in the semester preceding their term. No one shall be eligible to hold any elected or appointed office unless they are maintaining a cumulative grade point average of 2.75.

#### Section 2. Nominations

- A. Nominations for all elected officers will be made two weeks prior to the last scheduled meeting before initiation.
- B. Elections will be held at the last scheduled meeting before initiation.

#### Section 3. Appointment Committee

- A. The Consul and the newly elected Executive Committee will constitute the appointment committee.
- B. Applications for all offices other than those prescribed as the executive offices will be reviewed by the appointment committee that will present its report at the second scheduled chapter meeting attended by the most newly initiated brothers.
- C. Appointments shall be made by no later than the 3<sup>rd</sup> chapter meeting attended by the most newly initiated brothers.

#### Section 4. Term of Office

- A. The term of office for both officers appointed and elected shall be for one year, beginning the first regular meeting following the installation ceremony.

- B. If an office is vacated by resignation or removal, then a special election shall occur. The term of office shall be the remaining time of the office that was vacated.

#### Section 5. Scholastic Eligibility

- A. No person in the active chapter may be nominated for an office unless he has maintained a 2.75 cumulative GPA.
- B. If at any time during his term of office a brother's semester GPA falls below a 2.75, his office shall be declared vacant, and a special election shall be held.

#### Section 6. Impeachment

- A. Any officer of the Fraternity may be impeached for non-exemplary conduct, or conduct unbecoming a Sigma Chi.
- B. Any office shall be declared vacant and the brother impeached by a two-thirds vote of the Fraternity only after charges have been openly preferred against the officer by an active brother one week prior to the meeting at which the impeachment vote is to be taken.

#### Section 7. Vote of Confidence

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

#### Section 8. Elected Officer Duties

- A. Duties of the elected officers shall be that as set forth by the General Fraternity and the Epsilon Kappa bylaws.
- B. The presence of the IFC Representative shall be mandatory at all IFC meetings. Should an absence occur the fine caused will be paid by the responsible representative.

## ARTICLE IV. COMMITTEES

### Section 1. Committees

- A. There shall be the following standing committees:
  - 1. Executive Committee
  - 2. Finance Committee
  - 3. Scholarship Committee
  - 4. Pledge, Brotherhood, and Ritual Committee
  - 5. Risk Management Committee
  - 6. Recruitment Committee
  - 7. Annotator Committee
  - 8. Special Committee
- B. All chairmen of committees of the Epsilon Kappa chapter shall be held responsible for all checks of the Fraternity used as a deposit for payment.
- C. Anyone accepting appointment to a committee chairmanship is held responsible for the duties of that committee until the Consul receives a written resignation from him.

### Section 2. Executive Committee

- A. The Executive Committee shall be composed of the Consul, the Pro Consul, the Magister, the Quaestor, the Annotator, the Recruitment Chairman, the Scholarship Chairman, the Risk Management Chairman, the Social Chairman, the Ritual Chairman, and a member from the last initiated class elected by the chapter. The Pro Consul shall act as Chairman.
- B. The Executive Committee shall meet weekly to plan the chapter meeting agenda and for the purpose of assisting the Consul in the planning and fulfillment of a well-rounded active chapter program.
- C. Each report to be heard in chapter meeting shall first be heard in the Executive Committee. This will enable the Executive Committee to plan its agenda and add any additions to a report before it is heard in chapter meeting.
- D. Any executive board member who accumulates two (2) or more unexcused absences from executive meeting per semester shall be brought up for a vote of confidence.
- E. In the event that an Executive office is vacated prematurely, the remaining executive board members may elect a temporary replacement until the Chapter may vote on the permanent replacement. In the event of a tie, the Consul is the tiebreaker.

### Section 3. Finance Committee

- A. The Finance Committee shall consist of the Quaestor, Assistant Quaestor, the Chapter Advisor, the alumni Financial Advisor, and at least two brothers appointed by the Quaestor with approval of the Executive committee. The Quaestor shall act as Chairman.
  1. The Assistant Quaestor shall be appointed by the Executive Committee.
  2. The Assistant Quaestor shall act as a direct assistant to the Quaestor and shall assist him in any way possible.
  3. The duties of the Assistant Quaestor shall include but are not limited to:
    - a. The Assistant Quaestor shall learn the current system of billing and entering financial transactions into the computer.
    - b. The Assistant Quaestor shall assist the Quaestor with billing, mailings, and communication with the chapter.
- B. The Finance Committee shall meet at least two weeks prior to the first chapter meeting of each fall term to consider and prepare a budget for the entire school year. This budget must be presented to the chapter at the first chapter meeting of the fall term and will only be legal after approval by a majority vote of the chapter.
- C. The Finance Committee will require the appointment of a qualified person, preferably a certified public accountant, to audit the accounts of the Quaestor. The accounts will be audited at the termination of each Quaestor's term of office or more often, as the committee shall direct. The accounts must be audited at least once each school year.
- D. The Finance Committee shall require that the Quaestor submit a copy of the budget and all of the audits to the Executive Committee, the Chapter Advisor, the House Corporation, the Grand Praetor, and the General Headquarters office of the Fraternity.
- E. The Finance Committee shall require that the Quaestor submit, in approved accounting form, a monthly written statement of profit and loss and income and expense breakdown to the chapter, to the Chapter Advisor, the House Corporation, the Grand Praetor, and the General Headquarters office of the Fraternity, no later than the 30<sup>th</sup> of the month for the previous month's operations. This report shall also include a balance sheet, list of accounts payable, and accounts receivable as prescribed by the Sigma Chi Executive Committee.
- F. The Finance Committee shall require that the Quaestor submit to the Chapter Advisor, the House Corporation, the Grand Praetor, and the General

Headquarters staff of the Fraternity, a yearly financial summary of operations for the entire school year; this report must be prepared and distributed no later than July 1 of each year.

- G. The Finance Committee shall require that the Quaestor be bonded in the amount of \$5,000; the cost of the bond to be borne by the chapter. This bond is to be in addition to the surety bond of \$5,000 provided by the General Headquarters office of the Fraternity.
  - H. 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 prescribed for the payment of bills to the chapter shall be subject to such disciplinary action as the finance committee deems best. Statute 7.02 of the Sigma Chi Constitution will be invoked whenever necessary.
    - 1. Section 7.02 of the Constitution:  
*The Executive Committee shall be empowered to suspend from membership in the Fraternity any member charged with violating Section 3.19. In the event a suspended member has not paid or settled his delinquent financial obligation within twelve (12) months from the date of suspension and signed a promise to pay future financial obligations promptly, such suspended member shall be expelled from membership in the Fraternity without further action.*
    - 2. Section 3.19 of the Constitution:  
*Each member shall faithfully discharge his financial obligations to the Fraternity and to any chapter thereof.*
- Section 4. Scholarship Committee
- A. The Scholarship Committee shall consist of the Scholarship Chairman, at least one brother from each pledge class, or five brothers appointed by the Scholarship Chairman with approval of the Executive Committee. The Scholarship Chairman shall act as Chairman.
  - B. The Scholarship Committee shall, after frequent contact with the Scholarship Committee of the Sigma Chi Fraternity, construct such a program of scholarship, which will be beneficial to both the pledges and the active brothers. The chapter Scholarship Committee shall ascertain the scholastic eligibility of all brothers who have been nominated for a chapter office.
  - C. The Scholarship Chairman and this body shall be the chapter's liaison to the Sigma Chi Foundation.

#### Section 5. Pledge, Brotherhood, and Ritual Committee

- A. The Pledge, Brotherhood, and Ritual Committee shall be composed of the Magister, the Kustos, the Brotherhood Chairman, the Chaplain and at least three brothers appointed by the Magister with the approval of the Executive Committee. The Magister shall act as Chairman.
- B. The Pledge, Brotherhood, Ritual Committee duties shall be: formulation, definition, interpretation, and integration of all pledge training activities and policies, subject to approval of the active members and in close cooperation with the Magister. The committee shall have complete charge and care of all initiation paraphernalia, the construction of such, and its removal, and shall assist the Consul and Magister in any duties, which may pertain to ritualistic action. The committee will also be responsible for brotherhood activities and at least one brotherhood retreat per semester.
- C. The Pledge, Brotherhood, and Ritual committee shall meet weekly beginning two weeks prior to formal pinning. After initiation and until the next pledge class, the committee should meet once a month or at the Magister's discretion.
- D. The Chaplain shall be responsible for establishing a routine meeting time to focus on spiritual growth through fellowship and study

#### Section 6. Risk Management Committee

- A. The Risk Management Committee shall consist of the Risk Management Chairman, Social Chairman, Derby Days Chairman, House Manager and two other brothers appointed by the Risk Management Chairman all appointed by the Risk Management Chairman with approval of the Executive Committee. The Risk Management Chairman shall act as Chairman.
- B. The Risk Management Committee shall plan at the beginning of each semester a tentative social program for the entire semester. It also shall be the duty of the Risk Management Committee to follow the budget given to them by the Finance Committee. The committee duties shall also be: to keep the house in repair, to handle work details, to maintain the grounds, to plan house improvement projects for the Fraternity work days, and to enforce house rules.
- C. The Risk Management Committee will be responsible for holding one Risk Management event each semester under the direction of the Risk Management Chairman.
- D. The Risk Management Committee shall be responsible for the planning and execution of the annual Sweetheart's Ball.

- E. Unplanned social events such as pledge swaps will require approval from the chapter at least two weeks before the event is to be held.
- F. The Social Chairman shall be responsible for properly registering each party with Greek Affairs. The Social Chairman will pay any fine levied against the chapter due to improper registration.
- G. The Risk Management Committee shall meet once a week to take care of its business or at the Risk Management Chairman's discretion.

#### Section 7. Recruitment Committee

- A. The Recruitment Committee will consist of the Recruitment Chairman, magister, and eight other brothers that are in good standing from the chapter. These members will be selected by the chapter before spring semester ends.
- B. The Recruitment Committee shall cast the deciding vote during periods which school is not in session and the chapter does not have regular meetings. This committee's purpose is to vote on whether to extend out a bid to a potential new member.
- C. Those recruits brought up may only be given a bid if 80% of the entire committee (10) agrees upon extending a bid. If voted no, the individual voted may still be brought up when regular chapter meetings resume.
- D. This Committee may only change members with the approval of the chapter as a whole.
- E. The Recruitment Committee will plan and execute all rushing functions. It will present a rush plan and schedule to the Executive Committee for approval by May to go into effect in the summer.

#### Section 8. Annotator Committee

- A. The Annotator Committee shall be composed of the Annotator, the Philanthropy Chairman, the Chapter Editor, Tribune, Historian, Interfraternity Council Representative, Public Relations Chairman and Alumni Relations Chairman. The Annotator shall act as Chairman.
- B. The duties of the Annotator Committee shall be: to maintain a correct alumni mailing list, to formally invite all alumni to Fraternity functions, to be a liaison between the Fraternity and nearby alumni chapters and associations, handle athletic tickets for alumni, to plan alumni relations programs, to plan yearly recognition dinners for House Corporation and Chapter Advisor, to work with the Risk Management Committee on the alumni portion of homecoming activities, to assist in the program of Fraternity publications, to maintain an activities board on all the brothers and pledges, to maintain close contact with student offices, to keep a list of vacancies in campus positions, to develop other functions that will bring the Fraternity in a favored position in the minds of the campus, community, and the general public, to supervise and

execute publications and publicity, particularly the chapter newsletter to be published no less than biannually.

- C. The Annotator Committee shall be required to hold one alumni event per semester.
- D. The Annotator shall be responsible for creating an alumni newsletter to be sent out no less than once each semester.
- E. The Chapter Editor shall submit all four articles to *The Magazine of Sigma Chi* under the direction of the Annotator.
- F. The Annotator Committee shall meet weekly while school is in session or at the Annotator's discretion. Members may be called upon to attend other committee meetings.
- G. The Annotator Committee shall be responsible for submitting to the General Fraternity Headquarters an application for the Peterson Significant Chapter Award.

#### Section 9. Special Committees

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

### ARTICLE V. FINANCES

#### Section 1. Pledge Fees and Dues

- A. The national pledge fee shall be paid prior to formal pledging. The amount of this fee shall be ascertained from the General Fraternity Headquarters.
- B. The monthly pledge dues shall be determined by the Finance Committee.

#### Section 2. Initiation Fee

- A. The initiation fee shall be to be paid to the General Fraternity. The amount of this fee must be ascertained from the General Fraternity Headquarters. The chapter may charge an additional amount that is separate from this mandated fee.
- B. The initiation fee shall be paid prior to the Ceremonies of Initiation.

#### Section 3. Semester Dues

- A. The chapter semester dues shall be determined by the Finance Committee and shall be allocated to applicable programs.
- B. The Quaestor shall be allowed to pay only half of the regular amount of chapter dues during his term of office.
- C. The Magister shall be allowed to pay only half of the regular amount of chapter dues while class is in session during his term of office.
- D. The Recruitment Chairman shall be allowed to pay only half of the regular amount of chapter dues during summer break during his term or office
- E. The Pro Consul shall be allowed to pay only half of the regular amount of chapter dues during his term of office.
- F. The Risk Management Chairman shall be allowed to pay only half of the regular amount of chapter dues while class is in session during his term of office.
- G. Brothers who are athletes competing in a National Collegiate Athletics Association sanctioned sport and who is on scholarship shall only be required to pay national and university dues. Athletes on a school team but not on scholarship shall pay only half the amount of the chapter dues. This policy is in effect when the sport played is in season.

#### Section 4. Semi-Annual Dues to the General Fraternity

- A. Each active member shall pay to the Quaestor the semi-annual dues sum prescribed by the General Fraternity Headquarters twice per year, at such time the Executive Secretary requests to cover his semi-annual dues to the General Fraternity. Semi-annuals will until the General Fraternity requirement has been met.
- B. The Quaestor, Annotator, and Consul shall submit these dues to the Executive Secretary along with the Semi-Annual Report before the prescribed deadline for submission.

#### Section 5. Chapter House Endowment

- A. Upon initiation, each brother shall pay a \$100.00 housing deposit which shall be paid by the Quaestor to the treasurer of the House Corporation to be used as a permanent endowment.
- B. The active membership shall have no voice except in an advisory capacity concerning the administration of the foregoing endowment.

#### Section 6. Payment of Bills

- A. Each brother shall be presented with a written bill on the seventh day of each month informing him of his current chapter dues account status.
- B. Each brother shall be presented with a written bill on the twenty-fifth day of each month informing him of his current house rent account status.
- C. If any member or pledge is declared delinquent in the payment of his bill, he will be subject to such action as is prescribed in Article 5 Section 8. Under no circumstances shall a pledge be initiated if his account with the Fraternity is not current and his initiation fee is not paid.
- D. Brothers will be charged a fee for checks returned for insufficient funds. The fee shall be determined by the Finance Committee.
- E. Disciplinary actions or fines to a brother delinquent in his debts to the fraternity will be determined by the financial policy of the Quaestor, subject to approval by the Executive Committee.

#### Section 7. House Rent

- A. House rent shall be determined by Memphis Sigma Chi House Corporation.
- B. A security deposit must be made for a dorm room in the house for the upcoming semester. This deposit shall go toward the brother's dues upon termination of the dorm room in accordance with house policy.

#### Section 8. Financial Suspension

- A. Financial Suspension proceedings shall begin at such time any brother becomes financially delinquent.
  - 1. A brother shall be declared financially delinquent when his chapter bill remains not current for the duration of a full 5 days.
  - 2. The Quaestor shall inform in writing any brother who is deemed financially delinquent.
- B. Financial suspension shall be carried out in accordance with the Sigma Chi Statutes Section 7.02.
- C. If a brother is suspended financially and he holds a chapter office, he shall be

removed from office until such time that his bill is made current.

1. The Executive Committee shall appoint a brother to preside on an interim basis in any office vacated as a result of financial suspension.
2. The Executive Committee may reinstate to his office any brother once removed as a result of financial suspension at such time that his bill is made current.

D. Upon being financially suspended, a brother shall be given a thirty (30) day grace period to make his bill current.

1. If a brother is still delinquent at the expiration of said grace period, he shall be informed in writing by the Quaestor that he is subject to a second thirty (30) day grace period.
2. At the expiration of the second thirty (30) day grace period, the chapter reserves the right to take such punishment and action so as to make his bill current.
3. Punishments given at the expiration of the full sixty (60) days can include but are not limited to:
  - a. Submission of a Form 50 to the General Fraternity Headquarters.
  - b. Sending said delinquent brother to a collection agency chosen by the Executive Committee.

E. Any brother declared to be financially suspended shall abide by the following stipulations:

1. Said brother shall not be allowed at the chapter house for any purposes or activities that are social in nature unless otherwise stated by the Executive Committee.
2. Said brother will not be allowed to participate in intramural sporting events.
3. Said brother, if a chapter house resident, shall be informed in writing by the Quaestor that he shall be evicted from his rights to residency at the end of a full sixty (60) days.
4. Said brother will be required to attend chapter meetings and any other function deemed necessary by the Executive Committee.

F. Any violation of Article 5 Section 8 Part E shall result in the summoning of the financially suspended brother to a Judicial Board hearing in which he shall be subject to the regulations set forth in Article 7 Section 4 of the Epsilon Kappa Chapter Bylaws.

## Section 9. Occupancy of the House

- A. No brother will be allowed to move into the house unless he has completed a housing contract that has been signed by his parents and him. The brother must also be current in his financial obligation to the chapter as outlined in Article 2 Section 4 Part A.
- B. Pledges of the Epsilon Kappa chapter are not permitted to live in the house.

Section 10. Education and Prevention

- A. The Bylaws shall be given to all pledges at their first meeting where the Quaestor will address the pledge class about their fiduciary responsibility. The Quaestor will also review the policy with the chapter annually.
  - 1. No pledge shall be initiated into the chapter who has an outstanding balance with the chapter.
- B. Upon initiation each new brother shall:
  - 1. Fill out a financial policy under the guidance of the Quaestor. The policy shall be signed by the brother and his parents.
  - 2. Fill out his financial suspension form (5) to be kept in the chapter files

**ARTICLE VI. AMENDMENTS**

Section 1. Procedure to Make Amendments

- A. To amend these bylaws, a proposal must be presented to the Executive Committee in writing, after which the proposal shall be presented at the next regular chapter meeting.
- B. Any proposal shall be required to be read to the chapter at three chapter meetings after which a final vote may be had.
- C. No amendment shall be voted upon until it has been subjected to three readings at separate chapter meetings.

Section 2. Necessary Vote

- A. A two-thirds vote of the active membership voting shall be necessary to pass an amendment.

## ARTICLE VII. CONDUCT

### Section 1. Conduct

- A. The Executive Committee with reference to local and national laws, General Fraternity Statues, Sigma Chi Standards and chapter bylaws, shall interpret “Conduct Unbecoming of a Sigma Chi”.
- B. Any violation of the foregoing ruling shall be subject to the disciplinary action of the Judicial Board.
- C. Any brother who has been convicted of drunk driving shall be immediately removed from the chapter and there is no judicial process granted to this brother.

### Section 2. Misuse of Materials

- A. Any ritualistic material used for purposes other than ritual constitutes a \$50 fine to the brother responsible.
- B. Any brother found in violation of Article 7 Section 2 Part A shall be brought up to the Judicial Board for his actions.

### Section 3. 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.
- B. Any brother suspected of hazing shall be brought before the Judicial Board for a trial, which shall result in disciplinary action or a fine.

### Section 4. Judicial Board

- A. The purpose of the Judicial Board shall be to:
  - 1. Respond fairly and decisively to any brother who has brought dishonor to the chapter and Fraternity through his actions at any time, either while at a chapter sponsored event or otherwise.
  - 2. Hold brothers accountable for breaking any Sigma Chi Statutes and/or chapter bylaws.
  - 3. Hold brothers accountable to the basic expectations of fraternity members as outlined in the Sigma Chi Ritual.
- B. The Judicial Board shall consist of the Pro Consul, Public Relations Chairman, an alumnus brother appointed by the Chapter Advisor, and one

brother from each pledge class or one brother from each academic classification. The Pro Consul shall act as Chairman.

- C. The elected members shall be elected every twelve (12) months or as necessary in the case of membership resignation.
- D. Accusation
  - 1. Any person(s) wishing to bring charges upon another brother shall inform the Consul or another member of the Executive Committee:
  - 2. Persons who have the right to bring charges on any brother shall include but are not limited to:
    - a. A witness
    - b. Another brother
    - c. The Interfraternity or Pan Hellenic Councils
    - d. The university
    - e. Other credible source
- E. Investigation of Incident
  - 1. 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) days of the initial accusation.
  - 2. The Judicial Board Chairman shall notify the brother(s) accused immediately and give him forty-eight (48) hours to respond to the allegations. Responses should be given to the Consul and Judicial Board Chairman.
  - 3. Failure of the said brother(s) to reply within the designated time period will result in a plea of no contest.
  - 4. A plea of “no contest” does not imply guilt or innocence.
- F. Trial
  - 1. A trial shall be held within the deadline prescribed in Article 7 Section 4 Part E and it shall be held by the Judicial Board Chairman.
    - a. If any accused brother admits guilt he shall not be subject to a trial but shall have punishment disseminated upon him the by Judicial Board Chairman.
    - b. The date set for any trial shall be set far enough in advance to provide participants and witnesses ample time and notice to make arrangements to attend.
  - 2. The board shall be presented with all the facts and shall either:
    - a. Make a decision

- b. Decide to hear further from the witnesses, those accused and any other person the board deems necessary in which case further testimony will be entertained after which a decision will be rendered.

G. Punishments shall include but are not limited to:

1. A first offense offender shall be subject to a punishment from the first tier, unless the incident is of a serious enough nature to warrant the initiation of trial board proceedings.
2. On a second offense, the offender shall be subject to a punishment from the second tier.
3. 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.
4. Any brother who is placed under sanctions of punishment shall remain responsible for his financial obligations to the chapter.
5. First tier punishment shall include but are not limited to:
  - a. Fifteen (15) hours of service to the chapter, university, or community to be decided by the Executive Committee.
  - b. Social suspension from chapter activities (parties, mixers, intramurals, etc.) for a minimum of thirty (30) days.
  - c. Loss of voting rights for a total of three, consecutive, regular meetings or special meetings.
  - d. Verbal reprimand accompanied by a signed agreement which specifically states the guilty party(ies) will not engage in the prohibited activity again.
  - e. 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 Consul.
6. Second tier punishments shall include but are not limited to:
  - a. Twenty (20) hours of service to the chapter, university, or community to be decided by the Executive Committee.
  - b. Social suspension from chapter activities (parties, mixers, intramurals, etc.) for a minimum of forty-five (45) days.
  - c. Loss of chapter voting rights for a total of three, consecutive, regular meetings or special meetings
  - d. Verbal reprimand accompanied by a signed agreement which specifically states the guilty party(ies) will not engage in the prohibited activity again.
  - e. 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 Consul.
7. Third tier punishments shall include but are not limited to:

- a. The chapter will initiate conduct expulsion proceedings pursuant to Statute 7 of the Sigma Chi Statutes and 7.01-2 through 7.02-1 of the Executive Committee Regulations.

H. Appeals can be made by the guilty upon the rendering of any punishment by the Judicial Board.

1. Any appeal shall be heard by the Chapter Advisor within fifteen (15) days of the decision of the Judicial Board.
2. To file an appeal, the brother(s) must make a written request to the Judicial Board Chairman and Consul who will forward the information to the Chapter Advisor with the transcripts from the trial within three (3) days.
3. Before an appeal is heard, there must be proof that due process was not served
4. Circumstances implying that due process was not served shall include but are not limited to:
  - a. The guilty is not given the right to face his accuser.
  - b. The guilty is not given the right to be privy to all evidence.
  - c. The guilty is not given the right to an appeal.
  - d. The guilty is not given the right not deny testimony by his person which may be deemed incriminating.

## Section 5. Academic Review Board

A. Once a brother has failed to maintain a minimum GPA of 2.75 in a semester, he shall refer to the three tier grades system as follows:

Tier 1: Any brother who makes a 2.74 - 2.5 semester GPA shall be on academic social probation and be required to do 5 study hours a week per the scholarship chairs supervision and approval.

Tier 2: Any brother who makes a 2.49 - 2.0 semester GPA shall be on chapter suspension and be required to do 7 study hours a week per the scholarship chairs supervision and approval.

Tier 3: Any brother who makes below a 1.99 semester GPA shall have an automatic academic review board hearing.

B. The academic review board shall consist of the Consul, Pro Consul, Scholarship Chair, and four members of the Scholarship Committee. The Scholarship Chair will preside over the board.

Once a brother has failed to maintain a minimum semester GPA of 2.75, he will be formally notified that he has been placed on academic probation, with suspension pending, on a case by case basis.

Brothers who are on academic probation shall abide by the following stipulations: Said brother shall lose any office he holds.

Said brother is expected to attend chapter meetings, where he will have a voice but no vote.

Said brother shall lose all drinking privileges at the Sigma Chi house. He shall also be expected to attend all registered events and parties to assist the Risk Manager with the following:

Said brother shall arrive early to set up and shall stay late to take down the event.

Said brother will assist the Risk Manager by serving as a Sober Driver, working at the front door, or any duties the Risk Manager may need filled.

Said brother shall be required to fulfill a minimum of, but not limited to, 5 study hours a week.

Said brother shall be required to meet with their professor in every class after midterms and before finals.

Said brother shall be fined \$1 per .01 of a point away from a semester GPA of 2.75, with a maximum fine of \$100. This money shall be allocated to the pledge class with the highest average semester GPA to reduce or eliminate the cost of a formal, date party, swap, or other social function. The brothers on academic probation shall not receive this benefit.

Once a brother has failed to achieve at least a 2.75 semester GPA in either two consecutive semesters or three (3) total semesters overall, said brother will be brought before a Judicial Board review panel where his continued membership in the active chapter shall be decided.

C. At the middle of the semester the scholarship chair shall distribute a grades form to all brothers below a 2.75.

1. At the time of mid semester, if said brother has above a 3.0 GPA, he shall increase one place in the tier level.

D. All brothers have the right to an appeal of the automatic ruling on grades. However, any ruling in the Academic Review Board is final and must be taken if appeal is requested.

E. If there are violations of the bylaws, an academic review board shall be called by the scholarship chair and the tier may be decreased per the academic review boards ruling.

1. Once a brother has failed to maintain a minimum semester GPA of 2.75, he will be formally notified that he has been placed on academic probation, with suspension pending, on a case by case basis.
2. Brothers who are on academic probation shall abide by the following stipulations:
  - i. Said brother shall lose any office he holds.
  - ii. Said brother is expected to attend chapter meetings, where he will have a voice but no vote.

- iii. Said brother shall lose all drinking privileges at the Sigma Chi house. He shall also be expected to attend all registered events and parties to assist the Risk Manager with the following:
  - 1. Said brother shall arrive early to set up and shall stay late to take down the event.
  - 2. Said brother will assist the Risk Manager by serving as a Sober Driver, working at the front door, or any duties the Risk Manager may need filled.
- iv. Said brother shall be required to fulfill a minimum of, but not limited to, 5 study hours a week.
- v. Said brother shall be required to meet with their professor in every class after midterms and before finals.
- vi. Said brother shall be fined \$1 per .01 of a point away from a semester GPA of 2.75, with a maximum fine of \$100. This money shall be allocated to the pledge class with the highest average semester GPA to reduce or eliminate the cost of a formal, date party, swap, or other social function. The brothers on academic probation shall not receive this benefit.

B. Once a brother has failed to achieve at least a 2.75 semester GPA in either two consecutive semesters or three (3) total semesters overall, said brother will be brought before a Judicial Board review panel where his continued membership in the active chapter shall be decided.

C. In the semester following academic suspension, if a brother has achieved a GPA of 2.5 and has a cumulative GPA of at least 2.75 he will have the academic suspension removed by the Executive Committee and will have all membership rights reinstated.

#### Section 6. Chapter Safety

- A. While recognizing the importance of an individual's rights under the Second Amendment to the Constitution of the United States of America, the brothers of the Epsilon Kappa Chapter of the Sigma Chi Fraternity ("Chapter") recognize it to be in the best interests of its active brothers and guests to prohibit the possession of any firearm (i) on any part of the property leased by the Chapter from the Memphis Sigma Chi Housing Group, Inc., or to which the Chapter is granted access by East Memphis Land Company, LLC, including the chapter house structure and the surrounding property (collectively, the "Premises"), or (ii) any official event of the Chapter, regardless of location (a "Function"). As used herein, the term "firearm" shall have the meaning given under 18 U.S.C. Section 921, *et seq.*
- B. The prohibition on the possession of firearms shall extend to any and all persons physically present on the Premises, or at any Function, including, but not limited to, all active members of the Chapter, as well as any alumni members of the Chapter, parents, guests, or any other persons, other than active members of a law enforcement agency acting in their official capacity. The prohibition on firearms

- at the Premises shall extend to all parts of the Premises, including, without limitation, firearms located on the person of any person, any room or other part of a physical structure located on the Premises, or any vehicle physically located at the Premises.
- C. Notwithstanding anything contained in these bylaws to the contrary, upon any active member's alleged violation of this Section 6 of Article VII made to (i) a member of the Chapter's executive committee, or (ii) a member of the Judicial Board, a hearing of the Judicial Board shall be held as soon as possible, but in no event, not later than seven (7) days after the report of the alleged violation. Upon a determination of the Judicial Board that any violation of this Section 6 of Article VII by an active member has occurred (regardless of whether such violation is knowing or intentional), the following provisions shall immediately apply to such active member:
1. If such violation is such active member's first violation of this Section 6 of Article VII, such active member shall (i) be fined no less than \$250, and (ii) if such active member is not a resident of the chapter house, banned from the Premises and all Functions for a period of no less than one (1) month from the date of the Judicial Board's determination. If such active member is a resident of the chapter house, such active member shall be banned from any and all Functions for a period of not less than three (3) months.
  2. If such violation is such active member's second violation of this Section 6 of Article VII, such active member shall (i) be fined no less than \$750, and (ii) if such active member is not a resident of the chapter house, banned from the Premises and all Functions for a period of no less than six (6) months. If such active member is a resident of the chapter house, such active member shall be banned from any and all Functions for no less than six (6) months.
  3. If such violation is such active member's third violation of this Section 6 of Article VII, such active member shall be permanently expelled from the Chapter, and, if such active brother is a resident of the chapter house, vacate the chapter house within forty-eight (48) hours of the Judicial Board's determination.
- D. The above referenced consequences are only minimum punishments for violations of this Section 6 of Article VII, and the Judicial Board may, in its sole discretion, determine that a harsher punishment better suits the situation. Additionally, the Judicial Board further reserves the right to punish any active brother that invites hosts a guest in the house that is in possession of a firearm.
- E. Tenant agrees to seek the prior written approval of Landlord prior to modifying any provision of the aforesaid bylaw amendment. Notwithstanding anything contained herein to the contrary, Tenant further agrees that its failure to adopt the aforesaid bylaw amendment by the date specified herein shall result in a breach of the lease which gives rise to an immediate right of Landlord to terminate.
- F. No Other Amendment. The terms and provisions of the Agreement not specifically amended shall continue in full force and effect.

- G. Choice of Law. The provisions of this Amendment and Agreement, and the relationship of the parties hereunder, shall be governed and controlled by the laws of the State of Tennessee without regard to its conflicts of law provisions.
- H. Counterpart. This Amendment may be executed in any number of counterparts, each of which shall be deemed to be an original instrument, but all of which taken together shall constitute but one instrument.

## **ARTICLE VIII. GENERAL**

### Section 1. Distribution of 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 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 Pro Consul.

### Section 2. Reading of the Bylaws

- A. The Pro Consul shall be responsible for the complete reading of the bylaws in a regular meeting at least once a year, preferably at the first regular meeting in the spring. The Pro Consul shall also be responsible for ensuring that the bylaws are sent to all brothers via e-mail, preferably at the first regular meeting each semester, as well as when any amendment is made.

### Section 3. Regulations Regarding the Bylaws

- A. This chapter shall adopt bylaws for the government and for the regulation and control of their revenues and property and shall file a copy thereof with the Executive Secretary and the Grand Praetor immediately upon adoption; provided that no such bylaw shall be valid which conflicts with any provision of the Constitution, Statutes, Ritual, or any enactment of the Fraternity

### Section 4. Illegal Drugs

- A. Per the Governing Laws, the Sigma Chi Fraternity and the Epsilon Kappa 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.

## Section 5. House Policy

- A. In the event that more brothers want to move into the house than there are rooms available, the Quaestor is to make up a waiting list determined by order of house deposit.
- B. An elected officer shall have priority on moving into the house regardless of order of house deposit.
- C. The Consul shall be required to live in the house and shall be given exempt from paying rent.
- D. The Pro-Consul shall be required to live in the house unless required by scholarship to live elsewhere.
- E. The Magister shall be required to live in the house unless required by scholarship to live elsewhere.
- F. The Quaestor shall be required to live in the house unless required by scholarship to live elsewhere.
- G. The Risk Management Chair shall be required to live in the house unless required by scholarship to live elsewhere.
- H. Rooms in the dormitory area are to be occupied by actives or pledges only.
- I. Any destruction of a room in the dormitory area of the house is the financial responsibility of the person(s) living in that room. Responsibility may be transferred to another individual(s) only if proof is furnished to the Executive Committee that the other individual(s) are the damaging party.
- J. Only residents of the house may park in the parking unless they are alum or the university has declared a holiday break.
- K. Any brother who desires to live in the house shall sign a year contract, but this contract may be subleased at any time as long as the Quaestor approves the sub leasing of the contract to another brother. This house policy will be adjusted as the Housing Corp. see fit within their bylaws to always align.
- L. Excretion of bodily fluids including urine and saliva on the front porch, back porch, and sidewalks is prohibited. Violation of this constitutes a \$15 fine.

## Section 6. House Rules

- A. Driving a car through the chapter house yard is prohibited and shall constitute a fine of \$25.
- B. Anyone who drives a car belonging to someone else from the parking lot without the owner's permission will be fined \$50.
- C. Spilling of food or drinks, or defacing property in any way (i.e. paint, markers, dumping trash) will result in a fine of \$15, unless it is immediately cleaned up by the brother(s) responsible.
- D. Any brother may fine a brother or pledge in the presence of one witness (a brother or pledge). In the event there is no witness to the violation, a case may be brought to the attention of the Executive Committee. Their decision will be final.
- E. Only Sigma Chi brothers, pledges, and invited guests can be involved in Sigma Chi events.
- F. Only initiated members of the Sigma Chi Fraternity will be allowed into the chapter room of the house should there be a room designated only for chapter and ritualistic activities.
- G. At any chapter social event, all members and their guests are required to stay at the house, use a taxi service, or use a designated driver approved by the Consul if any alcohol is consumed. Any infraction of this rule will result in a first tier or respective tier punishment.
- H. No food, drinks, tobacco, or alcohol allowed at any time in the Founder's room. Any violation of this constitutes a \$15 fine.
- I. Destruction of Sigma Chi's property or possessions constitutes a \$25 fine plus the cost of professional repair. The professional will be selected at the discretion of the Housing Corp and current Consul.

#### Section 7. House Conduct

- A. Any brother who destroys, intentionally or accidentally, another brother's personal property shall be liable for property replacement or replacement value.
- B. Intentional destruction shall constitute a charge of conduct unbecoming of a Sigma Chi and all fines and/or disciplinary action will be applicable.

#### Section 8. Community Service

- A. Each active brother will be responsible for completing a minimum of 10 community service hours per semester.

- B. Any service hours not arranged by Philanthropy Chairman must be approved by Philanthropy Chairman to be applicable.
- C. Service hours for fall semester are to be completed one week prior to start spring classes and service hours for spring semester completed one week after end of spring classes.
- D. Failure to complete service hours will result in loss of social privileges for first major social function following semester of non-compliance.
- E. Failure to complete service hours will result in a fine of \$10 for every hour less than the 10 required of each brother.

#### Section 9. Dissolution

- A. Upon dissolution of the Epsilon Kappa chapter of Sigma Chi, all remaining funds in chapter bank accounts and other assets shall be distributed to the Housing Corporation of the Epsilon Kappa chapter. In the event that no housing corporation exists, the funds shall be distributed to the international fraternity of Sigma Chi.