

Theta Beta Chapter Bylaws

Revised May 8th, 2012

Vision Statement

“Building a positive and enduring brotherhood through personal development and commitment to excellence”

Mission Statement

“The Theta Beta Chapter of the Sigma Chi Fraternity at the University of South Florida is the premier Fraternity on campus that prides themselves in having a lifelong brotherhood, while continually raising our standard of excellence.

Preamble

Believing that where there is law, there is liberty, we the members of the Theta Beta Chapter of the Sigma Chi Fraternity do establish these bylaws for the government of our chapter, and solemnly promise to obey them in order to promote the welfare and prosperity of Sigma Chi, the Theta Beta Chapter, and its individual members. It must be understood that the Governing Laws of the Sigma Chi Fraternity (Constitution, Statutes, and Executive Committee Regulations) shall be supreme.

Purpose of Sigma Chi: The fundamental purpose of the Sigma Chi Fraternity is the cultivation, maintenance and accomplishment of the ideals of friendship, justice, and learning within our membership. Develop values-based leaders committed to the betterment of character, campus, and community.

Article I Membership

Section 1: Membership Code of Conduct

- a. As a brother or brother-to-be of the Sigma Chi Fraternity, I will conduct myself in a manner that will reflect favorably upon this fraternal organization.
- b. I understand and accept the obligations stated in the Jordan Standard and the Sigma Chi Creed.
- c. I will learn and use proper etiquette and exercise good grace when among women or men, and will strive to make those around me feel at ease.
- d. I will strive for academic achievement and practice academic integrity.
- e. I will meet my financial obligations when they are due.
- f. I will respect the dignity and protect the health and safety of all persons; therefore, I will not physically, verbally, psychologically, sexually abuse or haze any human being.
- g. I will respect my property and the property of other and will neither abuse nor tolerate the abuse of property.
- h. I will neither use nor condone the use of illegal drugs; I will neither misuse nor tolerate the misuse of alcohol.
- i. Paramount to this agreement is my promise to confront my peers whose actions conflict with the standards of membership in Sigma Chi.
- j. I freely accept these responsibilities and commit myself to be a Brother or Brother to be of the Sigma Chi Fraternity.

Section 2: Pledgeship

- a. No more than two ballots shall be held on any candidate for pledging in a single Chapter meeting.
- b. Formal pledging shall be held prior to the first meeting after the formal closing of a recruitment session.
- c. If a freshman, he must have a high school cumulative GPA of at least 2.5.

Statutes and Executive Committee Regulations relevant to pledging

Statute 3.07 Except as provided in Section 3.08, each person initiated into membership in the Fraternity shall, at the time of his initiation,

- a. Be a bona fide male student in good academic standing, not enrolled for the sole purpose of establishing membership eligibility, at the institution specified in the charter of the initiating chapter;
- b. Not be or have been a member of any other fraternity of like character, except as specifically approved by the Executive Committee.
- c. Be judged to meet the standard of membership set forth by Founder Isaac M. Jordan, namely, that no man shall be admitted to membership who is not believed to be a man of good character, a student of fair ability, with ambitious purpose, a congenial disposition, possessed of good morals, and having a high sense of honor and a deep sense of personal responsibility: and
- d. Have satisfactorily completed the chapter's program of Pledgeship, including the official Fraternity examination.

ECR 3.07-2 To be eligible for pledging, a student must have attained an accumulated scholastic grade point average of at least 2.5 on a 4.0 scale or the equivalent to that mandated for graduation from the host institution specified in the charter of the initiating chapter. If the student, at the time of pledging, has never attended a post-secondary institution then he must have attained one of the following academic standards: attained a score of at least 800 on the Scholastic Aptitude Test (SAT); or attained a score of at least 15 on the American College Test (ACT); or graduated in the top 25% of his high school (or equivalent) graduating class. This academic standard shall be considered a minimum and, therefore, chapters may define higher academic standards.

Statute 3.09 The foregoing criteria shall not be construed as conferring a right to membership on any person.

Statute 3.10 A candidate for membership shall be pledged, i.e., accepted into the pledgeship program of an active chapter, only upon formal approval of not less than 90 percent of the active members present and voting at a regular or special meeting of the chapter. Pledgeship shall begin with the formal Pledge Ceremony.

Statute 3.11 The pledging of each candidate shall be promptly reported to the Executive Secretary.

Section 3: Pledge Termination

- a. Pledgeship shall be terminated only by the candidate's initiation, by the agreement of the Pledge and the Chapter, by a vote of not less than 20% of the active members present and voting at a regular or special meeting of the Chapter, or as specifically state within these bylaws (Statute 3.12).
- b. Pledge Termination votes must be openly brought to the chapter by the person calling the pledge termination vote, and during that time must discuss the motive for termination, and the

specific reason(s) why the pledge is not fit for membership into the Theta Beta chapter of the Sigma Chi Fraternity.

- c. A Pledgeship may be terminated for any Pledge, which is termed “depledged,” for:
- Withdrawal from the University of South Florida prior to the Official Pledge Examination of the Sigma Chi Fraternity.
 - If found in any way to be in violation of the National, State, City, School, or Chapter regulations regarding the illegal use of drugs.

Section 4: Pledge Program

- a. The Chapter Meeting shall have sole authority for design, implementation, oversight, and enforcement of the Pledge Program and Indoctrination Week for the Theta Beta Chapter. Activities involving the active chapter as a whole shall be subject to Chapter approval.
- b. The Pledge Program shall not contain any type of harassment or hazing, as defined by Florida State Law and the Sigma Chi Statement of Position Concerning Pledge Training and the Ritual.

Hazing

“This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined herein: “Hazing” as defined by §1006.63, Florida Statutes, means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution, regardless of a person’s willingness to participate. “Hazing” includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

In addition to Florida Statutes §1006.63, hazing as defined by the USF system also includes, but is not limited to, the forced use of alcohol; morally degrading or humiliating games and activities; physical and psychological shocks; deception; verbal abuse; personal servitude; kidnapping; deprivation of privileges granted to others in the organization by use of force or duress; and any other activities which are contrary to academic achievement, the stated purpose of the local and/or (inter) national organization, and/or the mission, policies or regulations of the USF system or applicable state law.”

- c. The Pledge Program must cover all material sufficiently enough to enable the Pledge to pass the Final Pledge Examination and give the Pledge a good working knowledge of Sigma Chi and the brothers of the Theta Beta Chapter.
- d. No person shall be initiated into membership as an undergraduate unless he has received at least eight (8) weeks of tutelage from a Magister.
- e. Election to membership shall be upon completion of the pledge period.
- f. During Pledge functions the house is to remain dry from 2 hours prior to the function until the function is complete.

Section 5 Initiation

- a. No person shall be initiated into membership unless the chapter has written certification that said person has maintained a C (2.0 or graduated) average or better, in all subjects carried prior to, or during initiation (cumulative GPA). Such certification shall come from the proper college or university officials.
- b. Any Pledge that not pass the formal Chapter vote will either be “held over,” or “terminated” by the vote of the active Chapter.

Statutes relevant to Initiation

Statute 3.13 Prior to initiation, each candidate’s eligibility under section 3.07 shall be affirmed by:

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

Statute 5.09 Every member prior to his initiation shall pay to the Quaestor the sum of \$115 for the use and benefit of the General Fraternity, and shall receive, if eligible, a certificate of membership and an initiation badge/Brother’s Pin.

Section 6: Hold-over Pledges

- a. Any Pledge that does not meet the standards for initiation as defined by the Fraternity and the Chapter shall not be initiated during that semester.
- b. At the discretion of the Chapter, a Pledge may be “held over” until the following semester. Such discretion shall be given upon a majority vote of the active members present and voting.
- c. Pledges designated as “hold overs” shall be required to participate in all Pledge activities, all mandatory Chapter activities, specified study hours, and any other remedial activities selected by the Chapter to ensure the Pledge shall meet all requirements for initiation at the conclusion of the semester. “Hold over” Pledges are not required to attend Chapter Functions in which they have already participated.
- d. “Hold over” Pledges shall be required to meet the financial obligations of a Pledge during that semester.

If a Pledge has not been initiated by the end of the second semester, including the semester pledged, following his pledging because of his financial or scholastic ineligibility, his Pledgeship is automatically broken.

- e. Failure to qualify for initiation, due to the Chapter’s decision to “hold over” a pledge, for two consecutive semesters shall be cause for immediate and permanent termination of said Pledge from the Theta Beta Chapter.

Section 7: Affiliations

- a. Any member of another Chapter of the Sigma Chi Fraternity may affiliate with a local Chapter, only after written confirmation from either the college or university that he previously attended, and his original chapter that he was in good standing, financially and otherwise.
- b. Lack of good standing at the previous Chapter shall disqualify the candidate from affiliation until the matter is successfully resolved.
- c. Any affiliate is subject to all provisions of the bylaws of the Theta Beta Chapter.

Section 8: Alumni/Inactive Membership

- a. Upon approval of the active chapter, an active member may be declared an alumni member if he marries or has been an active brother for four consecutive years, so long as the brother is in good standing with the Chapter, financially or otherwise.
- b. All Brothers must pay dues. No member of the Chapter shall be recognized as inactive through any provision of these bylaws.
- c. In order to be a normal, active member of the Theta Beta Chapter, a grade point average of 2.0 must be held. You will not have a vote on chapter issues if under a 2.0 GPA. You will also not be able to participate in Intramural Sports, hold an office, or attend socials, unless to be a sober driver. Under a 2.0 GPA classifies you as on probation from the fraternity, for at least 1 semester.
- d. If a brother indeed is active for four consecutive years and is in good standing with the chapter, financially or otherwise, the brother can request that the chapter vote to be classified by the chapter as a 'Fifth Year Brother', however keeping his classification with the fraternity at large (headquarters) as 'Active'. This brother will then be responsible to meet the following requirements:
 - Attend at least 6 Chapter meetings per semester
 - Attend at least 1 community Service event
 - Attend Initiation
 - Be responsible for at least ½ of the minimum chapter dues

Statutes relevant to Alumni Membership

Statute 3.04 Any brother, duly initiated or affiliated into this Chapter shall be considered active unless he shall be declared an alumni member.

Statute 3.03 Any active member automatically becomes an alumni member upon graduation from college. A post-baccalaureate or graduate student, who is otherwise eligible for active membership shall be, designated an active member at his request.

Article II Meeting

Section 1: Chapter Meetings

- a. There shall be a weekly Ritual-based chapter meeting conducted every Sunday at 7 PM in a location designated at the beginning of each semester. Any changes to the time or location of any chapter meeting must be within 24 hours of the previously scheduled meeting time and must be verified by the executive committee or the Consul.
- b. Special Chapter meetings may be called by the Consul at any time, and shall be called by him upon written request of any five brothers. In both cases, a 24-hour notice shall be given concerning the time and location of the meeting.
- c. All regular Chapter meetings shall be conducted according to the provisions of Division I 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 (pg.8), it is mandatory for all members to attend the regular Chapter meetings, unless having a legal excuse as hereinafter prescribed.
- b. Attendance at the Ceremonies of Initiation is mandatory unless having a legal excuse as hereinafter prescribed.

Section 3: Absences and Excuses

- a. Each brother is allowed to miss one (1) unexcused Chapter meeting per semester. This missed meeting will not count in any way toward the maximum number of missed meetings allowed. This bylaw does not apply to any Ritual Officer, i.e. Consul, Pro-Consul, Magister, Quaestor, etc.
- b. Legal excuse for absence shall be:
 - Personal illness
 - Serious illness of a member of the immediate family
 - A death in the immediate family
 - Sigma Chi fundraising event
 - Religious holiday
- c. Other excuses must be approved by the Executive Committee of the Theta Beta Chapter
- d. All legal excuses must be submitted in writing to the Executive Committee at the Executive Committee meeting immediately following the missed Chapter meeting.
- e. All legal excuses must be submitted in writing to the Executive Committee at the Executive Committee meeting prior to the week that Initiation Ceremonies are scheduled to take place if the brother needs to be excused from attending the Initiation Ceremonies of the Theta Beta Chapter.
 - Unless a brother is excused from attending Initiation Ceremonies as defined by the bylaws one week prior to Initiation that brother will be fined \$50 by the Quaestor.
- f. A brother absent from a regular chapter meeting due to work must go before the Executive Committee one week prior to his proposed absence. The Executive Committee shall approve all excuses due to working.
- g. Any brother who misses a Chapter meeting shall lose his voting privileges for the subsequently scheduled Chapter.
- h. Any officer that miss more than two (2) regular Chapter meetings or Executive Committee meetings, no excuses permitted, will automatically have a vote of confidence called upon him.

Section 4: Quorum

- a. Quorum shall be at least 50% plus one (1) member of the active Chapter in order for issues and/or amendments to be voted upon.
- b. A two-thirds affirmative vote of the active Chapter present is needed for an amendment to be approved, if quorum has been met in the Chapter meeting. Quorum must be met in order to hold Chapter meetings or any other meeting that requires voting to take place.

Section 5: Voting

- a. All Chapter members shall have a vote unless hereinafter prescribed.
- b. Voting shall be by acclamation and a majority vote shall decide all decisions or questions unless otherwise provided by law. Any three (3) members may demand a secret ballot.
- c. There will be no voting by proxy.
- d. The Chapter may suspend the voting rights of any brother for any period for conduct contrary to the provisions of the Sigma Chi Statutes:
- e. Any member of an active Chapter, whose scholarship record causes disciplinary action to be taken against him by the University of South Florida, shall lose automatically the right to vote

- in all Chapter meeting until he shall file with the chapter a written certificate from the proper officers of the University of South Florida as he is again in good academic standing.
- f. Any brother, who misses three (3) mandatory Chapter functions and is unexcused for all three (3), shall have no vote on Chapter business for the remaining of the semester.
 - g. Any brother who is financially delinquent shall have a voice, but not a vote until the obligation is resolved with the Quaestor.
 - h. The Consul, or acting chair, may vote only after all other votes have been taken. Changing of votes shall not be permitted after the chair has voted.
 - i. Newly initiated brothers must learn and be able to recite a said portion of the ritual before they are able to gain their voting privileges. Newly initiated brothers who were initiated in the previous fall semester must receive their vote within 30 days of their initiation date and spring initiates must earn their vote by the first chapter meeting of the following fall semester or shall be placed on social probation until they earn their vote.
 - j. Brothers wishing to hold Ritual positions must learn and be able to recite a said portion of the ritual before they are able to run for position.
 - k. Any brother who does not attend Chapter in business attire, as determined by the Consul, shall lose his vote for the said Chapter meeting.

Article III Officers

Section 1: Chapter Officers

- a. The officers of the Chapter shall be those prescribed by the Ritual of the Sigma Chi Fraternity. In addition, there will be officers as deemed necessary the Theta Beta Chapter as hereinafter provided for.
- b. The following are Ritual Positions, Consul, Pro-Consul, Quaestor, Annotator, Magister, Tribune, Historian, Chapter Editor, Recruitment Chairman, Tribune, Historian, Kustos, and Risk Management and any other position defined in the Sigma Chi Ritual.
- c. All Ritual Positions and Chair positions shall be elected by the chapter. Nominations for the positions will open the week before the election and then again immediately before each platform on the election week.
- d. All ritual positions that are required to attend all mandatory retreats, workshops, and provinces unless they have a prior commitment that qualifies as an excused absence.

Consul

- a. Term: Whole Academic Year
- b. The Consul is the President of the chapter.
- c. He presides over chapter meetings as well as other chapter activities.
- d. He is responsible for the security of the charter, ritual, ritualistic materials, chapter house and the individual members of the chapter.
- e. He is the face of the Fraternity, which means he is responsible in maintaining great relations with all other outside organizations. (i.e. other Fraternities, Sororities, Office of Fraternity and Sorority Life and any other organizations that deal with the chapter)
- f. Shall maintain open and regular communications with the Chapter Advisor, Grand Praetor, and Sigma Chi Headquarters.
- g. Responsible in running the Peterson/Chapter of the Year Committees.
- h. When forced to make a decision he must make any decision based on what he believes is best for the chapter at large.
- i. He is required to attend all IFC meetings.
- j. He is to attend all mandatory meetings by the Office of Fraternity and Sorority Life.

- k. In every action the Fraternity makes whether it is good or bad, the Consul is responsible for.

Pro Consul

- a. Term: Whole Academic Year
- b. The Pro Consul is the Vice President of the chapter.
- c. He works with the Consul in running chapter meetings as well as other chapter activities.
- d. The Pro Consul presides over the chapter's executive committee and works with other committees within the chapter.
- e. The Pro Consul is also responsible for running Post Initiation Training (P.I.T.)
- f. Must be prepared to take over the Consul's duties if the Consul were to be absent.
- g. Helps the Consul in maintaining the security and relations of the chapter.
- h. Responsible in making sure that the Consul and Chapter is aware of all the actions taken by the Executive Committee.
- i. Should be able to assist all positions and chairs so that the highest degree of excellence can be achieved.

Annotator

- a. Term: Semester
- b. The Annotator keeps accurate records of chapter meetings in the chapter minute book.
- c. He keeps track of all chapter files and records as well as the chapter's permanent record of member data.
- d. He is charge of Philanthropies and Community Service. He assists those chairs in all of their actions. If one of those chairs steps down he is to take over that position.
- e. He is in charge in keeping the chapter informed of all things happening concerning the chapter.

Quaestor

- a. Term: The whole academic year
- b. The Quaestor is the treasurer of the chapter.
- c. He keeps track of all chapter funds and is responsible for collecting dues from members.
- d. He must prepare a budget before each fiscal year and presents it for approval before the chapter.
- e. Communicates all transactions with the chapter.
- f. Major transactions must be approved by the Executive Council.

Magister

- a. Term: Semester
- b. The Magister is the pledge educator who prepares the pledge brothers for Initiation.
- c. He prepares the program, which teaches the pledge brothers about the ideals of Sigma Chi.
- d. He is allowed to assist the Pro Consul in P.I.T.
- e. He is to be a positive reflection of Sigma Chi. This is required so that the pledges see how a Sigma Chi should act. The pledge class is a reflection of the Magister that runs the program.
- f. He is to communicate to the chapter of the pledge class's process through the program.
- g. His goal is to develop young men into Sigma Chi's that will one day leave a positive impact on the chapter, Fraternity, University, and community.

Recruitment Chairman

- a. Term: Yearly as stated in the Bylaws
- b. The Recruitment Chairman organizes the chapters rush program.

- c. He must provide the chapter with information on the rush guests
- d. Responsible for providing information to rush guests on fraternity life and expectations.
- e. He is to recruit members who will positively reflect Sigma Chi and impact our chapter in a positive light.
- f. Responsible in running a working committee to assist him in all recruitment manners.

The Risk Manager

- a. Term: Semester
- b. The Risk Manager develops and implements the chapter's safety management program.
- c. He coordinates safety education to the chapter and addresses concerns related to chapter risks such as building maintenance, alcohol use, drug use, hazing and sexual abuse.
- d. Term: Semester
- e. He is to ensure that the entire chapter is aware of the Risk Management Crisis Plan and how to handle a situation of crisis.
- f. In charge of setting up the Sober Sig Program and ensuring every brother does their required time.
- g. Helps maintain the safety of all individuals at any event sponsored by the chapter.

Tribune

- a. Term: Semester
- b. The Tribune prepares all necessary chapter correspondence, reports, and other required information to University and Fraternity officials.
- c. Sets up events that help connect the alumni with the undergraduate chapter.
- d. A successful term would entail having at least one event that connects the alumni with the undergraduates.
- e. Keeps the alumni informed of all chapter activities, especially initiation, recruitment, and major USF activities.

Chapter Editor

- a. Term: Semester
- b. The Chapter Editor maintains files on previous chapter publications as well as publications from other chapters and General Headquarters.
- c. He publishes at least two chapter newsletters a year describing current alumni and undergraduate activities.
- d. He also coordinates the publications of chapter material such as recruitment brochures, philanthropy programs, and quarterly news to The Magazine of Sigma Chi.
- e. He is in charge of the 1855 Club, which is a house fund for the chapter.

Historian

- a. Term: Semester
- b. The Historian gathers and creates records of the members and activities of the chapter. He also preserves previous records of the chapter into a library to be sent to the Grand Historian if needed.
- c. He is to help maintain the chapter website.
- d. At all major events he is responsible for taking pictures so that everything can be documented for future use.

Kustos

- a. Term: Semester
- b. The Kustos assists with chapter meetings and keeps the privacy of the chapter room.
- c. The Kustos is to protect our ritual at all cost.

- d. He in charge of setting up initiation. Which entails finding a location and making sure the chapter is well prepared for initiation.
- e. He is to be at every chapter meeting. If he is not able to attend then the ritual chairman shall take over his duties.
- f. He is to work very closely with the Magister to ensure the pledge class is prepared to understanding our ritual.

Section 2: Chapter Chairmen

- a. Chapter Chairmen are positions that are not prescribed by the ritual. They are positions that are required if the chapter desires the highest level of success.
- b. They are not required to have their vote for these positions.
- c. There is no GPA requirement to hold a chair position in this chapter.
- d. For the chapter to maintain the level of success desired and to live up to their mission/vision statements they must hold these positions with the utmost importance.
- e. Any chairman is able to hold a committee so that he can better perform his position.

House Manager

- a. The House Manager takes care of the maintenance, safety, and cleanliness of the chapter house.
- b. Term: Semester
- c. He is to help the community manager maintain the house so that the house meets all fire safety standards.
- d. He is to hold all brothers 100% accountable if someone disrespects the house or the property in the house.

Interfraternity Council Representative-

- a. The Interfraternity Council (IFC) Representative attends all IFC meetings and communicates information to the chapter.
- b. He may also plan events and programs with other fraternities on campus.
- c. Term: Semester

Public Relations Chairman

- a. The Public Relations Chairman develops and implements a public relations program.
- b. He must generate favorable publicity in campus and community media.
- c. A successful public relations chairman will go into other organizations meetings and inform them of the chapters planned events.
- d. Term: Semester

Scholarship Chairman

- a. The Scholarship Chairman develops and implements a scholastic program and education programs with the campus.
- b. He provides information on learning resources to the chapter.
- c. He also serves as chapter liaison with the Sigma Chi Foundation.
- d. Term: Semester
- e. He is to hold brothers who fall below the required GPA requirement accountable for getting their GPA's back to the desired level.
- f. He is to work with the pledge class and make sure they understand how important grades are to Sigma Chi and this chapter.
- g. His goal is to constantly improve the GPA of the chapter and its members.

Chapter Advisor

- a. The Chapter Advisor is chosen by the undergraduate chapter as well as the international headquarters of Sigma Chi, and responsible for representing the

undergraduate chapter at and national events, as well as assisting the undergraduate chapter with the support of other alumni.

Philanthropy Chairman

- a. Term: Semester
- b. He is responsible for making sure the chapter is prepared to participate in all philanthropic events possible.
- c. He is to motivate the chapter to understand the importance in giving back to the less fortunate.
- d. It is his responsibility to make sure the chapter performs well in every philanthropy, because that is a direct reflection of our chapter.
- e. His goal should to participate and place in every philanthropy. Doing this will ensure that we as a chapter are living up to our vision/mission statement.

Community Service Chairman

- a. Term: Semester
- b. He is responsible for setting up community service events for the chapter to participate in.
- c. He is to motivate the chapter on the importance in helping out the community.
- d. A successful community service chairman will have at least two community service events per semester. His goal is to have every brother in attendance during these events.
- e. Striving towards two events a semester will ensure our vision/mission statement.

Sweetheart Chairman

- a. Term: Year Long
- b. He is charge of making a sweetheart application so that young women can apply and become the Sigma Chi Sweetheart.
- c. He will conduct interviews and set up a presentation of each applicant for the chapter to review.
- d. If desired, a great sweetheart chairman will have our sweetheart run for the International Sweetheart Award. If this is desired he will be in charge of that as well.

Social Chairman

- a. Term: Semester
- b. He is to set up social events with other organizations each semester for the chapter to enjoy.
- c. It is mandatory for him to attend the social event-training workshop each semester.
- d. He is to understand the social event policy, so that we as a chapter follow all the rules.
- e. A good social chairman will ensure the safety of our chapter while making enjoyable events for every brother.

Derby Days Chairman

- a. Term: Year Long
- b. He is responsible for setting up our annual Derby Days Philanthropy.
- c. He is to create excitement within the chapter and the USF community for the event.
- d. His ultimate goal is to raise as much money as possible while making sure that everyone involved has a great time.
- e. All proceeds from the Derby Days Event will be sent to the Huntsman Cancer Institute.
- f. Derby Days will be held once a year during the Spring Semester.

Brotherhood Chairman

- a. Term: Semester

- b. He is responsible in setting up brotherhood events to increase the brotherhood in the chapter.
- c. He is required to have at least two brotherhood events during the semester.
- d. The goal of a brotherhood chairman is to increase the bonds of brotherhood through fellowship between all brothers.

Greek Week/Homecoming Chairman

- a. Term: Year Long
- b. He is responsible in informing the chapter of all the events that deal with both Greek Week and Homecoming programs.
- c. Both events deal with other organizations, so he is in charge of communicating with those organizations as well.
- d. His goal is to inspire the chapter to perform well in both events while creating new relationships with other organizations.
- e. The chapter can decide to have separate chairmen for this position. (ex: Homecoming Chair and Greek Week Chair)

Parent Chairman

- a. Term: Semester
- b. He is responsible in creating an event for all the parents of the chapter to attend.
- c. This event can be anything that shows the bond of our brotherhood and why Sigma Chi means so much to us as brothers.
- d. A good parent chairman will have at least one event a semester.
- e. Examples: Thanksgiving Dinner and Easter Dinner at the house.

Formal Chairman

- a. Term: Year Long
- b. He is responsible for setting up a formal event for the brothers during the Spring Semester.
- c. This event should be a proper example of the professionalism of the Fraternity.
- d. His ultimate goal is to create a memorable experience for every brother and date that attends.

Ritual Chairman

- a. Term: Semester
- b. He is responsible in helping the Kustos and Magister in everything that they need done.
- c. He helps with the setup of initiation and ensuring the pledge class is prepared to understand our ritual.

Intramural Chairman

- a. Term: Semester
- b. He is responsible in registering the chapter for every intramural event that takes place on campus.
- c. He must notify each brother that wants to participate the proper way to register for intramural events.
- d. If there are intramural jerseys then he is responsible in making sure that they are washed and cleaned before every game.
- e. In order to live up to our vision/mission statement he must strive to win every event while having fun. Doing this will also increase our brotherhood as a chapter.

T-Shirt Chairman

- a. Term: Semester
- b. He is in charge in the design of all t-shirts that the chapter desires.

- c. If other organizations desire our shirts it is his responsibility to make sure they know about the shirts.

Judicial Chairman

- a. Term: Semester
- b. He is responsible in holding every brother accountable for actions that are unbecoming of a Sigma Chi.
- c. He is to create a Judicial Committee to create a fair trial amongst our peers to fairly justify the situation at hand. (For further clarification see Committees Section 4)
- d. He is to make sure that each trial is fair and just, making sure that all cases innocent until proven guilty.
- e. His ultimate goal is hold everyone accountable to ideal of Justice that we love so much. To ensure this ideal and that we are living up to our vision/statement it is his duty to hold all brothers accountable for actions that prove to be unbecoming of a Sigma Chi.

Fundraising Chairman

- a. Term: Semester
- b. He is to raise funds for the chapter to use in the budget or to donate towards philanthropy.
- c. A good fundraising chair will create at least one event per semester that will generate money towards the chapter.

Tailgate Chairman

- a. Term: Year Long
- b. He is responsible in creating a tailgate event before every major sporting event desired by the chapter.
- c. He is to make sure that the security of the chapter and charter are protected in these events.
- d. His goal is to create excitement to attend sporting events as a chapter and to support the University of South Florida.

Theta Beta Charity Chairman

- a. Term: Year Long
- b. He is in charge of setting up and organizing our annual fall philanthropy.
- c. The proceeds need to benefit a charity that helps that less fortunate.
- d. His goal is to excite the chapter and the USF community to raise as much funds as possible to help the less fortunate.

Section 3: Elections

- a. The Chapter shall make nominations for the spring elections for all ritual positions on the first regularly scheduled meeting in April of the Spring Semester. At the second regularly scheduled meeting in April, after nominations have been made, the Chapter shall elect officers as prescribed in the Ritual. Once elected the officers will not be installed until the spring pledge class is initiated. During the newly initiated brother's first chapter, the newly elected officers shall be installed to provide a period of transition. All ritual positions shall be elected as prescribed by the ritual.
- b. The Chapter shall make nominations for the fall elections for all semester long ritual positions on the first regularly scheduled meeting in November of the fall semester. At the second regularly scheduled meeting in November, after nominations have been made, the Chapter shall elect officers as prescribed in the Ritual. Once elected the officers will not be installed until the fall pledge class is initiated. During the newly initiated brother's first chapter, the

newly elected officers shall be installed to provide a period of transition. All ritual positions shall be elected as prescribed by the Ritual.

- i. The newly elected Recruitment Chair is elected in the second chapter meeting of November but not officially installed until the meeting following Spring Recruitment as prescribed by the Ritual.
- c. Chairman nominations and elections shall take place after all ritual positions have been installed. It is up to the Consul's discretion of when to hold these nominations and elections.
- d. Chapter chairmen shall be nominated and then elected a week following the nomination process.
- e. If any office except the Consul becomes vacant, nominations for the said office shall be made at the next regular or special Chapter meeting. At the next regular or special Chapter meeting following said nominations, but at least 24 hours after the first nominations have been made, the Chapter shall fill the vacant office as prescribed by the Ritual.
- f. Anyone wishing to run for a position must receive a majority vote by the active voting chapter to assume their desired position. At the next regular Chapter meeting, the elected officer(s) shall be installed according to the Ritual.
- g. The Consul shall assume or delegate the duties of the vacant office until said office is filled by a vote of the active Chapter.
- h. If the office of the Consul shall become vacant, the Pro Consul shall be immediately declared Consul.
- i. If the offices of both Consul and Pro Consul become vacant, the Chapter shall fill these vacancies immediately with a secret ballot election at the next regular or special Chapter meeting.

Section 4: Officer Transition period

- a. A newly elected officer will not assume full responsibility of their office until after he has attended a meeting with the previous officer in his position, to discuss current goals, and the long term vision for that particular position. The officer transition meeting must take place within a 2 week period after elections take place, the goal being to keep progress steady without dropping off after a new person take office.

Section 5: Officer Eligibility

- a. No member may be elected to or installed into an office unless he has satisfied all Chapter obligations, financially or otherwise, and is an enrolled student in the University of South Florida during the semester of his election and during the term of his office.
- b. No brother in the active Chapter may hold office or be nominated for an office unless he has maintained a grade point average of at least 2.25 in all subjects carried at the University of South Florida. In order to be nominated for a Ritual Position, or hold a Ritual Position, you must have at least a 2.5 GPA.
- c. If an officer does not meet the GPA requirement for his position, a 2/3 vote will be required for him to remain in his position.
- d. No brother may hold more than one Ritual office at any time.

Section 6: Impeachment and Votes of Confidence

- a. Any officer (i.e. Consul, Pro Consul, Quaestor, Recruitment Chairman), may be impeached for non-exemplary conduct or conduct not becoming of a Sigma Chi.
- b. Votes of confidence must be openly brought to the chapter by the person calling the Vote of Confidence, and during that time must discuss the motive for calling the vote, and the specific

reason(s) why the officer is no longer fit for office in the Theta Beta Chapter of the Sigma Chi Fraternity.

- c. Any office or elected position shall be declared vacant and the brother impeached by a two-thirds vote of the active Chapter, but only after charges have been openly brought against the officer in a Chapter meeting by a member of the Chapter at least one week prior to the meeting at which the impeachment vote is taken.
- d. There is a mandatory vote of confidence called on the Consul, Pro-Consul and Quaestor two chapter meetings before the end of the fall semester.

Article IV Committees

Section 1: Committees

- a. There shall be the following committees:
 - Executive Committee
 - Finance Committee
 - Judicial Committee
 - Peterson Committee
- b. Any member of the active Chapter not explicitly declared a member of a particular committee shall nevertheless be welcomed in participating as a member of the said committee.
- c. The meeting time and place of each committee shall be set by the chair of the said committee.
- d. Any officer may elect to have a committee designed to help him carry out his duties, i.e. Scholarship Committee, Ritual Committee, Social Committee, etc.

Section 2: Executive Committees

- a. The Executive Committee shall be composed of the Pro Consul (Chairman), Magister, Quaestor, Annotator, Recruitment Chairman, Kustos, Risk Management Chairman, Housing Chairman, and Executive Committee Member-At-Large. The chairman of the Executive Committee shall be the Pro Consul.
- b. All officers that wish to speak at Chapter meetings must submit an oral report to the Executive Committee at the Executive Committee meeting prior to the Chapter meeting. If the officer cannot attend the Executive Committee meeting, he must submit a written request.
- c. After each Chapter meeting, officers that have given an oral report must submit a written report of the week's activities.
- d. The Annotator shall keep records of the Executive Committee minutes; the Pro Consul shall keep records of all officer reports.
- e. Except as provided under Subsection J, the Executive Committee shall be responsible for planning the chapter calendar, setting the agenda of the Chapter meetings, making recommendations to the Chapter on all unfinished business, authorizing expenditures in the approved budget as they occur, coordinating and giving final approval for the actions of all other committees except for such matters that said committee gives sole responsibility for in these bylaws, and disposing of all routine administration of the Chapter provided for in the approved budget.
- f. The Executive Committee shall, at its discretion, place on the Chapter agenda any business of general interest to the active Chapter.
- g. The Executive Committee is NOT empowered to create, alter, or overspend an approved budget without prior consent from the Finance Committee.
- h. The Executive Committee shall not make recommendations on any type of membership ballots.
- i. The active Chapter may consider for final approval any matter that comes before the Executive Committee upon request from the members of the active Chapter prior to the

Chapter meeting following the Executive Committee meeting. The request must be in writing, include the signature of five (5) dissenting brother, and submitted prior to the Chapter meeting.

- j. The Pro Consul shall include, in each report to the Chapter, the total number of absences from Executive Committee meetings of each member of the Committee during that semester.
- k. Executive Committee meetings will be held 2 hours prior to a scheduled Chapter Meeting (e.g. Chapter held @ 9 PM, EC will be held @ 7 PM)

Section 3: Finance Committees

- a. The Finance Committee shall consist of the Pro Consul, Quaestor (Chairman), Assistant Quaestor, the Chapter Advisor, and the alumni Financial Advisor. The Chairman of the Finance Committee shall be the Quaestor.
- b. The alumni Financial Advisor shall be appointed by the Consul.
- c. Quorum of the Finance Committee shall be three (3) members, one of which is an alumnus.
- d. Three (3) votes in the affirmative by members of the Finance Committee are required for all decisions of the Committee, regardless of attendance.
- e. The Finance Committee will require the appointment of a qualified person, preferably a Certified Public Accountant, to audit the accounts of the Quaestor. The accounts will be audited at the termination of each Quaestor's term of office or more often as the committee shall direct. The accountants must be audited at least once each school year.
- f. The Finance Committee shall require that the Quaestor submit a copy of the budget and of all audits to the chapter, the Chapter Advisor, the Housing Corporation, the Grand Praetor, and the General Headquarters Office of the Fraternity.
- g. The Finance Committee shall require that the Quaestor submit, in approved accounting form, a monthly written statement of profit and loss and income and expense breakdown to the chapter, to the Chapter Advisor, the Housing Corporation, the Grand Praetor, and the General Headquarters Office of the Fraternity, no later than the 30th of the month for the previous month's operations. This report shall also include a balance sheet, list of accounts payable, and accounts receivable as prescribed by the Sigma Chi Executive Committee.
- h. The Finance Committee shall require that the Quaestor submit to the Chapter Advisor, the Housing Corporation, the Grand Praetor, and the General Headquarters Office of the Fraternity, 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 school year.
- i. The Finance Committee shall be responsible for the Financial Policy of the chapter and its fulfillment, and in addition, any brother who does not abide by the provisions mentioned in these bylaws or hereinafter aforementioned for the payment of bills to the chapter shall be subject to such disciplinary actions as the Finance Committee deems best. Statute 7.02, the act that empowers the Fraternity's Executive Committee to initiate membership suspension, of the Sigma Chi Constitutions will be invoked whenever necessary.
- j. The Financial Policy, as adopted by the Finance Committee will take precedence over these bylaws. The Financial Policy must be reviewed each semester by the Finance Committee with suggestions for alterations submitted by any member of the Chapter. All requests for amendments to the Financial Policy must be in writing.
- k. The Finance committee has the sole responsibility for approval of an individual's financial payment plans and initiating financial expulsion proceeding.
- l. No member of the Theta Beta Chapter is permitted to enter into a binding contract with any person or company without the prior approval of the Executive Committee and Chapter Advisor.

- m. The acting Assistant Quaestor will act to replace the Quaestor when the Quaestor cannot be contacted, or an emergency situation should arise outside of office hours.
- n. If a brother is making a purchase fails to submit a purchase order form in order to be reimbursed by the Quaestor within fourteen (14) days of the purchase, the obligation will no longer be the chapter's liability and the brother who made the purchase shall incur the debt.

Section 4: Judicial Board

- a. Purpose of the Judicial Board shall be: Respond fairly and decisively to brothers who have brought dishonor to the Chapter and the Fraternity through their actions at any time, either while at a Chapter-sponsored event or otherwise. To hold Brothers accountable for breaking any Sigma Chi Statutes and/or Bylaws. To hold Brothers accountable to the basic expectations of Fraternity member as outlined in the Sigma Chi Ritual.
- b. The Judicial Board shall consist of one brother from each class in school (freshman, sophomore, junior, senior), as well as an alternate from each class and shall be nominated by the Consul and Pro-Consul, but must be confirmed by the Executive Committee. Also, the Annotator, and Quaestor will be on the Judicial Board. There will also be a Judicial Board Chairman elected by the chapter. These seven brothers will serve as the voting members of the Judicial Board. Judicial Board Chairman will be responsible for arranging the meeting times for Judicial Board, and will be the one who informs an accused brother of his punishment. If an even number of brothers show up to vote on a Judicial Board case, and the vote on decision of punishment becomes a tie, the Consul shall vote and be the tie breaker. If the Consul is absent, the Pro-Consul or Judicial Board Chairman will be the tie breaking vote.
- c. The members of the Judicial Board shall be elected each semester or as necessary in the case of membership resignation and serve no more than three (3) consecutive terms.
- d. Accusations: The Chapter's Consul or member of the Executive Committee is informed by:
 - (a) a witness
 - (b) another Brother
 - (c) the Interfraternity or Pan-Hellenic Council
 - (d) the University of South Florida
 - (e) other credible sources, e.g. the Tampa Police Department
- e. The Executive Committee, if appropriate, will automatically put the Brother(s) involved in the incident on immediate suspension from all Chapter activities (social events, intramural sports, etc.) for a period not to exceed fifteen (15) days pending the outcome of an investigation and decision by the Judicial Board.
- f. Investigation of Incident:

The Consul shall contact the Chairman of the Judicial Board who will notify the other board members, begin collecting facts, and if necessary, set a trial date which must take place within the fifteen (15) business days suspension period listed in (2) above. A Judicial Board hearing may not be called on a brother more than 15 days after the incident occurred. The Judicial Board Chairman shall notify the Brother(s) accused immediately and give him forty-eight (48) hours to respond to the allegations. Responses shall only be given to the Consul and the Judicial Board Chairman.
- g. Trial:

A trial shall be held on the date set by the Judicial Board Chairman in Subsection 1 under Investigation of Incident unless Brother(s) admit guilt in which case there is no trial and the Chairman of the Judicial Board shall apply the appropriate punishment.

The date shall be set far enough in advance to provide participants and witnesses' ample time and notice to make arrangement to attend.

- h. The Board shall be presented with all the facts and either: make a decision, decide to hear further from witnesses, those accused, and any other person the board decides will be needed. In this case, further testimony will be entertained after which a decision will be rendered.
- i. Punishments: If the Brother(s) is found to be guilty, the punishment shall be assigned by offense. The Judicial Board will levy a first offense punishment from their first tier unless the incident is of a serious nature to warrant the initiation of trial board proceedings. On a second offense, the Judicial Board shall assign punishment from the second tier, etc. Each time a brother is brought before the Judicial Board during his undergraduate membership, he shall be given a higher tier of punishment even if the incident is different in nature.
- j. Tiers
 - i. First Tier-
 - a) Verbal reprimand accompanied by a signed agreement which specifically states that the guilty party(ies) will not engage in the prohibited activity again.
 - b) If necessary, an acceptable letter of apology shall be written by the Brother(s) involved in the incident approved by the Judicial Board Chairman and the Consul.
 - c) The brother will not be allowed any unexcused absences from chapter meetings.
 - d) The brother will be required to participate in at least three pledge functions throughout the semester. (Not including brotherhood retreat)

NOTE: The above may be replaced and/or supplemented by voluntary emotional or substance abuse counseling.
 - ii. Second Tier-
 - a) The Brother will be required to stay sober at the next social event. (Including but not limited to Brotherhood retreat and Bid Party)
 - b) The Brother will be assigned an additional sober sig.
 - c) The Brother will not be allowed any unexcused absences from chapter meetings.
 - d) The Brother will be required to participate in at least three pledge functions throughout the semester. (Not including brotherhood retreat)
 - e) Verbal reprimand accompanied by a signed agreement which specifically states that the guilty party(ies) will not engage in the prohibited activity again.
 - f) The brother will be required to participate in at least three pledge functions throughout the semester. (Not including brotherhood retreat)
 - g) The brother will lose his vote on chapter issues for the remainder of the semester.

NOTE: The above may be replaced and/or supplemented by voluntary emotional or substance abuse counseling.
 - iii. Third Tier-
 - a) The brother will be placed on full social probation for the remainder of the semester and may be extended into the next semester as approved by the Judicial Committee.
 - b) The Brother will not be allowed to consume alcohol in the Sigma Chi chapter house.
 - c) The Brother will not be allowed any unexcused absences from chapter meetings.
 - d) The Brother will be required to participate in at least three pledge functions throughout the semester. (Not including brotherhood retreat)
 - e) Verbal reprimand accompanied by a signed agreement which specifically states that the guilty party(ies) will not engage in the prohibited activity again.
 - f) The brother will be required to participate in at least three pledge functions throughout the semester. (Not including brotherhood retreat)
 - g) The brother will lose his vote on chapter issues for the remainder of the semester.

h) The brother will not be allowed to play intramural sports for the chapter.

NOTE: The above may be replaced and/or supplemented by voluntary emotional or substance abuse counseling.

iv. Fourth Tier-

a) The brother will be placed on full Chapter probation for the remainder of the semester and by be extended into the next semester as approved by the Judicial Committee, which includes the following:

1. The brother may not attend any Sigma Chi, Theta Beta events. (These include but are not limited to socials, philanthropies, parties, tail-gates, brotherhood events, intramural sports, etc.)
2. May not attend chapter. (Unless otherwise approved by the Judicial Chairman)
3. May not live in or be around the Theta Beta Sigma Chi House at any time.
4. Failure to comply with this may result in an additional semester of chapter suspension and a possible recommendation for expulsion.

b) Verbal reprimand accompanied by a signed agreement which specifically states that the guilty party(ies) will not engage in the prohibited activity again.

c) If necessary, an acceptable letter of apology shall be written by the Brother(s) involved in the incident approved by the Judicial Board Chairman and the Consul.

NOTE: The above may be replaced and/or supplemented by voluntary emotional or substance abuse counseling.

v. Fifth Tier

a) The chapter will initiate conduct expulsion proceedings pursuant to Statute No. 7 of the Sigma Chi Statutes and 7.01 through 7.02-1 of the Executive Committee Regulations.

Appeals: Any appeal shall be heard by the Chapter Advisor within fifteen (15) days of the decision made by the Judicial Board. To file an appeal, the brother(s) must make a written request to the Judicial Board Chairman and the Consul who will forward the information to the Chapter Advisor with the transcripts with the transcripts from the trial within three (3) days. Before an appeal is heard there must be proof that due process was not followed.

- k. The preceding tier structure may be altered for specific judicial board cases, at the decision of the Judicial Board. (for Example: Adding an additional sober sig date may be added)
- l. Failure to comply with any Judicial Board punishment will result in an automatic revisit of the punishment by the committee and may result in an increase in punishment.
- m. At any time the judicial board may reconvene to review a specific case to either lessen or increase the punishment of a brother. In order to increase the punishment, the Brother must have either directly violated their current Judicial Board punishment, or have been brought before the Judicial Board for another incident.
- n. Once the Judicial Board has reached a decision for a brother's case, the Judicial Board Chairman will have the brother sign a copy of the exact decision of the Judicial Board making sure the brother is aware of the specifics of his case. Both the Judicial Board Chairman and the brother will have a copy for records.
- o. The Judicial Board Chairman will be directly responsible for keeping a record of all Judicial Board meetings and passing this record down to the next Judicial Board Chairman.
- p. If an incident happens over the summer or winter break the Judicial Board will convene once the next semester has started.

Section 5: Scholarship Committee

- a. All brothers below a 2.5 GPA and all new members are required to participate in our chapter's scholarship program. Also, brothers that have a 2.5 or better cumulative GPA and their previous semester's GPA is below 2.0 will be required to be on the following scholarship program.
- b. Social Restrictions
 - a. Brothers below a 2.0 cumulative GPA will not have any privileges to attend socials or participate in intramural sports.
 - b. If a brother has cumulative GPA between 2.0 and 2.5 but his previous semester's GPA is at least .75 better than their cumulative GPA then they will be limited to three socials per semester.
 - c. Brothers who have a 2.5 GPA or better and their previous semester's GPA is below a 2.0 will have the privileges to attend all socials.
 - d. Brothers not meeting these GPA requirements will be reviewed by the Scholarship Chairman, Alumni Advisor, and Pro Consul on a case-by-case basis.
 - e. Chapter Meetings, New Member Functions/ Activities or Formals are not included as socials.
- c. Everyone participating in this scholarship program must meet with the scholarship chair during the 1st two weeks of a semester.
 - a. During this meeting the Chairman and individuals will review GPA goals and how to accomplish them.
 - b. Participants should be prepared with previous semester grades and the syllabus of all current courses.
- d. Every 2 weeks throughout the semester participants will meet with the scholarship chairman.
 - a. During this meeting they will review grades and achievements on any paper, projects, tests, quizzes or assignments.
 - b. The scholarship chair will chart/spreadsheet achievements and ensure progress is going along as planned by set goals.
 - c. If a brother misses this meeting and is unexcused, they will not be allowed to attend the next social.
 - d. If a brother is excused then they have 5 days to make up their required meeting.
 - e. Failure to properly comply with these meeting requirements may subject new members or brothers to be denied of membership privileges as determined by the Executive Committee and Chapter; up to and including probation, suspension, or termination of membership.
- e. Every semester the scholarship chair will set up at least one workshop for brothers and new members to attend on how to do well in classes.

Article V Finances

Section 1: Pledge Fees

- a. Pledge fees of the Theta Beta Chapter shall be \$90, which shall be paid prior to the formal pledging ceremony, which shall be sent to the General Fraternity upon the submission of the 400A form.

Section 2: Initiation Fees

- a. The initiation fee of the Theta Beta Chapter shall be \$440 that shall be paid prior to the formal initiation ceremony with an allocation to the General Fraternity as heretofore provided. \$175

per pledge will be submitted to the General Fraternity prior to allowing each pledge to attend Initiation Week activities.

Section 3: Semester Dues

- a. The semester dues of the Chapter will be based on a four-tiered payment plan. Plan II of the payment plan is considered the base amount. Plan I is a discounted amount. Plan III and IV are payment plans based on three and four payments respectively. The actual amount of each semester's dues will be determined by the Finance Committee with a ratification of the base and extended payments by the active Chapter. Allocations will be made to a social program and active chapter program, but which will be collected as one fee.

Section 4: Semi-Annual Dues to the General Fraternity

- a. Each active member shall pay to the Quaestor the sum of \$100 for the first two semesters after his initiation, at such time the Executive Secretary of the Fraternity requests to cover his semi-annual dues to the General Fraternity.
- b. The Quaestor and Annotator shall submit these dues to the Executive Secretary along with the Semi-Annual Report before the prescribed deadline for submission.

Section 5: Chapter House Endowment and Occupancy

- a. The Theta Beta Housing Corporation and Foundation shall be responsible for the endowment of the Chapter House, and all related housing issues.
The active chapter shall have no voice except in an advisory capacity concerning the administration of the foregoing endowment.
- b. In order to live in the Chapter House, the brother must be in good standing with the School, and Fraternity. A delinquent brother may not have a preference in picking a vacant room, only if there is no one else to fill the house will a delinquent brother or academically suspended brother be allowed to fill a vacant room. The following chapter officers **MUST** live in the house: Consul and Quaestor. If the elected Quaestor cannot live in the house the Quaestor will have to reinstate the Finance Committee. The Finance Committee shall consist of the Pro Consul, Quaestor (Chairman), Assistant Quaestor, the Chapter Advisor, and the alumni Financial Advisor. One member of the Finance Committee must live in the house (either Pro Consul or Assistant Quaestor) during the duration of the academic year (Fall and Spring). Refer to Article IV Committees for the bylaws associated with the Finance Committee.
- c. Room selection will take place the third Saturday of April.
- d. Brothers with First pick of a vacant room must be currently living in the house:
 - You will have higher priority in picking a vacant room based on how many semesters you have lived in the house. If you have lived in the house for 3 semesters, you have priority over someone who has only lived for 2 semesters.
 - If you have lived in the house for 1 full academic year, then you will have 2nd choice to a vacant room.
 - A brother who lives out of the house, and wishes to move in, shall have 3rd priority based on initiation pin order.
 - If there is a vacant room after all these circumstances, it will be first come, first serve to brothers in good standing and pledges.
- e. Brothers who are subleasing will not have priority on choosing a vacant room, since their name is not on the housing contract. In order for Sigma Chi House Corp to release a brother from their housing contract, another brother must sign a lease filling the vacancy.

Section 6: Payment of Bills

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

Section 7: Dues Structure

- a. The Quaestor shall provide all members with the dues structure by the second week of each semester.
- b. Dues for the spring semester will be due the last chapter of the fall in order to receive 15% off. Dues for the fall semester will be due the last week of June in order to receive 15% off.

Section 8: Financial Suspensions

- a. Delinquency is defined as having an outstanding balance over \$0 from a previous semester. Brothers who owe any money from a previous semester will lose their vote on chapter issues. Brothers who owe over \$500 will be classified severely delinquent.
- b. Severely delinquent brothers will be suspended from the chapter. Said brothers will not have a vote on chapter issues, will not be able to play intramural sports, and will be on social probation until the debt is paid down under \$500. Financial suspension proceedings will begin at such time any brothers shall become delinquent.
Financial suspension shall be carried out as prescribe in the Sigma Chi Statutes, Statute 7, Section 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 Fraternity.
- d. Brothers who are financially suspended, or are in the process of being expelled, or are not current with their financial obligations to the chapter, shall abide by the following stipulations:
Said brother will not be allowed to attend or participate in any chapter activities including, but not limited to social events and intramural sports. Social events include brotherhood retreat and all brotherhood events.

Section 9: Financial Suspensions

- a. Any brother who has a cumulative Grade Point Average below a 2.0 will be on Academic Probation with the Fraternity for 1 semester. Brothers with below a 2.0 GPA cannot hold a position in the fraternity. Any brother on Academic Probation will not have a vote on chapter issues, will not be able to participate in Intramural Sports, and will not be able to attend socials, unless to be a sober driver.

Section 10: Billing

- a. Each brother will receive a copy of their bill or invoice at least one month prior to the start of each semester. Brothers shall make checks payable to the "Sigma Chi Fraternity."
- b. Each brother's parents shall also receive a copy of their son's bill, unless said brother opts out of this service.
- c. The bills sent to either the Brother or their parents shall be itemized to show a breakdown of costs so that there is no question on as to how the money is being spent.
- d. Brothers that wish to pay their dues on Payment Plan I, will receive a bill at least two (2) weeks before payment is due.

Section 11: Education and Prevention

- a. The Bylaws shall be given to all Pledges at their first Pledge meeting where the Quaestor will address the Pledge class about their fiduciary responsibility. The Quaestor will also review the Financial Policy with the Chapter annually.
- b. No pledge shall be initiated in the chapter who has an outstanding balance with the Chapter.
- c. No pledge shall be allowed to take the International Pledge Exam or enter into I-Period unless he has paid his Initiation Fee.
- d. Upon Initiation, each new brother shall:
 - Fill out a financial policy under the guidance of the Quaestor. The policy shall be signed by the brother and/or his parents.
 - Fill out a financial suspension form (Form 50) to be kept in the chapter files.

Article VI Amendments

Section 1: Procedure to Make Amendments to Bylaws

- a. To amend these Bylaws, a proposal must be presented to the Executive Committee in writing, after which the proposal shall be presented to the next regular Chapter meeting.
- b. The proposal shall not be voted upon until the second regular chapter meeting after the one in which it was first read. A two-thirds affirmative vote of the active chapter present shall constitute approval of said amendment. (If 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 Conduct

Section 1: Personal Conduct

- a. Each brother and pledge shall conduct himself as a gentleman and in a manner which shall preclude any conduct prejudicial to good order and discipline or unbecoming of a member of the Fraternity within the meaning of its laws while he is on the Chapter grounds, engaged in a chapter-related function, or is engaged in any activities which shall be a reflection on the Chapter because of his actions.
- b. Any serious violation of the Sigma Chi Constitution or the Theta Beta Chapter Bylaws described herein, determined as such by the Executive Committee or the Judicial Board, 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 high respect and esteem emulating the ideals of the White Cross. In no way shall his conduct be in violation of the guidelines set up in Article 1, Section 2e of these Bylaws.
- b. Any brother in violation of the foregoing ruling shall be subject to the disciplinary action of the Judicial Boards and at their discretion be subject to the action as put forth in the Sigma Chi Constitution, Section 7.01, which enable the Executive Committee of the Fraternity to impose sanctions on members due to their conduct and discipline.

Section 3: Illegal Drugs and Marijuana

- a. Per the Governing Laws, the Sigma Chi Fraternity and the Chapter do not condone the possession, use, or sale of illegal drugs or marijuana.

- b. There should be no illegal drugs or marijuana present at any function associated with Sigma Chi or any other function where Sigma Chi is represented or on any property owned, or operated by Sigma Chi.
- c. All illegal substances are banned from the chapter house and any Sigma Chi related event. Failure to comply will result in a Judicial Board Sanction.

Article VIII General

Section 1: Distribution of the Bylaws

- a. The Magister is responsible for giving each pledge a copy of the Bylaws and house rules and seeing that he is familiar with them within three (3) weeks of his formal pledging.
- b. Each Brother is entitled to a copy of the Bylaws and house rules. In addition, copies shall be given to the Chapter Advisor, the Grand Praetor, and the General Fraternity Headquarters. Availability of the bylaws shall be the responsibility of the Pro Consul.
- c. A copy of the Bylaws must be sent to the office of student organizations for a final review, in order to be approved at the beginning of each academic year.
- d. The Sigma Chi organization and Theta Beta chapter agrees to abide by Florida State Statute #1006.63 regarding hazing. Furthermore, agrees to abide by all Office of Student Organizations policies as outlined in the student handbook, to check the organization's mailbox regularly, to communicate via email upon request, and to update the organization's records whenever there is a change.
- e. In order to attend our spring semester Formal and any other date functions we may have in the fall semesters, all brothers must participate in a community service.
- f. All community services must be approved by the community service chairman and the brother must provide documentation of participation.

Section 2: Copy of the Bylaws

- a. Every active brother and pledge will have the right to a hard copy of the bylaws at the beginning of each semester.

Section 3: Awards

- a. Each semester a scholarship for half off dues shall be given to the brother with the highest cumulative G.P.A. as well as the brother with the most improved cumulative G.P.A. The brother must be an active member in good standing in order to receive this award.
- b. At the end of each year the chapter will recognize brothers with the following awards. (A secret ballot will be cast)
 - 1. Brother of the Year Award. This award will be given to the most outstanding brother of the year.
 - 2. Officer of the Year Award. This award will be given to the most outstanding officer of the year.
 - 3. New Member of the Year Award. This award will be given to the most outstanding new member of the year.

Article IX RISK MANAGEMENT

Section 1: Procedures

- a. In the event of an emergency, brothers are instructed to take the following actions respectively.
 - a. Contact the following if not present:

- i. Emergency Service (Police Dept., Fire Dept, Ambulance etc.)
 - ii. Consul
 - iii. Chapter Advisor
 - iv. Director of Fraternity and Sorority Life
 - v. Sigma Chi Headquarters
- b. Close facility, end event, and secure premises (Do not allow any unauthorized personnel on premises (Including media and people who are not brothers or emergency response.)
- c. Assemble Chapter members for an emergency meeting to discuss situation and decide course of action. (Chapter Advisor or Director of Fraternity and Sorority Life may also be asked to be present at this meeting.)
- b. Social Sober Sig Program (Alternative Transportation System)
 - a. 2 brothers are assigned to be sober drivers from 10 pm-3 am (every W,F,S)
 - b. Sober Sigs are not required to pick up brothers who are further than 5 miles from the chapter house.
 - c. Sober Sigs are only required to give brothers rides from a bar to another location, not from the chapter house to a bar
- c. Policy for In House Events
 - a. Closed Party (Must be on guest list to enter, we keep guest lists for proof of who attended social.)
 - b. Monitors at door to check IDs (wristbands to mark 21+, marker for 18+) and manage guest list. (2)
 - c. Monitors at party to look for violations and potential risks. (2)
 - d. Sober Event Monitors (6) (President, Social Chairman, and Risk Management Chair must remain sober at all social events.)
 - i. 2 party monitors (walk around looking for potential risk)
 - ii. 2 door monitors (1 to check ID, 1 to manage guest list)
 - iii. 2 bartenders (remain sober and collect drinks and distribute to people with wristbands, bartenders are instructed to not distribute to visibly intoxicated guests)
 - e. 1 Door is used as entrance and exit. (To monitor the people who are coming and leaving and track who is currently at our social)
 - f. 4 Hour time limit ending no later than 2 am
 - g. Sober brothers for transportation after social (3)
 - h. Prohibited Items and Behavior: (liquor, mass quantities of alcohol, funnels, and drinking games.)
 - i. All drinks must be poured into a plastic cup.
 - j. Event must be registered and approved by USF Office of Fraternity and Sorority Life no later than 5:00 pm, 10 business days prior to the event. A guest list must be submitted by 12:00 pm the day of the event.
- d. Policy for Out of House Social Events (Third Party Vendor)
 - a. Sober Event Monitors (3) (President, Social Chairman, Risk Management Chair)
 - b. Third Party must be insured with a minimum of \$1,000,000 of general liability insurance.
 - c. Third Party must be willing to name as the additional insured the local chapter of the Fraternity hiring the vendor, as well as the headquarters.
 - d. Third Party must provide bartenders and security.
 - e. Must submit a guest list no later than 12:00 pm to the office

- f. Vendor Must:
 - i. Check Identification (Identify if a person is 21+)
 - ii. Not serve visibly intoxicated guests
 - iii. Provide security guards.
 - iv. Provide bartenders
 - v. Prohibit alcohol being removed from premises.
- g. Chapter must provide a mode of transportation if the event exceeds walking distance from Greek Village.
- h. Social Event must be registered no later than 5:00 pm, 10 business days prior to scheduled event and attach proof of venue's insurance policy.
- e. House Rules (nonsocial rules)
 - a. Absolutely NO Kegs, Party Balls, or Funnels shall be permitted in on the premises at any time.
 - b. Alcohol is not prohibited in any common areas unless approved previously by the executive committee.
 - c. Absolutely no drugs, paraphernalia, weapons, or other contraband illegal in the State of Florida or The University of South Florida shall be permitted on the premises.
 - d. Trash or personal items may not be stored or placed in any fire exits.
- f. Hazing Policy
 - a. Any form of hazing as defined by Florida Statute 1006.63 and by Sigma Chi Headquarters, is strictly prohibited at all times and in all places.
 - b. Any report of hazing will result in a direct referral to the Judicial Board and likely expulsion from Sigma Chi.
- g. Violations of Risk Management Policy
 - a. Any violation of the Risk Management Policy will result in referral to the Chapter's Judicial Board and will result in an appropriate punishment. Punishments include but are not limited to: suspensions, referrals, probation, community service, and expulsion.
- h. Programming
 - a. The Office of Fraternity and Sorority Life hosts a social event training seminar every semester
 - vi. Mandatory attendance by current Social Chairman, President, Risk Management
 - b. IFC and Office of Greek Life hosts guest speakers on Hazing, Risk Management, Drinking and Driving etc.
 - vii. Mandatory attendance is required by ALL brothers unless previously excused by Consul.