



**Iota Phi's**

# Chapter Bylaws

with Financial and Judicial Policies

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*Statute 6.02.b of Sigma Chi Fraternity's Constitution requires that each active chapter "adopt bylaws for its government, and file a copy thereof with the Executive Committee." These bylaws were created to allow your chapter, if it so desires, to adopt them verbatim as its own working bylaws. They also may be used for reference if your chapter desires to rewrite its existing bylaws to any degree. These bylaws do not contain house rules, social codes, or fines that may be unique to a chapter. Of course, if your chapter officially adopts these bylaws, you may amend them using the processes outlined within.*

*However, be aware that no bylaw may take precedence over or conflict with any provision of Governing Laws, which include the Constitution, Statutes, Ritual, and other enactments of the General Fraternity. Relevant Governing Laws are noted in boxes within the text; a copy of the entire General Fraternity Constitution, Statutes, and Executive Committee Regulations can be found in the Standard Operating Procedures manual available from Headquarters, [\(847\) 869-3655](tel:8478693655).*

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

**PREAMBLE**

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

**ARTICLE I MEMBERSHIP**

**Section 1 Pledgeship**

- A. No more than two ballots shall be held on any candidate for pledging in a single chapter meeting.
- B. Formal pledging shall be held prior to the first chapter meeting after the formal closing of a recruitment season.
- C. If a pledge, because of his financial or scholastic ineligibility, has not been initiated by the end of his second semester (or third quarter) of pledgeship, including the semester (or quarter) pledged, his pledgeship will be automatically terminated. *(Most requirements regarding pledging are found in the Governing Laws and are reprinted the sidebar at right. In addition, the chapter requires a pledge to be enrolled in at least 12 hours.)*

**Section 2 Initiation**

- A. No person shall be initiated into membership as an undergraduate unless he has received instruction under the tutelage of the Magister and has passed the Official Pledge Examination and after certification in writing from the Grand Praetor that the person desiring initiation has passed said examination.
- B. No person shall be initiated who has an outstanding balance to the chapter.
- C. No person shall be initiated who has not signed a lease agreement, with the Sigma Chi house corporation. *(Most requirements regarding Initiation are found in the Governing Laws and reprinted in the sidebar on page 2. In addition, the chapter requires that all members maintain a 2.5 GPA with matriculation of at least 12 hours.)*

**Section 3 Non-Discrimination**

- A. The Sigma Chi Fraternity and this chapter shall not be

**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; unless his pledgeship was interrupted by military service, or other circumstances as deemed acceptable by the Executive Committee, upon request of the initiating and pledging undergraduate chapter.
- b. Not be or have been a member of any other fraternity of like character, except as specifically approved by the Executive Committee;
- c. Be judged to meet the Standards of Membership set forth by Founder Isaac M. Jordan, namely, that no man shall be admitted to membership who is not believed to be a man of good character, a student of fair ability, with ambitious purposes, a congenial disposition, possessed of good morals, and having a high sense of honor and a deep sense of personal responsibility; and
- d. Have satisfactorily completed the chapter's program of pledgeship, including the official Fraternity examination.

**ECR 3.07-2** To be eligible for pledging, a student must have attained an accumulated scholastic grade point average of at least 2.0 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 fifteen (15) on the American College Test (ACT); or graduated in the top twenty-five (25) percent 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 ninety (90) 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.

- discriminatory in terms of race, color, national origin, sexual orientation, or marital or social status shall be promptly reported to the Executive Secretary.
- B. The chapter reserves the right to deny pledgeship based on one's ideology or beliefs.

## Section 4 Affiliation

- A. Any member of another chapter of the Sigma Chi Fraternity may affiliate with this chapter only after written confirmation from both the college or university which he previously attended, and his original chapter that he was in good standing, financially and otherwise, and an affirmative vote of at least 80% of the chapter.
- B. An affiliated member is subject to all the provisions of the bylaws of this chapter.  
(See also Statute 3.02, reprinted in the sidebar on page 3.)

## ARTICLE II MEETING

### Section 1 Chapter Meetings

- A. A regular chapter meeting shall be held weekly on Monday evening at 7:00 p.m. Any deviation from this schedule shall be announced by the Consul in writing at least 24 hours prior to the regular meeting time.
- B. Special chapter meetings may be called by the Consul at any time, and shall be called by him upon the written request of any five brothers. In both cases, due notice shall be given in writing concerning the time of the meeting.
- C. All regular chapter meetings shall be conducted according to the provisions of Division 1 in the Ritual of the Sigma Chi Fraternity. Procedures not covered in the Ritual of the Sigma Chi Fraternity shall be conducted according to Robert's Rules of Order.
- D. All New Business must be presented to the executive committee for approval prior to each chapter meeting.
- E. Brothers shall be required to wear formal attire to the first meeting of every month. Formal attire shall be defined as a dress shirt and tie, slacks, and closed toe shoes. If a brother does not wear formal attire he shall be counted absent for the meeting.

### Section 2 Attendance

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

(continued from page 1)

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

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

#### Statutes and Executive Committee Regulations relevant to Initiation

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

- i) have attained an accumulated scholastic grade point average of at least 2.0 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;
- ii) be paid up and current in all financial obligations to the chapter and Fraternity, including any chapter dues as well as chapter and General Fraternity pledging and Initiation fees; and
- iii) pass the General Fraternity Official Pledge Examination during a closed book exam with a score of 75% or better, as determined by the Grand Praetor. A pledge receiving a lower score may take the exam a second time prior to the scheduled Initiation only if authorized by his Magister and the Chapter Advisor due to extenuating or aggravated circumstances. These academic standards shall be considered a minimum and, therefore, chapters may define higher academic standards.

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

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

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

B. Attendance at the Ceremonies of Initiation is mandatory, with exception of legal excuses as hereinafter prescribed.

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

The Initiation Fee shall be submitted to the Fraternity with the Report of Initiation.

### Section 3 Absences And Excuses

A. There are four legal excuses for absence:

1. Personal illness
2. Serious illness or death of a member of the immediate family
3. Employment conflicts
4. Excuses approved by the chapter executive committee

B. Whenever possible, a brother who anticipates an absence shall present his reason to the chapter executive committee one week prior to his proposed absence. The chapter executive committee shall approve all legal excuses.

C. A brother absent from a regular chapter meeting or an Initiation Ceremony without a legal excuse shall be held accountable by the executive committee.

### Section 4 Quorum

A. Quorum shall consist of at least 50 percent of the active chapter membership. Quorum shall be required to hold a chapter meeting, and for all voting and elections.

### Section 5 Voting

A. All chapter members shall have a vote except as hereinafter provided.

B. Voting shall be by acclamation and a majority vote of the active chapter members present shall decide all questions unless otherwise provided by law. Any member may demand a secret ballot. The Consul shall vote only to break a tie.

C. There shall be no voting by proxy.

D. Any member of an active chapter whose scholarship record causes disciplinary action to be taken against him by the chapter's host university or college shall lose automatically the right to vote in all chapter meetings until he files with the chapter a written certificate from the proper officers of his college or university verifying his good scholastic standing.

E. No member of the chapter shall become inactive through any provision of this bylaw.

F. Newly initiated brothers will not be given a vote until they meet the memorization requirements prescribed by the

#### Other Statutes and Executive Committee Regulations relevant to membership

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

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

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

#### Statutes and Executive Committee Regulations relevant to meetings

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

Ritual. A grace period, not to exceed 30 days, shall be established by the chapter, under the direction of the Pro Consul. Any brother who fails to meet these requirements by the end of the 30-day grace period is subject to review by the executive committee.

G. Any decision of a committee may be overruled by a majority vote of the active chapter.

## **ARTICLE III OFFICERS**

### **Section 1 Chapter Officers**

A. The officers of the chapter shall be those prescribed in the Sigma Chi Ritual and in addition such officers as are necessary to perform the administration of the chapter, including the House Manager, Social Chairman, and any others.

B. There shall be the following chapter officers:

1. Consul
2. Pro Consul
3. Annotator
4. Quaestor
5. Magister
6. Social Chairman
7. Risk Management Chairman
8. House Manager
9. Brotherhood Chairman
10. Tribune
11. Kustos
12. Ritual Chairman
- 13.

C. An assistant officer shall be elected to assist any officer at the request of the officer or the suggestion of the Consul. An assistant officer shall automatically be nominated for the next election if he has satisfactorily completed his duties. The Assistant Magister shall be exempt from this provision, and will be voted upon by the chapter according to chapter election procedures.

D. All officers shall be bound to the duties listed in the "Duties of Chapter Officers," attached.

### **Section 2 Nominations and Elections**

A. Nominations for officers will be made on the first regularly scheduled meeting in March of each year. At least one week shall pass between nominations and elections. Voting shall be by secret ballot.

### **Section 3 Term Of Office**

A. The term of office for officers, both appointed and elected, shall be for one year beginning the first regular meeting of April following their election or appointment.

### **Section 4 Academic Eligibility**

- A. No person in the active chapter may hold office or be nominated for an office unless he has maintained, in the semester or quarter prior to his nomination, a scholastic average of all subjects carried equivalent to the required scholastic average which is a prerequisite for initiation into Sigma Chi and outlined in Executive Committee Regulation 3.07-3 (*see sidebar, page 2*).

**Statute 7.05**

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

- B. If at any time during his term of office a brother falls below the aforementioned scholastic average, his office may be declared vacant under the authority and provisions of Statute 7.05 (*see sidebar, page 3*).

**Section 5 Academic Appeals**

- A. A brother may appeal his academic ineligibility to the executive committee only if he has a minimum cumulative GPA of 3.0 or higher.

**Section 6 Financial Eligibility**

- A. No person in the active chapter may hold office or be nominated for an office if the Quaester declares the member to be financially delinquent to the chapter at the time of nomination or election to office.

**Section 7 Miscellaneous Eligibility Requirements**

- A. No active member may be nominated for the office of Consul unless classified as a Junior or Senior and having served a minimum of two semesters as an active member of the Fraternity with a minimum of one semester as an elected executive officer of the chapter.
- B. No active member may be nominated for the office of Pro Consul unless classified as a Junior or Senior and having served a minimum or two semesters as an active member of the Fraternity with a minimum of two semesters as an elected chapter officer.
- C. No active member may be nominated for the offices of Annotator, Quaestor, Magister, Social Chairman, Risk Manager, or House Manager without having served a minimum of two semesters as an active member of the Fraternity with a minimum of one previous elected chapter office.
- D. No newly initiated member may be nominated for an office until he completes the memorization requirements.
- E. No newly affiliated member may be nominated for an office until he completes one trial semester.
- F. No active member may be nominated for the office of Ritual Chairman until he completes one semester of active membership.

**Section 8 Appointed Officers**

- A. The executive committee shall appoint such other officers as they deem necessary, subject to the approval of the chapter.

## **Section 9      Impeachment**

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

## **Section 10     A Vote Of Confidence**

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

# **ARTICLE IV COMMITTEES**

## **Section 1      Committees**

- A. There shall be the following standing committees:

1. Executive Committee
2. Finance Committee
3. Scholarship Committee
4. Ritual Committee
5. Social Committee
6. Recruitment Committee
7. Pledge and Membership Education Committee
8. Alumni Relations Committee
9. Publications Committee
10. Campus and Public Relations Committee
11. Property Committee
12. Peterson Committee
13. Judicial Board

## **Section 2      The Executive Committee**

- A. The executive committee shall be composed of the Consul, the Pro Consul, the Annotator, the Quaestor, the Magister, the Social Chairman, the Risk Management Chairman, and the House Manager. 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. In addition, the executive

committee shall ensure that all of the officers and committees have set proper goals for their term of office; shall establish long-range goals; and shall conduct an adequate and regular evaluation of all chapter operations and programs.

- C. To expedite the chapter meeting and enable the executive committee to better plan chapter operations, each committee and officer report to be heard in the chapter meeting shall first be presented in the executive committee meeting.
- D. The Annotator shall post a copy of the minutes of each executive committee meeting within 24 hours after its adjournment.

### **Section 3      The Finance Committee**

- A. The finance committee shall consist of the Quaestor, Assistant Quaestor, the Consul, the Pro Consul, the Chapter Advisor, and the alumni Financial Advisor. The Quaestor shall act as chairman.
- 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 of all audits to the chapter, the Chapter Advisor, the House Corporation, the Grand Praetor, and the General Fraternity Headquarters.
- E. The finance committee shall require that the Quaestor submit, in approved accounting form, a monthly written statement of profit and loss and income and expense breakdown to the chapter, to the Chapter Advisor, the House Corporation, the Grand Praetor, and the General Fraternity Headquarters, no later than the 30th of the month for the previous month's operation. This report shall also include a balance sheet, list of accounts payable, and list of accounts receivable as prescribed by the General Fraternity Executive Committee.
- F. The finance committee shall require that the Quaestor submit to the Chapter Advisor, the House Corporation, the Grand Praetor, and the General Fraternity Headquarters, a yearly financial summary of operations for the entire school year; this report must be prepared and distributed no later than July 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.
- H. The finance committee shall be responsible for the Financial Policy of the chapter and its fulfillment. Any brother who does not abide by the provisions mentioned in these bylaws or hereinafter mentioned for the payment of bills to the chapter shall be subject to such disciplinary action as deemed necessary by the finance committee. Statute 7.02 of the Sigma Chi Constitution will be invoked whenever appropriate. *(Statute 7.02 is reprinted on page 8 of this booklet.)*

### **Section 4      Scholarship Committee**

- A. The scholarship committee shall be appointed by the Consul. The Scholarship Chairman shall oversee the

committee.

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

## **Section 5      Ritual Committee**

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

## **Section 6      Social Committee**

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

## **Section 7      Recruitment Committee**

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

## **Section 8      Pledge Committee**

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

## **Section 9      Alumni Relations Committee**

- A. The alumni relations committee shall be composed of the Tribune and three or more members, sophomores being the youngest brothers on this committee. The Tribune shall act as chairman.

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

## **Section 10      Publications Committee**

- A. The publications committee shall be composed of the Chapter Editor, the Tribune, and brothers interested in circulation and advertising, sports, literary endeavor and photography. The Chapter Editor shall act as chairman.
- B. The publications committee shall supervise and execute all chapter publications and publicity, particularly the chapter newsletter, which shall be published quarterly.

## **Section 11      Campus And Public Relations Committee**

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

## **Section 12      Peterson Committee**

- A. The Peterson committee shall be responsible for submitting to the General Fraternity Headquarters an application for the Peterson Significant Chapter Award. The Peterson Chairman shall head the committee, and shall choose as many members as needed to complete his duties.

## **Section 13      Special Committees**

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

# **ARTICLE V FINANCIAL POLICY**

## **Section 1      Pledge Fees**

- A. The pledge fee of the Iota Phi Chapter shall be \$350, which shall be paid prior to the formal pledge ceremony in addition to the General Fraternity fee of \$50 to be paid at the time of pledging.

## **Section 2      Initiation Fees**

- A. The initiation fee of the Iota Phi Chapter shall be \$25 which shall be paid prior to the formal initiation ceremony in addition to the General Fraternity fee of \$125 to be paid at the time of initiation.

### **Section 3 Semester Dues**

- A. The semester dues of the Iota Phi Chapter shall be \$495 from which allocations will be made to a social program and the active chapter program, but which will be collected as one fee. In addition, each active member to cover his semi-annual dues to the General Fraternity shall pay to the Quaestor the sum of \$35 twice per year, at such time as the Executive Secretary requests.
- 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 Endowment**

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

### **Section 5 Payment Of Bills**

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

#### **Payment of Rent**

- A. Rent shall be due on the first day of the month and delinquent at midnight ten days later.
- B. Once declared delinquent, the following procedure shall be followed:
- a. An initial late fee of \$50 will be assessed.
  - b. The late fee shall increase by \$5 a day until the brother has paid his housing balance in full.
  - c. If payment has not been made 60 days following the due date, the brother shall be evicted from the house and sent to collections.

### **Section 6 Payment Plans**

- A. The chapter shall have two payment plans:
1. Three equal payments during the semester/quarter.
    - a. The first payment shall be due on the first day of the semester/quarter and delinquent at midnight ten days later.
    - b. The second payment shall be due on the first day of the fifth week of the semester/quarter and

delinquent at midnight ten days later.

c. The third payment shall be due the first day of the eighth week of the semester/quarter and delinquent at midnight ten days later.

2. A monthly payment plan in which the payment shall be due on the first day of the month and delinquent if not paid by midnight on the tenth day.

B. Payment plans must be approved by the financial committee of the Iota Phi Chapter and will be approved only when deemed necessary. The need for a particular payment plan will be assessed on an individual basis.

## **Section 7      Financial Suspension**

A. Financial suspension proceedings will begin at such time any brother shall become delinquent.

B. Financial suspension shall be carried out as prescribed in the Sigma Chi Statute 7.02

C. Once a brother is suspended from the chapter, a local collection agency shall be contacted to recover the money rightfully owed to the chapter and General Fraternity.

D. Brothers who are financially suspended, who are in the process of being suspended or expelled, or who are not current with their financial obligations to the chapter shall abide by the following stipulations:

1. Said brother will not be allowed to attend or participate in any chapter activities including but not limited to social events and intramural sports.

2. If said brother lives in the house he will be served notice that he will have to find another place of residence within thirty days or pay his bill.

## **Section 8      Occupancy of The House and Participation in Events**

A. No brother will be allowed to move into the house at the beginning of any semester/quarter unless he has completed a housing contract and it has been signed by him and his parents. The brother must also be current in all financial obligations to the chapter.

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

## **Section 9      Billing**

A. All parents shall be billed at least four weeks prior to the beginning of each semester/quarter and asked to make checks payable to the Sigma Chi Fraternity, Iota Phi Chapter. Each brother shall receive a copy of the bill when it is sent to his parents.

B. The bills sent to the parents shall be itemized to show a breakdown of costs.

## **Section 10      Education And Prevention**

A. These bylaws shall be given to all pledges at their first pledge meeting where the Quaestor will address the

pledge class about their fiduciary responsibility. The Quaestor will also review this Article V Financial Policy with the chapter annually.

1. No pledge shall be initiated into the chapter who has an outstanding balance with the chapter.
2. No pledge shall be allowed to take the International Pledge Exam or enter into I-Week unless he has paid his Initiation Fee.

B. Upon Initiation each new brother shall:

1. Fill out a financial policy under the guidance of the Quaestor. The policy shall be signed by the brother and his parents.
2. Fill out his financial suspension form (Form 50, found on page 127 of the *1997-1998 Standard Operating Procedures Manual*) to be kept in the chapter files.

## **Section 11 Fines**

A. The fines for unexcused absences shall be as follows:

1. Chapter events deemed mandatory by the Consul: \$25
2. Interfraternity Council events: \$25
3. Initiation: \$50
4. Any fines set forth by the chapter committees: not to exceed \$50
5. Third and all subsequent missed meetings: \$20
6. Third and all subsequent tardiness to a meeting: \$10
7. Leaving meeting early: \$10

B. A brother who accumulates \$150 in fines or more for the current semester shall lose all of his social privileges for the semester.

## **ARTICLE VI AMENDMENTS**

### **Section 1 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. The proposal shall not be voted upon until the regular chapter meeting after the one in which it is first read. A two-thirds affirmative vote of the active chapter present shall constitute approval of said amendment, provided 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 JUDICIAL POLICY**

### **Section 1 Personal Conduct**

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

## **Section 2      Conduct With Pledges**

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

## **Section 3      Judicial Board**

- A. The judicial board has three purposes:
1. Hold brothers accountable to the expectations of the Sigma Chi Ritual.
  2. Respond fairly and decisively to brothers who have brought dishonor to the chapter and the General Fraternity through their actions at any time, while in or out of the chapter.
  3. Hold brothers accountable for violating any Sigma Chi Governing Law and/or chapter bylaw.
- B. The judicial board shall consist of the Pro Consul, who shall act as chairman; four brothers, one from each of the freshman, sophomore, junior, and senior classes, who shall each be elected not by the chapter as a whole but by the members of their respective class; and the Chapter Advisor, who shall participate in all proceedings but who shall not have a vote.
- C. The members of the board shall be elected every six (6) months or as necessary in the case of membership resignation.

## **Section 4      Judicial Process**

- A. Accusation
1. An accusation occurs when the chapter Consul or member of the executive committee is informed of an infraction by a member of the community:
    - a. A witness
    - b. Another brother
    - c. The Interfraternity, Panhellenic, National Panhellenic, and Multicultural Greek Councils
    - d. The university
    - e. Another credible source
  2. The executive committee, if appropriate, will automatically and immediately suspend from all chapter activities (social events, intramurals, pledge interaction, etc.) the brother(s) involved in the incident. The suspension shall not exceed fifteen (15) days and shall be pending the outcome of an investigation and decision by the judicial board.
- B. Investigation of incident

1. The Consul shall contact the Pro Consul, who in his capacity as chairman of the judicial board shall notify the other board members, begin collecting facts and, if necessary, set a trial date. The trial must take place within the fifteen (15) day suspension period outlined in Article VII Section 4, subsection A, point 2, above.
2. The Pro Consul shall notify the brother(s) accused immediately and give him (them) forty-eight (48) hours to respond to the allegations. Responses should be given to the Consul and Judicial Board Chairman.
3. Failure of the brother(s) to reply within the designated time period will result in a plea of no contest. (*"No Contest" does not imply guilt or innocence.*)

### C. Trial

1. A trial shall be held on the date set by the Pro Consul unless the brother admits guilt, in which case a trial is waived and the judicial board shall apply the appropriate punishment.
  - a. The date shall be set far enough in advance to provide participants and witnesses ample time and notice to make arrangements to attend.
2. The board shall be presented with all the facts and either
  - a. Make a ruling.; or
  - b. Choose to hear further testimony from the witnesses, the accused brother(s), and any other person(s) the board deems relevant. In this case, a decision will be rendered after the additional testimony.

D. Punishments: If the brother(s) is found guilty, the punishment shall be assigned according to a tier system. The judicial board will levy a first offense punishment from the first tier unless the incident is of a serious enough nature to warrant the initiation of General Fraternity trial board proceedings. On a second offense, the judicial board shall assign punishment from the second tier, and so forth. Each time a brother is brought before the judicial board during his undergraduate membership he shall be given a higher tier of punishment, without regard to the nature of the incident. (*Sanctioned brother(s) are not exempt from normal fraternal obligations, including chapter financial obligations and chapter meeting attendance.*)

#### 1. First tier

- a. Ten (10) hours of service to the chapter, university, or community, to be decided by the chapter executive committee.
- b. Five (5) hours of study time to be devoted to reviewing the Sigma Chi Ritual.
- c. Verbal reprimand accompanied by a signed agreement which specifically states the guilty party (or guilty parties) will not engage in the prohibited activity again.
- d. If necessary, an acceptable letter of apology shall be written by the brother(s) involved in the incident approved by the Pro Consul and Consul. (*The above may be replaced and/or supplemented by voluntary emotional or substance abuse counseling.*)

#### 2. Second tier

- a. Fifteen (15) hours of service to the chapter, university or community to be decided by the executive committee.
- b. Ten (10) hours of study time devoted to the Sigma Chi Ritual, to culminate in a presentation on the Ritual to the active chapter.
- c. Verbal reprimand accompanied by a signed agreement which specifically states the guilty party (or guilty parties) will not engage in the prohibited activity again.
- d. If necessary, an acceptable letter of apology shall be written by the brother(s) involved in the incident approved by the Pro Consul and Consul. (*The above may be replaced and/or supplemented by voluntary emotional or substance abuse counseling.*)

### 3. Third tier

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

## **ARTICLE VIII GENERAL**

### **Section 1      Distribution Of Bylaws**

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

### **Section 2      Chapter House Occupancy**

- A. The House Manager shall be responsible for determining the method by which residency in the Chapter house is granted.
- B. It shall be filled to capacity each semester/quarter.
- C. The Consul, Pro Consul, Annotator, Quaestor, and House Manager shall be required to live in the chapter house for the duration of their terms.

### **Fines**

Intentional damage to the house: \$50 + cost of supplies to fix the damage

As long as there are candidates to run for an office, the bylaws cannot be waved.

### **Section 5: Waiver of Bylaws**

1. There shall be no general or permanent waiver of any article, Section, Paragraph, or any apportion thereof in these bylaws.
2. No portion of these Bylaws shall be waived in a specific instance or circumstance except

- by an affirmative vote by two thirds of the Active voting members present and voting at a meeting.
3. Some portions of these bylaws may not be waived under any circumstances. Those included Article 1 Section 1,2,3, and 4; Article II Section 5; Article II Sections 1,2,3,4,5, and 6; Article IV Section 1; Article VI Section 1; Article VII all Sections; Article VIII Sections 1 and 4.

### Section 3: Designations

1. An active member of this chapter shall be only a male student who:
  - Is currently enrolled at the university.
  - Maintains throughout the semester and academic schedule of no less than 9 semester hours.
  - Has been accepted as an active member either by initiation or by affiliation.
2. The status of any member, duly initiated or affiliated into the Chapter shall be deemed to be Active unless reclassified by action of the Chapter or as Specified in Paragraph C. below (University rules and regulations).
3. An alumnus is any member who has been active but who is not currently a Sigma Chi (ECR 6.02 B-1) for active. An Active attains Alumnus status:
  - Upon Graduation or other wise ceasing to be a registered student at the University.
  - By reclassification of his status by the Executive Committee.
4. No little sister program(s).
5. All members, active and pledge, must maintain a semester GPA of 2.0 to remain, or become, active. All members that fall below this scholarship standard, shall fall under sanction of the Scholarship Program for the entirety of the following academic semester. All members who fall below the scholarship standard shall lose all voting privileges except for membership voting for the entirety of the following academic semester. Those who are on academic sanction from the University are ineligible to hold office and lose all voting privileges except for membership voting until they are no longer on academic sanction from the University.
6. If at any time during his term in office, an officer becomes aware that he is not eligible to hold office. The Office then will be filled according to the Vacancy procedures. Failure to resign voluntarily subjects the Officer to Impeachment.
7. All members both active and pledge, must uphold all provision of the drug policy.
8. All members must be a member of a university student organization to retain active status.
9. All members must perform 5 hours of community service per semester to retain active status.

I hereby attest that I Have read the above bylaws of the Iota Phi chapter of Sigma Chi. I understand that I will be held accountable and will be expected to hold other accountable for the provision set forth in these bylaws. I understand that any part of these bylaws can be amended with the proper vote of the chapter that has been prescribed in the bylaws above.

Signed By: \_\_\_\_\_

## **APPENDIX A: Voting Requirments**

1. Bidding rushees to pledgeship 90% of all members present
2. Biding pledges to membership 80% of voting members present
3. 2/3<sup>rd</sup> vote on all descisions of events and policies including bylaw revisions and waivers
4. Majority vote for all offices and financial policy decisions

## **APPENDIX B: Chapter office requirements**

Consul – Two semesters served as active member, with at least one semester served on executive committee

Pro-Consul- Two semesters served as active member, with two semesters served as a chapter officer

Annotator, Queastor, Magister, Social Chair, RMF, House Manager- Two semesters as active membership, with one semester served at one other chapter office

Ritual Chairman & Rush Chairman- One semester served as active member

All offices not listed above have no additional requirements to run

## **Duties of Chapter Officers**

### **Consul**

1. Be ultimately accountable for everything that the chapter does or fails to do.
2. Acquaint himself with all requirements of Sigma Chi's Ritual, Governing Laws and policies, as well as with all chapter bylaws and campus regulations, and to ensure these standards are strictly followed.
3. Maintain the integrity of, the chapter's respect for and the proper performance of the Ritual.
4. Ardently guard the security of the Charter, Ritual and ritualistic materials.
5. Preside over the chapter meetings and such chapter affairs as is appropriate.
6. Maintain a broad knowledge of all chapter activities and areas of operation.
7. Immediately, upon election, develop a program of goals toward which he and his executive committee shall strive to achieve during his term.
8. Work with the Grand Praetor, the chapter advisor, chapter alumni and Headquarters in guiding the affairs of the chapter.
9. Acquaint all officers with the extent and importance of their duties, delegate authority and responsibility to these officers, and ensure these duties and responsibilities are carried out.
10. Maintain a close relationship with university administrators and with officers of other campus fraternities.
11. See that chapter administrative affairs are handled promptly and that orderly chapter administrative files are maintained.
12. Maintain and strengthen the chapter's activities, accomplishments, and proficiency in all internal and external areas.
13. Maintain high standards of chapter scholarship, discipline, etiquette, morals and hospitality, as a reflection of the Ritual of Sigma Chi.
14. Watch for potential problems within the chapter and effect such measures necessary to prevent their further development.

15. Conduct himself so as to always deserve the respect and cooperation of all brothers.
16. Cultivate and preserve unity within the chapter.
17. Train and assist his successor as Consul and to ensure that all other chapter officers carry out the same responsibilities toward their successors.
18. Attend Balfour Leadership Training Workshop.
19. Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.

### **Pro Consul**

1. Assist the Consul in ensuring that chapter affairs and operations are conducted thoroughly and efficiently, that all chapter activities are carried out in the best manner possible, and that all members and pledges conduct themselves always in the best interests of the Fraternity and the chapter.
2. Assume the full responsibilities of the Consul's position in the Consul's absence or incapacity.
3. Preside over and administer the affairs of the chapter executive committee.
4. Direct and coordinate a program of Post Initiation Training immediately following each Initiation.
5. Direct and coordinate the work of all chapter committees.
6. Keep himself constantly informed of chapter and Fraternity affairs and activities so as to advise the Consul and assist in the leadership of the chapter.
7. Carry out such other duties as the Consul may direct.
8. Train and assist his successor, and supervise a similar training program among all incoming and outgoing officers.
9. Attend Balfour Leadership Training Workshop.
10. Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.

### **Annotator**

1. Keep accurate records, reports and minutes of chapter meetings and other meetings and events as the chapter may require, and transcribe these records into the chapter minutes book.
2. Set up a phone and e-mail directory for all brothers, pledges, and any active local alumni (to be passed out at the beginning of each semester/quarter).
3. Record personal data and information about members into the chapter's roll book.
4. Review bylaws annually and present proposed amendments. Determine whether a Bylaws Committee needs to be created to review and discuss further changes to bylaws.
5. Distribute any pertinent information (minutes, member directory, goals and calendar) to the chapter in a timely manner in order to provide proper lead time for planning events and member scheduling.
6. Coordinate a master-calendar meeting with all chapter officers.
7. Act as liaison between the Executive Committee and the active chapter.
8. Oversee a Communications Committee that includes the Tribune, Chapter Editor, Public Relations Chairman, Community Service Chairman and Webmaster.
9. Prepare three personal goals that you intend to accomplish to strengthen your office and the chapter through the Officer Transition Program.
10. Hold yourself and every member of the Fraternity accountable to the Oath of Initiation.
11. Train and assist the successor of this office.

### **Quaestor**

1. As treasurer of the chapter, collect and preserve all monies due the chapter, and disburse money as the chapter needs and directs, consistent with the requirements of good business, sound fiscal procedure, Fraternity policy and chapter resources.
2. Prepare a budget before the start of the chapter fiscal year, present it to the Executive Committee and chapter advisor, and follow its provisions, ensuring that the chapter operates within its means.
3. Record all chapter financial operations, using a legitimate bookkeeping system.
4. Ensure that all dues and fees owed the chapter and Fraternity by members and pledges are paid on time, and to carry out specified enforcement procedures for overdue accounts.
5. Ensure that the chapter's financial obligations to the Fraternity, landlord, local merchants and others are properly met.
6. Provide Headquarters, the chapter advisor and Grand Praetor with the specified monthly and semi-annual reports, as well as a yearly budget.
7. Ensure that the required reports are provided to federal and state tax and Social Security officials.

8. Attend the Balfour Leadership Training Workshop.
9. Maintain and enforce a chapter financial policy.
10. Suspend and expel financially delinquent members.
11. Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.

### **Magister**

1. Conduct a chapter program that prepares the pledge brothers for Initiation as committed, responsible, active brothers.
2. Plan, articulate, organize and lead the conduct of this program in the chapter.
3. Ensure the understanding, support and involvement of all members of the undergraduate chapter.
4. Guide a chapter program that instills pride in and commitment to the ideals of Sigma Chi through learning, participation and responsibility.
5. Prevent any activities or occurrences of hazing, or any activities which are embarrassing, trivial, deceptive, subservient or contradictory to academic responsibility.
6. Establish and guide the pledge program to emphasize individual responsibility and motivation in scholastic achievement.
7. Direct and conduct the program based on and consistent with Sigma Chi pledge objectives, programs and materials.
8. Ensure that the official pledge and initiation forms and fees are furnished on time to the Fraternity.
9. Oversee the chapter's preparations for and conduct of indoctrination and initiation activities.
10. Supervise the care of Ritual equipment.
11. Assist the Pro Consul in Post Initiation Training.
12. Attend Balfour Leadership Training Workshop.
13. Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.
14. Link to Preparation for Brotherhood PDFs (Magsiter's Guide & Guide to I-week)

### **Recruitment Chairman**

1. Plan, organize and coordinate a year-round chapter recruitment program.
2. Assist the chapter in measuring potential members against the requirements of The Jordan Standard and the ideals of the Ritual.
3. Help the chapter develop its own set of specific membership criteria in addition to The Jordan Standard and the Ritual.
4. Ensure that every brother, and not only a few individuals, participates in membership recruitment.
5. Coordinate all communications with prospective members, including all printed recruitment matter.
6. Ensure adherence to the Fraternity and campus rush regulations.
7. Effectively recruit all men recommended to the chapter by fellow Sigma Chis, and to acknowledge and thank any brothers making such recommendations.
8. Sufficiently inform potential members of the academic standards, financial obligations and ideals of Sigma Chi.
9. Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.
10. Attend the Balfour Leadership Training Workshop.

### **Historian**

1. Gather and make a permanent record of chapter activities, events and members in a scrapbook, chapter history or similar volume.
2. Care for and preserve the historical records and properties of the chapter.
3. Hold yourself and every member of the Fraternity accountable to the Oath of Initiation.
4. Train and assist the successor of this office.
5. Prepare three personal goals that you intend to accomplish to strengthen your office and the chapter through the Officer Transition Program.

### **Ritual Chairman**

1. Supervise and care for Ritual equipment.
2. Prevent any activities or occurrences that are considered hazing, embarrassing, trivial, deceptive, subservient or contradictory to academic responsibility.

3. Oversee the chapter's preparations for and conducting of Indoctrination and Initiation activities.

### **Tribune**

1. Implement programs to involve and recognize active alumni. This includes providing opportunities for alumni and undergraduate members to interact.
2. Coordinate efforts with the Chapter Editor and Chapter Webmaster to send a uniform message to alumni.
3. Maintain an accurate alumni mailing list (e-mail and snail mail).
4. Prepare three personal goals that you intend to accomplish to strengthen your office and the chapter through the Officer Transition Program.
5. Hold yourself and every member of the Fraternity accountable to the Oath of Initiation.
6. Train and assist the successor of this office.

### **Risk Management Chairman**

1. Develop and implement the chapter's Safety and Risk Management Program.
2. Review, be aware of and post the Risk Management Policies of the Sigma Chi Alcohol and Drugs Policy found in the Standard Operating Procedures.
3. Advise the Executive Committee and Chapter Advisor of any measures necessary to prevent major problems or unfavorable situations from developing.
4. Assist other officers of the chapter in incorporating safety and risk management into their programs or offices.
5. Conduct and coordinate the safety education of chapter members and pledges. This includes, but is not limited to, alcohol and drug education, sexual conduct education, fire safety education and hazing education.
6. Develop an emergency plan for emergency situations:
  - a. *Dealing with university officials/public safety/law enforcement*
  - b. *Conduct of brothers*
  - c. *Distributing information to alumni*
  - d. *Support for families of brothers*
  - e. *Contact with news media*
7. Prepare three personal goals that you intend to accomplish to strengthen your office and the chapter through the Officer Transition Program.
8. Hold yourself and every member of the Fraternity accountable to the Oath of Initiation.
9. Train and assist the successor of this office.

### **Scholarship Chairman**

1. Cultivate a culture of learning and scholastic achievement among brothers and brothers-to-be.
2. Evaluate current strengths and weaknesses of the chapter and Pledge Scholarship Program. Use the results of this exercise the help create an official Chapter Scholarship Program.
3. Create a specific official Chapter and Pledge Scholarship Program for the upcoming school year and present it to the Greek Advisor and Chapter Advisor.
4. Discuss the scholarship program and goals with any local Balfour Fellows if applicable.
5. Be familiar with the scholarships and programs that are offered through the Sigma Chi Foundation for undergraduates and potential graduate students (*e.g. General Scholarships, Balfour Fellow Program and Scholarship Account money for chapter's use*).
6. Promote any on-campus scholarship opportunities to the members of the chapter by providing educational programs including faculty discussions, chapter awards and campus-wide academic and/or educational events.
7. Prepare three personal goals that you intend to accomplish to strengthen your office and the chapter through the Officer Transition Program.
8. Hold yourself and every member of the Fraternity accountable to the Oath of Initiation.
9. Train and assist the successor of this office.

### **Chapter Editor**

1. Prepare and publicize all the chapter's periodicals and materials including a quarterly newsletter, and other brochures and publications.

2. Be aware of deadlines and submit chapter articles to The Magazine of Sigma Chi on a quarterly basis.
3. Assist with the editing of the Peterson Significant Chapter Award and other award applications/materials.
4. Work with the Public Relations Chairman on preparing and distributing news releases about chapter events to appropriate media.
5. Prepare three personal goals that you intend to accomplish to strengthen your office and the chapter through the Officer Transition Program.
6. Hold yourself and every member of the Fraternity accountable to the Oath of Initiation.
7. Train and assist the successor of this office.

### **Community Service Chairman**

1. Compile a complete list of all service projects the chapter participated in last year. Evaluate the strengths and weaknesses of those projects. At the first meeting, be prepared to make a recommendation regarding the projects in which the chapter should continue to participate this year.
2. Present a tentative list of all recommended service projects for each term at the first Executive Committee Meeting of each term/semester.
3. Have specific and tentative dates for current-term service projects by the first Executive Committee meeting. Provide dates to the Annotator for distribution to the entire chapter.
4. Prepare three personal goals that you intend to accomplish to strengthen your office and the chapter through the Officer Transition Program.
5. Hold yourself and every member of the Fraternity accountable to the Oath of Initiation.
6. Train and assist the successor of this office.