

BYLAWS OF THE SIGMA PI FRATERNITY, INTERNATIONAL

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BYLAW 1 - Pledges

Section 1. Every man invited to join this Fraternity shall be explicitly informed in writing as to the probable amount of money he will be expected to pay the Fraternity during a stated period for room rent, table, board, dues, fees, assessments, and any other expenses. He shall also be informed as to what the Fraternity stands for morally, mentally, and physically, as well as what the Fraternity and Chapter, Colony or Alumni Club insists upon from its brothers.

Section 2. Every man accepting an invitation to become a brother of the Fraternity must be duly pledged by the Chapter or Colony in a formal Pledging Ceremony.

No man may be issued an invitation to become a Pledge of the Fraternity unless that man meets the academic requirements for Pledging a Fraternity that may have been established by the Chapter, Colony, Sigma Pi Fraternity, the Inter-fraternity Council, the host institution, or the North- American Interfraternity Conference.

Section 3. Pledges shall not be permitted to attend any ritualistic part of any Chapter meeting, nor shall they wear the badge of the Fraternity. They shall conform to such rules and regulations that may be enforced for their guidance in the Chapter to which they are pledged, or in the Grand Chapter.

Section 4. Any Pledge who fails to meet the requirements for initiation by the end of one (1) calendar year after he is pledged, shall be automatically de-pledged, without notice; provided, however, that no institution or inter-fraternity council ruling requires a longer period of time in which to qualify at least once for initiation. A Pledge who is de-pledged under the provisions herein, may be re-pledged upon vote of a Chapter for not more than one additional academic term within which to qualify for initiation.

Section 5. The possession, use or consumption of alcohol by any pledge or active brother at any meeting or event held in connection with a pledge education program is strictly prohibited.

Section 6. Each Pledge who is a candidate for initiation and membership in the Fraternity shall be voted upon by secret ballot at a regular or special meeting of the Chapter to be held at least one week prior to initiation. Sufficient advance notice of such meetings and balloting shall be given all Active brothers and the Chapter Director. Three-fourths (3/4) of the Active brothers of the Chapter shall constitute a quorum for the purpose of this section. The candidate will be approved for initiation and membership by an affirmative vote of two-thirds (2/3) of the quorum present. Pledges initiated by the Grand Council at the time of a Chapter's Chartering are excepted from this section.

BYLAW 2 - Brothers

Section 1. Every brother of this Fraternity shall be amenable to the authority vested in the duly elected or appointed officers thereof.

Section 2. No man, after becoming a brother of this Fraternity, shall become a member of any other national or international Greek-letter college fraternity, excepting only those of a strictly professional or honorary character.

Section 3. A Fraternity brother cannot be a registered brother of more than one Chapter at the same time, and membership in the Fraternity does not include the right of automatic transfer to, or registration and privileges at, another Chapter. However, any brother in good standing with one Chapter of the Fraternity may either affiliate temporarily with, or transfer permanently to, another Chapter, provided that he meets the academic criteria of his new institution and that he receives consent from his prospective chapter.

(a) **Affiliation:** A Chapter accepting a brother for temporary affiliation, shall do so and extend full Chapter privileges, only after the brother has obtained from his original Chapter a letter certifying that he is in good standing.

(b) **Transfer:** Permanent transfer of a brother from one chapter to another, shall be upon written request of the brother on forms furnished by the Executive Office and shall be official and registered only after approval and due election to membership in the Chapter to which transfer is to be made. The Executive Office shall deny such requests if the brother in question is under suspension from his previous chapter.

Section 4. Every brother of the Fraternity, so long as he is an undergraduate at the college/university of the chapter by which he was initiated or at the host institution of the chapter to which he has officially transferred his active status, shall be classed as an Active unless placed on Alumni Status at the discretion of the Chief Executive Officer due to special dispensation or the closing of a chapter. All Active brothers, including graduate students granted Active status, shall assume and be responsible for the financial and other obligations required of Actives by the Chapter and the Grand Chapter; and failure to do so shall make a brother liable for suspension or expulsion.

Section 5. In the event an Active cannot for valid reason discharge or meet his financial obligations as an Active, he may be relieved or excused for a limited period of time, but only upon written application according to such procedure and terms as each Chapter shall provide for in its bylaws. A copy of such application shall be sent by the individual to the Executive Office and also to the Chapter Director. An Active who withdraws from his Chapter without proper authorization shall become liable for suspension or expulsion.

Section 6. Upon written request the status of a brother may be determined by the Chief Executive Officer.

Section 7. Each Chapter may, upon prior approval of the Grand Sage or the Chief Executive Officer, initiate a faculty member or other qualified male individual without the customary period of Pledge probation, provided that the individual is over 18 years old and is not enrolled at the Chapter's host institution. Brothers initiated via this special dispensation shall be classified as Alumni and therefore cannot at any point appear on the active roster of any chapter. The Chief Executive Officer shall charge an initiation fee of such initiates that is set by the Executive Director, which shall not exceed the normal fee set out by these bylaws.

BYLAW 3 - Alumni

Section 1. Every alumnus brother in good standing shall be entitled to attend Chapter meetings in the Chapter wherein he was initiated into the Fraternity, or the Chapter to which he was officially transferred, but he shall be entitled to vote only on matters pertaining to the relationship between the individual Chapter and the Grand Chapter.

Section 2. All persons applying for membership in Alumni Clubs may be required to present credentials of good standing with their collegiate Chapters and the Fraternity as a condition of membership in said Alumni Club.

Section 3. Alumni Clubs shall pay to the Grand Chapter, no later than November 1st each year, annual dues of three hundred dollars (\$300.00). The charter fee for an Alumni Club shall be equal to the dues for the first year in addition to the actual cost of the charter

Section 4. Alumni who make an outstanding contribution or who render exceptional services in business, a profession, or education, including services to the Fraternity or the Fraternity system, may be recognized by the presentation of Founders' Awards at each Convocation of the Grand Chapter. The Grand Council shall select and determine recipients and shall provide for the manner in which nominations shall be made and the biographical information that shall accompany each nominee's name.

BYLAW 4 - Discipline of Members

Any Active brother, Pledge, Alumnus or Colony member of the Fraternity may be disciplined as provided in this Bylaw.

Section 1. Financial Suspension.

In the event that a brother is indebted to his chapter in any amount, said brother is subject to discipline for such indebtedness as follows:

(a) Optional Suspension. In the event that an Active brother's debt becomes thirty (30) days past due, his Chapter may choose to suspend him upon a majority vote of the chapter, or he may be suspended by the Chapter Director upon his own action and without vote of the Chapter, or by the Province Archon if no Chapter Director is in place. Said suspension becomes effective upon written notice to the indebted brother by the Sage, Third Counselor or Chapter Director; to be issued within 5 days of the decision to suspend.

(b) Automatic Suspension. In the event that an Active brother's debt becomes sixty (60) days past due, he shall be automatically suspended, without a Chapter vote, if he was not previously suspended pursuant to the preceding section. Said suspension becomes effective upon written notice to the indebted brother by the Sage, Third Counselor, Chapter Director or Province Archon.

(c) Notice of Suspension. In the case of financial suspension pursuant to sub-section (a) or (b) above, the written notice to the indebted brother shall reasonably inform him that suspension has occurred and that such brother will therefore lose his good standing in the Fraternity, will not be permitted to wear his badge, letters, crest or name; or join as a brother in any function, procession or display, public or private, of the Fraternity. Unless prohibited by valid contract, such shall no longer be permitted to live in the Chapter House. A copy of this Notice shall be immediately sent to the Executive Office.

(d) Payment and Reinstatement. Upon payment in full of all indebtedness owed to his chapter, the suspended brother shall be, without a vote of his Chapter, automatically reinstated and notice of such reinstatement shall be immediately sent to the Executive Office.

Section 2. Financial Expulsion.

In the event that an Active brother has been previously suspended for a period of at least ninety (90) days, and at the end of that time he has not paid his indebtedness in full to his Chapter, he may be expelled from the Fraternity consistent with the terms of this Section.

(a) An Active brother is subject to expulsion upon a majority vote of any quorum of the Active brothers present, by the Chapter Director by his own action, by the

Province Archon if no Chapter Director is in place, or by the Executive Director or his designee by his own action. If a Chapter intends to expel a brother for financial indebtedness, the Chapter must provide the brother with at least seven (7) days written notice of the chapter's intent to vote on the expulsion and provide the brother with the date and time of said vote. During the time between notice given and the chapter vote, the indebted brother may present to the Chapter Executive Council all documents which tend to refute the amount of alleged indebtedness, if any.

(b) Provided proper notice has been given, expulsion of the Active brother may be recommended by his Chapter upon a two-thirds (2/3) vote of any quorum of the Active brothers present at the meeting designated in writing to the indebted brother. Upon a vote to expel an Active brother under this Section, the Chapter shall provide notice of the financial expulsion to the Grand Council by way of the Executive Office.

(c) The Executive Office shall provide the Grand Council with all information necessary to render its findings. The findings of the Grand Council shall be embodied in an appropriate Grand Council Order, a copy of which shall be furnished to the expelled brother, the appropriate Chapter, and to the appropriate Chapter Director. Financial Expulsion pursuant to this Section is final and not subject to Review by the Judicial Review Committee.

(d) Expulsion under this section shall terminate all rights and privileges of a person in the Fraternity. Any brother who has been expelled from the Fraternity for financial indebtedness shall be deemed to be unaffiliated with the Fraternity and will not be permitted to wear his badge, or join as a brother in any function, procession or display, public or private, of the Fraternity. Unless prohibited by valid contract, such shall no longer be permitted to live in the Chapter House.

(e) In the event that a Pledge is indebted to his chapter in any amount, he shall be subject to removal of his pledge status by majority vote of the chapter. A Pledge may never be initiated with outstanding debts to the Chapter.

Section 3. Reinstatement from Financial Expulsion.

In the event that an Active brother has been expelled from the Fraternity for Financial indebtedness, he may petition his Chapter in writing for reinstatement as provided herein:

(a) If said petition is received by the Chapter within one (1) year from the date the vote to expel him was taken by his Chapter or Chapter Director's own action or by the Executive Director, the unaffiliate may be reinstated by his chapter upon a majority vote of all Active brothers of the Chapter.

(b) If said petition is received by the Chapter within two (2) years from the date the vote to expel him was taken by his Chapter or Chapter Director or by the Executive Director, the unaffiliate may be reinstated by his chapter upon a three fourths (3/4) vote of all Active brothers of the Chapter.

(c) In either case, any indebtedness of the unaffiliate must be paid in full before the application is voted upon, and may be retained by the Chapter whether or not the unaffiliate is reinstated.

(d) Upon successful vote to reinstate the unaffiliate, the Chapter shall immediately submit a written request the Executive office confirming the payment of debt by the unaffiliate in question and Chapter vote on the matter. Such requests will be presented to the Grand Council. An unaffiliate is only considered to be reinstated as a Brother upon Grand Council order.

Section 4. Prohibited Conduct.

The following conduct is contrary to the Creed, standards, ideals and goals of the Fraternity, and such activity by its members is hereby strictly prohibited.

(a) Hazing. For the purposes of this section, hazing is defined to include, without limitation, any act or activity, whether physical, emotional or social, committed by any brother or Pledge of the Fraternity that subjects or is intended to subject any other brother or Pledge of the Fraternity to paddling in any form, physical exercise resulting in excessive fatigue or exhaustion, deprivation of normal sleep and rest, any form of corporal or mental punishment, the placement of anyone in actual or simulated peril or jeopardy of unhealthy, undignified methods and stunts, treasure hunts, road trips, kidnapping, late work sessions or any other activities which interfere with scholastics, embarrassing, ridiculous or disconcerting treatment, or public ridicule or criticism that endanger the safety or well being of a brother or Pledge. For the purposes of this section, the Fraternity hereby adopts and incorporates by reference the duly adopted definition of hazing, as it may hereafter be amended, of the North-American Interfraternity Conference, as well as the applicable definition of hazing duly enacted as a law of any state, province, or country wherein a Chapter or Colony of the Fraternity is a recognized student organization. Any inconsistencies that may exist with regard to the above definitions of hazing are to be resolved, for the purpose of this section, in favor of the most restrictive definition.

(b) Alcohol Abuse. For the purposes of this section, "alcohol abuse" is defined to include the excessive consumption of alcoholic beverages by brothers or Pledges of the Fraternity to the extent that their mental or physical faculties, or both, are appreciably impaired, and in violation of applicable national laws or laws of subordinate governing bodies or applicable college or university

regulations. The possession, use, sale, and/or consumption of alcoholic beverages while on chapter premises, during an official Fraternity event or event that is perceived as violating FIPG guidelines, or in any situation sponsored or endorsed by Sigma Pi Fraternity shall be in compliance with any and all applicable laws of the state, county, city, and/or university. However, the consumption of alcohol at any rush or recruitment function, including formal, informal, and summer/break recruitment activities, is strictly forbidden.

(c) Drug Use. For the purposes of this section, "the possession, sale and/or use of non-prescription narcotic drugs and other controlled substances" is defined to include the possession, growing, manufacturing, distribution or sale by brothers or Pledges of the Fraternity of non-prescription narcotic drugs or other controlled substances that are defined and expressly prohibited by applicable national laws or laws of subordinate governing bodies or by applicable college or university regulations. Such activity by brothers and Pledges is hereby expressly prohibited at any Sigma Pi house or sponsored Fraternity event or at any event that would allow a normal observer to view an activity as a Fraternity sponsored event.

(d) Sexual Abuse/Harassment Such activities by its brothers and Pledges are hereby expressly prohibited. The definition of sexual abuse or harassment shall include, but not be limited to, actions that are demeaning to women, date rape, gang rape, verbal harassment, lewd gestures or offensive touching. The Fraternity hereby adopts and incorporates by reference in this section the duly adopted definitions on sexual abuse and sexual harassment as those terms made from time to time hereinafter be amended, of the North-American Interfraternity Conference.

(e) Vandalism/Theft. Vandalism, larceny or removing from the premises as a prank, the property belonging to another person or organization is hereby expressly prohibited. As a result of violation of this sub-section, a Chapter or Colony of the Fraternity is subject to being placed on probationary status, fined no less than two hundred fifty dollars (\$250.00) and/or required to make full restitution in the discretion of the Grand Council of the Fraternity.

(f) Conduct Unbecoming of a Member. For the purposes of this section, "conduct unbecoming of a Member" is defined to include actions that are threatening, intimidating, or discriminatory in violation of applicable national laws or the laws of subordinate governing bodies. The actions may be punishable when committed on chapter premises, during an official Fraternity event, in any situation sponsored or endorsed by Sigma Pi Fraternity, or any other time where the Member may be identified as being affiliated with the Fraternity.

Section 5. Conduct Suspension.

Any brother of the Fraternity may be suspended, by way of a majority vote of any quorum of his Chapter, or by a Chapter Director or Province Archon upon his own action, or by the Executive Director or his designee by his own action, from the privilege of membership for a pre-designated period of no more than six (6) months for:

- (a) Violation of the laws of any nation or subordinate governing bodies where the Chapter or Colony is located;
- (b) Violations of any of the provisions of the Constitution, Bylaws, Grand Council Orders, rules or regulations of the Grand Chapter, or of the local chapter, or violation of any applicable rule of the host institution, with the exception of academic standards or financial indebtedness; or,
- (c) Conduct that causes significant risk to Sigma Pi Fraternity, any of its Chapters or other subordinate bodies.

Section 6. Appeal of and Reinstatement from Conduct Suspension

Conduct Suspension by chapter vote or action by Chapter Director or Province Archon may be appealed to the Chief Executive Officer or his designee within 14 days of notice given to the suspended brother. The Chief Executive Officer or his designee shall review any evidence presented by the suspended brother and the evidence against the brother provided by the chapter or Chapter Director and determine whether the brother should be reinstated due to a violation of procedure or the weakness of the case against him within 14 days of receipt of all evidence. This decision is final and may not be appealed to the Grand Council.

Conduct Suspensions may be lifted prior to their pre-designated end date by whichever method initiated the suspension: chapter vote, Chapter Director's action or action by the Chief Executive Officer or his designee.

Section 7. Conduct Expulsion.

Notwithstanding whether an Active brother of the Fraternity has been previously suspended pursuant to this Bylaw, any Active brother, Alumni Brother or Pledge of the Fraternity may be expelled by the Grand Council for:

- (a) Violation of the laws of any nation or subordinate governing bodies where the chapter is located;
- (b) Violations of any of the provisions of the Constitution, Bylaws, Grand Council Orders, rules or regulations of the Grand Chapter, or of the local chapter with the exception of academic standards or financial indebtedness;
- (c) Conduct that causes significant risk to Sigma Pi Fraternity, any of its Chapters or other subordinate bodies;

(d) Revealing the secrets of the Fraternity's Ritual to any person not entitled to receive them; or

(e) Filing, or causing to be filed, a civil lawsuit naming the Fraternity or any of its subordinate bodies as a defendant, in the event that such lawsuit is subsequently ruled frivolous by a court of competent jurisdiction.

Section 8. Conduct Expulsion Charges.

Charges for the expulsion of a brother may be proffered against him by his Chapter, Chapter Director, Province Archon, or the Executive Director or his designee; however, the Grand Council is the only body which may officially expel any brother as provided in this Section.

(a) A Chapter may recommend to the Grand Council the expulsion of a brother upon a two-thirds (2/3) vote of any quorum of the Active brothers present at the appropriate pre-designated meeting. Notice of the chapter's intent to vote must be provided to the accused brother no less than seven (7) days prior to the vote being taken. This notice shall advise the accused of the date, time and place of the meeting where the vote will be held. If the Chapter votes to expel a brother, the chapter Sage shall immediately present a written "Charge of Expulsion" to the Grand Council by way of the Executive Office. The Charge of Expulsion shall: (i) state the specific grounds for expulsion; (ii) include a plain statement of the facts surrounding the recommended expulsion; (iii) state the results of the chapter vote; and (iv) include a copy of the aforementioned Notice provided to the accused of the chapter's intent to vote. A copy of the Charge of Expulsion shall be immediately provided to the accused.

(b) A Chapter Director, Province Archon, or the Chief Executive Officer or his Designee, upon his own action, may recommend the expulsion of a brother by providing to the Grand Council, by way of the Executive Office, with a Charge of Expulsion. Such Charge of Expulsion shall: (i) state the specific grounds upon which expulsion is sought, and (ii) consist of a plain statement of facts upon which expulsion is sought. A copy of the Charge of Expulsion shall be immediately provided to the accused and the chapter Sage.

(c) Upon receipt of the Charge of Expulsion by the Executive Office, the parties have no more than thirty (30) days hence by which additional evidence may be provided to the Executive Office. Notice of the charges and this bylaw shall be made in writing to all involved. Upon good cause shown in writing, the Grand Sage or his designee may extend the time which such evidence may be submitted to him.

(d) The Executive Office shall provide to the Grand Council all evidence submitted within fourteen (14) days of the expiration of the evidence gathering period (as set forth above)

(e) All evidence submitted to the Grand Sage shall be submitted by him to the Grand Council. The findings of the Grand Council shall be embodied in an appropriate Grand Council Order, a copy of which shall be furnished to the accused, the appropriate Chapter, and to the appropriate Chapter Director, and Province Archon within thirty (30) days of receipt of evidence by the Grand Council

(f) Expulsion shall terminate all rights and privileges of a person in the Fraternity. Any brother who has been expelled from the Fraternity for reasons of conduct shall be deemed to be unaffiliated with the Fraternity and will not be permitted to wear his badge, letter, crest or name; or join as a brother in any function, procession or display, public or private, of the Fraternity. Unless prohibited by valid contract, such shall no longer be permitted to live in the Chapter House.

(g) A Pledge of the Fraternity is subject to immediate de-pledging without notice of charges by a majority vote of his chapter; by action of his Chapter Director or Province Archon; by the Chief Executive Officer or his designee, or by the Grand Council.

Section 9. Judicial Review of Expulsion.

Any Brother expelled for conduct reasons may seek review of the Grand Council Order by the Judicial Review Committee as provided below:

(a) Within thirty (30) days of the date of the relevant Grand Council Order, the expelled brother shall provide the Grand Sage, by way of the Executive Office, with a written Request for Review.

(b) Within fifteen (15) days of the receipt of the Request for Review, the Grand Sage or his designee shall acknowledge receipt of the Request and provide the expelled brother with a time and date certain for a hearing on the Request for Review. Said hearing shall occur within 30 days of notification.

(c) At the hearing on the Request for Review, the Judicial Review Committee is charged with ensuring substantial compliance will all procedures regarding the expulsion. The Judicial Review Committee shall not accept any additional evidence not previously provided to the Grand Council, except in cases involving criminal investigations which the Judicial Review Committee may consider at its discretion.

(d) At the conclusion of the hearing on the Request for Review, the Judicial Review Committee shall make a non-binding recommendation within fifteen (15) days to the Grand Council as to whether there was compliance with the relevant procedures and whether the membership of the expelled brother should be reinstated only as a result of any non-compliance.

(e) Additionally, the Judicial Review Committee may make a non-binding recommendation of reversing the Charge of Expulsion based on evidence it provided. Within that recommendation, the Judicial Review Committee shall provide rationale for reversal as well as a suggested member status for the Brother

(f) In the case of expulsion by Membership Review, the committee may review evidence submitted by the expelled brother as well as interview the Executive Office designee who performed the Membership Review. The Committee may, at its discretion, consider this evidence and make a recommendation to the Grand Council that the decision of the membership review be reversed

(g) In the event that a brother has been expelled due to circumstances surrounding pending criminal charges, but for which there has been no conviction, acquittal or plea agreement as of the time of the hearing on the Request for Review, the Judicial Review Committee, in its discretion, may recommend that the hearing be reconvened after legal proceedings are concluded and that the effect of the relevant Grand Council Order be stayed.

(h) Upon receipt of the recommendation of the Judicial Review Committee, the Grand Council shall act within fifteen (15) days on the recommendation of the Judicial Review Committee. Such decision shall be final and not subject to further review.

Section 10. Membership Review.

The Executive Director, or his designee, may, from time to time, perform a Membership Review of individual Brothers and Pledges or a Chapter pursuant to procedures determined by the Chief Executive Officer.

(a) The purpose of such membership review shall be to determine, without limitation, compliance with the Fraternity's Constitution and Bylaws as well as the regulations of the host institution, and the review subject's overall contribution to his Chapter.

(b) Upon the recommendation of the Chief Executive Officer, or his designee, a Brother may immediately be suspended or reclassified as an Alumnus by the Grand Council and all rights and privileges of an Active member shall immediately cease. Actions taken pursuant to foregoing provisions of this section shall be final and not subject to review by the Judicial Review Committee.

(c) The Chief Executive Officer or his designee may alternatively recommend the expulsion of a Brother or Pledge to the Grand Council for their immediate action. Any Brother expelled from the Fraternity as a result of a Membership Review may seek a review by the Judicial Review Committee. Any recommendation must be issued within thirty (30) days of the date that the Membership Review was performed.

(d) The Chief Executive Officer or his designee may reorganize a Chapter's Executive Council and committees during a Membership Review for the betterment of the Chapter. Such action is considered final.

BYLAW 5 - Obligations of Chapters and Colonies

Section 1. The casting of votes by proxy upon any rule, motion, measure, or proposal for membership whatsoever in Chapter or Colony meetings is prohibited.

Section 2. Each Chapter shall pay into the treasury of the Grand Chapter a semi-annual Convocation Assessment of five hundred dollars (\$500.00), payable December 1 and April 1 of each year. The Sage and Third Counselor of each Chapter shall be responsible for payment of the Convocation Assessment on the specified dates without notice or invoice from the Grand Chapter.

Section 3. Each Chapter shall ensure that each pledge, prior to his Initiation, has completed all required membership records and paid the Sigma Pi Membership Fee.

Section 4.

(a) A pledge fee of one hundred fifty dollars (\$150.00) shall be paid prior pledging. The Sigma Pi Membership Fee shall be three hundred fifty dollars (\$350.00) which shall be paid prior to initiation. The Sigma Pi Membership Fee for an Alumnus initiate shall be two hundred dollars (\$200.00) with no pledge fee. All fees shall not be refundable under any condition.

(b) The Sage of each Chapter shall be responsible for assuring that no pledge shall be initiated until such time as all applicable procedures for membership registration have been properly completed, all membership fees have been paid, and the pledge is not indebted for any amount to the Chapter.

(c) In consideration of payment of the Membership Fee, each new brother shall receive a badge of the Fraternity, a pocket membership card, a certificate of membership suitable for framing, and a lifetime subscription to the *Emerald*.

(d) A Chapter or Colony is subject to a fine of ten dollars (\$10.00) per pledge and fifteen dollars (\$15.00) per initiate for failure to fully comply with pledge and membership registration procedures as established by the Executive Office, including without limitation, the failure to timely submit required forms and fees.

Section 5.

(a) The Sigma Pi Semi-Annual Dues shall be two hundred fifty dollars (\$250.00) per chapter and Sixty dollars (\$60.00) per active member.

(b) The Sigma Pi Semi-Annual Dues shall be due November 1st and March 1st.

(c) The Sigma Pi Semi-Annual Dues provide for the Fraternity's operations.

(d) No fines or dues that are not included in these bylaws shall be allowed, except that the Executive Office may collect annually, on behalf of the Sigma Pi Educational Foundation and separately from the Semi-Annual Dues, \$5 per active member towards the Sigma Pi Development Fund.

(e) The amount that each chapter is charged for Semi-Annual Dues shall be adjusted based on the chapter's actions as defined by the following criteria:

- (i) Insurance Claims
5% increase for each claim within the past 4 years.
- (ii) Risk Management Violations
5% increase for each violation within the past 4 years.
- (iii) Mid-Year Leadership Conference attendance
1% discount per attendee (up to 4) or a
5% discount if all required student leaders attend
- (iv) Chapter Size
50-99 Members – 5% discount;
> 100 Members – 10% discount
- (v) Chapter Accreditation Program
(As defined by the CEO)
If ≥ 95%, then 20% discount;
If 90% - 94%, then 10% discount;
If 85% - 89%, then 5% discount;
If 60% - 69%, then 10% increase;
If < 60%, then 20% increase
- (vi) 3rd Party Collection Service
or other method approved by the CEO
5% discount

Section 6. Each Chapter shall pay the estimated insurance premium, per active member, payable October 1st of each calendar year.

Section 7. Financial Accountability

(a) Each Chapter or Colony shall be allowed to regulate its fees and dues in accordance with its individual needs and requirements provided that such fees and dues shall be sufficient to promptly meet all obligations to the Grand Chapter. Such fees shall be approved by chapter members through majority vote or codified in Bylaws. The Sage and Third Counselor shall clearly and explicitly make all Brothers aware of their financial obligations each semester.

(b) In the event a chapter or colony is suspended or eligible for suspension under sub-part 'a' of this section, the Executive Office may require use of an online collection system in an effort to remediate issues.

Section 8. In the event that a Chapter or Colony becomes delinquent, for a period of thirty (30) days, in remitting any other financial obligation to the Grand Chapter, it shall be warned by the Chief Executive Officer. A copy of the thirty-day (30) warning notice shall also be sent to the Chapter Director/Colony Director, Province Archon and Alumni Club if applicable. If such delinquency is not addressed by the Chapter or Colony with payment in full or with a written plan approved by the Chief Executive Officer within thirty (30) days thereafter (60 days total) the Grand Council shall suspend the delinquent Chapter/Colony. The Chief Executive Officer shall solicit the cooperation and assistance of the institution authorities, the Chapter/Colony Director and the Chapter's/Colony's Alumni in curtailing or prohibiting said Chapter or Colony from holding social activities or other Fraternity functions until such delinquency has been corrected. When a chapter or Colony fails to remove its financial delinquency with the Grand Chapter within a period of thirty (30) days after having been placed on suspension, the Grand Council may immediately remove the Chapter's charter or the Chief Executive Officer may immediately close the Colony. It shall be mandatory upon the Grand Council to report full particulars of all such actions at the next Convocation. If the Chapter or Colony defaults upon the approved payment plan by more than thirty (30) days, the Grand Council shall revoke the Chapter's charter or the Chief Executive Officer shall close the Colony. While the Chapter or Colony is making payments, its present balance with the Executive Office must remain current. The payment plan shall not exceed two (2) years and shall be reviewed by the Grand Council two months before Convocation.

Section 9. A Chapter or Colony of the Fraternity shall be deemed to have violated the "Prohibited Conduct" provisions of Bylaw 4 whenever a majority of the total number of Active Brothers and Pledges of the Chapter or Colony permits any one or more of its brothers or Pledges to violate openly any provision of those sections while on Chapter or Colony premises, or while representing the Chapter or Colony on college or university property, or whenever at least twenty-five (25) percent of the total number of Active Brothers and Pledges of the Chapter or Colony acts in concert to violate any provision of those sections, with or without the knowledge or

consent of the remaining brothers or pledges of the Chapter or Colony, regardless of where or on whose property said violation occurs.

The Chief Executive Officer or his designee may determine that a Chapter, Alumni Club or Colony is in violation of the Constitution and Bylaws or have engaged in "Prohibited Conduct" based on evidence collected in the course of an investigation by the Chief Executive Officer or his designee; or based on evidence received from law enforcement, a chapter's host institution, a Chapter Director or Province Archon, or through traditional or social media. Before any disciplinary action is taken against a chapter, the Chapter, Alumni Club or Colony officers must be shown the evidence against them and be given the opportunity to respond to the determination. The Chapter Director or Colony Director and Province Archon must also receive a copy of the sanction notice. However, the Executive Director shall be authorized to temporarily suspend any part of the activities or operations of a Chapter, Alumni Club or Colony while investigating whether it has engaged in "Prohibited Conduct."

Should any Chapter or Colony be found to have violated the "Prohibited Conduct", failing to meet standards set by these bylaws, failing to meet financial obligations or failing to enforce any of the provisions of the Constitution or these Bylaws, it shall be subject to the following:

(a) The Chapter or Colony may be placed on Probation for any determinate period by the Grand Council at their sole discretion. Written notice will be provided to the chapter's officers, Chapter Director and Province Archon detailing the reasons for the probation as well as steps to be taken and benchmarks to be reached by the chapter to warrant lifting the probation. If, at the end of said probationary period, the Chapter or Colony has not given satisfactory evidence of its intention to fulfill the provisions of this Bylaw and the terms set forth in the notice of probation, the Chief Executive Officer may take further disciplinary action as defined below or recommend to the Grand Council that the Chapter or Alumni Club's Charter be revoked or the Colony closed.

(b) The Chapter's Charter may be placed in Trusteeship under the guidance of the Chief Executive Officer. Such Trusteeship could include a Membership Review.

(c) The Executive Director may impose monetary fines on chapters or colonies not to exceed \$25 per chapter member or \$1000, whichever is greater, for prohibited conduct within a given semester.

(d) The Executive Director may remove brothers from any chapter office or position if it is deemed that their dereliction of duty, malfeasance or poor judgment contributed to the chapter's violation of the Fraternity's Bylaws or "Prohibited Conduct".

(e) The Executive Director may impose specific limitations on chapter operations, such as but not limited to recruitment, new member education or social activities; that correspond to correcting the chapter's conduct.

(f) The Executive Director may set programmatic benchmarks for chapters in areas such as but not limited to community service, scholarship or ACE. Failure to meet these benchmarks can be grounds for further disciplinary action.

(g) Any disciplinary action taken by the Executive Director may be appealed in writing to the Grand Sage within 14 days of receiving notice of said action. The Grand Sage shall present the appeal to the Grand Council, as well as documentation and/or testimony from the Executive Director or his designee for review. The decision of the Grand Council in the matter of such appeals shall be made within 30 days and will be final. During the process of such appeals, the Executive Director's actions will be considered to be in force.

(h) In extreme cases, the Grand Council may recall a Chapter's charter or close a Colony without a probationary period in the event that the Grand Council finds that the Chapter presents too great a risk to the Fraternity for its operation to continue.

Section 10. Each Chapter or Colony, through its officers, shall be responsible for completing and filing of such reports and forms as provided for in these Bylaws, or as may be required from time to time by the Executive Office.

Section 11. Each chartered chapter, colony, and chartered alumni club, in good standing, shall be covered by the Sigma Pi Fraternity blanket liability insurance policy. Other insured may be covered at the discretion of the Chief Executive Officer. The cost of the insurance shall be apportioned annually based on chapter and members.

(a) No Subordinate Body, Housing Corporation, Brother, Pledge, or Alumnus has the authority to execute an agreement contractually binding the Fraternity or its liability insurer to indemnify or defend any individual or entity as an "additional insured". Defense or indemnification shall be provided only to the named insureds contained in the policy. Any "additional insureds" may only be accepted by the Chief Executive Officer at his sole discretion.

(b) Under no circumstance shall "additional insured" status be extended so as to defend or indemnify any individual or entity for its own negligence.

(c) Notice of this Section shall be communicated annually to all subordinate bodies of the Fraternity and to all host institutions.

Section 12. All existing chapters and colonies seeking to establish a chapter among Sigma Pi Fraternity, International shall be subject to a minimum standards requirement for each given year. The minimum standard for each chapter of Sigma Pi Fraternity International include, but are not limited to, scholarship, leadership, citizenship, awareness, and brotherhood. Any chapter not meeting said standards would hereby be placed by the Grand Council on a one-year (1) probation until the said standards are met, significant improvements are made, or the chapter has been deemed inactive by the Grand council for failure to meet said standards.

Section 13. No chapter will create, endorse or sponsor any women's auxiliary group.

Section 14. Any Chapter that fails to properly report a membership of at least twenty-five (25) actives and pledges for at least two (2) consecutive academic years may be suspended at the discretion of the Grand Council.

Section 15. Each Chapter shall conduct a program of constructive pledge education and instruction for all Pledges or candidates for initiation. This education and instruction shall not interfere with or constrain the academic development of any pledge. Such a program shall be not less than three (3), nor more than eight (8) weeks in duration. The Chief Executive Officer will be allowed dispensation by the approval of the Grand Council to waive this requirement. In addition, each Chapter shall provide post initiation classes to explain the Ritual and to further inform newly initiated brothers about the Fraternity no later than thirty days after initiation.

Section 16. Representation at Convocation and Sigma Pi University by all Chapters and Colonies of the Fraternity is deemed to be in the best interest of both the Grand Chapter and the local Chapters, and therefore, representation is mandatory. Failure to send at least one (1) Chapter/Colony representative to Sigma Pi University and/or Convocation will result in a fine.

(a) Failure to send at least one Chapter/Colony representative to Sigma Pi University will result in a fine of five hundred dollars (\$500) for the first absence and one thousand (\$1,000) for all subsequent, consecutive absences thereafter. Fine for failure to attend Sigma Pi University shall not exceed one thousand (\$1,000) per offense.

(b) Failure to send at least one Chapter/Colony representative to Convocation will result in a fine of one thousand (\$1,000) for the first absence and one thousand five hundred dollars (\$1,500) for all consecutive absences thereafter. Chapter/Colony fine for consecutive Convocation absences shall not exceed one thousand five hundred dollars (\$1,500) per occurrence.

(c) The Grand Council shall consider any reasonable explanation before levying these fines and may waive any such fine in its sole discretion.

Section 17. Each Chapter of the Fraternity will strive to maintain minimum standards in areas not limited to but including citizenship, awareness, leadership, and brotherhood.

(a) Citizenship: Each chapter and colony shall:

(i) hold at least one (1) general philanthropy event per year;

(ii) hold at least one (1) ACE event per year as the scope of that project is defined by the Executive Office; and

(iii) hold at least one (1) Sean Vernon Feliciano Amazing Day Foundation or Donate Life America Event per year as the scope of that project is defined by the Executive Office

(b) Awareness: Each chapter shall provide for its pledges and for its executive officers, seminars addressing substance abuse, hazing, sexual assault, etc.

(c) Leadership: That a majority of each chapter should participate in intramural athletics and/or organizations outside the chapter.

(d) Brotherhood: That each chapter will carry no debt with the Grand Chapter and will not allow membership to decline by more than 50% over a four year period.

Candidates may include in their filing their vision for the future of the Fraternity and campaign positions.

(iii) A candidate must indicate whether he is seeking election for the position of Grand Sage to be nominated for that position. If he does so, he is still eligible to be a candidate for the position of Director-at-Large and may indicate candidacy for both positions.

(iv) Candidates must fully disclose in writing any financial interests or any involvement in the Grand Chapter or a subordinate body's holdings which may create a conflict of interest. Failure to disclose a potential conflict of interest, which is later deemed to be material, is grounds for expulsion as a Grand Council Member as provided in the Fraternity's *Constitution*.

(v) Candidates will attest that they can fulfill the expectations of the service of a Grand Council member, including time commitments and required attendance at Fraternity Events.

(d) The Elections Board, upon the filing deadline, shall provide to the Executive Office with the candidate filings which shall then be posted on the same day to the Fraternity's member-secure website. The same shall also be included in the Convocation materials distributed to Delegates at the Convocation.

(e) At the Convocation, a public forum shall be organized for Delegates and interested Brothers to interact with candidates as part of the Convocation Agenda, to be held sometime before the lunch break on the second day of Convocation.

BYLAW 6 - Elections

Section 1. The Elections Board

(a) The Elections Board, a standing committee of the Grand Chapter, shall be charged with supervision of Grand Chapter Elections and enforcement of the policies and procedures for elections described in this bylaw.

(b) The Grand Sage shall appoint a new Chairman each biennium, and at least two other members, by October 1 prior to the Biennial Convocation. The majority of the members of the Elections Board shall be active undergraduates.

(c) Candidates seeking election to the Grand Council shall submit a candidate filing, as defined by the Elections Board, prior to the Convocation. The filing must meet the following requirements:

(i) All required submissions must be received by the Elections Board by January 15 before the Convocation.

(ii) Candidates will declare their intention to stand for election and should detail their qualifications to serve.

Section 2. Elections Procedures.

(a) The Elections Board shall report at the first business session of the Convocation the names of candidates who have met the requirements of Section 1. Upon this report, these names shall automatically be placed in nomination for election and no other nominations are in order.

(b) Elections for Grand Sage and for Directors-at-Large will be held no sooner than 24 hours after the receipt of this report.

(c) All members of the Grand Council shall be elected by ballot and no vote shall be counted for a name not reported by the Elections Board.

(d) For election to Grand Sage, a majority of all votes cast shall be necessary.

- (e) For election as Director-at-Large:
 - (i) Each delegate shall cast a Ranked-Choice Vote for the Candidates.
 - (ii) The votes shall be calculated using the Single Transferable Vote method.
- (f) The outgoing Grand Sage automatically becomes the Past Grand Sage and a member of the Grand Council for the ensuing biennium.
- (g) Once elections have been concluded and announced by the chair, the newly elected shall meet, under direction of the Grand Sage-Elect, and organize themselves into a Grand Council, deciding among themselves who shall fill each of the Ritual Officer roles for the Biennium.
- (h) The Installation of the Grand Council shall take place at the last regular session of the Convocation.

Section 3. Qualifications for Grand Sage and Past Grand Sage

- (a) A candidate for the office of Grand Sage must have completed a minimum of one (1) biennium of service on the Grand Council.
- (b) A member who has previously completed two (2) terms as Grand Sage shall not be a candidate for Grand Sage.
- (c) A candidate for the office of Past Grand Sage must have completed a minimum of one (1) biennium of service as Grand Sage.

Section 4. Any Grand Council Member having been outside of the boundaries of the representative countries of the Fraternity for a period of six (6) continuous months shall immediately present his resignation to the Grand Council. Any Grand Council Member who establishes a permanent residence outside of the representative countries of the Fraternity shall present his resignation to the Grand Council upon such establishment.

Section 5. The election of officers in each Chapter shall be held at least once a year, at such times as shall be set forth in the bylaws of such Chapter. Candidates for office in a Chapter must be in good standing according to the requirements established by the host institution or Interfraternity Council. The election of officers in each Alumni Club shall be held at

least every two (2) years at such times and intervals as may be set forth in the Bylaws of such Alumni Club. Candidates for office in an Alumni Club must be in good standing.

Section 6. The terms of office of all Grand Council Members shall begin at the close of the Convocation electing them. The terms of all Chapter Officers shall begin at the close of the meeting at which they are installed. The terms of all Alumni Club Officers shall begin at the close of the meeting at which they are elected.

Section 7. Notwithstanding any provision of this Bylaw to the contrary, all Grand Council Members, Chapter Officers, and Alumni Club Officers, whether elected or appointed, shall perform the duties of their respective offices until their successors shall have been elected or appointed and installed.

BYLAW 7 - Duties of Grand Chapter Officers

Section 1. The Grand Council shall adopt clear and comprehensive policies describing governance process, council-management delegation, executive limitation and the desired ends to be achieved. The Grand Council shall monitor the Chief Executive Officer's performance and organizational compliance with ends and executive limitations policies through a predetermined structure on a regular basis. The Grand Council shall provide a report of said policies at each Convocation.

Section 2. The Grand Sage shall be the Chairman of the Board and Chief Governance Officer of the Fraternity. He shall cause to be enforced at all times all the provisions of the Constitution and Bylaws as are now enacted, or shall hereafter be enacted. He shall preside at all meetings of the Grand Chapter or the Grand Council and decide on all points of order. In addition, the Grand Sage shall appoint all committees not otherwise provided for, and require all elected officers and committees to keep him fully informed concerning their respective offices. He shall have the power and authority to suspend, with the consent of the Grand Council, from any office any officer of the Grand Chapter or its subordinate bodies who may be guilty of gross misconduct or malfeasance in office until such officer has established his innocence before a Convocation. He shall fill by appointment, with the consent of the Grand Council, all temporarily vacant offices. Finally, the Grand Sage shall provide for the installation of all Grand Chapter Officers, including his successor, at the end of his term of office, and in general shall perform all such other duties as his office may require.

Section 3. The Grand Second Counselor shall assist the Grand Sage in the administration of his office, shall be the chaplain of the Fraternity, and in the absence or inability of the Grand Sage to perform his duties shall administer the office of the Grand Sage.

Section 4. The Grand Third Counselor shall see to it that the Grand Council is sufficiently advised to prepare sound financial policies to direct the Chief Executive Officer about the financial expectations of the Grand Council. The Grand Third Counselor shall also countersign all charters, membership certificates, and other Fraternity documents as may be necessary.

Section 5. The Grand Fourth Counselor shall perform the duties usually incumbent upon the secretary of an organization. He shall keep a true and concise record of the meetings of the Grand Council and shall transcribe the same into the permanent records of the Fraternity. He shall countersign all charters, membership certificates, and other Fraternity documents as may be necessary.

Section 6. The Grand First Counselor shall be the warden and sergeant-at-arms. It shall be his duty also to see to it that the Grand Council is sufficiently advised to prepare sound policies concerning risk management to direct the Chief Executive Officer about the risk management expectations of the Grand Council.

Section 7. The Grand Herald shall see to it that the Grand Council is kept advised as to the assignment and care of Manuals of Ceremonies in the Executive Office, and is empowered to make any necessary changes therein from time to time, subject to the approval of the Grand Council. He shall keep an accurate history of the Fraternity, and shall be the custodian of its archives.

Section 8. Upon expiration of their terms or tenure of office, all Grand Chapter Officers shall turn over to their successors, or to such brother or brothers as may be designated by the Grand Council, all books, papers, correspondence, or other matter pertaining to their office or to the Fraternity that may have been held in trust by reason of their office.

BYLAW 8 - Duties of Chapter and Alumni Club Officers

Section 1. The Sage shall be the administrative head of the Chapter, and perform such duties as usually devolve upon a presiding officer. He shall cause to be enforced at all times all the laws and provisions of both the Grand Chapter and his Chapter. He shall preside at all Chapter meetings and decide on all points of order. He shall appoint all officers and committees not otherwise provided for in the Chapter laws and regulations. The Sage shall be responsible to the Grand Chapter for the general management and conduct of the affairs of his Chapter, and by virtue of his high office shall be the guardian of the honor and welfare of the Chapter. The Sage shall also post the appropriate section of the FIPG Risk Management Policy in a prominent area of the chapter dwelling, or if this is not an option, the brothers and pledges will be made aware of such risk management policy. He shall

countersign checks drawn on Chapter funds, and it shall be his duty to prepare a Monthly Report on the overall activities of his Chapter and to forward same regularly to both the Executive Office and the Chapter Director by the tenth (10) of the following month. He shall take charge of the Chapter's ritual manuals and ensure that they are viewed by only those qualified to view them. Finally, the Sage shall provide for the installation of Chapter Officers, including his successor, at the end of his term of office, and shall perform all such other duties as may be required of him by the Chapter and the Grand Chapter.

Section 2. The Second Counselor shall assist the Sage in the administration of his office, and shall preside over the Chapter in the absence or disability of the Sage. The Second Counselor may also manage the operations of the Chapter's committee system as prescribed by the Chapter's bylaws.

Section 3. The Third Counselor shall collect and hold all monies, notes, and securities belonging to the Chapter and not otherwise provided for. He shall keep an accurate record of all receipts and expenditures in accordance with the provisions of, and perform the duties specified in Bylaw 20. He shall notify each brother of his financial obligations to the Chapter and collect the same; he shall pay out all monies only upon approval of the Chapter, and all checks shall be countersigned by the Chapter Director or the Sage. He shall collect and remit to the Grand Chapter such fees, assessments and reports as are set forth in these Bylaws, or as may be required by the Chief Executive Officer, Grand Council or a Convocation of the Grand Chapter. At the expiration of his term of office he shall turn over to his duly elected or appointed successor all monies, securities, books, files, records and other properties belonging to the Chapter and entrusted to his care and make an official transfer of authority over the chapter's bank account(s).

Section 4. The Fourth Counselor shall keep an accurate record of the proceedings of all meetings of the Chapter, which, upon approval of the Chapter, he shall faithfully transcribe to both the Executive Office, who shall maintain a permanent record, and the Chapter Director by the tenth (10) day of the following month. He shall keep an accurate record of attendance at meetings; he shall conduct such correspondence as required of his office, and keep copies of all letters which he or other Chapter Officers may write on Fraternity matters; and he shall preserve and file all correspondence, records, and reports relating to the affairs of the Chapter. It shall also be his duty to fill out, or have filled out and signed, all Initiate Registration forms for new brothers and perform such other duties as usually devolve upon the secretary of an organization, and which may be required of him by the Chapter or the Grand Chapter.

Section 5. The First Counselor shall be the warden and sergeant-at-arms in addition to serving as alumni secretary or any other duty as assigned by the Sage. It shall be his duty also to enforce discipline of brothers of the Fraternity when directed to do so by the Sage, the Chapter, the Executive Council, or the

Constitution and Bylaws of the Fraternity or the local Chapter. He shall also take charge of the Chapter's ritual equipment, keep it in working order, and make it available for appropriate uses only.

Section 6. The Herald shall be charged with ensuring that the Fraternity's ritual is performed correctly and respectfully during the opening and closing of Chapter Meetings, pledging and initiating of brothers and installation of officers. He may also take charge of the Chapter's public relations efforts including, but not limited to, alerting officials of the Chapter's host institution, members of the local media and the public of events or accomplishments that the chapter wishes to promote externally through traditional, electronic and social media. He shall keep records of such communications and shall perform such other duties as are incumbent upon the Historian of an organization.

Section 7. Removal of Chapter Officers.

(a) Unless otherwise provided by Chapter bylaws, any officer of a Chapter may be removed from office upon motion of any active brother in good standing and a three-fourths ($\frac{3}{4}$) vote of the Chapter at a regular or special meeting, provided, however that a vote on such motion shall automatically be postponed at least seven days but no more than fourteen (14) days after the motion was made.

(b) Alternatively, an officer may also be removed by the Chief Executive Officer upon written petition to him by a Chapter Director or Province Archon. The petition shall clearly state the grounds for such removal, including, but not limited to, specific violations of the Fraternity's Constitution and Bylaws, any act of dishonesty against the Chapter or violations of any federal, state or local laws, or those of the host institution.

(c) If a Chapter officer is removed from office under provisions of this Section, he may file a written appeal to the Grand Council within seven (7) days from the date of his removal from office. The Grand Council shall review the appeal and render a decision on the appeal within fourteen (14) days from the receipt of such appeal. The decision of the Grand Council upon the appeal of any Chapter officer removed from office under this section shall be final.

Section 8. Each Chapter may provide in its local laws and regulations for such committees and offices as are not provided for in these Bylaws, and which may be deemed advisable for the welfare of the Chapter. Chapter elected officers functioning as an administrative body similar to the Grand Council in the Grand Chapter shall be termed the Executive Council. In addition to an Executive Council, each Chapter shall provide in its bylaws for at least eight (8) other regular committees.

Section 9. In addition to the foregoing duties, each Chapter Officer shall perform such duties and functions as are assigned to him, and complete such forms and reports as may be required from time to time by the Chief Executive Officer. At the end of his term of office, each Chapter Officer shall prepare and submit a written report covering the functions of his office, his experiences, and recommendations for his successor. Upon the expiration of their terms of office, officers of the Chapter shall turn over to their duly elected or appointed successors all books, records, correspondence, or other matters pertaining to his office or to the Chapter.

Section 10. The officers of an Alumni Club and their duties shall include but not be limited to the following:

(a) The President shall be the presiding and administrative officer. He shall be the agent of the Club in all official relations with the Grand Chapter. He shall exercise the authority and responsibilities with which he may be invested by the club over which he presides.

(b) The Secretary/Treasurer shall be the corresponding and recording officer of the Club as well as receive and disburse the funds of the Club under the rules and regulations ordained by it. He shall perform any other duties prescribed for his office by the Club. Alumni Clubs may elect a separate Secretary and Treasurer if such offices are prescribed by the Alumni Club's Bylaws.

(c) Alumni Clubs may elect other officers as prescribed by the Alumni Club's Bylaws.

BYLAW 9 - Expansion

Section 1. The Fraternity and each of its subordinate bodies supports a policy of open expansion for fraternities and sororities on all college and university campuses.

Section 2. The Chief Executive Officer will maintain and approve a manual of policy, supplementing and not conflicting with these bylaws, covering the topics of expansion, establishment of colonies, chartering of chapters, and standards and requirements thereof. Such a policy manual will be updated at least biennially, will be made available to any member of the Fraternity so requesting, and will be provided to each group established as a Colony of the Fraternity.

Section 3. After being established, a Colony may formally pledge such men as it may select subject only to the membership qualifications of the Fraternity. The Chief Executive Officer may establish for each colony a set of standards or Colony Contract that determines benchmarks to be met before a Colony may receive a Charter. A Colony shall be supervised by a Colony Director or by a committee appointed by the Chief Executive Officer.

Section 4. The Colony's petition to charter will be sent to the Chief Executive Officer, who shall have summary copies distributed. The Grand Sage shall require an inspection of each Colony and an analysis of campus conditions, before any group shall be approved for chartering. Within thirty (30) days after the petitions have been distributed, the matter shall be voted as required in Article VII, Section 2 of the Constitution of the Fraternity. The results of such voting shall be recorded by the Chief Executive Officer and reported at the following Convocation. If such petition fails to receive the necessary approval, the Colony may correct any deficiencies and resubmit their petition and if the petition again fails to obtain approval, the matter shall not again be resubmitted until after a period of three (3) months.

Section 5.

(a) **Charter Fee:** A petitioning group shall pay a fee equal to the actual cost of producing a chapter, costs associated with performing the chartering ceremony and providing a full set of ritual equipment for the chapter or set by a Colony Contract between the colony and the Executive Office into the Grand Chapter treasury for the granting of a Chapter, in addition to the Sigma Pi Membership fee paid by each individual. For said charter fee, the newly instituted Chapter shall be furnished with all standard forms and supplies necessary for conducting the business and maintaining the essential records of the Chapter; and in addition, shall be furnished with necessary ritualistic equipment.

(b) **Membership Fees for Colony Members:** Colony Members shall pay the standard, non-refundable fee to pledge the Fraternity upon being granted membership in the Colony. At the time of the Colony's Chartering, the colony shall furnish membership fees for each member or Alumnus of the Colony to be initiated.

Section 6. All charter and other fees or assessments in connection with the chartering of a Chapter shall be paid to the Fraternity in advance of the Charter being issued.

BYLAW 10 - Provinces

Section 1. The Chief Executive Officer from time to time may group Chapters and Alumni Clubs geographically into Provinces. Each Province shall be represented by a Province Archon appointed by the Chief Executive Officer and he shall be responsible for all Chapters, Colonies and Alumni Clubs in his assigned Province.

Section 2. Provinces shall be designated geographically. Chapters, Colonies and Alumni Clubs may be added to or removed from any province at the discretion of the Chief Executive Officer.

Section 3. The Chief Executive Officer shall maintain and publish a job description for the position of Province Archon which shall include:

- (a) To assist in the recruitment of candidates for vacant positions of Chapter Director or Colony Director in his assigned area.
- (b) To assist the Executive Office in the formation, organization and support of Alumni Clubs.
- (c) To meet with the IFC and university officials at campuses selected for expansion to help secure permission to develop a Chapter and to assist with expansion within the Province.
- (d) To improve relations between the Fraternity and host institutions.
- (e) To submit any reports required by the Chief Executive Officer.
- (f) To communicate regularly with Chapter Directors and Chapter Sages within his province and visit each Chapter at least once per year.
- (g) To plan and execute an educational Province Workshop at least once each academic year.
- (h) To carry out other specific duties as may be assigned by the Chief Executive Officer.

BYLAW 11 - Chapter Directors

Section 1. Each Chapter shall be supervised by an Alumni Advisory Board chaired by the Chapter Director, each of whom shall preferably be at least twenty-five (25) years of age. The Chapter Director shall be appointed by and serve at the pleasure of the Chief Executive Officer upon consultation with the Grand Sage and the said Chapter. Members of the Alumni Advisory Board shall be nominated by the Chapter Director for appointment by the Chief Executive Officer, or by the Province Archon in the absence of a Chapter Director.

Section 2. The Chief Executive Officer shall maintain and publish a job description for the position of Chapter Director which shall include:

- (a) To communicate directly with the Chief Executive Officer or one of the designated assistants, on all problems involving his assigned Chapters.
- (b) Whenever possible, to attend and to participate in all leadership conferences that may be established by the Chief Executive Officer or his Province Archon and to encourage similar attendance and participation on the part of the leaders of his assigned Chapter.

- (c) To enforce the provisions of Bylaw 4, of the Grand Chapter with regard to the discipline of Chapter brothers with financial delinquencies.
- (d) To encourage compliance by his assigned Chapter of all rules and regulations of the Grand Chapter and of the host institution.
- (e) To promote programs within his assigned Chapter which assist in making Sigma Pi the best Fraternity on that campus.
- (f) To ensure that each newly installed officer of his assigned Chapter receives adequate training with regard to the duties of his office.
- (g) To review Chapter programs on membership education and to participate whenever possible in such programs.
- (h) To promote the proper use of the Ritual by his assigned Chapter.
- (i) To determine that all new Pledges and Initiates are properly reported and that all Pledge and Initiate Fees are paid promptly and transmitted according to Bylaw 5.
- (j) To confirm that all required reports are filed promptly with the Executive Office by his assigned Chapter and to review carefully all copies of said reports he receives.
- (k) To attend as many meetings and other functions of his assigned Chapter as possible on a regular basis.
- (l) To nominate Alumni to the Chief Executive Officer to serve on the Chapter's Alumni Advisory Board, and to serve as Chairman of same.
- (m) Meet once each semester with the Greek Advisor or similar administrative official at his assigned Chapter's host institution.
- (m) Submit any reports required by the Chief Executive Officer.
- (n) To carry out other specific duties as may be assigned by the Chief Executive Officer.

BYLAW 12 - Convocations of the Grand Chapter

Section 1. The Convocation of the Grand Chapter shall be held biennially and shall convene at a time and place chosen by the Grand Council, continuing in a single session of multiple meetings held upon successive days until all necessary business shall have been transacted. Whenever possible the Grand Sage shall provide for a model exemplification of the Ritual at Convocation.

Section 2. The place and date of Convocation shall be designated by the Grand Council upon the recommendation from the Chief Executive Officer.

Section 3. Each Chapter of the Fraternity shall be entitled to representation in the Convocation by one (1) delegate and one (1) alternate delegate, both from the Chapter's active roster from the same calendar year, provided such Chapter is in good standing with the Fraternity. Each Chapter shall provide in its local bylaws for the manner in which to elect or appoint its Convocation delegates. Certification of official Chapter delegates shall be filed with the Grand Chapter on forms provided for that purpose.

Section 4. The Grand Sage will preside over the Convocation of the Grand Chapter. In case of his absence from a business meeting of the Convocation delegates, he shall appoint a Chairman *pro tempore* to preside until his return, following the guidelines contained in the adopted rules of procedure or parliamentary authority.

Section 5. At the Convocation, full and complete written reports shall be made by all Grand Chapter Officers, the Chief Executive Officer and the Chapters and Alumni Clubs, as well as by all committees which may have existed during the period covered since the last Convocation. Official Chapter reports shall be filed with the Chief Executive Officer in advance of the meeting of the Grand Chapter, on or before a date to be designated by the Chief Executive Officer.

Section 6. The Convocation shall consider and transact all matters of business of a general or special nature as may properly be brought before it, pertaining to the interests of the Fraternity, including all matters of government, amendments to the Constitution, the adoption of new and the amendment of existing Bylaws, changes in the Manual of Ceremonies, etc. All amendments to the Bylaws which may have been promulgated by the Grand Council subsequent to the last Convocation shall be considered and ratified or rejected.

Section 7. Admission to the meetings of the Convocation of the Grand Chapter shall be granted only to duly initiated brothers of Sigma Pi who can establish their identity. Recording secretaries and guests may be admitted at the invitation of the Grand Sage; all others may be admitted only by a majority vote.

Section 8. Parliamentary Procedure.

(a) The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Fraternity in all cases to which they are applicable and in which they do not conflict with these Bylaws or any rules of order the Grand Chapter may adopt. This applies to all meetings of the Grand Chapter, of committees of the Grand Chapter, and of Grand Council.

(b) A quorum shall be defined as a majority of the number of Chapter delegates, Alumni Club delegates, and alumni eligible to vote, who are registered and whose credentials have been certified.

Section 9. In the Convocation, the voting shall be limited to those who have registered, who are in attendance, who have submitted credentials attesting that they meet one of criteria below, and who have had those credentials certified by the Convocation Credentials Committee.

(a) Each Chapter represented in the Convocation by a delegate shall be entitled to two (2) votes, provided that such Chapter is in good standing and does not have a past due financial debt owed to the Fraternity. In the absence of the delegate at the time of a vote, the alternate delegate shall be entitled to cast the Chapter's votes.

(b) Each duly chartered Alumni Club represented in the Convocation by a delegate shall be entitled to one (1) vote provided that such Alumni Club is in good standing with the Fraternity.

(c) All Current Grand Chapter Officers, Past Grand Chapter Officers, Honorary Grand Officers, and Founders Award recipients in good standing with the Fraternity shall be entitled to a voice and one vote in the Convocations of the Grand Chapter. However, none of these will be entitled to an additional vote by virtue of such title if he is currently serving as a Chapter delegate, Alumni Club delegate, or holds more than one of these titles.

(d) The chairman of the Sigma Pi Educational Foundation shall be entitled to one vote in the Convocation.

(e) Only votes cast by those who are present and voting, shall be counted in Grand Chapter meetings. The casting of votes by proxy or by absentee or mailed ballot upon any motion is prohibited in Convocation meetings of the Grand Chapter. In meetings of the Grand Council or interim committees of the Grand Chapter, voting by absentee or mailed ballot is allowed, but proxy voting is prohibited.

Section 10. The aggregate Convocation expenses of Chapter delegates, less such amount as may be made available from Chapter dues as provided for in Bylaw 5, Section 2, shall be apportioned equally to each Chapter. Not less than thirty (30) days notice shall be given of the Convocation assessment, and any Chapter which fails to pay its Convocation assessment to

the Grand Chapter within the time to be fixed by the Grand Sage shall forfeit its right to be represented at the Convocation, but such forfeiture shall not relieve the Chapter from its obligation to pay said assessment.

Section 11. The Creed of Sigma Pi shall be recited at the beginning of each formal business session prior to the discussion of Fraternity business.

BYLAW 13 - North-American Interfraternity Conference

Section 1. This Fraternity shall maintain membership in and be represented at the meetings of the North-American Interfraternity Conference. The delegates to the annual or other designated meetings of the Conference shall be appointed by the Grand Sage in office at the time of such meeting.

Section 2. The delegate and alternate to the House of Delegates of the North-American Interfraternity Conference shall be appointed by the Grand Sage.

Section 3. As a member of the North-American Interfraternity Conference, the Fraternity shall abide by its regulations, standards, the principles of interfraternity community, cooperate in advancing the general welfare of fraternities, and make use of, as well as promote to the fullest extent, such recommendations, resolutions, statements and doctrines as may be adopted or advocated by the Conference.

BYLAW 14 - Publications

Section 1. The official publication of the Fraternity shall be called the *Emerald*. The frequency of publication and the price of subscriptions shall be determined by the Chief Executive Officer. The *Emerald* shall be devoted to the interests of the Fraternity, but no matter of a private or secret nature shall be published therein.

Section 2. The Editor of the *Emerald* shall be appointed by the Chief Executive Officer, and shall be responsible to him in the discharge of his duties. He may appoint such associate and assistant editors and correspondents as he may deem necessary. The Editor of the *Emerald* may be allowed a compensation for his services, to be fixed by the Chief Executive Officer. The Chief Executive Officer or a member of the staff designated by him shall be the Business Manager of the *Emerald*.

Section 3. Chapters may issue publications for circulation among their brothers and Alumni, but such publications shall contain nothing that is detrimental to the Fraternity. Each Chapter shall send copies of its publications, free of cost, to the Executive Office, the Editor of the *Emerald*, and the Grand Chapter Officers.

Section 4. The Chief Executive Officer may publish as occasion warrants an esoteric paper to be known as *The Keryx* and mail same free of charge to all initiated brothers of the Fraternity in good standing.

BYLAW 15 - Insignia and Observances

Section 1. Upon timely meeting all initiation requirements, a newly initiated brother will receive a Sigma Pi badge directly from the Executive Office.

Section 2. Brothers of the Fraternity may purchase a Sigma Pi badge directly from one of the duly appointed jewelers of the Fraternity. Before an order is processed for any badge, a release shall be issued from the Executive Office of the Fraternity. Releases will be issued of all requests from the official jeweler provided the members' records on file with the Executive Office are in order.

Section 3. No brother of the Fraternity shall purchase or procure any badge of the Fraternity from any person, firm, or corporation other than the duly appointed official jewelers of the Fraternity. Any badge purchased from a duly appointed jeweler must bear the member's international membership number. No brother shall attach to his badge guard the insignia of an office not duly held.

Section 4. Nothing in this bylaw shall prohibit a brother from purchasing or procuring a badge of the Fraternity from a secondary vendor provided that such badge was originally purchased from one of the duly appointed jewelers of the Fraternity.

Section 5. The title to badges shall be considered as vested in the Fraternity, and only licensed to brothers so long as they are in good standing. The Grand Chapter may require the return of all badges and insignia in the event of suspension or expulsion.

Section 6. February twenty-sixth (26th) is hereby officially declared to be the Founders' Day of Sigma Pi, and on approximately that date each year the Chapters of the Fraternity shall observe the establishment of the Fraternity with appropriate ceremony.

Section 7. Each Chapter shall observe and celebrate with appropriate ceremonies or activities important anniversary dates in the history of the Chapter.

Section 8. The first Sunday of May is designated Sigma Pi Memorial Day. Chapters should organize appropriate observances to honor the memory of any initiate of the chapter who passed to the Adytum on High during the preceding year, including performance of the Memorial Service contained in the Manual of Ceremonies. A piece of black cloth or a black ribbon may be worn behind the badge to further signify the occasion.

BYLAW 16 - Executive Office and Chief Executive Officer

Section 1. All business, financial, and membership records of the Fraternity, except as otherwise provided for, shall be maintained and preserved by the CEO. It shall be the repository for reports of Chapter Officers, and committees, and serve as the clearing house for general information and correspondence, unless otherwise provided for.

Section 2. The Chief Executive Officer shall receive the salary fixed from time to time by the Grand Council, and he shall give bond conditioned for the faithful accounting of all monies coming into his hands by virtue of his employment in an amount and with sureties approved by the Grand Council, the premium for which bond shall be paid by the Grand Chapter.

Section 3. The Chief Executive Officer shall be the employee of the Grand Chapter, and he shall devote his whole time to the interests of the Fraternity. He shall take over and assume such administrative functions and duties as shall be delegated and assigned to him from time to time by the Grand Council. He shall be authorized to sign checks and vouchers drawn on accounts of the Grand Chapter. He shall attest to the signatures of Grand Officers on Charters, contracts, agreements, or other documents in which the Grand Chapter is named as a party. He shall receive and care for all monies, notes, securities, and documents belonging to the Fraternity and shall keep full and accurate records and accounts of all the business and affairs of the Grand Chapter and shall make reports with respect thereto, whenever so ordered by the Grand Council. It shall also be his duty to collect and preserve in the Executive Office complete files of the *Emerald* and all Chapter publications as well as other memorabilia of the Fraternity.

Section 4. Assistants to the Chief Executive Officer and other Executive Office employees shall be hired as may be necessary. Their salaries shall be provided for in the current budget of the Fraternity. They shall be directly responsible to the Chief Executive Officer. The Grand Chapter shall pay what is commonly known as social security taxes, unemployment taxes and such other employee benefits as required by law, and in addition all salaried employees shall be entitled to such employee benefits as may be approved by the Chief Executive Officer.

Section 5. At a time before the Grand Council elections occur, the Chief Executive Officer shall appear and answer questions from the Grand Chapter's delegates for at least one (1) hour at every convocation.

Section 6. The Chief Executive Officer shall ensure that the Fraternity provide the Third Counselor, Sage and comptroller of all Chapters, each for two thousand five hundred dollars (\$2,500.00) indemnity.

BYLAW 17 - Grand Chapter Budget

Section 1. The Fraternity fiscal year shall begin July 1 and end the following June 30. A budget shall be provided for each fiscal year. The form of the budget and items of anticipated revenues and disbursement shall coincide to the extent reasonably practicable with the books of account as set up or revised from time to time for the Grand Chapter.

Section 2. The Chief Executive Officer shall open and keep books of account including schedules and auxiliary records as may be necessary, that shall show at all times the state of the Fraternity's finances with respect to the budget. A full report showing the state of the budget, and each revenue and disbursement item therein and a projected budget for the ensuing fiscal year, shall be submitted at each regular Convocation by the Chief Executive Officer. Adequate time for questions from delegates shall be allowed.

Section 3. In the event that income should fall below requirements, or be inadequate to carry on the business of the Grand Chapter in a manner conducive to the best interests of the Fraternity, the Chief Executive Officer shall have the authority to borrow at terms he deems satisfactory from whatever source available, such funds as might be necessary or expedient. Provisions for repayment of monies so borrowed shall be provided for in the Grand Chapter budget.

Section 4. Before such Convocation of the Grand Chapter, it shall be the duty of the Chief Executive Officer to cause the books and accounts that are maintained at the Executive Office for the Fraternity and its subsidiaries to be audited or reviewed by a public accounting firm with the audit reports attested by a Certified Public Accountant. Financial records separate from or which augment those at the Executive Office shall also be audited or reviewed.

Section 5. At the conclusion of every fiscal year the Chief Executive Officer shall report to all chapters and alumni organizations the financial status of the Grand Chapter with statements including but not limited to a balance sheet, a budget vs. actual expenses analysis, and a statement of activities detailing all income and expenses for that fiscal year. Additionally, any audit reports shall be provided at the time of their preparation to all chapters and alumni organizations.

Section 6. By the end of the first month of the fiscal year, the Executive Office will make available the budget for that fiscal year to all Fraternity officials including chapter members, Chapter Directors, Province Archons, and Alumni Associations.

BYLAW 18 - Committees of the Grand Chapter

Section 1. The Judicial Review Committee shall be charged only with considering various Requests for Reconsideration of expulsions, as provided by Bylaw 4. It shall consist of five (5) members appointed by the Grand Sage. The members shall include a Grand Officer, a Chapter Director, a Province Archon, and two (2) Chapter Sages. In the event of a conflict of interest, the Grand Sage shall have the sole discretion to appoint a replacement committee member for consideration of that appeal.

Section 2. The Ritual Committee shall be charged with inspiring interest in our Rituals among the Fraternity's membership, increasing Ritual proficiency within the Fraternity's membership and maintaining and updating the Fraternity's official ritual ceremonies and the parameters for the ceremonial materials necessary for their performance. The Ritual Committee shall also assist Chapters and alumni volunteers to correctly perform ritual ceremonies and educate members on its significance and meaning. The Ritual Committee shall consist of at least five (5) members appointed by the Grand Sage who shall serve until the appointment of their successors.

Section 3. The Alumni Leadership Search Committee is a permanent standing committee charged with recruiting new Alumni volunteers to be candidates for Grand Council, serve on Grand Council Committees, and assume Alumni volunteer roles. A Chair will be appointed by the Grand Sage each biennium and members will be appointed who may serve more than one biennium.

Section 4. The Elections Board shall be a standing committee of the Grand Chapter as defined in Bylaw 6.

BYLAW 19 - Scholarship and Standards

Section 1. Each Chapter and Colony of the Fraternity shall be subject to the following standards of Academic Excellence. The Grand Chapter, seeing that the following standards are a minimum, encourages each Chapter and Colony to set local standards higher than that of its host institution and the Grand Chapter.

(a) All potential new members must meet a GPA requirement equal to or greater than the academic standard for new members set by the North-American Interfraternity Conference, and published by the Executive Office for the benefit of the Grand Chapter, and the Chapter's host institution in order to become a Pledge.

(b) All Pledges must meet a GPA requirement equal to or greater than the academic standard for potential new members set by the North-American Interfraternity Conference, and published by the Executive Office for the benefit of the Grand Chapter, and the Chapter's host institution prior to initiation.

(c) Each Chapter and Colony of the Fraternity will maintain a cumulative GPA equal to or greater than the academic standard for Chapters set by the North-American Interfraternity Conference, and published by the Executive Office for the benefit of the Grand Chapter, and the Chapter's host institution.

(d) Every member will maintain a cumulative GPA equal to or above the all-men's average at the Chapter's host institution, with the minimum GPA required being a 2.5 on a 4.0 scale.

Section 2. Each Chapter of the Fraternity shall have a Scholarship Committee headed by a chairman appointed by the Sage. The chairman should have at least a junior standing in the college or university and should have a good academic record. The Sage of each Chapter shall be an *ex officio* member of the Scholarship Committee. The powers and duties of the committee should comply with the rules and policies of the Fraternity and host institution. The Scholarship Committee shall be empowered to present awards to brothers or Pledges of a Chapter for outstanding Scholarship.

Each Chapter shall have in place an academic incentives program to recognize academic excellence of individual Pledges and brothers.

BYLAW 20 - Chapter Finance

Section 1. Each active Chapter and Colony of the Fraternity shall establish a system of budgeting and accounting which provides an adequate accounting or bookkeeping system with controls. Regardless of the accounting period, it will be the responsibility of each Chapter to submit correspondence to the Chief Executive Officer the Finance Report required by the Grand Chapter for the preceding month. Each Chapter must file with its first report a statement of the number of accounting periods in its operating year, and whether it operates on a calendar or a fiscal month basis. Such report shall also show a summary of all accounts receivable from Actives and Pledges which are unpaid as of the last day of the preceding report.

Section 2. Each Chapter of Sigma Pi Fraternity that operates a Fraternity house, or owns real estate or other fixed assets, shall have an Alumni Housing Corporation or similar organization to govern such assets. The Chapter's Alumni Club may perform this function if the Chapter and Alumni Club come to an appropriate agreement.

(a) The Chapter Alumni Housing Corporation shall preferably be in the form of a permanent corporation under the laws of the state in which it operates. Where such a corporation is not desirable, practical, or necessary, a voluntary unincorporated organization of Alumni shall be effected. All the business and financial affairs of such Alumni Housing Corporation shall be kept distinct and separate from the financial affairs of the Chapter and the Chapter's Alumni Club, and shall be administered by a board of directors or trustees. Neither the Alumni of a Chapter as individuals or as a corporate body, nor the Grand Chapter, shall be responsible for indebtedness of any kind incurred by the Chapter.

(b) The title to all properties, both real and personal of a Chapter, shall be vested in the Alumni Housing corporation or its counterpart, the unincorporated Alumni organization, or in the Grand Chapter of Sigma Pi Fraternity, International. The Chapter shall then be regarded as the lessee or tenant, but the Alumni shall have no jurisdiction or control over the affairs of the Chapter, other than with regard to the administration of its finances or as provided for in the Chapter's bylaws. However, in the event of an emergency or upon evidence that the Chapter is not managing its affairs in an efficient and satisfactory manner, the Alumni Housing Corporation may be empowered by the Grand Sage to take over the full supervision, management and control of the business and other affairs of the Chapter.

(c) The Grand Chapter or designee thereof shall have the right of first refusal to purchase property at fair market value in the event that any Chapter's Housing Corporation or similar organization owning a Chapter House dissolves

or decides to sell property, whether the Chapter is or is not active in the Fraternity.

Section 3. For the purpose of effectively supervising and controlling the finances of a Chapter, each Alumni Advisory Board shall provide for in its organization an Alumni Comptroller who, in coordination with the Chapter Sage and Chapter Director, shall have general jurisdiction and control over the Chapter finances. The Alumni Comptroller, Chapter Director and Chapter Sage, if in agreement, shall have the power to remove a Chapter Third Counselor from office should he be considered unsatisfactory, be deemed incompetent, be guilty of neglect of duty or malfeasance in office.

It shall be the duty and responsibility of the Comptroller and the Chapter Third Counselor jointly and individually to administer the finances of the Chapter in strict accordance with the budget and plan of finance as provided in Section 1.

Section 4. The Comptroller shall assist the Chapter Third Counselor to maintain adequate books of account and financial records that will reveal at all times the sources of income, disbursements, and financial condition of the Chapter treasury. At the close of each academic year, he will prepare and submit an annual report to the Chapter Director and Alumni Advisory Board and file a copy with both the Grand Chapter at its Executive Office and the Third Counselor of the Chapter. The Chapter Third Counselor shall make regular reports to the Comptroller and shall file monthly financial reports with the Grand Chapter at its Executive Office and the Chapter Director. Both the Comptroller and the Chapter Third Counselor shall be bonded. In the event that a professional audit, entailing expense, is deemed necessary, the Chapter shall provide for the same in its budget.

Section 5. The Chief Executive Officer and the Executive Office staff are hereby charged with the duty of advising and instructing the Chapters and Alumni organizations and their officers as to the proper methods of administering accounting, budgeting, and bookkeeping systems. In addition, they shall from time to time examine and audit the books, records and accounts.

BYLAW 21 - Sigma Pi Historical Society

Section 1. There shall be a Sigma Pi Historical Society. Its purpose shall be to preserve and promote the history of Sigma Pi, and foster an appreciation of the same among the Fraternity's members.

Section 2. The Sigma Pi Historical Society shall be governed by a constitution and bylaws that will function in accordance with the specific objectives of, and in conformity with, the Constitution and Bylaws of the Fraternity. The Society's constitution and bylaws will be adopted and amended as necessary by its membership.