

ALPHA-SIGMA CHAPTER OF KAPPA SIGMA FRATERNITY

BY-LAWS

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ARTICLE I: ORGANIZATION

SECTION I. NAME AND ADDRESS

This chapter, being founded on the 2nd day of October, in the year of 2004, will hereon be known as “The Alpha-Sigma Chapter of Kappa Sigma,” and will be located at 1842 Indianola Avenue Columbus, Ohio 43201.

SECTION II. PRIORITY AND RATIFICATION

The by-laws of the Alpha-Sigma Chapter of Kappa Sigma are established in accordance with the Constitution, By-Laws, and Rules of Kappa Sigma. The by-laws herein are supplemental to, and in conformity with, these rules and regulations. In the event of a conflict of interest between the by-laws of the Alpha-Sigma Chapter and the Constitution, By-Laws, and Rules of Kappa Sigma, the latter will supersede. The by-laws prescribed within shall supersede all previous by-laws in effect and upon approval of these said by-laws all preceding by-laws will be null and void.

SECTION III. PURPOSE

Kappa Sigma is a men’s college fraternity. Its goals are many, but all center on the promotion of friendship, loyalty, and brotherly feeling. The objective of this organization is to excel in all phases of fraternity and student activity at The Ohio State University. To fulfill this objective, the development of scholarship, leadership, community service, social graces, and cultural awareness are encouraged and stressed. One step to achieving the status of a Kappa Sigma is to be a “worldly” gentleman. It is each member’s duty to work diligently toward these objectives so that few may equal and none excel the ideal virtue of a true Kappa Sigma.

SECTION IV. NON-DISCRIMINATION

The Alpha-Sigma Chapter of Kappa Sigma and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, sexual orientation, or veteran status.

ARTICLE II: MEMBERSHIP

SECTION I. MEMBERS IN GOOD STANDING

All regular initiated members of the Kappa Sigma Fraternity shall be members in good standing except:

1. Any member who has been expelled.
2. Any member who has been placed on Academic Probation.
3. Any member who is considered not in good standing under any provision of the Constitution, By-Laws, and Rules and Enactments of the Grand Conclave of Kappa Sigma.

4. Any initiate who is considered not in good standing under any provisions of the by-laws or other Enactments of the Alpha Sigma Chapter.

Only members in good standing shall be entitled to attend Grand Conclave and social affairs conducted in the name of Kappa Sigma. Every member in good standing shall enjoy perpetual membership in this Fraternity, including the continuing right to attend meetings of the Alpha Sigma Chapter by which he was initiated and vote on all questions, except that only initiated members shall be eligible to vote on the election of officers of such chapter and assessment applicable to initiate members.

SECTION II. CLASSES OF MEMBERSHIP

1. Pledge – Any male who has been formally Pledged by the Alpha Sigma Chapter of Kappa Sigma.
 - a. The Chapter may release any Pledge after a vote is taken as prescribed by the Ritual of Kappa Sigma.
 - b. A Pledge may be released from his obligations if he deems it in the best interest of both the Alpha Sigma Chapter and himself.
2. Initiate – Any male enrolled at The Ohio State University who has formally been initiated by the Kappa Sigma Fraternity, completed the preparation requirements of a Pledge, fulfilled his financial obligation, and met scholastic requirements.
3. Alumnus – Any initiate that has left The Ohio State University or has received a bachelor’s degree, and/or transferred to another institution that has no Kappa Sigma chapter.
4. Member – A general name referring to all classes of membership.

ARTICLE III: EXECUTIVE COMMITTEE

SECTION I. MEMBERS OF EXECUTIVE COMMITTEE

The Executive Committee shall include a Grand Master (GM), Grand Procurator (GP), Grand Master of Ceremonies (GMC), Grand Scribe (GS) and Grand Treasurer (GT).

The Grand Treasurer may elect to have an assistant Grand Treasurer (AGT) and the Grand Scribe may elect to have an assistant Grand Scribe (AGS), both of whom shall be nonvoting members of the Executive Committee (EC).

SECTION II. EXECUTIVE COMMITTEE MEETINGS

Meetings of the Executive Committee shall be held weekly during the school year at some time within seven (7) days prior to all regular meetings. Chapter members not on the executive committee shall be able to attend these meetings by invitation only.

Special meetings of the Executive Committee can be called when deemed necessary, provided that advance notice has been provided or attempted to each official member of the Executive Committee.

SECTION III. DUTIES OF THE EXECUTIVE COMMITTEE

In addition to any responsibility or duty stated in the Ritual and/or the international Constitution, By-Laws, and Rules of Kappa Sigma, each Executive Committee member is responsible for the following:

1. The Grand Master is the chief executive officer of the chapter and as such shall be conversant with all the duties and responsibilities of all other officers of the chapter, both elective and appointive. While he shall not usurp the duties of the remaining officers as outlined hereinafter, it is his responsibility to have personal knowledge of the status of reports, correspondence and functions of all other chapter officers. The Grand Master shall be the presiding officer of the chapter. He shall preserve order and compel attendance upon meeting, by imposing fines in accordance with these by-laws provided that no member shall be debarred the right to appeal to the chapter, as provided in these by-laws. The Grand Master shall read each communication in the first chapter meeting held after its receipt and note its receipt and reading. The Grand Master is required to live in the chapter house unless otherwise approved by the chapter.
2. The Grand Procurator shall succeed to the office of Grand Master when the Grand Master is absent from the chapter. The Grand Procurator shall be charged with enforcing these by-laws, outside of the chapter meeting, by imposing fines in accordance with these by-laws, provided that no member shall be debarred the right to appeal to the chapter, as provide in these by these by-Laws. The Grand Procurator shall make sure that all initiates receive and understand the chapter by-laws. The Grand Procurator shall be responsible for the updating of these by-laws. The Grand Procurator is required to live in the chapter house unless otherwise approved by the chapter.
3. The Grand Master of Ceremonies shall oversee the Brotherhood Development Program, from rush to initiation and beyond. The Grand Master of Ceremonies will also see to the Ritual and to the maintenance and repair of the Ritual Equipment. He shall promote and arrange for Ritual Proficiency testing. The Grand Master of Ceremonies is required to live in the chapter house unless otherwise approved by the chapter.
4. The Grand Scribe shall keep the minutes of the chapter and in all other respects act as its secretary and to that end shall be provided by the International Memorial Headquarters with a suitable book in which he shall keep a full record of the proceedings. The Grand Scribe is required to live in the chapter house unless otherwise approved by the chapter.
5. The Grand Treasurer shall act as the keeper of the chapter funds and shall pay out no money except by a check or check card. The Grand Treasurer is required to live in the chapter house unless otherwise approved by the chapter.
6. The guards shall act as doorkeepers of the chapter and shall allow no one to enter or exit a chapter meeting unless he has the "Grand Master's permission."
7. The Assistant Grand Scribe, when appointed by the Grand Scribe, shall succeed to the office of Grand Scribe when the Grand Scribe is absent from the chapter. The Assistant Grand Scribe shall assist the Grand Scribe in the performance of his duties.

8. The Assistant Grand Treasurer, when appointed by the Grand Treasurer, shall succeed to the office of Grand Treasurer when the Grand Treasurer is absent from the chapter. The Assistant Grand Treasurer shall assist the Grand Treasurer in the performance of his duties.

SECTION IV. ELECTIONS

Elections shall be held in the following fashion:

1. The elections process shall take place according to the following schedule:
 - a. Nominations for the President shall take place the 3rd week in January. Nominations for the remaining EC shall take place the 2nd week in February.
 - b. Elections for the President will take place the 4th week in January. Elections for the remaining Executive Committee positions shall take place the 3rd week in February.
 - c. Installation of Officers shall take place at the meeting immediately prior to spring semester final examinations.
2. Candidates may be nominated for up to three (3) Executive Committee positions.
3. Nominations may also be made on the floor on the night of elections.
4. The order of voting shall proceed as follows: Grand Master, Grand Procurator, Grandmaster of Ceremonies, Grand Scribe, Grand Treasurer, and Guards (2 positions).
5. Election to office shall require a simple majority vote.
6. If a majority (greater than 50%) cannot be achieved, the two candidates receiving the most votes shall proceed to a runoff. In case of a tie between the second and third place candidates, the top three candidates will be voted upon in the runoff.
7. Voting will take place by secret ballot.
8. The Grand Master and the Grand Scribe (unless they are in the election for their respected position) shall tally all votes.
9. The newly elected Executive Committee officers will serve a shadow period shall be installed in accordance with Article III, Section IV, Subsection 1 of these bylaws.
10. All Standing Committees and ad-hoc committees, including Chairmen and members, shall be appointed by the Executive Committee and confirmed by a simple majority vote of the Chapter.
11. Standing Committees include:
 - a. Academic Improvement
 - b. Alumni Relations

- c. Apparel
- d. Awards/Scholarship
- e. Brotherhood
- f. Capital Campaign
- g. Cleaning
- h. Community Service
- i. Fundraising
- j. Guard**
- k. Hall of Fame Dinner
- l. Historian
- m. House Improvement
- n. House Management
- o. Intramurals
- p. Judicial Board
- q. Kitchen Manager
- r. Margaritaville
- s. Mail Clerk and Activities Schedule
- t. Membership Development
- u. Philanthropy
- v. Physical Wellness
- w. Pledge Educator
- x. Public Relations
- y. Repairs
- z. Ritual
- aa. Risk Management
- bb. Rush
- cc. Social Functions
- dd. Social Media
- ee. Sorority Relations
- ff. Webmaster

**Technically Guards are part of the Executive Committee but for House Points purposes, they have been included with the committees.

12. New Chairman shall serve a two (2) week shadow period before taking over the chairmanship.

13. All officers and Chairman shall serve for the period of one (1) academic year.

SECTION V. ABSENTEE VOTING

There shall be no absentee voting for election of Executive Committee members.

SECTION VI. QUALIFICATIONS OF OFFICERS

To be eligible to be elected to an office, the initiate must:

1. Be in good standing.

2. Agree to attend all meetings connected to his office and any other Kappa Sigma function when possible.
3. Be required to memorize all portions of the Ritual in which he is included.

SECTION VII. SPECIAL ELECTIONS

In the event of an EC officer's resignation or removal from office, a special election will be held in order to elect a new officer. If a non-EC officer resigns or is removed from office, the position will be reappointed within ten (10) days. That officer will hold office until the next election date. Special elections will follow the structure of Article III, Section IV of the Alpha Sigma Chapter of the Kappa Sigma Fraternity By-Laws. In the event of the Grand Master's resignation or removal from office, the Grand Procurator will succeed the office of Grand Master, and a special election will be held for the vacated Grand Procurator position.

ARTICLE IV: CHAPTER MEETING

SECTION I. FREQUENCY

Chapter meetings shall be held at least once a week during the school year. Special meetings may also be called by the Executive Committee when deemed necessary as long as there is a minimum of a twenty-four (24) hour notice. Quorum is required before any action can be taken against another initiate member. Chapter meetings will follow Robert's Rules of Order.

SECTION II. CONDUCT OF BUSINESS

1. Quorum: At least two-thirds (66%) of the initiates in good standing are required for quorum.
2. Order of Business: The meeting's agenda shall be as follows:
 - a. Roll call
 - b. Minutes of preceding meeting
 - c. Officer's reports
 - d. Committee chairmen's reports
 - e. Reading of communications
 - f. Unfinished business
 - g. Installation of officers *
 - h. New business
 - i. Appointments of committees/chairmen
 - j. Ceremony of Balloting *
 - k. Ceremony of Affiliation *
 - l. Ceremony of Pledging *
 - m. Ceremony of Initiation *
 - n. Good of the Order

** When Applicable*
3. Election to Membership: The unanimous secret vote of the initiated members of a chapter attending the meeting shall be required to elect a person for initiation as follows:

- a. Such votes shall only be held at regular or special meetings of the chapter.
 - b. Three-fourths (75%) of the initiates of the chapter in good standing shall constitute a quorum for the purpose of conducting such a vote.
 - c. A Pledge is to be relieved of his Pledgeship if a majority of the initiate roll in good standing votes in favor of releasing the Pledge.
 - d. Two-thirds (66%) of the members present in good standing may call for a revote to reverse the decision to release a Pledge from his obligation, provided it is during the same meeting the vote was cast.
 - e. Two-thirds (66%) of the members present in good standing may call for an emergency ballot at any regular or special meeting; if the members determine circumstances warrant a ballot.
 - f. A pledge must receive a 2.50 GPA for the pledge semester to be eligible for initiation. If the pledge does not receive a GPA of a 2.50 during his pledge semester, his Pledgeship will be extended for a semester. Additionally, a pledge must pass all courses of study for which he is registered.
 - g. Any inactive or transfer initiate must attain a three-fourths (75%) vote by initiates of the chapter in good standing. In addition, they must meet all requirements for pledges specified in the Alpha Sigma Chapter of the Kappa Sigma Fraternity By-Laws.
4. Voting: All votes taken on matters of finances and membership (other than Pledges), shall be taken by secret ballot and required a three-fourths (75%) vote of the initiates in good standing present. Other matters can be voted on as prescribed by the members present.

SECTION III. ATTENDANCE

All initiates are required to be on time for and attend all regular chapter meetings including Initiation. Any initiate absent without prior notification to the Grand Scribe may be summoned by the EC for a meeting regarding his absence.

Excused absences will be determined by the Executive Committee and include but are not limited to medical emergency, death in the family, work with twenty-four (24) or more hours notification given, and school-sponsored activities. In the event of a discrepancy between the Executive Committee and a member regarding an excuse, the Brother in question has the right to make an appeal to the chapter. A two-thirds (2/3) vote will overturn the decision of the Executive Committee regarding the absence. If notification is not received by the Grand Scribe in writing by the start of a chapter meeting the absence will be considered unexcused.

Any member who accumulates one (1) unexcused absence within a semester will receive a warning. For every additional unexcused absence, the member will be subject to the following disciplinary action:

1. For the second unexcused absence the member will forfeit his right to attend the next scheduled social event, and be considered "not in good standing*".

2. For the third unexcused absence the member will forfeit his right to attend the next scheduled social event, be considered “not in good standing*”, and be fined \$30.

3. For the fourth unexcused absence and every additional unexcused absence thereafter, the member will forfeit his right to attend the next scheduled social event, be considered “not in good standing*”, and be fined \$50.

*Brothers who are considered “not in good standing” will be returned to the status of “good standing” after his attendance to a scheduled chapter meeting.

SECTION IV. CONDUCT FOR MEETINGS

All initiates shall be expected to follow the code of conduct for all meetings. All initiates should request the Grand Master’s permission to speak during meetings. The required dress code for all formal chapter meetings shall be dress shirt, slacks, tie, dress shoes.

ARTICLE V: COMMITTEES

SECTION I. ELIGIBILITY OF CHAIRMEN

1. Chairmen are to be members in good standing and will appointed by the Executive Committee.
2. All Chairmen are responsible for the oversight of his respective committee, if applicable. All initiates shall be required to serve on one (1) committee, unless he serves on the Executive Committee. Any initiate can serve on additional committees if approved by the committee chairman.

SECTION II. CHAIRMAN DESCRIPTIONS

Committees shall be split into four (4) classes. Class 1 committee chairman are required to report to his respective officer weekly, and submit a report of his committee operations monthly to every member of the Executive Committee. Class 2 committee chairman are required to report to his respective officer every two weeks, and submit a written report of their committee operations monthly to every member of the Executive Committee. Class 3 committee chairman are required to report to his respective officer at the request of the officer. Class 4 committee chairman are required to report to his respective officer at the request of the officer. All chairman reports are to be followed unless otherwise stated in the chairman descriptions below.

CLASS I

RUSH - Responsible for all aspects pertaining to Rush and all the events and planning involved on the rush process. These responsibilities include, but are not limited to, the organization and execution of rush programs and functions, and making sure that the chapter does not violate the

Kappa Sigma Fraternity's rush policies. The rush chairman shall report weekly to the Grand Master of Ceremonies.

PLEDGE EDUCATOR – Responsible for the Pledge Education program. He will educate Pledges in the history of the Kappa Sigma Fraternity as well as the local history of the chapter. He will also assist the Pledges in developing leadership and scholarship skills and implement other programs that are beneficial to Kappa Sigma. The pledge educator shall be required to live in the chapter house unless otherwise approved by the Chapter. The pledge educator shall report weekly to the Grand Master of Ceremonies.

SOCIAL FUNCTIONS - RESPONSIBLE FOR ORGANIZING ALL CHAPTER SOCIAL FUNCTIONS, AND ASSURE THAT ALL POLICIES ARE FOLLOWED, INCLUDING IFC POLICIES, LOCAL AND STATE LAWS, AND ALL APPLICABLE KAPPA SIGMA POLICIES. THE SOCIAL CHAIRMAN SHALL REPORT WEEKLY TO THE GRAND MASTER OF CEREMONIES.

HOUSE MANAGER - Responsible for the general upkeep of the chapter house, purchasing house supplies, and work in coordination with the cleaning crew chairman and the house improvement chairman. The house manager shall be required to live in the chapter house unless otherwise approved by the chapter. The house manager shall report weekly to the Grand Procurator.

CAPITAL CAMPAIGN (Senior Chairman) – Responsible for the organization, direction, and implementation of the capital campaign, whose goal is to raise money for the upgrade of the Chapter facility/property. The senior capital campaign chairman shall report weekly to the Grand Procurator. Specified responsibilities are as follows:

- Communicates with Fraternity Management Group (FMG) & KSAA for new tasks and updates; Coordinate with Jr. Chairman
- Attends Alumni events; Network the Capital Campaign project/renovation with Alumni; Maintain Housing Co. relationship
- Seat on STEP's Live-In Advisor Board (If possible)
- Advises operational improvements for the Chapter
- Focus on getting Pledged Donations from 2004-Present Alumni as well as Undergraduate Chapter
- Promote and sustain the Greek Ladders program; add new Chapters and membership; recruit Alumni/Parents to sign up
- Advises and oversees the start of the Kappa Sigma Alumni Hall of Fame
- Oversees Alumni Event Planning with Alumni Relations; 1-3 per semester
- Oversees updates to the Chapter website with Website Chairman

CAPITAL CAMPAIGN (Junior Chairman) – Alongside and under the direction of the senior chairman, the junior capital campaign chairman is responsible for the organization, direction, and implementation of the capital campaign, whose goal is to raise money for the upgrade of the Chapter facility/property. The junior capital campaign chairman shall report weekly to the Grand Procurator. Specified responsibilities are as follows:

- Communicates with Fraternity Management Group (FMG) & KSAA for new tasks and updates; Coordinate with Jr. Chairman

- Attends Alumni events; Network the Capital Campaign project/renovation with Alumni; Maintain Housing Co. relationship
- Seat on STEP's Live-In Advisor Board (If possible)
- Advises operational improvements for the Chapter
- Maintain one united Database for KSAA, FMG, and Active Chapter with *Public Relations*
- Oversees Parent Weekend Event Planning; Attends and networks with Parents during weekend; Utilize Parent Relations/Event Programming
- Consults in writing Parent newsletter with Parent Relations; at least 1 per semester
- Liaison to University and Housing Company for STEP
- Coordinates with Public Relations on how to recognize Capital Campaign donors properly

CLASS II

BROTHERHOOD – Responsible for organizing and planning any events or activities designed to strengthen the bonds of brotherhood within the fraternity. Responsible for assuring that all events and activities abide by IFC policies, local and state laws, and all applicable Kappa Sigma policies. The brotherhood chairman shall report weekly to the Grand Master of Ceremonies.

KITCHEN - Responsible for the upkeep, maintenance, and improvement of the chapter's kitchen facilities, will serve as the chapter's chief liaison to the chef, and will organize the dishwashing and kitchen cleaning schedules. The kitchen manager shall report every two weeks to the Grand Procurator.

MARGARITAVILLE (Senior Chairman) – The Margaritaville senior chairman will be responsible for the direction and coordination of a committee which will plan and follow through with a major philanthropy event that Kappa Sigma will be known for on campus. In coordination with the junior chairman, the senior chairman will also be a liaison to the university, housing company, and city for this event to succeed. The philanthropy chairman will also be involved in the direction of the planning of this event. The Margaritaville senior chairman will report weekly to the Grand Treasurer.

PUBLIC RELATIONS – Responsible for the distribution of family/parent newsletters, mailings, announcements, etc. Also responsible for Caduceus submissions and any other actions necessary to generate a positive image of Kappa Sigma to parents, Ohio State, the Greek Community, and the general public. The public relations chairman shall report every two weeks to the Grand Scribe.

COMMUNITY SERVICE – Responsible for organizing community service events for members to participate in and the recording of service hours donated to make sure the chapter meets at minimum the required number of service hours as determined by the National Fraternity. The community service chairman shall report weekly to the Grand Treasurer.

PHILANTHROPY - Responsible for suggesting, organizing, and executing suitable philanthropic endeavors to raise money for charitable causes. The philanthropy chairman shall report weekly to the Grand Treasurer.

JUDICIAL BOARD - To be composed of two (2) appointed members who serve as the chairmen of the committee (senior chairman and junior chairman), the risk management chairman, and the senior capital campaign chairman, and two (2) other committee members. The committee must be made up of two seniors, two juniors, and two sophomores. This committee shall be responsible for holding brothers accountable for their actions that demonstrate conduct unbecoming a Kappa Sigma. The committee has the right to hand out punishments to brothers for inappropriate actions. Decisions can be appealed at the next chapter meeting, requiring a 75% vote of the brothers in good standing present to overturn.

MEMBERSHIP DEVELOPMENT – Responsible for aiding brothers in personal development as it pertains to academic, career, and overall personal success. Responsible for aiding brothers in developing professionalism, habits and personal strategies for success, and preparing brothers to be exemplary members of the University and society. The membership development chairman shall report every two weeks to the Grand Master of Ceremonies.

ALUMNI RELATIONS – Responsible for the publication of at least one (1) alumni newsletter per academic semester. Also responsible for alumni mailings, events, invitations, etc. and any assistance the Alumni Association may require of the Active Chapter. The alumni relations chairman shall report every two weeks to the Grand Scribe.

ACADEMIC IMPROVEMENT –He is responsible for checking that academic requirements are met by all members, implementing strategies to improve the academic performance of the chapter members, and for the monitoring of individual brothers' progress towards academic requirements of the University and the Fraternity. Must make sure academic strategies comply with the academic misconduct policies of the Ohio State University. Responsible for verifying the scholastic eligibility of all candidates for chapter office and reserves the right to access a member's grades through the Grand Procurator in order to perform the chairman duties.

All members will be held to the following rules

1. Members who fail to meet the 2.7 cumulative GPA requirement shall be required to complete plan A.
2. Members who earn a semester GPA below 2.5 must complete plan B.
3. Failure to keep above a 2.3 cumulative GPA will serve as grounds for expulsion if satisfactory improvement is not shown.
4. Members Pledging must have a 2.7 GPA in order to be initiated

Plan A.

1. A member completing Plan A will not be allowed to attend social events
2. Meet with Grand Procurator and Academic Improvement Chairman to discuss academic issues
3. Create with the Academic Improvement Chairman strategies for academic improvement and goals for the current semester. Including a goal GPA
4. Provide Grades upon request of Academic Improvement Chairman
5. Will be paired with a member who possess a 3.5 GPA or above, in which the two members and Academic Improvement chair will meet bi-weekly
6. Members will continue Plan A until their GPA is above the minimum 2.7 requirement, failure to do so serves as grounds for expulsion

Plan B

1. Must forfeit attendance to 3 scheduled social events of the Academic Improvement Chairman/Grand Procurator choosing
2. Must discuss past semesters academic issue with Academic Improvement Chairman and Vice President
3. Provide grade upon Academic Improvement Chairman's request.
4. Meet with the Academic Improvement Chairman twice during the semester to track academic progress
5. If member falls below 2.7 cumulative minimum or fails to get a 2.5 the following semester, they will be placed on Plan A.

Class III

FUNDRAISING - Responsible for suggesting, organizing, and executing suitable fundraising projects designed to raise money for the chapter. The fundraising chairman shall report every two weeks to the Grand Treasurer.

CLEANING – RESPONSIBLE FOR ORGANIZING IN-HOUSE BROTHERS FOR WEEKLY CLEANING AND FOR CHECKING ON THE STATUS OF CLEANING DUTIES. ALSO, WILL STOCK THE CLEANING SUPPLIES FOR THE HOUSE. THE CLEANING CHAIR WILL ALSO ORGANIZE SEMESTER CLEANINGS FOR THE ENTIRE CHAPTER TO PARTICIPATE IN. HE WILL OPERATE UNDER THE DIRECTION OF THE HOUSE MANAGER. THE CLEANING CHAIR SHALL REPORT TO THE GRAND PROCURATOR EVERY TWO WEEKS

RISK MANAGEMENT – Responsible for organizing and presenting all information necessary, including but not limited to seminars, designed to inform brothers and pledges of IFC and Kappa Sigma policies, the Kappa Sigma Code of Conduct, local and state laws pertaining to anything and everything deemed necessary to be known by all associated with the Alpha-Sigma Chapter of Kappa Sigma. The goal of the risk management chairman should be to reduce the chances of accidents and incidences involving all associated with the Alpha-Sigma chapter by equipping brothers and pledges with suitable knowledge of subjects of interest and possible consequences for any violations of rules/policies and lapses in judgment. The risk management chairman shall report every two weeks to the Grand Procurator

HOUSE IMPROVEMENT – Responsible for organizing and executing with the assistance of as many members as needed any improvement projects to the chapter facility with the approval of the House Manager and the Grand Procurator. The house improvement chairman shall report every two weeks to the house manager and Grand Procurator.

REPAIRS – Responsible for assisting the House Manager with doing general repairs around the house whether the repairs are from wear-and-tear or from negligence by a brother. If another brother is found responsible for the damage by the Judicial Board, it is recommended that the responsible brother assists the repairs chairman with repairing the damage. The repairs chairman will report to the Grand Procurator every two weeks.

WEBMASTER – Responsible for the maintenance of the Chapter's website. Works with other chairmen (such as the public relations chairman) to make sure all information is up-to-date. The webmaster shall report every two weeks to the Grand Scribe.

SORORITY RELATIONS – RESPONSIBLE FOR PLANNING NON-ALCOHOLIC EVENTS WITH SORORITY CHAPTERS IN ORDER TO BUILD RELATIONSHIPS OUTSIDE OF A PARTY ATMOSPHERE. THIS MAY INCLUDE WORKING ALONGSIDE THE

MARGARITAVILLE (JUNIOR CHAIR) – The Margaritaville junior chairman assist in the responsibilities of the senior chairman including the direction and coordination of a committee which will plan and follow through with a major philanthropy event that Kappa Sigma will be known for on campus. In coordination with the senior chairman, the junior chairman will also be a liaison to the university, housing company, and city for this event to succeed. The philanthropy chairman will also be involved in the direction of the planning of this event. The Margaritaville junior chairman will report weekly to the Grand Treasurer.

CAPITAL CAMPAIGN DIRECTORS– Responsible for upholding their duties to the successful completion of the Capital Campaign. They will work with under Chairman to complete large projects and tasks that will allow the chapter to “Rise to the Challenge”.

Public Relations Director –Responsible for a sub-committee that will publicize the campaign. Communications will be made to alumni, parents, and the university.

Marketing and Research Director – Responsible for a sub-committee that will create marketing material for the campaign. Will provide research and organize databases for the campaign as well.

Events Programming Director – Responsible for the organization of campaign related events. Will direct a sub-committee that helps complete tasks in preparation for major events that will help raise money for the campaign.

Housing Construction Director- Responsible for a sub-committee that will contract and evaluate house improvements with the funds raised from the campaign.

CLASS IV

GUARD – For purposes of awarding house points to Guards elected by the chapter, Guards will be considered Class IV chairmen. Guards are responsible for the timely setup of the chapter room prior to the start of chapter and the teardown of the equipment after chapter. They also will take be doormen for wishing to enter the chapter room. Guards will report at the request of the Grand Master.

AWARDS / SCHOLARSHIP – Responsible for making sure the Alpha-Sigma Chapter maintains its high standards of achievement. Responsible for tracking progress and implementing strategies toward the receiving of Kappa Sigma and Ohio State University Awards. In addition, the awards/scholarship chair is responsible for coordinating with alumni for alumni scholarships, making sure brothers apply for SLA scholarships, the forwarding of scholarship opportunities to brothers, and for the organization of any scholarships the chapter may wish to award. The awards/scholarship chairman will report at the request of the Grand Scribe.

HISTORIAN – Responsible for ordering annual chapter composite, the reprinting of past chapter composites, organizing of senior chapter and ceremony of passing, the upkeep of the Chapter

library, and is a member of the Capital Campaign Committee. The historian will report at the request of the Grand Scribe

APPAREL – Responsible for the ordering of all apparel as voted on by the chapter. Must make sure all apparel is in accordance with Kappa Sigma and university policies. The apparel chairman will report at the request of the Grand Scribe.

MAIL CLERK & ACTIVITY SCHEDULES – Responsible for collecting mail from the mailbox daily and sorting it as necessary. Also responsible for the upkeep of the mailroom. The mail clerk will also be responsible for updating the in-house activity schedule for the week with all relevant events, dates, times, and information included. The mail clerk will report at the request of the Grand Scribe.

DINNER SWAP – Responsible for organizing, with sorority chapters, dinners served before Monday chapters where half of Kappa Sigma will trade with half of the sorority chapter for a group dinner at each house. He must also make sure to clear these functions with the Grand Treasurer and operate under his given budget. The dinner swap chairman will work with the social functions chairman in order to accomplish his responsibilities. The dinner swap chair will report at the request of the Grand Master of Ceremonies.

INTRAMURALS – Responsible for registering for coordinating Kappa Sigma intramural teams and registering them with the university. The intramural chairman will report at the request of the Grand Scribe.

HALL OF FAME DINNER – Responsible for coordinating with alumni for the yearly Hall of Fame induction dinner held at Homecoming to honor alumni for their contributions to the chapter or for outstanding work in their career fields. This chairman will work with the alumni relations chairman to complete his job. He will report at the request of the Grand Scribe.

SOCIAL MEDIA – Responsible for operating the fraternity social media accounts in order to promote the chapter in a positive manner to alumni, the Ohio State community, and to family and friends of actives. The social media chairman will work under the guidance of the public relations chairman and report at the request of the Grand Scribe.

RITUAL – Responsible for helping members become ritual proficient, assisting guards in making sure all required ritual equipment is present, kept, and secure. Also responsible for putting together initiation teams for initiation and contacting other nearby chapters if assistance is required for initiation due to large pledge classes. The ritual chairman will report at the request of the Grand Master of Ceremonies.

PHYSICAL WELLNESS – Responsible for working with the membership development chair to instill a value of physical wellness in all members of the chapter. He will help organize workout programs for those interested members and will schedule at least one speaker a semester to address the chapter about physical wellness. The physical wellness chairman will report at the request of the Grand Master of Ceremonies.

SECTION III. AD-HOC COMMITTEES

The chapter can form ad-hoc committees for special events such as Homecoming, formals, Greek Week, or any other instance when deemed necessary. Such committees shall be Class I committees however be required to submit a written report upon completion of the special event or instance which required its formation. Upon completion of the duties and tasks, the committee will be dissolved. No house points will be awarded for serving on an ad-hoc committee.

Article VI: Chapter Finances

SECTION I. GENERAL FRATERNITY

Fees payable to Kappa Sigma International Headquarters are to be collected and distributed in accordance with the Constitution, By-Laws and Rules of Kappa Sigma.

SECTION II. CHAPTER FEES

1. **PLEDGES** - All Pledges must pay the Grand Treasurer a \$45.00 pledge fee, payable to the Worthy Grand Treasurer of Kappa Sigma Fraternity, prior to pledging. Pledges must pay the Grand Treasurer a \$150.00 initiation fee, payable to the Worthy Grand Treasurer of Kappa Sigma Fraternity, prior to initiation. Pledges are also obligated to pay a chapter pledge fee, which is set by the Grand Treasurer.
2. **INITIATE DUES** - All initiates are obligated to pay the amount set by the Grand Treasurer per semester, due on the date set by the Grand Treasurer each month. The Grand Treasurer, at the onset of each new semester, will present the monthly dues for the semester. All initiates in good standing will then vote on the proposal and a simple majority will decide the outcome.
3. **ALUMNI DUES** - There will be no set alumni dues, but voluntary contributions are accepted and appreciated.

SECTION III. COLLECTION OF FEES

1. **PAYMENT** - Each member's account will be assessed dues on the first of each month. Payment in full is expected in check or via OmegaFi on or before the due date set by the Grand Treasurer. If full payment cannot be made in full by set due date, a written payment plan must be filed with the Grand Treasurer prior to the due date. Payment plan must include: members name and contact information; parent's name and contact information; plan for payment including: minimum monthly payment information and payoff date. Plan must also include a signed and dated sworn statement by payee to remit payment in accordance with the plan and be witnessed by the Grand Treasurer.
2. **FINES** - Any member that fails to pay the monthly dues in full or establish a payment plan by the date set by the Grand Treasurer, will be subject to penalty. Any member incurring a fine in the name of Kappa Sigma Fraternity shall be held financially responsible for its payment.
 - a. A \$5.00 fine will be added for any member that fails to meet his financial obligation on the date set by the Grand Treasurer.

- b. After 7 days, an additional 10% fine will be added for failure to meet his financial obligation
 - c. A 5% fine will be added for every month the member does not meet his financial obligation thereafter.
 - d. Any member who violates the terms of his payment plan (i.e. misses a payment, late on a payment) on file with the Grand Treasurer shall be fined \$25.00 and have his plan deemed void, unless missed payment including the \$25 fine is remitted within 15 days.
 - e. Any subsequent failure to remit payment in accordance with the plan will lead to immediate suspension of member.
3. **SUSPENSION** - Any member who allows his balance to reach thirty (30) days past due without a payment plan, will become a member not in good standing and lose all voting, social, intramural or other privileges of Kappa Sigma. The chapter shall file a “delinquent members report” in accordance with Article VI, Section 2(C) sub-section (3) of the Constitution By-Laws and Rules and recommend suspension of delinquent members as provided. To become a member in good standing once again, the member must pay his account in full.
 4. **COLLECTION** - Any member that allows his account to become delinquent for a period of sixty (60) days will be recommended for expulsion as provided by Article VI, Section 5 Trial by Undergraduate Chapter of the Constitution By-Laws and Rules.
 5. **EXPULSION** - At any time, if the chapter decides that a member’s account is irreconcilable, the delinquent initiate’s name will be brought before the chapter as provided by Article VI, Section 5 Trial by Undergraduate Chapter of the Constitution By-Laws and Rules or submitted to the Supreme Executive Committee in accordance with Article VI, Section 2(C) sub-section (3) of the Constitution By-Laws and Rules for expulsion. Any member account that thrice (3 times) violates the terms of his payment plan is deemed irreconcilable and recommended for expulsion immediately.
 6. **CHECKS** - Checks may only be signed by the following parties: Grand Master, Grand Procurator, Grand Treasurer, and Assistant Grand Treasurer.

ARTICLE VII: CODE OF CONDUCT

All Initiates and Pledges shall conduct themselves as to exemplify the Ritual of Kappa Sigma.

SECTION I. HAZING

The Alpha Sigma Chapter of Kappa Sigma, under no circumstances, will permit or tolerate any form of hazing. Any member caught hazing will be dealt with as stated in the Constitution, By-Laws and Rules of Kappa Sigma Fraternity.

As stated by the Constitution, By-Laws and Rules of Kappa Sigma Fraternity:

“HAZING IS DEFINED AS ANY ACTION TAKEN OR SITUATION CREATED BY ANY KAPPA SIGMA CHAPTER OR ANY MEMBER, UNDERGRADUATE OR ALUMNUS, TO PRODUCE OR RESULT IN MENTAL OR PHYSICAL DISCOMFORT, EMBARRASSMENT OR RIDICULE OR AS MAY OTHERWISE BE PROHIBITED BY LOCAL RULES, STATUES, OR ORDINANCES. SOME OF THE PROHIBITED BEHAVIORS MAY INCLUDE BUT ARE NOT LIMITED TO PADDLING OR PHYSICAL ABUSE IN ANY FORM; CREATION OF FATIGUE INCLUDING SLEEP DEPRIVATION; PHYSICAL OR PSYCHOLOGICAL SHOCKS; KIDNAPPING; SCAVENGER HUNTS; PERSONAL SERVITUDE; LINEUPS; THE USE OF PLEDGE REQUIREMENTS SUCH AS SIGNATURES OR INTERVIEWS AS A MEANS OF HARASSMENT; ANY ACTIVITIES WHICH MAY TEND TO EXPOSE INITIATES OR PLEDGES TO PHYSICAL DANGER INCLUDING BUT NOT LIMITED TO ACTIVITIES INVOLVING THE CONSUMPTION OF ANY ALCOHOLIC BEVERAGE OR ANY OTHER BEVERAGE; ANY OTHER ACTIVITIES WHICH WOULD DISRUPT PUBLIC ORDER OR TEND TO BRING THE FRATERNITY INTO DISREPUTE IN THE LOCAL COMMUNITY AND ANY OTHER ACTIVITIES NOT CONSISTENT WITH KAPPA SIGMA FRATERNITY PRINCIPLES; FEDERAL, STATE, PROVINCIAL OR LOCAL LAWS OR THE REGULATIONS OF THE HOST COLLEGE OR UNIVERSITY, WHETHER VOLUNTARY OR INVOLUNTARY.”

Any member witnessing or discovering hazing violations who does not report said violations to an officer of the Fraternity will be guilty of violating the Hazing Policy and will suffer the same penalties as those members actively involved in the hazing.

Any officer who receives a report of alleged hazing violations must:

1. Report the alleged activity and results of the inquiry to the chapter's Alumnus Advisor and District Grand Master immediately;
2. Take action with the Alumnus Advisor and District Grand Master to determine the validity of such a report.

Any officer failing to cause all of the above to occur will suffer the same penalties as a member found guilty of hazing.

Any officer actively or passively involved in, having knowledge of any hazing activity or failing to follow every requirement of this policy shall cause the chapter to be guilty of violating this policy and the chapter shall suffer the same penalties as a chapter found guilty of hazing.

The following penalties for violations of this policy will be strictly enforced:

I. CHAPTER

1. Upon the first (1st) conviction of this chapter on violations that are deemed by the Supreme Executive Committee, or their designees appointed for inquiry, to be chapter-wide, sponsored or tolerated by this chapter or its leadership will be:
 - a. Suspended from engaging in any social, intramural or recruitment/pledging activities for a period of no less than six (6) months, or one full academic term (whichever is greater)

or may have its charter revoked at the discretion of the Supreme Executive Committee. If allowed to continue under a suspended charter, the chapter will focus strictly on leadership, fellowship, scholarship, and service; and

- b. Fined an amount to be determined by the Supreme Executive Committee, but in no event less than necessary to cover any and all expenses incurred by the General Fraternity for investigative and/or development purposes;
 - c. Required to elect a new Executive Committee for which none of the prior Executive Committee members will be eligible to serve on and the election must be approved by the chapter's District Grand Master and Membership Development Commission; and
 - d. The chapter will be placed under any other sanctions deemed necessary by the Supreme Executive Committee
2. Upon a second (2nd) conviction of this chapter for violation of this policy within a ten year period, the chapter's charter will be revoked.

II. MEMBER

1. Upon first conviction of any individual member for violation of this policy, the individual member will be suspended from all involvement in the Fraternity for a period of one year, or may be expelled from Kappa Sigma Fraternity at the discretion of the Supreme Executive Committee.
2. Upon a second conviction of any individual member for violation of this policy, that individual will be expelled from Kappa Sigma Fraternity.
3. If this chapter is found to be not upholding the suspension or expulsion of individual member(s) by allowing any right or benefit of membership the chapter will have its charter revoked.

SECTION II. CARE OF THE CHAPTER HOUSE

All members are charged with contributing to maintenance of the house. Any damage to the house will be repaired by the responsible member and be fined in accordance with the chapter by-laws and house rules and regulations. All members are expected to clean any mess or litter they create. All members shall be responsible for all guests he invites to the house, and shall pay all damages those guests become responsible for.

SECTION III. REMOVAL OF CHAPTER PROPERTY

Any member found to have removed any property of the chapter from the chapter house without prior permission from any officer shall be fined in accordance with these by-laws and be charged for the item if not returned.

SECTION IV. ATTENDANCE & INVOLVEMENT

1. **SERVICE AND CITIZENSHIP** - The chapter shall host three service events per semester. Members are encouraged to attend all, however must attend a minimum of one (1) event. Members must be registered to vote. Failure to do so will result in a Judicial Board referral.
2. **SOCIAL** - The Sorority Relations and Social Chairman shall host two sober social activities for each social function where alcohol is present. Each member must attend one sober social activity per social function where alcohol is present. In the event of the Chapter being under a social probation sanction, 75% of the social budget shall automatically be moved to the “Brotherhood” budget line-item.
3. **HOUSE CLEANING** - All Initiates and Pledges shall attend mandatory house cleanings throughout the year. In house brothers shall be required to attend weekly cleanings. Out-of-house brothers and pledges shall attend one cleaning per semester. Failure to do so will result in a Judicial Board Referral.
4. **HOUSE GIFT** - Each Initiate is encouraged to give \$20 per semester for a Chapter’s gift to the Chapter House.
5. **MEMBERSHIP DEVELOPMENT** - Each Initiate is required to attend at least one (1) Membership Development program per semester. Failure to do so will result in a Judicial Board Referral.
6. **RISK MANAGEMENT** - Each Initiate is required to attend at least one (1) Risk Management program per semester. Failure to do so will result in a Judicial Board Referral.
7. **PHILANTHROPY** - Each Initiate is required to attend at least one (1) Philanthropy event hosted by another Greek organization on campus. Each Initiate is also required to attend each Philanthropy event hosted by the chapter. Failure to do so will result in a Judicial Board Referral.
8. **INTRAMURALS** - Any pledge or initiate who signs up to compete in an intramural activity is responsible to participate in that activity unless a notice is given to the Intramural Chair at least twenty-four hours in advance. These rules are enforceable over an entire year, so offenses carry over from semester to semester. If any member fails to attend intramurals without a valid excuse, the penalties will proceed as follows.
 - a. 1st offense: The member shall be warned of his negligence to his teammates.
 - b. 2nd offense: The Intramural Chair shall make a written complaint to the Grand Treasurer, and the Treasurer will instill fines based upon the total cost and participation in the sport.
 - c. Any further offenses shall be dealt with accordingly by the Judicial Board.

9. RITUAL

- a. The purpose of this section is to ensure the chapter is always eligible for Founders and FACE awards, each member is capable of having a little brother, and every Officer can win an “outstanding” award at Leadership Conference and Grand Conclave.

- b. Pledges must memorize the Ceremony of Pledging before Initiation, and learn Opening and Closing by their third chapter meeting. Failure to do so shall result in an immediate suspension of social privileges.
- c. The GMC level must be obtained within 90 days of initiation. Failure to do so shall result in immediate suspension of social privileges until the GMC level is achieved.

10. **COMMUNITY SERVICE** - Every initiate shall be required to complete ten (10) hours of community service per academic year. Any initiate who fails to complete this requirement will be referred to the Judicial Board.

SECTION V. SUSPENSION

Any member may be suspended for a definite period of time, not to exceed one (1) calendar year, from all rights and privileges of membership in the Alpha Sigma Chapter of Kappa Sigma. Such suspension may be imposed as outlined in the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity.

SECTION VI. EXPULSION

Any member may be expelled, if after a fair trial in the manner provided in the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity he is found guilty of conduct unbecoming a Kappa Sigma, or other causes prescribed in the by-laws.

SECTION VII. HOUSE RULES

Please refer to the Chapter House Rules and Regulations of the Alpha-Sigma Chapter of Kappa Sigma.

SECTION VIII. REMOVAL FROM OFFICE

An initiate has the right to serve a written complaint to the Grand Master requesting removal of any officer. If any such complaint is regarding the Grand Master, the complaint should be made to the Grand Procurator. The complaint shall be read at the following chapter meeting and if necessary, the chapter may vote to impeach the officer. A three-fourths (75%) vote is required to impeach or remove an officer from office. In the case that the Grand Master is impeached, the Grand Procurator will secede the office and a special election will be held for the office of Grand Procurator.

ARTICLE VIII: AMENDMENTS TO THE CHAPTER BY-LAWS

SECTION I. INTRODUCTION OF AMENDMENT

All proposed amendments must be introduced as new business accordingly and the proposed amendments must be typed and read aloud during a chapter meeting. The proposed amendment(s) shall then be tabled until the next chapter meeting.

SECTION II. VOTING PROCEDURE

Quorum must be present at the chapter meeting in order for a proposed amendment to be voted on. All proposed amendments shall require a two-thirds (2/3) vote in order for it to be ratified.

SECTION III. APPROVAL

After an amendment passes, the new amendment must be presented to the Alumnus Advisors for approval. Immediately after being presented and approved by the Alumnus Advisor, it shall be entered as an amendment to the Chapter by-laws.

SECTION IV. DISBURSEMENT

All members shall receive a copy of the amendment(s) to the by-laws.