



# Official By-Laws

of the Nu Nu Chapter

of the Sigma Chi Fraternity

Revised March 2004

# **Bylaws with Financial and Judicial Policies**

of the

## **Nu Nu Chapter**

of the

## **Sigma Chi Fraternity**

at

## **Columbia University**

### **CONTENTS**

---

Preamble .....	1
Membership ..... Article I .....	1
Meeting..... Article II .....	1
Officers..... Article III.....	3
Committees ..... Article IV.....	4
Financial Policy..... Article V.....	7
Amendments ..... Article VI.....	10
Judicial Policy..... Article VII.....	10
General ..... Article VIII.....	13

*Pursuant to Statute 6.02.b of the Sigma Chi Fraternity's Constitution, requiring that each active chapter "adopt bylaws for its government, and file a copy thereof with the Executive Committee," these bylaws have been drafted, revised and ratified on this, the 30<sup>th</sup> day of March 2004, by the Executive Committee of the Nu Nu Chapter at Columbia University. Said drafters and amenders of this document are fully aware that no bylaw herein may take precedence over or conflict with any provision of the Fraternity's existing Governing Laws, which include the Constitution, Statutes, Ritual, and other enactments of the General Fraternity.*

## **PREAMBLE**

Believing that where there is law there is liberty, and under the obligation of Statute 6.02.b of the Sigma Chi Fraternity's Governing Laws, we the members of the Nu Nu 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 votes 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 of pledgeship, including the semester pledged, his pledgeship will be automatically terminated.

### 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 only after certification has been obtained in writing from the Grand Prætor that the person desiring initiation has passed said examination).

### Section 3 — Non-Discrimination

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

### Section 4 — Affiliation

- A. Any member of another chapter of the Sigma Chi Fraternity may affiliate with this chapter only after receipt of written confirmation from both the college or university that he previously attended, and his original chapter that he was in good standing, financially and otherwise.
- B. An affiliated member is subject to all the provisions of the bylaws of this chapter.

## **ARTICLE II: MEETING**

### Section 1 — Chapter Meetings

- A. A regular/formal chapter meeting shall be held weekly every Sunday evening during the school year. Any deviation from this schedule shall be announced by the Consul or Annotator 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 of 24 hours 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.

#### 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. Failure to attend regular chapter meeting without a prescribed legal excuse shall result in the levying of a five dollar (\$5.00) fine against that member for each occurrence.
- B. Attendance at the Ceremonies of Initiation is mandatory, with exception of legal excuses as hereinafter prescribed. Failure to attend the Ceremonies of Initiation without a prescribed legal excuse shall result in the levying of a twenty-five dollar (\$25.00) fine against that member for each occurrence.

#### 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. Significant excuses, only as approved by the Consul, Pro Consul or, if appropriate, chapter Executive Committee
- B. Whenever possible, a brother who anticipates an absence from a regular chapter meeting shall present his reason to either the Consul or Pro Consul *no less than 24* hours prior to his proposed absence.
- C. Whenever possible, a brother who anticipates an absence from the Ceremonies of Initiation shall present his reason to the chapter Executive Committee *no less than one* week prior to his proposed absence. Only the chapter Executive Committee shall approve legal excuses from the Ceremonies of Initiation.
- D. A brother who is absent from an Initiation Ceremony without a legal excuse or frequently and inexcusably absent from regular chapter meetings shall be held accountable by the Executive Committee to whatever further punitive measures it deems appropriate.

#### 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 active member whose scholarship record causes disciplinary action to be taken against him by the university 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 the 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 Ritual; this condition to be administered under the direction of the Consul and Pro Consul. A grace period of one semester shall be established by the chapter.
- 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 Chair, and any others.
- B. An assistant officer may be appointed 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.

### Section 2 — Nominations and Elections

- A. Nominations for officers will be made on the first regularly scheduled meeting in December 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. With the exception of offices where noted and announced, the term of office for officers, both appointed and elected, shall be for one year, beginning the first regular meeting of January 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 prior to his nomination, a scholastic average of all subjects carried equivalent to a 2.0, the required scholastic average which is a prerequisite for initiation into Sigma Chi and outlined in Executive Committee Regulation 3.07-3.
- 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.

### Section 5 — Appointed Officers

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

## Section 6 — Impeachment

- A. Any officer of the active chapter may be impeached for non-exemplary conduct or conduct unbecoming a Sigma Chi upon a recommendation by the Executive Committee for a vote by the active chapter.
- B. During said vote, a majority of the active chapter shall be required to impeach any officer, provided charges have been openly proffered against the officer by a member of the chapter during a meeting of the Executive Committee (and at least 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 7 — A Vote of Confidence

- A. Any brother may call for a vote of confidence upon any officer or committee chairman, whereupon any officer or committee chairman who receives a two-thirds majority of "votes of no confidence" shall resign from such office and responsibility. If such action causes a resignation, the Executive Committee shall present (a) nominee(s) for such office no later than 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. Peterson Committee
  - 12. Judicial Board

## Section 2 — Executive Committee

- A. The Executive Committee shall be composed of the Pro Consul (Committee Chair), the Consul, the Annotator, the Quæstor, the Magister, the Tribune, the Chapter Editor, the Historian, the Ritual Chair, the Alumni Relations Chair, the Recruitment Chair, the Scholarship Chair and the Chapter Advisor (who serves as the *de facto* President Pro Tempore, voting only in the case of tiebreakers.) There may also be appointed members from each of the classes, as well as the current President of the Pledge Class present. Attendance is mandatory for all members and unexcused absences are handled identically to chapter meeting absences, as prescribed in Article II, Section 2, Subsection A.

- 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, under the direction of the Pro Consul, 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 — Finance Committee

- A. The Finance Committee shall consist of the Quæstor (Committee Chair), Assistant Quæstor, the House Manager, the Social Chair, the alumni Financial Advisor (if applicable) and the President of the House Corporation.
- 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 Quæstor. The accounts will be audited at the termination of each Quæstor'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 Quæstor submit a copy of the budget and of all audits to the chapter, the Chapter Advisor, the House Corporation, the Grand Prætor, and the General Fraternity Headquarters.
- E. The Finance Committee shall require that the Quæstor 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 Grand Prætor, 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 Quæstor submit to the Chapter Advisor, the Grand Prætor, 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 Quæstor 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.

#### Section 4 — Scholarship Committee

- A. The Scholarship Committee shall be appointed by the Scholarship Chair, who shall oversee the Committee.
- B. The Scholarship Committee shall construct such a program of scholarship that 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 Chair and this body shall be the chapter's liaison to the Sigma Chi Foundation.

#### Section 5 — Ritual Committee

- A. The Ritual Committee shall consist of the Ritual Chair (Committee Chair), Consul, Pro Consul, Annotator, Magister, Kustos, Tribune and Historian.
- 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 Social Chair, who shall oversee the Committee.
- B. The Social Committee shall plan a tentative social program on a bi-monthly basis. It also shall be the duty of the Social Committee, after being informed of its 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 consist of the Recruitment Chair (Committee Chair), Assistant Recruitment Chair, the most recently initiated class of brothers and the Recruitment Advisor (if applicable).
- 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 each semester to go into effect during the following recruitment period.

#### Section 8 — Pledge and Membership Education Committee

- A. The Pledge and Membership Education Committee shall be composed of the Magister (Committee Chair), Assistant Magister, Scholarship Chair and the "Big Brothers" of the current class of pledges.
- B. The Pledge and Membership Education 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 Alumni Chair (Committee Chair), Tribune and three or more members as appointed by the Committee.



- 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 (Committee Chair), the Tribune, and other members who are interested in circulation and advertising, sports, literary endeavor and photography, as appointed by the Committee.
- 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 chair (Committee Chair), the Alumni Chair, the Brotherhood Chair, the Chapter Editor, the Derby Days Chair/Daddy, the IGC Representative and the Chapter Advisor.
- 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. Elected at the commencement of the fall term, the Peterson Chair shall oversee the Committee, and shall choose as many members as needed to complete his duties.

#### Section 13 — Judicial Board (See Article VII, Section 3 of these bylaws.)

#### Section 14 — 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 Nu Nu Chapter shall be \$45.00, which shall be paid prior to the formal pledge ceremony *in addition* to the General Fraternity fee of \$60.00 to be paid at the same time.

## Section 2 — Initiation Fees

- A. The initiation fee of the Nu Nu Chapter shall be \$45.00, which shall be paid prior to the formal initiation ceremony *in addition* to the General Fraternity fee of \$150.00 to be paid at the same time.

## Section 3 — Semester Dues

- A. The semester dues of the Nu Nu Chapter shall be \$400.00, 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, at such time as the Executive Secretary requests, the Quæstor shall pay, twice per year, the sum of \$35.00 per active brother to cover his semi-annual dues to the General Fraternity. The Quæstor and Annotator shall submit these dues to the Executive Secretary along with the Semi-Annual Report before the prescribed deadline for submission.
- B. The sum of \$5.00 per brother per month per semester shall be subtracted from these dues by the Quæstor to be used as a permanent endowment for the Chapter House. (A resolution by the chapter designating the use to which this money may be put should be adopted; otherwise, the use of this money shall be at the discretion of the Quæstor.)

## Section 4 — Payment of Bills

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

## Section 5 — Payment Plans

- A. The chapter shall have two payment plans:
  1. “Early Bird” plan. A payment in full of \$375.00 no later than the date of the second meeting of each semester.
  2. Three payments during the semester.
    - a) The first payment shall be due at the first meeting of the semester in the amount of \$150.00, and shall be considered delinquent at midnight ten days later.
    - b) The second payment shall be due on the first day of the fifth week of the semester in the amount of \$150.00, and shall be considered delinquent at midnight ten days later.
    - c) The third payment shall be due the first day of the eighth week of the semester in the amount of \$100.00, and shall be considered delinquent at midnight ten days later.
- B. Under special circumstances and at the discretion of the Quæstor, a monthly payment plan may be established in which equal payments shall be due on the first day of each month during the semester, and shall be considered delinquent if not paid by midnight on the tenth day.
- C. All other payment arrangements and extenuating circumstances must be heard on an individual basis by the Finance Committee of the Nu Nu Chapter, and will be approved only when deemed necessary.

## Section 6 — Payment of Fines

- A. Once a brother has amassed a total of \$20.00 or more in fines, that brother shall be required to bring himself current immediately. He may do this in one of three fashions:
  1. Paying the Quæstor the full amount owed.
  2. Participating in some philanthropic event on the behalf of the chapter and at the direction and discretion of the Philanthropy Chair. The amount of the brother's fine shall be reduced \$5.00 for every hour performed in such a fashion, but only after written verification from the Philanthropy Chair has been received by the Quæstor that the brother completed the assigned task satisfactorily.
  3. Participating in some maintenance activity (e.g., cleaning, repairs, renovations or improvements) on the Chapter House at the direction and discretion of the House Manager. The amount of the brother's fine shall be reduced \$5.00 for every hour performed in such a fashion, but only after written verification from the House Manager has been received by the Quæstor that the brother completed the assigned task satisfactorily.
- B. Once a brother has amassed a total of \$20.00 or more in fines, he shall not be permitted to participate in any chapter activities, including but not limited to any and all social events and intramural sports, until he has brought himself current to the chapter in all financial obligations resulting from fines.

## 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 shall be permitted to move into the house at the beginning of any semester unless he is current in all financial obligations to the chapter and has completed a housing contract, as applicable, and it has been signed by both him and his parents.
- B. No brother shall be permitted 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 and asked to make checks payable to the Sigma Chi Fraternity, Nu Nu 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 Quæstor will address the pledge class about their fiduciary responsibility. The Quæstor will also review all of 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 nor enter into I-Week unless he has paid his Initiation Fee.
- B. Upon Initiation, each new brother shall:
  - 1. Review the financial policy under the guidance of the Quæstor. The policy shall be signed by the brother and his parents to indicate said review.
  - 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.

# **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 (Board Chair); four brothers, one from each of the freshman, sophomore, junior and senior classes, who shall each be elected 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. In the event that a sitting member of the Judicial Board is among the brother(s) brought before the Board, said member shall be replaced for the purposes of the case in question by the Consul, then the Quæstor, the Magister, the Annotator and the Recruitment Chair.
- D. 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 Inter-Greek or Panhellenic 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 Chair 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 Chair.
  - 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.
2. The date shall be set far enough in advance to provide participants and witnesses ample time and notice to make arrangements to attend.
3. 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 (are) 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, he shall be given a higher tier of punishment without regard to the nature of the incident. If four complete semesters pass without any incident that requires the Judicial Board to assign punishment to any individual brother, that brother's record shall be expunged. However, refusal to perform any punishment assigned will, in and of itself, be regarded as a separate offense, answerable to the Judicial Board as prescribed above. (Sanctioned brother(s) are not exempt from normal fraternal obligations, including chapter financial obligations and chapter meeting attendance.)

#### 1. First tier

- a) Service to the chapter, university, or community, to be decided by the chapter Executive Committee.
- b) Study time to be devoted to reviewing the Sigma Chi Ritual.
- c) Verbal reprimand, accompanied by a signed agreement that specifically states the guilty party (or 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. (This may be replaced 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 that specifically states the guilty party (or 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. (This may be replaced or supplemented by voluntary emotional or substance abuse counseling.)

#### 3. Third tier

- a) The chapter shall initiate conduct expulsion proceedings pursuant to Statute 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 Advisors 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 Advisors. Before an appeal is heard, the Chapter Advisors 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 these bylaws and house rules, as well as ensuring that each pledge is familiar with the bylaws within three weeks of formal pledging.
- B. Each brother is entitled to a copy of these bylaws and house rules. In addition, copies shall be given to the Chapter Advisor, the Grand Prætor and the General Fraternity Headquarters. Availability of the bylaws shall be the responsibility of the Pro Consul.

### Section 2 — Reading of the Bylaws

- A. The Consul shall be responsible for the complete reading of these bylaws in a regular active chapter meeting at least once a year.

### Section 3 — Chapter House Occupancy

- A. The Chapter House shall be filled to capacity each semester as required by the University.
- B. The Consul, Pro Consul, Quæstor, Magister and House Manager shall be required to live in the chapter house for the duration of their terms.
- C. At the time of formal pledging, each pledge shall be required to complete a housing statement, indicating his understanding and approval of Nu Nu's policy that, upon Initiation, each brother can be required to live in the Chapter House according to the provisions of the Housing Point System (as prescribed below) or face disaffiliation.
- D. Each active member shall be assigned a certain number of points for consideration with housing/room assignments. According to this system (which shall be administered by the House Manager and overseen by the Pro Consul), in descending order, each active member is permitted his choice of room and may (if applicable) choose another active member to live with him, irrespective of that member's point standing. Room assignments shall be determined in the following order:
  - 1. The Consul shall choose first.
  - 2. The Pro Consul shall choose second.
  - 3. The active member with the highest housing point total (as determined through the system prescribed below) shall choose third and so on, in descending order, until the Chapter House is filled to capacity.

4. If, for whatever reason, the Chapter House is not filled to capacity, as many active members as are necessary to bring it to capacity may be required to live in the House. The active member with the lowest housing point total (as determined through the system prescribed below) shall be “pulled in” first and so on, in ascending order, until the Chapter House is filled to capacity.
5. The Housing Point System shall be assigned as follows. Each active member shall receive the following number of points for each of the following conditions:
  - a) One (1) point for each semester of membership.
  - b) One (1) point for each semester living in a double (or Room 41) in the House.
  - c) One-half ( $\frac{1}{2}$ ) point for each semester living in a single in the House.
  - d) One half ( $\frac{1}{2}$ ) point for applying to Horizons.
  - e) One half ( $\frac{1}{2}$ ) point for attending Horizons.
  - f) Five (5) points for serving as Magister or Quæstor.
  - g) Three (3) points for serving as Annotator or Recruitment Chair.
  - h) Two (2) points for serving as Alumni Relations Chair, Historian, Peterson Chair, Ritual Chair and Social Chair.
  - i) One (1) point for serving as Brotherhood Chair, Derby Days Chair/Daddy, House Manager, Philanthropy Chair, Refreshment Chair and Scholarship Chair.
  - j) One-half ( $\frac{1}{2}$ ) point for each semester served as IGC Representative or Kustos, as well as serving as an assistant to any office.