**ALPHA GAMMA CHAPTER OF SIGMA CHI FRATERNITY BY-LAWS**

# ARTICLE I - INTERNATIONAL BY-LAWS

## Section 1 - International

1. All international Sigma Chi by-laws must be followed

# ARTICLE II - MEMBERSHIP

## Section 1 - Bidding

1. For a bid to be given the VP of Recruitment and the directors must reach a unanimous decision
	1. In the absence of unanimity, the bid in question will be presented to the chapter for open discussion. A decision will then be made by majority vote within the recruitment committee.
2. Two no votes by VP and Directors of Recruitment will result in bid not granted.
3. If a bid is given out, the PNM will receive a bid card signed by the VP of recruitment and Consul.

## Section 2 - Blackball

1. Blackball is defined as someone who is not allowed at all Sigma Chi events, functions, and on Sigma Chi property.
2. Note that a “no vote” does not necessarily result in a blacklisting; it only means that a PNM will not be given a bid and is no longer treated as a PNM, but they will be allowed in the house if invited by an active member.
3. To blackball someone, 2/3 of the active chapter must vote in favor.
4. Blackball vote
	1. A blackball vote may be called on a pledge to decide whether they should continue with the pledge or initiation program.
	2. A pledge must first be brought up in the Executive Committee meeting and must receive a majority vote to be brought up for the next chapter meeting.
	3. At least one round of discussion shall be conducted.
	4. The Executive committee will then decide based on majority vote.

## Section 3 - Pledging

1. The entire pledge process is found in the current Magister Manual.
2. The Preparation for Brotherhood modules must be proactively completed throughout the pledging process and fully completed by initiation.
3. The Ritual for Life modules must be complete within 2 weeks post-initiation.
4. No person shall be considered for the bidding process unless the prospective PNM has a cumulative GPA of at least a 2.50.

## Section 4 - Depledging

1. If any pledge has depledged and wishes to be reconsidered he must be approved again through the bidding process.
2. If a pledge decides to depledge it is not official until his pledge manual and pin are returned to his Magister.

## Section 5 - Initiation

1. No person shall be considered for initiation unless the prospective initiate has a cumulative GPA of at least a 2.50.
2. Reference the current Magisters Manual for initiation procedure.

## Section 6 - Affiliation

1. Any member of another chapter of the Sigma Chi Fraternity may affiliate with the Alpha Gamma Chapter, only after written or verbal confirmation from his chapter affirming his good standing, financially and otherwise.
	* Note that this does not mean that they are active members of Alpha Gamma Chapter
2. An affiliate is subject to all provisions of the By-Laws of the Alpha Gamma Chapter.
3. No affiliate member can vote or hold office until active membership in Alpha Gamma of Sigma Chi is obtained.
4. In order to gain affiliation for a non-sig (Social Bid), the member must pay dues of an amount subject to the Quaestor and Finance Committee

## Section 7 – Housing Points

1. Housing point opportunities are available for Sophomores throughout each semester to support chapter functions.
2. The amount of housing points that someone has determines their spot in the order of room selection next year.
3. The combined score of roommates is the amount to be considered when setting room selection order.
4. Housing points are for tasks such as but not limited to:
	1. Assisting in cleaning the house
	2. Attending philanthropic initiatives
	3. Attending chapter
	4. Reciting the charge and other aspects of ritual
	5. Any task that supports chapter functions
5. Housing point opportunities can only be given out by members of the Executive Committee
6. The annotator tracks housing point progress and reports to the chapter bi-weekly

# ARTICLE III - MEETINGS

## Section 1 - Chapter Meetings

1. A regular formal chapter meeting will be held weekly on Monday evenings at 7:30 PM.
	* Any deviation from this schedule shall be announced by the Consul
2. Special meetings may be called by the Consul at any time at the request in writing or verbally of at least five active brothers. In both cases 24 hours notice shall be given in writing concerning the time of the meeting.
3. All regular chapter meetings shall be conducted according to the Ritual of the Sigma Chi Fraternity, unless decided upon by the Consul.
4. Ritual chapter does not necessitate formal attire.
5. It shall be the duty of the Pro-Consul to see that proper parliamentary order is maintained in all meetings and that the provisions of the By-laws are strictly enforced.

## Section 2 - Attendance

1. Attendance at chapter meetings is required for Active Members juniors and below.
	* For out-of-house members, attendance is rewarded with +1 housing point.
	* Unexcused absences will result in a -1 housing point reduction for each chapter missed.
2. Members are allowed two excused absences.
	* Excuses must be submitted to the annotator at least 24 hours in advance to avoid a housing point reduction.
3. Attendance at the ceremonies of initiation is mandatory unless the member has a legal excuse.
	* The Consul and Kustos will give notice of the date of initiation at least two weeks in advance.
	* A $50 fine will be issued to members who do not submit a valid excuse at least 72 hours in advance.
4. Attendance at weekly Executive Committee meetings is required by all its members and optional, but extremely encouraged, for members of the \_\_\_\_ Committee.
	* The Executive Committee meets weekly.
	* The \_\_\_\_\_\_ Committee meets bi-weekly.
5. All fines will be given to the Quaestor and be reflected on the next quarter’s bill.

## Section 3 - Quorum

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

## Section 4 - Voting

1. All chapter members shall have the rights to vote and speak during chapter meetings upon fulfilling their obligation to the Ritual.
2. Voting shall be by acclamation and a majority vote shall decide all questions unless otherwise provided.
3. Any one brother may demand a secret ballot.
4. The Consul shall vote only to break a tie.
5. There shall be no voting by proxy.

## Section 5 - Fines and Excuses

1. Legal excuses for absence from required meetings and ceremonies shall be:
	1. Personal illness (Proof is required)
	2. Serious illness of a member of immediate family.
	3. Death in the immediate family.
	4. Working, compensation (other than schoolwork).
	5. Attendance at University (Proof is required)
	6. Other excuses shall become legal at the discretion of the Consul, Pro- Consul, and Annotator.
	7. Excuses and proof must be presented to the Annotator within two days of the absence.
2. Roll will be taken at the beginning of each chapter meeting.

# ARTICLE IV - OFFICERS

## Section 1 - Chapter Officers

1. The chapter officers shall be those prescribed in the Sigma Chi Ritual, and in addition, such officers as are necessary to perform the administrative duties of the Chapter.
2. All chapter officers are unequivocally bound to abide by the tenets of the Sigma Chi Ritual.
3. All chapter officers shall assist other chapter officers as needed at the discretion of the Consul or Pro Consul.
4. The chapter officers will be elected on a date set by the consul, during the first half of the second semester.

## Section 2 - Duties of Chapter Officers

1. Consul (President)
	1. The duties stipulated in the Norman Shield and Ritual Book.
2. Pro Consul (Vice President)
	1. The duties stipulated in the Norman Shield and Ritual Book.
	2. Responsible for the post-initiation program as outlined in the PIT manual.
3. Quaestor (VP of Finance)
	1. The duties stipulated in the Norman Shield and Ritual Book.
	2. To be expedient in the Chapter’s obligation to Article I.
	3. To appoint a Director of Fundraising if one is not voted by the chapter.
	4. To develop a budget that correctly forecasts needs based upon previous semesters bills and expenses.
	5. To manage all payable expenses to members and restrict chapter’s functions if necessary.
	6. The Quaestor shall meet with the financial advisor at least once per quarter.
	7. The Quaestor will also be responsible for contracts and company partnerships.
4. Director of Fundraising
	1. Find opportunities for the chapter to earn money.
5. Annotator
	1. The duties stipulated in the Norman Shield and Ritual Book.
	2. To issue all necessary fines
	3. To manage all aspects of the housing point program
		* Send out report bi-weekly.
		* Ensure integrity of housing point program.
	4. To oversee the Director of Formal in their planning and execution of that large event
	5. To ensure that all activities of the positions are monitored are successfully completed throughout the year.
6. Director of Formal
	1. Plan and execute formal.
7. Magister
	1. The duties stipulated in the Norman Shield and Ritual Book.
	2. To appoint three Assistant Magisters
	3. The Magister is to have an Executive Committee vote during his term from the time of election until initiation.
	4. The Magister shall pass through Executive Committee his IC and the I-week list the first exec of each quarter.
8. Assistant Magister
	1. To assist the Magister in fulfilling all of his responsibilities
9. VP of Social
	* 1. To plan, at the beginning of each semester, and to present to the active chapter in writing, a tentative social budget for each social event planned, after being informed of his allotment provided in the budget as sanctioned by the Quaestor.
		2. To be responsible for the supervision and execution of the social events.
		3. Lead Socials
10. Director (s) of Social
	1. To assist the Magister in fulfilling all his responsibilities
11. Director of Brotherhood
	1. Brotherhood events
	2. Instagram
12. VP of Recruitment
	1. Recruit guys
13. Director (s) of Recruitment
	1. Recruitment
14. VP of Risk Management
	1. Ensure all guidelines are being followed.
	2. Register events.
15. Kustos
	1. The duties stipulated in the Norman Shield and Ritual Book.
	2. R4L and P4B Modules
	3. Ensure chapter is familiar with all aspects of Ritual.
16. Director of Initiation
	1. Can be assigned.
17. House Manager
	1. The duties stipulated in the Norman Shield and Ritual Book.
	2. Completion of R4L training
18. Steward
	1. Kitchen
19. Director of Production
	1. Manage speaker setup, maintenance, and teardown.
	2. Be generally responsible for all production equipment.
20. Director of Merch and Branding
	1. Design and manage merch orders.
	2. Assist with Instagram
21. Historian
	1. Composite
22. Director of Scholarship
	1. Manage study tables for pledges.
23. Director of Diversity
	1. Diversity
24. Tribune
	1. Update alumni twice a semester

## Section 3 - Salaries

1. Salaries of the officers shall be determined by the Quaestor and approved by the Executive Committee before each semester begins.
2. The Quaestor and Executive Committee will choose a maximum payout amount
3. Salaries will be paid out at the end of each semester pending approval from the finance committee

## Section 4 - Elections and Appointments

1. Spring Semester
	1. Elections for: Consul, Pro Consul, Quaestor, Annotator, VP of Social and Directors, VP of Recruitment and Directors, VP of Risk Management, VP of Philanthropy, House Manager, Steward, Kustos will be held within the first two weeks of the spring semester.
	2. These candidates must receive over 50% of the chapter vote. In the event no candidate receives over 50%, a run-off between the top 2 candidates will be held.
	3. These positions consist of the Executive Committee and are paid
2. Spring Semester
	1. Elections for: Director of Initiation, Director of Fundraising, Director of Brotherhood, Director (s) of Derby Days, Director of Formal, Director of Production, Director of Merch and Branding, Director of Scholarship, Director of Diversity, Historian, and Tribune will be held within the first month of the spring semester.
	2. These candidates must receive over 50% of the chapter vote. In the event no candidate receives over 50%, a run-off between the top 2 candidates will be held.
	3. All of these positions can be appointed the Consul with Executive Committee approval.
	4. These positions are unpaid.
3. The election of the Magister will be at the discretion of the Consul.
4. The election of Homecoming, Parent’s Weekend, Greek Week, and Derby Days Chairmen will be at the discretion of the Consul.

## Section 5 - Terms

1. Positions are held for one academic year.
	1. Fall and Spring Magister and Assistant Magister is held for the duration of pledgeship.

## Section 6 - Eligibility

1. Any paid executive must be a junior living in the chapter house.
2. Any unpaid officers must be juniors
3. Any member of the chapter can be included in any functions of the chapter
4. Officers must have a minimum 2.25 cumulative GPA

# ARTICLE V - COMMITTEES

## Section 1 - Committees

There shall be the following committees:

* 1. The Executive Committee, which shall oversee all other committees.
	2. The Judicial Committee
	3. The Finance Committee
	4. The Recruitment Committee
	5. The Pro Consul shall have the power to appoint any committees, which he deems necessary to expedite the business of the fraternity in a more efficient manner. Committees will be formed by nominating brothers and then voting them into the committee. The Pro Consul will reside over any committee that is formed.

## Section 2 - The Executive Committee

1. The Executive Committee shall meet on a weekly basis at a time decided by the Pro Consul. 24 hours notice will be needed for a change in the normal meeting time.
2. The Executive Committee shall be composed of the Consul, Pro Consul, Quaestor, Annotator, VP of Recruitment, Magister, VP of Social, VP of Philanthropy, VP of Risk Management, Steward, House Manager
3. The Pro Consul shall preside at all meeting of the Executive Committee. The Consul shall preside in the absence of the Pro Consul.
4. All members of the Executive Committee shall have a vote. The Chapter Advisor also has a vote. A majority of voting members shall be required to pass a motion and the Pro Consul shall vote only in the case of a tie.
5. The Pro Consul shall have the authority to request the presence of an officer or chairman that does not serve on the executive committee with at least 48 hours notice. The officer or chairman shall have the power to vote on the issue for which his presence was requested.
6. The Annotator shall be the secretary of the committee.
7. At the first Executive Committee meeting of the fall semester the member should decide on goals for the chapter as a whole and their individual positions for the upcoming year.
8. The Executive Committee shall have the authority to initiate and carry out any emergency or temporary policy it deems advisable to further the interests of the chapter.
9. The Executive Committee shall have the authority to levy any punishment it deems advisable on any member or pledge that violates any provision of the Constitution, By- Laws, Statutes, or Ritual of the Fraternity.
10. All officeholders and chairmen that do not vote on the Executive Committee are required to submit their minutes before the start of the Executive Committee Meeting.
11. The Executive Committee will hear appeals for brothers that have been fined for any reason.
12. The Executive Committee will handle decisions made about pledge-ship and I-week

## Section 3 - The Judicial Committee

1. The Judicial Committee shall be made up of the Pro Consul, Annotator, Quaestor, Risk Management Chairman, and one brother chosen randomly.
	1. The random brother will be chosen randomly by the Consul and will be announced during chapter.
	2. The random brother will be selected from a pool of all brothers in the fraternity that are not currently serving on the executive committee.
	3. The random brother will serve for all cases heard until the next executive committee meeting.
2. Any brother may bring a grievance to the Pro Consul and it will be brought in front of the Executive Committee.
	1. A majority vote by the executive committee will send the grievance to the Judicial Committee.
3. This committee will decide a fair punishment for the disruptive party, using the Sigma Chi Model by-laws as a reference.

## Section 4 - The Recruitment Committee

1. The recruitment committee consists of VP of Recruitment, Director (s) of Recruitment, Consul, Pro Consul
2. The committee will call upon the Magister, VP of Social, and Annotator to weigh in for disputes regarding bidding decisions.

## Section 5 - House Committee

1. The House Committee consists of the House Manager, Steward, Consul, Pro Consul, and Annotator
2. The committee is generally responsible for maintaining a clean and functioning house.

## Section 6 - Finance Committee

1. The Finance Committee consists of the Quaestor, VP of Social, Consul, and Pro Consul
2. The committee is generally responsible for staying within the Quaestor’s budgetary restrictions throughout the semester.

# ARTICLE VI - FINANCES

## Section 1 - Semesterly Dues

1. The Quaestor and Consul will set semesterly dues proportional to the Questor’s budget before the start of each semester.

## Section 2 - Payment of Bills

1. Bills will be issued before the last week of the Spring Semester and at least 3 weeks before the Fall Semester
2. All bills must be paid before the date specified by the Quaestor, or they are subject to late fees set by the Quaestor.

## Section 3 - Payment Plans

1. Payment plans are available for any member of the chapter and are dynamic to fit the specific needs of any brother.
2. Payment plans are comprised of a specific timeline within the end of the semester with specific amounts approved by the Quaestor.
3. Payment Plans must be approved and agreed upon in writing.

## Section 4 - Delinquent Bills

1. All bills must be paid before the date specified by the Quaestor, or they are subject to late fees set by the Quaestor.
2. When a member’s bill becomes delinquent, the following actions may be taken:
	1. The member’s name and amount are announced at the next chapter meeting.
	2. Social Probation
	3. Late Fees
	4. Any actions the Executive Committee approves of

## Section 5 - Budget

1. The final budget will be developed, managed, and approved by the Quaestor, Consul, and Financial Advisor
2. The final budget must be approved at least 5 weeks before the Spring Semester
3. The budget must consider previous budget’s shortcomings and strengths.

# ARTICLE VII - HOUSE RULES

## Section 1 - Living in the House, Attendance

1. Maximum capacity for the Alpha Gamma of Sigma Chi shall be maintained. Any member who has not fulfilled his house occupancy requirements will be considered for proportional billing. The decision to bill those members will be decided by seniority and imposed by the Finance Committee.
2. Any major house improvements or changes must be formally proposed to the Executive Committee and ratified before being put into action. Upon being ratified, the proposed plan must then be supervised by the House Manager until completion.

## Section 2 - Security Deposit

1. All brothers and pledges that plan to live in the house must sign an Alpha Gamma of Sigma Chi House Rental Agreement at least two weeks before to the beginning of the fall semester.
2. A brother must have a balance of $750 in their security deposit, which is billed in conjunction with rent and expenses at the beginning of the fall semester.
3. This house deposit will be returned in full, minus any financial obligations, within 2 months of leaving the house.
4. All members will be held financially responsible for any damage they may cause. They will be responsible to the House Corporation and/or the Executive Committee.

## Section 3 - Room Assignments

1. Room assignments are determined by the number of combined housing points that two roommates have.
2. The only rooms not determined by housing points are Consul and Den.
3. The Consul manages the room assignment process and completes it at least two weeks before the fall semester begins.

## Section 4 - Fines and Destruction of Property

1. Any destruction, which will jeopardize the safety and well-being and/or legal requirements for the occupation and operation of the Chapter House, will deem a $50 fine + repair of damage.
2. Fines for general destruction shall be $25 plus repairs.
3. If repairs have not been initiated within two days an outside contractor will be brought in at the expense of the brother plus the fine.
4. Fines can be replaced with house service or community service as the Executive Committee sees fit. The fined brother can choose either a fine or service.
5. Fines for missing initiation shall be $50.
6. If a large gathering is hosted at the chapter house, the chapter house must be cleaned by 4:00pm the following day.

# ARTICLE VIII - MISCONDUCT

## Section 1 - Misconduct and/or Immorality

1. The active Chapter shall maintain satisfactory standards of scholarships, morals, and discipline
2. Any violation of the foregoing rule shall be subject to the disciplinary action inflicted by the Judicial Committee.
3. The Executive Committee must uphold the Judicial Committee’s ruling.

# ARTICLE IX - AMENDMENTS AND WAIVERS

## Section 1 - Procedure to make Amendments

1. To amend these By-Laws, the amendments must be presented and approved by the Chapter Advisor, Executive Committee, and Chapter

## Section 2 - Distribution of the By-Laws

a. Copies of these By-Laws shall be provided for each active member and pledge, who shall be required to be acquainted with their content. The Pledges shall be quizzed about the By-Laws as part of their pledge training.

## Section 3 - Master Copy of the By-Laws

1. The Consul shall appoint a committee under the parliamentarian to review these articles and recommend changes at least once a year.
2. Last update of the bylaws: September 6, 2021.

## Section 4 - Regulation Regarding Active Chapter By-Laws

a. Sigma Chi Constitution, Statute 6.02b

## Diversity Statement:

This Sigma Chi Fraternity and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.