

# Bylaws

## Sigma Nu Fraternity — Nu Chapter

### University of Kansas

#### Preamble

We, the men of Nu Chapter of Sigma Nu Fraternity at the University of Kansas, being Knights and Gentlemen, understand that the constant pursuit of our cardinal virtues of Love, Honor, and Truth require a unification of aims and objectives. We hereby ordain and establish this constitution and its laws to govern all-purpose of heart and mind, we seek order, justice, and tranquility within these walls as well as without. Let the result of this pursuit be known as the Bylaws of Nu Chapter.

#### Section I – Definitions

- I) Definitions: The following definitions will be used throughout the Nu Chapter Bylaws.
- A) Brother: Until 20 men have been initiated into Nu Chapter of Sigma Nu following re-colonization the term brother will mean any person living full time in the house. This will allow the house members to govern themselves according to the bylaws adopted herein. This definition is adopted pursuant to Section II (B) temporary rules.  
Any initiated member of the fraternity who lives in the house.
  - B) Alumnus Brother: A Brother who is not a matriculate of the University of Kansas.
  - C) Collegiate Brother: A Brother who is a matriculate of the University of Kansas.
  - D) Matriculate: A student admitted by, enrolled in, and attending the University.
  - E) Majority: Greater than fifty (50) percent of the present voting members.
  - F) Active Chapter: The assembly composed of Collegiate Brothers (see definition of collegiate brother).
  - G) Suspended Brother: A Brother whose rights and privileges in the fraternity have been temporarily removed. The Brother remains a member of the Fraternity liable for all pains and penalties for further offenses against the Law and liable for dues and obligations to the Fraternity and Nu Chapter.
  - H) Candidate Novice: A candidate who has been elected to associate himself with the Fraternity, or who has accepted the pledging of the chapter at the Formal Pledging Ceremony.
  - I) New Initiate: Any Collegiate Brother who has not completed the academic semester in which his initiation took place.
  - J) Continuing Novice: A novice who, for whatever reason, does not meet the qualifications for initiation in his first semester.
  - K) Second Semester Novice: A candidate who has elected to associate himself with the Fraternity for the second semester, or who has accepted the invitation of the Chapter at the Formal Pledging Ceremony.
  - L) Live-Out Active: A Collegiate Brother who no longer lives in the house and remains a matriculate at the University of Kansas, within four years from when he first moved in to the house.
  - M) Social Affiliate: A Collegiate Brother who no longer lives in the house and remains a matriculate at the University, after four years from when he first moved in to the house.
  - N) Officer: Refers to both Executive and House positions in the Fraternity.
  - O) Good Financial Standing: All money owed to the Chapter or the Fraternity have been paid.
  - P) Quorum: One-half plus one of the eligible voting members.

#### Section II – Governing Rules

- I) Types of Governing Rules:

- A) Bylaws: The bylaws may be amended by 2/3 votes of the present Collegiate Brothers. Proposed changes shall be posted one week prior to the amending vote.
  - B) Temporary Rules: Temporary rules may be adopted by a majority vote. The rule's period of enforceability shall be defined by the original motion and shall not exceed one year. These rules may be introduced & voted upon in the same chapter meeting.
  - C) Officer's Policies: All Executive and House Officers shall formulate policies to maintain and facilitate their respective programs. The period of enforceability is the duration of the office unless overturned by a majority of the Active Chapter.
- II) Declaration of Governing Rules:
- A) Governing Powers: These bylaws shall govern all Collegiate Brothers, Live-Out Actives, Social Affiliates, Suspended Brothers, and Novices.
  - B) Consistency: All policies established by the Chapter shall be consistent with the Alumni Chapter, the Law of Sigma Nu, the Interfraternity Council Constitution, State and Local Statutes, and the United States Constitution.
  - C) Review of Policies: All Officer's Policies are subject to review of the Collegiate Chapter by a majority vote.
  - D) Parliamentary Procedure: Those matters which are not directly addressed by Nu Chapter Bylaws shall be subject to Parliamentary Procedure as prescribed by Robert's Rules of Order.

## Article One – Membership

### Section I – New Membership

#### I) Pledging Procedure:

- A) Guidelines: The following guidelines shall be used when considering a man for pledging:
- 1) FINANCIAL SUPPORT: The candidate should have adequate financial resources.
  - 2) LEGACIES: All legacies shall have their particulars presented before the chapter by the recruitment chairmen in a meeting of the chapter. The legacy must be voted on by the chapter and receive a 2/3 vote to be presented with a bid card.
  - 3) VOUCHING: All candidates may be asked to present an alumni or current member to vouch for him. This shall remain at the discretion of the Commander. Out-of-state or non-legacies shall not be required to present an alumni or current member to vouch for them.
  - 4) STANDING: The candidate should have good standing in his high school graduating class or have attained a 2.5 GPA or its equivalent in college.
  - 5) SPORTS/ACTIVITIES: The candidate shall be involved in at least one athletic or extracurricular activity in his high school.
  - 6) VISITATION: The candidate should have been involved in at least two rush events at the house before being presented with a bid card. The candidate may be presented with a bid card at the end of his second rush event at the discretion of the recruitment chairmen.

#### B) Rush Events:

- 1) MEETINGS: The Active Chapter shall hold meetings after rush events for the purpose of discussing and voting on prospective Novices.
- 2) ATTENDANCE: Attendance at all rush events shall be mandatory for all members of the recruitment committee. Failure to do so without approval of the Recruitment Chair shall result in a maximum fine being levied against the violating Collegiate Brother.
- 3) VOTING RIGHTS: All Novices may be required to attend rush meetings but shall not have voting privileges. They may vouch for the rush.
- 4) INVITATIONS: Rushes may be invited to the chapter house by a Brother or a Novice of the Chapter pending notification of the Rush Chair, and only during the time designated by the Interfraternity Council.

#### C) Summer Recruitment:

- 1) SIGNING: The Rush Chair may pledge a rush over the summer after discussing with and receiving approval from the Commander on said recruit. The recruit must be offered the signing card in the presence of another Executive Officer.
- 2) CONSIDERATION: A recruit whose consideration has been terminated by the Collegiate

Chapter shall not be considered further by the Recruitment Chair.

- D) Fees: A novice shall be required to pay a pledge fee at the time of his pledging, the amount of which shall be set by the Executive Council.
- E) Conformity: All rushing and pledging activities of Nu Chapter shall conform to the Law of Sigma Nu. (Constitution, Article III.)

II) Steps to Initiation:

- A) Progress Vote: There shall be one progress vote mid-semester prior to the Final Status vote. This progress vote shall be used as feedback for the Novice.
- B) Final Status Vote: At the end of each semester, any candidate for knighthood shall be voted by the Collegiate Chapter. The vote may be cast in one of three ways:
  - 1) BREAK A PLEDGE Blackball: Any candidate who receives eight (8) or more votes to Break a Pledge shall have his pledgeship discontinued immediately. Actives casting the blackball votes must personally inform the pledge that they cast a blackball vote against him and why they cast it. This is suspended during re-colonizations – House Board president shall ask person to vacate the house upon the recommendation of the chapter executive counsel.
  - 2) NOT INITIATE: Any candidate who receives fewer than eight (8) votes to Break a Pledge, but who receives a combination of Gigs, votes to Break a Pledge, and votes to Not Initiate with a sum greater than or equal to seven (7) shall not be initiated and shall be held over as a continuing novice.
  - 3) INITIATE: Any candidate who passes both the Break a Pledge and the Not Initiate criteria shall be initiated, pending making grades.
  - 4) GIG: The pledge marshal may assess a gig to a candidate for serious violations of house and pledgeship rules, at discretion of the pledge marshal. A gig is equal to a blackball vote.
  - 5) BROTHERS' VOTING PRIVILEGES: Each eligible brother has one blackball and one non-initiate. They may not be used on the same candidate, because a blackball is transferred into a non-initiate vote.

C) Procedures:

- 1) SECRET BALLOTS: Ballots on all non-initiate votes shall be confidential within the blackball ceremony.
- 2) VOTING: There shall be two Final Status votes with discussion proceeding the second. Any candidate who passes the first vote shall not be included in the second vote. If a Collegiate Brother considers the second vote unsatisfactory, a third and final vote may be called and held if approved by a majority vote.

D) Voting Requirements: Requirements for a Collegiate Brother to make Final Status Vote:

- 1) FINANCIAL STANDING: He must be in good financial standing with the Treasurer.
- 2) COMMANDER: The Commander cannot vote.
- 3) CONTRACT: He must be contracted to live in the house for the semester in which the status vote would take effect. Seniors living in the house currently are an exemption.
- 4) ABSENTEE BALLOTS: No absentee ballots are accepted.
- 5) PREVIOUS STANDING: He must have voted in at least one previous Progress Vote for the candidate class unless excused by the recorder. To serve this purpose, the Recorder shall maintain a record.

E) Novice Qualifications: All novices must fulfill the following before being voted upon:

- 1) CREDIT HOURS: A novice must be enrolled in a minimum of twelve credit hours. If a novice does not meet the required number of hours, the house may vote on whether to initiate said novice. This will require a majority vote.
- 2) PLEDGE EDUCATION: A novice must have completed a minimum of twelve weeks of pledge education.
  - a.) The education shall include national and chapter history, officer's policies, and university and community affairs.
  - b.) At least one set of structured interviews must have been completed.
  - c.) A star in the likeness of The Badge must have been constructed by the Novice and signed by each Collegiate Brother living in the house.
  - d.) Each Novice shall be assigned a Pledge Father from the Collegiate Chapter.
- 3) RESIDENCY: A Novice must have lived in the house for one semester.

a.) The recruitment chairmen in cooperation with the executive board may decide to have spring pledges. These pledges may be required to perform extra duties for the house in lieu of not living in the house.

F) Requirements: The following guidelines shall be used when considering initiation:

- 1) INTEREST: A Novice must have shown interest and participation in both pledge and house activities.
- 2) PRINCIPLES: A Novice must have upheld the principles and guidelines of Sigma Nu during his pledgeship.

G) Informing of Status: All novices shall be informed of their pledge status before the semester break by the Commander or Pledge Educator/Marshal, but preferably both. After final non-initiate vote; the Recorder, Lt. Commander, and Commander are the only ones to know the results until the Commander tells the novice.

III) Making Grades:

A) Definition of Making Grades: Making grades shall be defined as either:

- 1) Attaining a 2.5 GPA or greater for the semester on a 4.0 scale.
- 2) Attaining 39 grade points when taking between 17 and 19 hours; or
- 3) Attaining a 2.0 GPA when taking more than 19 hours.
- 4) Each pledge must attain a 1.5 GPA their first semester in the house. If a pledge fails to make a 1.5 GPA his first semester, he must be voted on by the active chapter on whether he can stay in the house. He must receive a 2/3 vote from the chapter (based on his performance in the house and his character) to be allowed to return. If he does not receive a 2/3 vote, he will not be allowed to return to the house the following semester.

B) Termination Because of Grades: The following are the grounds for terminating a pledge due to grades:

- 1) If a pledge fails to make a GPA of 2.5 or higher two semesters in a row, or
- 2) A pledge fails to achieve a 1.5 GPA their first semester and who does not receive a 2/3 vote from the chapter to stay in the house.

\*Note: Not making a 1.5 and receiving a 2/3 vote to stay does not excuse a pledge from getting kicked out of the house if he fails receive a 2.5 that next semester.

C) Notification: The Commander and Scholarship Chairman must see an official grade report before a Novice is allowed to move in the following semester.

IV) Initiation:

A) Date: The Commander shall set one regular initiation date each school year. Additional dates may be set by the Commander as long as they fall within the school year.

B) Order of Initiation: The order of initiation shall be set according to the house points system as determined by the pledge marshal and pledge educator.

- 1) HONOR INITIATE: The Candidate who best exemplifies the guidelines for order of initiation shall be selected "Honor Initiate" by the Collegiate Chapter.
- 2) BEST PLEDGE: The Candidate of each pledge class with the highest quality of pledgeship regardless of grades shall be designated "Best Pledge."
- 3) SILVER KEY: The candidate of each pledge class with the highest scholastic average shall be the recipient of the "Silver Key."

C) Gigs and Demerits: No Novice may be initiated with an outstanding gig or demerit.

V) Drug Use:

A) At no time shall a Collegiate Brother or Novice use, possess, or sell any illegal drugs.

- 1) Any Brother or Novice in violation of this law shall receive a monetary fine of \$100. A letter detailing the violation will also be sent to the parents of the Brother or Novice.
- 2) Any additional violation will result in the Brother or Novice being expelled within 24 hours.

## Section II – Other Membership

I) Live Out Policy:

A) Requirements:

- 1) FINANCIAL: A collegiate brother who lives out of the house must be in good financial standing with the house to attend social functions.
- 2) REGULATIONS: Live out actives agree to place themselves under the jurisdiction of The Law, The Bylaws of Nu Chapter, and house policies at all times.
- 3) FEES: The live out active shall be required to pay a social fee, as determined by the Executive Council, at the beginning of each semester. Out-of-house members may be required to pay additional fees as decided by the social chairman in order to participate in social events.
- 4) MEALS: Any meals eaten at the house will be charged pro-rata according to the established rate per meal, as set forth by the Executive Council, and will be due each month. Out of house members must have a meal contract in-place with the recorder and lieutenant commander before eating any meals at the house.

- B) Benefits: The live out active shall be considered an active member of Nu Chapter, guaranteed all privileges (except those listed above), and required to participate in all required activities (I.e. Recruitment, Chapter, etc....)
- C) Length of Eligibility: A Collegiate Brother's eligibility as an active member shall be no more than four years (or eight semesters) from the date he moved into the house, at which point he will become a social affiliate if still attending the University of Kansas.

## II) Social Affiliation:

### A) Requirements:

- 1) FINANCIAL: An applicant for social affiliation must be a collegiate brother and in good financial standing to attend social functions.
- 2) REGULATIONS: The Social Affiliate agrees to place himself under the jurisdiction of The Law, The Bylaws of Sigma Nu, and house policies at all times.
- 3) CHAPTER ATTENDANCE: Social Affiliates may attend chapter and may participate in discussion but cannot vote.
- 4) GUESTS: Social Affiliates may not invite guests, other than a date, to the house.
- 5) APPLICATION: An applicant for Social Affiliation must submit a written request to the Commander.

### B) Benefits: The Social Affiliate may choose from any one or combination of the following:

- 1) MEALS: Any meals eaten at the house will be charged pro-rata according to the established rate per meal, as set forth by the Executive Council, and will be due each month. Out of house members must have a meal contract in-place with the recorder and lieutenant commander before eating any meals at the house.
- 2) ALL FIRST SEMESTER PARTIES
- 3) ALL SECOND SEMESTER PARTIES

## III) Affiliation:

- A) Conformity: Any affiliate of Nu chapter shall conform to The Law (Art. 8, Sec. II), but will not be initiated.
- B) The Initiation Vote: An affiliate must go through the Initiation Vote with the pledge class (Art. I, Sec II, Para. B).
- C) Rights to Vote: An affiliate shall not have the right to vote.

## IV) Living In As A Senior:

- A) Requirements: Any junior wishing to live in the fraternity house their senior year must fill out an application to live in unless numbers of seniors wishing to live in are low enough to not warrant an application. Each application will be reviewed by the Eminent Commander, Lieutenant Commander, Chapter Advisor, and other relevant alumni (optional).
- B) Due Date: The application will be due on the Friday before spring break of the Spring semester.
- C) Application: The application will ask for your name, cumulative GPA, involvement inside and outside of Sigma Nu, and an essay.
  - 1) ESSAY: Each applicant will write a one page (minimum), double spaced essay, explaining why the applicant wishes to live in the fraternity house and how the applicant represents

Sigma Nu well. The essay should expand upon everything filled out in the application.

- D) Reason For The Application: This application process is only dependent upon the number of members living in the house, and if it hinders the ability to recruit a full pledge class. This is necessary, not to eliminate seniors from living in the fraternity, but instead to be sure there is ample room for incoming pledge classes.

## Article Two – Meetings and Voting Procedure

### Section I – Chapter Meetings:

- A) Regular Meetings: Regular chapter meetings shall be held at least three times in any full month at a time and place designated by the Commander.
- B) The right to call a Meeting:
- 1) CHAPTER: The Commander shall have the authority to call special meetings to deal with emergency issues or unfinished business.
  - 2) HOUSE: The Commander shall have the authority to call a house meeting of all Collegiate Brothers and Novices to deal with issues which require a general house knowledge.
- C) Attendance:
- 1) REQUIREMENTS: Attendance at all chapter and house meetings shall be required of all Collegiate Brothers. Attendance shall be defined as attending New Business.
  - 2) ABSCENCES: Brothers who miss more than two chapter meetings in a semester for any unexcused absence will not be allowed to vote and may be sent to Judicial Council.
  - 3) FINES: Brothers living in-house who do not notify the chapter recorder that they will be absent will face a \$10 fine for the first miss after 4 unexcused absences. Brothers living out of the house will face a \$10 fine for the first miss after 5 unexcused absences. For every other unexcused miss (after 5 for brothers living in, after 6 for brothers living out), the penalty is social probation for the next party or social event.
- D) Voting and Discussion:
- 1) ELIGIBILITY TO VOTE: All Collegiate Brothers (see definition of Collegiate Brother) in good financial standing shall have the right to vote provided the Brother is present for all of the discussion concerning the issue being voted upon and has fewer than two unexcused chapter absences. Social affiliates may not vote.
  - 2) DISCUSSION: Discussion shall follow speaker lists maintained by either the Recorder or the Commander. Any discussion pertinent to the issue is acceptable. Each person is limited to two speeches per topic.
  - 3) SECRET BALLOTS: The Commander has the right to require a secret ballot.
  - 4) ABSENTEE BALLOTS: Absentee ballots shall be accepted up to the opening of discussion on a topic. The Collegiate Brother's Nu number must be on the ballot.
    - a.) If a Collegiate Brother files an absentee ballot and is later present for the discussion and vote, the absentee ballot shall become null and void.
    - b.) There shall be no absentee ballots on the Final Status Vote.
  - 5) SENIOR VOTING: Seniors living in the house are required as Collegiate Brothers to attend chapter and are guaranteed all the voting privileges.

### Section II – Committee and Council Meetings:

- A) Executive Council: There shall be an Executive Council meeting before each chapter.
- B) Judicial Council: There shall be a Judicial Council meeting at least once every week.
- C) Bylaws Committee: There shall be a Bylaws meeting as needed.
- D) Rush Committee: There shall be a Rush meeting at the discretion of the rush chairs.
- E) Social Committee: There shall be a Social meeting at the discretion of the social chairs.

## Article Three – Officers

## Section I – General Assignments:

- A) Executive Officers: The Executive Officers of Nu Chapter hierarchy shall be:
  - 1) EMINENT COMMANDER
  - 2) LIEUTENANT COMMANDER
  - 3) TREASURER
  - 4) RECORDER
  - 5) PLEDGE MARSHAL
  - 6) RUSH CHAIR
  - 7) CHAPLAIN
  - 8) SCHOLARSHIP CHAIR
  - 9) ALUMNI CONTACT CHAIR
  - 10) SOCIAL CHAIR
  - 11) PLEDGE EDUCATOR
  - 12) SENTINEL
  - 13) HOUSE MANAGER
- B) House positions: The following positions have been added by the house: Interfraternity Representative and Alternate, Philanthropy Chair, Activities Chair, Historian, Assistant Treasurer, Song Leader, Intramural Chair, Rock Chalk Chair, and Dry Recruitment Representative.
- C) Officer's Notebooks: All Executive Officers and House Positions shall maintain and update an Officer's Notebook relating to their position, which can be passed on to future officeholders. These notebooks shall include the planning and evaluation of events designated by the Executive Committee, and the Commander shall monitor their upkeep. Failure to adequately maintain the notebook properly can result in removal from office.
- D) Each officer will be expected to assist and educate their replacement upon taking office and explain all of their duties.

## Section II – Duties and Policies:

The duties of all Executive Officers shall be as listed in The Law of Sigma Nu Statutes, Chapter 5, Sections 1-11. The following offices shall also have the additional powers and duties:

- A) Commander:
  - 1) CREATING OF POSITIONS: He may create any house position deemed necessary so long as that position is filled by a member agreed upon by the house executive council.
  - 2) REPRESENTATIVE: He shall be the official representative of the Fraternity.
  - 3) CONFIRMATION: He shall confirm any program or officer's policy.
  - 4) SECRECY: He shall be responsible for maintaining the secrecy of all votes.
  - 5) PHYSICAL STRUCTURE: He shall formulate all policy concerning the physical structure of the chapter and shall chair the Room Improvements Committee.
  - 6) CONFIRMATION OF GRADES: He shall, along with the Scholarship Chairman, verify each novice's grade report before their initiation.
  - 7) INFORMING OF STATUS: He shall, along with the Pledge Educator and Pledge Marshal, inform the novices of their standing after the Final Status Vote.
- B) Lieutenant Commander:
  - 1) JUDICIAL COUNCIL: The Lieutenant Commander shall be the presiding officer of the Judicial Council and shall appoint its members. He also has the right to convene a Judicial Council meeting in addition to those scheduled.
  - 2) KITCHEN: He shall be responsible for the kitchen, including its daily operating procedures, the hiring of employees, and monitoring special occasions.
  - 3) HOUSEMOTHER: He shall work with the housemother to coordinate the preparation of all activities.
  - 4) STANDARDS/CONDUCT: He shall formulate policies to ensure proper standards and conduct, and shall be responsible for enforcing those policies.
- C) Treasurer:
  - 1) DELEGATION: The Treasurer may delegate financial duties to the Assistant Treasurer at his discretion.

- 2) **INELIGIBILITY:** The Treasurer shall submit to the Recorder a list of persons ineligible to vote because of financial reasons before each chapter.
  - 3) **BUDGETING:** He shall keep a working budget and report on it to chapter monthly.
  - 4) **RECONCILIATION:** The Treasurer shall receive a monthly reconciliation, bank statement, and all checks from any office which has an independent account.
- D) Recorder:
- 1) **BYLAWS COMMITTEE:** He shall be the presiding officer of The Bylaws Committee and should appoint all members of that committee. He has the right to convene a Bylaws Committee meeting in addition to those proscribed by the Bylaws. He shall also make copies of the Bylaws of Nu Chapter available to all members.
  - 2) **ATTENDANCE:** He shall take attendance at all chapter meetings and shall report all unexcused absences for processing by the Judicial Council.
  - 3) **SECRECY:** He shall maintain the secrecy of all confidential votes.
  - 4) **RECORDS:** He shall maintain a written record of all chapter proceedings, including Chapter, Executive Council, Judicial Council, & Bylaws Committee.
  - 5) **COMMUNICATIONS:** He shall send communications to other houses, University Officials, or other individuals as the Executive Council deems necessary.
  - 6) **SECRETARIAL DUTIES:** He shall be responsible for all secretarial duties deemed necessary by the Executive Council.
  - 7) **OFFICE REPORTS:** He shall post all Officer Reports for viewing by the pledges.
  - 8) **NOVITIATE VOTE:** He shall maintain a list, by number, of those voting in the first two Progress Votes.
- E) Pledge Educator:
- 1) **EDUCATION:** He shall be responsible for the education of all Novices in the house as prescribed by Article One, Sec. II, Para. E, Pt. 2.
  - 2) **RESPONSIBILITY:** The Pledge Educator shall be ultimately responsible for the pledge class, answerable only to the Commander.
  - 3) **LIASON:** He shall be a liaison between the pledge class and the Collegiate Chapter: He shall be the official representative of the Collegiate Chapter to the pledge class; he shall council and advise the Novices during their pledgeship; and he shall suggest possible improvements in a Novice pledgeship as seen through the Progress Vote.
  - 4) **EXPECTATIONS:** He shall inform the Collegiate Chapter as to what is expected of them in relation to the pledge education program.
  - 5) **SECRECY:** He shall maintain the secrecy of all Final Status Votes.
  - 6) **INFORMING PLEDGES:** He shall inform the novices of all pertinent information from chapter meetings. He shall also inform newly signed pledges, prior to their moving in, of all information pertaining to moving into the house.
  - 7) **INFORMING OF STATUS:** He shall, along with the Commander, inform the Novices of their status after the Final Status Vote.
- F) Rush Chair:
- 1) **Pledging:** The Rush Chair may pledge a rushee during the summer at its discretion according to the requirements of Art. I, Sec. I, Para. D.
  - 2) **PAYMENT:** The Rush Chair shall be reimbursed for their rent, utilities, and phone bills for the summer ending their term, provided the rush chair stayed in Lawrence.
  - 3) **NOTIFICATION:** The Rush Chair shall notify the Commander, Pledge Educator, and Pledge Marshall of newly signed individuals within one week of their signing.
  - 4) **RECONCILIATION:** The Rush Chair shall submit a monthly reconciliation, bank statement, and all checks (including voids) to the Treasurer.
- G) Chaplain:
- 1) **NEW INITIATES:** The Chaplain shall meet with the new initiates at least two times within one month after initiation to explain the initiation ceremony and the formal opening and closing of chapter meetings.
  - 2) **RITUAL TEAM:** He shall organize a ritual team to insure the proper execution of the Ritual and shall be responsible for setting up all ritual activities.
  - 3) **MORALE AND SPIRIT:** He shall be responsible for promoting spirit and morale.
  - 4) **MATERIALS:** He shall be responsible for chapter emblems and ritual materials.

H) Alumni Contact Chair:

- 1) NEWSLETTER: The Alumni Contact Chair shall be responsible for preparing a newsletter for the alumni on at least a semiannual basis.
- 2) ALUMNI ADDRESSES: He shall maintain an updated list of all alumni of Nu Chapter and their addresses, and provide them with any pertinent information from the chapter.
- 3) ALUMNI REUNIONS: He shall work with the House Corporation Board to plan, coordinate, and execute any Alumni Reunions which will occur.

I) Assistant Treasurer:

- 1) ASSIGNED DUTIES: He shall be appointed at the discretion of the Treasurer. He shall perform all duties assigned to him by the Treasurer.
- 2) SUPERVISION: He shall maintain and supervise all vending machines, sportswear sales, and the copy machine.
- 3) INELIGIBILITY: The Assistant Treasurer shall submit to the Recorder a list of those ineligible to vote because of poor financial standing in his area.

J) Pledge Marshall: The Pledge Marshall shall make it clear to pledges and New Initiates that the following Bylaws are in effect regarding Novices and New Initiates:

- 1) GIGS & DEMERITS: Demerits and Gigs are constructive, non-hazing means of penalizing a Novice for failure to fulfill the responsibilities of pledgship.
- 2) RESPONSIBILITY: Novices are responsible for Chapter Bylaws, Temporary Rules, Officer's Policies, and First Floor Rules.
- 3) CLASS: Novices are required to attend all classes in order to achieve good grades.
- 4) BLANKETS: Failure to maintain phone duty, curfew, or other general pledge class responsibilities shall result in a blanket for the pledge class.
- 5) PINS: Pledge pins shall be worn only, but always, on sport coat and suit lapels.
- 6) HOUSECLEANING: The novices shall have housecleaning duties which will be organized and supervised by the Pledge Marshall.

K) Sentinel:

- 1) SECURING THE HOUSE: The sentinel shall secure the house during all rituals and chapters. This should include, but not be limited by, informing the housemother of upcoming dates, securing the phones, doors, and windows, and assisting the Chaplain in other preparation and set up.

L) Historian:

- 1) SCRAPBOOK AND ARCHIVES: The Historian shall maintain and update the chapter scrapbook and archives. He shall work with the Assistant Treasurer to acquire party pictures and other scrapbook materials.
- 2) PLAQUES AND TROPHIES: The Historian shall update all plaques and trophies.
- 3) YEARBOOK: The Historian shall obtain a copy of the Jayhawker for the chapter.
- 4) PARTY FAVORS: The Historian shall be responsible for all party pictures, and any other similar details related to social functions, including the contracting, collecting, and delivering of these services.

### Section III – House Position Duties and Powers

A) Social Chair:

- 1) ORGANIZATION: The Social Chair shall organize the chapter's social functions. The social chair shall appoint a second chair if deemed necessary.
- 2) COMMUNICATION: The Social Chair shall inform the chapter of dates, times, and places of all social functions.
- 3) PARTY FAVORS: The Social Chair shall coordinate the designing, ordering, and distribution of party favors, and shall collect all money due for them.
- 4) RECONCILIATION: The Social Chair shall submit monthly reconciliations, bank statements, and checks (including voids) to the Treasurer for balancing.

B) House Manager:

- 1) MAINTENANCE: The House Manager shall be responsible for all maintenance and repairs of the Fraternity's physical structure, including the grounds.
- 2) SAFETY STANDARDS: The House Manager shall insure that all safety standards are adequately met.
- 3) CLEANING: He shall work with the Pledge Marshall to instruct the pledges on the use and repair of

- equipment.
- 4) SUPPLIES: The House Manager, with the discretion of the Treasurer, shall maintain and purchase all supplies for cleaning, repairing, and general use.
  - 5) CLOSING THE HOUSE: The House Manager shall work with the Commander to close the house. This includes inspecting rooms for cleanliness, turning off all utilities, verifying cleanliness of the kitchen and first floor, and posting a list of emergency contacts.
  - 6) ROOM IMPROVEMENT: The House Manager shall chair the Room Improvement Committee with the Commander acting as the presiding officer.
    - a) This committee shall meet once a semester to evaluate proposed room improvements and actual cost factors.
    - b) This committee shall differentiate between temporary and permanent changes and improvements.
- C) Scholarship Chair:
- 1) FILES: The Scholarship Chair shall maintain and update the house's test files.
  - 2) IMPROVEMENTS: He shall suggest improvements for the chapter's scholarship program.
  - 3) ACADEMIC PROBATION: The Scholarship Chair shall compile a list of Collegiate Brothers and Novices who fail to achieve the Chapter's minimum scholarship standards and shall report this to the Commander.
  - 4) SCHOLARSHIP DINNER: The Scholarship Chair shall work with the Housemother and Lieutenant Commander to coordinate scholarship dinners each semester.
  - 5) STUDY ATMOSPHERE: The Scholarship Chair shall maintain a proper study atmosphere during quiet hours and study hall.
  - 6) RECORDS: The Scholarship Chair shall maintain all academic records for the house, Interfraternity Council, and University.
- D) Interfraternity Council Representative:
- 1) REPRESENTATION: The IFC Rep of the Chapter shall attend all IFC meetings and shall inform the alternate if he cannot.
  - 2) VOTING DELEGATES: The IFC Rep shall insure that a proper number of voting delegates are present at all balloted IFC elections.
  - 3) INFORMING: The IFC Rep shall inform the chapter of all IFC proceedings.
- E) Interfraternity Council Alternate: The IFC Alternate shall execute the duties of IFC Rep either on a temporary or permanent basis in the event that the IFC Rep is unable to fulfill the obligations of his office.
- F) Philanthropy Chair:
- 1) PHILANTHROPIES: The Philanthropy Chair shall organize current philanthropies and originate new ideas for presentation to the chapter.
  - 2) FREQUENCY: He shall insure that at least one philanthropy other than Rock Chalk Revue, is undertaken each school year.
  - 3) RECONCILIATION: The Philanthropy Chair shall reconcile bank statements and checks (including voids) with the Treasurer at the conclusion of each event.
- G) Activities Chair:
- 1) DINNERS: The Activities Chair shall organize guest speakers for dress dinners.
  - 2) INFORMATION: The Activities Chair shall act as an informational liaison between the Fraternity and the University informing the house of filing dates, persons to contact, and upcoming University events.
  - 3) PROMOTION: The Activities Chair shall promote chapter involvement in both house and University activities.
- H) Song Leader:
- 1) KNOWLEDGE OF SONGS: The Song Leader shall insure that Collegiate Brothers and Novices know the commonly used songs, including Grace and the Prayer.
  - 2) PINNING PARTIES: The Song Leader shall coordinate singing at all pinning events.
  - 3) SONG PRACTICE: The Song Leader shall conduct at least two song practices each month of the academic school year.
- I) Intramural Chair:
- 1) ORGANIZATION: The Intramural Chair shall organize house athletic teams and appoint their coaches.

- 2) ENTRY: The Intramural Chair shall see that all teams are entered in the proper league or event and that all entrance fees are paid.
- 3) NOTIFICATION: The Intramural Chair shall notify the chapter of all game times and dates.
- 4) EQUIPMENT: The Intramural Chair shall maintain and acquire all house sporting equipment.
- 5) PHILANTHROPIES: The Intramural Chair shall work with the Philanthropy Chair in organizing and executing all intramural philanthropies.
- J) Rock Chalk Revue Chair:
  - 1) ORGANIZATION: The Rock Chalk Revue Chair shall organize all events, meetings, and practices which relate to Rock Chalk Review.
  - 2) RECONCILIATION: The Rock Chalk Revue Chair shall reconcile all bank statement and checks (including voids) with the Treasurer monthly.
- K) Environment Chair:
  - 1) RECYCLING: The Environment Chair shall organize and execute all recycling efforts within the house.
  - 2) CONSCIOUSNESS: The Environment Chair shall be responsible for establishing other policies promoting environmental consciousness as he sees fit. He shall also keep the chapter informed of relevant activities and information.

#### Article Four – Election of Officers

- I) Election Procedure:
  - A) Nominations: All candidates shall be nominated and posted one week prior to elections. Nominations shall remain open until the election process opens.
  - B) Elections: All positions shall be elected in descending order over two chapter meetings.
  - C) Speeches and Discussion: Speech and discussion rules are decided by the Commander.
  - D) Voting Procedures: Voting procedures follow the rules in Art. Two, Sec. I, Para. D.
  - E) Positions: All Executive & House positions are elected positions by the Active Chapter.
- II) Date of Elections:
 

The commander and all other officers shall be elected no sooner than November and no later than Stop Day. They shall not take office until after spring initiation.
- III) Eligibility:
  - A) Grade Average: All nominees for executive office must have a cumulative GPA of 2.7 or above. All nominees for other officer positions must have a semester GPA of 2.5 or above.
  - B) Number of Offices: No Collegiate Brother may hold more than one elected office in the fraternity with the exception of IFC Representative, IFC Alternate, and Song Leader.
- IV) Installation:
  - A) Time: All officers shall be installed after spring initiation.
  - B) Oath of Office: The following oath shall be administered by the Commander to all newly elected officers in accordance with The Law of Sigma Nu, Art. VIII, Sec. 8.: I promise upon the honor of a knight and a gentleman to conform to and abide by the Law of the Fraternity, Orders of the Grand Chapter, High Council, Executive Director, and Division Commander of this division, and the Rules and Bylaws of this Chapter, and to faithfully perform all the duties of the office to which I have been chosen.
  - C) Duration: The term of office shall be approximately one year.
- V) Vacancies:
  - A) Commander: In the event of death, resignation, impeachment, or assassination of the Commander, the Lieutenant Commander shall succeed to the office of Commander. In this case of death, the Oath of Office shall be given by a past Commander or an appointed Active Commander chosen for that purpose.
  - B) Other Offices: In the event of death, resignation, impeachment, or assassination of any other officer, a successor shall be chosen by the chapter to fill the vacancy for the unexpired time.
- VI) Impeachment:
  - A) Removal From Office: Any officer of the chapter may be removed from office by a two-thirds vote of a quorum of the Collegiate Chapter. A written charge must be submitted to the Commander and discussed one week before voting to impeach.
  - B) Voting: A vote to impeach shall be taken by secret ballot.

## Article Five – Councils and Committees

### Section I – Executive Council:

- A) **Composition:** The Executive Council shall consist of the following: Commander, Lt. Commander, Treasurer, Recorder, Rush Chairmen, Pledge Marshal, Scholarship Chair, Social Chair, Sentinel, Alumni Chair, Philanthropy Chair. These persons shall be considered voting members if a vote is required. The commander may motion to add further members to the executive council for the duration of his term with the approval of the rest of the council by a majority.
- B) **Open Forum:** The Executive Council meetings shall be open to any Collegiate Brother.
- C) **Chairman:** The Commander shall Chair the Executive Council and Recorder shall act as Recording Secretary.
- D) **Meetings:** The Council shall meet at least once before each chapter meeting.
- E) **Attendance:** Attendance of voting members at Executive Council is mandatory. Voting Members who miss more than two Executive Council meetings for any reason shall be sent to Judicial Council.
- F) **Duties:** The duties of the Executive Council are as follows:
  - 1) **AGENDA:** The Council shall establish an agenda for the upcoming chapter meeting.
  - 2) **CALENDAR:** The Council shall set a calendar of events for the upcoming week.
  - 3) **POLICY:** The Council shall formulate Fraternity policy and recommend them to the chapter with methods for their implementation.
  - 4) **SALARIED JOBS:** The Council shall monitor salaried jobs within the Fraternity.
  - 5) **EMERGENCIES:** The Council shall decide upon Fraternity action in emergencies.
  - 6) **PLEDGE FEES:** The Council shall establish the cost of pledge and affiliation fees.
  - 7) **UNIVERSITY STANDING:** The Council shall discuss the fraternity's standing with the University and what, if anything, is needed to improve and insulate the house from University sanctions or social probation.

### Section II – Judicial Council:

- A) **Membership:**
  - 1) **VOTING MEMBERS:** The Judicial Council shall consist of one Collegiate Brother from each class (except freshmen), and one alternate from each class. The Alternates shall only sit on the Council when requested.
  - 2) **CHAIRMAN:** The Lieutenant Commander shall Chair the Judicial Council, and the Recorder shall act as recording secretary.
  - 3) **REPLACEMENTS:** An alternate shall replace any brother involved in a case which is submitted to Judicial Council.
  - 4) **FINANCIAL STANDING:** Any member of Judicial Council who is not in good financial standing shall not sit on the Council until their debts are paid.
  - 5) **REMOVAL:** The Lt. Commander may remove any member of the Judicial Council.
  - 6) **EXTENT OF POWER:** The Active Chapter may overrule a Judicial decision with a two-thirds vote of present voting members.
  - 7) **PERIOD OF TENURE:** The members of Judicial Council shall serve through the term of the Lieutenant Commander.
- B) **Powers:**
  - 1) **IMPOSING PENALTIES:** Judicial Council may impose whatever penalties it deems necessary for violations of The Law, Bylaws of Nu Chapter, or Officer Policy.
  - 2) **PUNISHMENT:** Punishment may take the form of either monetary or service oriented penalties, provided that it is not demoralizing to the Brother.
  - 3) **MAXIMUM FINE:** The maximum fine, unless otherwise stated, is \$200.
- C) **Procedure:**
  - 1) **FILING CHARGES: (IF FORMAL CHARGES ARE SUBMITTED)** Formal charges must be submitted in writing to the Lt. Commander within two weeks of said occurrence.
  - 2) **INFORMING OF CHARGES:** The Lieutenant Commander shall confidentially inform the accused of the charges within the same two weeks, and the time of Judicial Council at least 48 hours in advance. A written and acceptable excuse must be submitted to the Lt. Commander prior to

- Judicial Council if the accused cannot attend the meeting. Failure to appear without an excuse constitutes an admission of guilt.
- 3) CONFIDENTIALITY: The Lieutenant Commander shall keep the name of the plaintiff confidential.
  - 4) PLEDGES: Novices shall never appear before Judicial Council, either as the defendant or the plaintiff. The Pledge Educator shall represent any Novice who has pertinent information to a case. The Commander may represent the Novice if the Pledge Educator is involved in the case.
  - 5) REPRESENTATION: The defendant may be represented by himself or another Collegiate Brother.
  - 6) SUMMONS: The plaintiff or other witnesses may be summoned by the Lieutenant Commander to appear before the Council.
  - 7) STATING CASES: The Lieutenant Commander shall read a statement of accusation, written by the plaintiff, to the Judicial Council.
  - 8) APPEARANCE: The defendant may appear to state his case and be questioned by the Judicial Council.
  - 9) DECISION: The Council shall discuss the case and arrive at one of the following:
    - a) Table the Case for gathering of information.
    - b) Find the defendant Guilty and impose a penalty.
    - c) Find the defendant Not Guilty.
  - 10) POSTING RESULTS: The Lieutenant Commander shall post the results (received from the Recorder) within 48 hours after the Council meeting.
  - 11) RIGHT TO APPEAL: The defendant shall have 48 hours from the time that results were posted to inform the Commander and Lt. Commander that he wishes to appeal the results to the Active Chapter.
  - 12) PENALTIES: All penalties, punishments, or fines are due within one week of the posting of results unless otherwise specified. The Treasurer shall be informed by the Lt. Commander of any fines levied, as they are considered a sum owed the chapter subject to all House and National Rules.
  - 13) EXPULSION: In the event of expelling a member from the house, the punishment shall be announced privately between the guilty member, the Commander, Lieutenant Commander, and one other member of the executive board. The three shall also have in writing the name of the guilty member, and their signatures affirming the expulsion of the member which then shall be put on record with the executive board.

## Article Six - Finances

### I) Financial Policies:

#### A) Determination of Fees:

- 1) HOUSE BILLS: The House Corporation Board shall determine house bills.
- 2) PLEDGE FEES: The Executive Council shall determine pledge fees.
- 3) INITIATION FEES: The Law of Sigma Nu shall determine initiation fees.
- 4) SOCIAL AFFILIATION FEES: The Executive Council shall determine affiliation fees.

#### B) Obligations: Every Collegiate Brother or Novice living in the house shall pay a monthly house bill, a one time pledge fee, a one time initiation fee, plus any discretionary items or fines which may be incurred.

#### C) Financial Report: The Treasurer shall submit a financial standing report to the Active Chapter the first chapter meeting of each month.

#### D) Bad Checks: There shall be a \$10 charge per bounced check. If a Brother exceeds two bounced checks in a semester, they will be required to pay all remaining debts in cash or certified check.

#### E) Past Due Accounts: If an account is 90 days in arrears and a delay in payment has not been granted by the Executive Council, the delinquent person shall be expelled from the chapter as outlined in the Law of Sigma Nu.

#### F) Late Fees: All delinquent fees are subject to the Treasurer's late payment policy.

### II) Payment of House Bills:

#### A) Contracts: House Bills are payable in accordance with the house contract.

#### B) Collection: The chapter shall collect house bills for August through May inclusive, with the August and May house bills collected simultaneously in August, and the remainder being collected on the first of that respective month.

### III) Expenditures: II) Payment of House Bills:

A) All routine expenditures, as well as all officer expenditures, must be approved by either the Commander or the Treasurer.

IV) Audit:

A) All financial books of the chapter must be audited by an approved auditor once each year. In addition, all financial statements and an audit report must be sent to both the Executive Director and the Division Commander each year.

### Article Seven – Scholarship Regarding Suspension

- A) Activation: If a collegiate brother fails to achieve a 2.5 semester GPA he shall be under academic probation. If the collegiate brother fails to achieve a 2.5 GPA for two consecutive semesters or more than two semesters in total, he shall be under academic “suspension” as defined by the Sigma Nu Statutes. Chapter 1, Section 4.11 and thus shall not be allowed to live in the house for the following semester during which he must have achieved a 3.0 GPA on the University 4.0 scale.
- B) Penalties: All collegiate brothers who are under academic probation, they are placed under social probation and are required to create and carry out an individual academic improvement plan approved and monitored by the Scholarship Chairman. All collegiate brothers who are under suspension shall move out of the house and forfeit all social privileges.
- C) Removal of Suspension: Two methods exist to remove academic suspension:
- 1) SCHOLARSHIP IMPROVEMENT: A Brother who achieves a 3.0 GPA or above while enrolled in more than 12 hours when living out shall be allowed to move back into the house and removed from academic suspension.
  - 2) CHAPTER VOTE: A written motion may be submitted to the Commander requesting that suspension be waived because of the suspended Brother’s outstanding contributions to the house. A 2/3 Active Chapter vote by secret ballot may then waive the suspension.

### Article Eight - House Property

- A) GENERAL HOUSE PROPERTY: All property not firmly attached to Sigma Nu will be allowed by use of its members and returned in a timely manner to the house.
- 1) Any piece or equipment of the house with a value exceeding \$1000 may be used by its members
  - 2) Receipts will be issued for the said item which will be kept by the treasurer.
  - 3) Condition of the item used will be returned in the same manner in which it was originally issued.
  - 4) Any tangible property below the stated amount can be used by the members with the intent to return in a timely manner.
  - 5) If there is a debate over the use of a piece of house property, a discussion will follow in the most immediate succeeding chapter, if discussion does not lead to a verdict than the use of the equipment will be put to a chapter vote on its use.
  - 6) If any tangible personal property used by the members of the house is damaged, a cost assigned to its fair market value will be assessed to the persons whom used the property.
- B) Definition of House Property: House property shall be defined as the following: any and all objects within the house that are an agreed upon item of the house that is designed or present for communal use and which has no single owner. For examples of house property, see section 8, article A. If a member or group of members are found to have borrowed or inappropriately taken charge of Sigma Nu property, whether for their own use or otherwise, will be brought up to judicial and fined according to the level of offense. A general rule is to charge \$50.00 per member responsible, and banning those responsible from one social event after the charge is paid. Assuming the charge is paid, the members will be allowed to attend social functions after the first missed social function.
- C) Member Responsibility: As a member of Sigma Nu Fraternity, each member agrees to follow the following logic with regard to house property: all house property, whether it is damaged or not, is to remain at the house and never borrowed, stolen or otherwise. Whether the item is damaged or not, the item has still been taken and will thus result in a fine/other punishment.
- D) Destruction of House Property: Destruction of house property, including chairs and tables in the

dining hall, cooking supplies, punching holes in the walls, destroying toilets or other bathroom material in all bathrooms, will be in direct violation of the house contract and will thus result in a penalty decided upon by the house manager and the Lieutenant Commander, possibly the judicial board if it is deemed necessary. As a general rule, the cost and/or value of the destruction will be assessed by the house manager and will be charged to the member in question. If the member neglects his duty to fix and/or replace the item he destroyed, he will face the judicial board and the Lieutenant Commander for further punishment.

- E) Kitchen Supplies: The kitchen is off limits to any and all members of the house when the kitchen is not in operation during the normal school year. Executive members with house keys may access the kitchen after the deemed hours of operation and for social events, but must notify someone when they are doing so. Kitchen supplies are not to be removed from the kitchen/dining hall for any reason.
- F) Thievery: Sigma Nu does not tolerate, nor will it ever tolerate the coveting of another's property as one's own, be it among a member of the house or those invited over for social functions.
  - a. If a member is found stealing from another member of the house, that member will be subject to a trial code in which the perpetrator and the victim will state their case before the judicial board or the entire chapter depending on the level of the offense.
  - b. If a member discovers a member is stealing from other members, that member that discovers the offense shall directly notify an executive member, preferably the Commander, and will decide whether he wishes to press criminal charges, press a trial code in the house, or pursue another course of action.
  - c. A repeat offender will be brought up in a trial code, during which the normal trial code procedure will take place, and after which the offender will be punished according to the level of his crime, preferably expulsion from the house.

*Updated April 2, 2018*

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