



# **Sigma Pi Procedure Manual**

Amended August 2021

This manual is intended to provide you with information on the procedures and processes by which various matters are completed.

Chapter/Colony Financial Accountability	Page 2
Chapter/Colony Financial Assistance Program	Page 3
Chapter/Colony Operations & Membership Review	Page 4
Chapter/Colony Suspension of Operations	Page 5
Judicial Review of Expulsion	Page 7
Membership Reinstatement for Non-Financial Expulsion	Page 8

# Chapter/Colony Financial Accountability

Sigma Pi Fraternity expects all of its chapters and colonies to meet all financial obligations to Sigma Pi in a prompt and timely manner. As such, each Chapter/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.

## 1. Warning Letter: 30 Days After Invoice Submitted

- a. In the event that a Chapter/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.
- b. A copy of the thirty-day (30) warning notice shall also be sent to the Chapter Advisor/Colony Advisor, Province Archon and Alumni Club if applicable.
- c. The Chief Executive Officer shall solicit the cooperation and assistance of the institution authorities, the Chapter/Colony Advisor and the Chapter's/Colony's Alumni in curtailing or prohibiting said Chapter/Colony from holding social activities or other Fraternity functions until such delinquency has been corrected.

## 2. Suspension Notice: 60 Days After Invoice Submitted

- a. In the event that a Chapter/Colony becomes delinquent, for a period of sixty (60) days, in remitting any other financial obligation to the Grand Chapter, it shall be suspended by the Chief Executive Officer.
- b. A copy of the suspension notice shall also be sent to the Chapter Advisor/Colony Advisor, Province Archon and Alumni Club if applicable.
- c. The Chief Executive Officer shall solicit the cooperation and assistance of the institution authorities, the Chapter/Colony Advisor and the Chapter's/Colony's Alumni in curtailing or prohibiting said Chapter/Colony from holding social activities or other Fraternity functions until such delinquency has been corrected.

## 3. Chapter/Colony Operations Review: 90 Days After Invoice Submitted

- a. In the event that a Chapter/Colony becomes delinquent, for a period of ninety (90) days, in remitting any other financial obligation to the Grand Chapter, it shall be reviewed by the Chief Executive Officer.
  - i. If it is determined that the chapter is unable to properly manage their financial obligations, a recommendation shall be made to the Grand Council for charter revocation of the Chapter or in the event of a colony the Chief Executive Officer may immediately move to close.



## Chapter/Colony Financial Assistance Program

Sigma Pi Fraternity understands that at times a Chapter/Colony may need financial assistance to provide for the ability to meet its financial obligations. In those circumstances, discussions and review for payment plans shall be proposed by the chapter/colony and agreed upon by the Chapter/Colony Officers and the Chief Executive Officer.

It is important to note, that if a chapter/colony is awarded a payment plan all future invoices must be paid on time or the payment plan shall be considered void.

1. The Chapter/Colony President and Treasurer shall apply for a payment plan via contacting the Director of Business Operations indicating reasons for a payment plan.
  - a. Membership fees (New member and Initiate) are not eligible to be placed on a payment plan as those are to be collected at the time of the ceremony.
  - b. Payment Plans shall not exceed 12 months and are subject to fees not to exceed 10% of the balance.
    - i. This fee is subject to the decision of the Chief Executive Officer.
  - c. Chapters on payment plans at the time of Convocation are ineligible to vote on Grand Chapter Business Matters.
2. The Director of Business Operations will evaluate the payment history of the chapter/colony making the request and provide a payment plan option within five (5) business days of the request.
  - a. The Chapter/Colony President and Treasurer shall review the proposed payment plan and either approve or propose an amended payment plan for review within five (5) business days.
3. Upon approval of a payment plan via signatures by the Chapter/Colony, the Director of Business Operations and the Chief Executive Officer, the Chapter/Colony will seek to fulfill the payment plan in the approved time.
  - a. If circumstances warrant, the chapter/colony could seek to amend the payment plan upon providing supporting documentation to the Director of Business Operations to begin the application process again.

## Chapter/Colony Operations & Membership Review

Reasons for a Chapter/Colony Operations & Membership Review include but are not limited to the following: allegations of violations via host campuses or IFCs, anonymous allegations of policy violations, underperforming Chapter/Colony Report Cards, financial indebtedness.

Sigma Pi Fraternity expects all of its chapters and colonies to strive to meet the highest of standards and uphold the policies and obligations of membership. In the event there is reason for a review of the Chapter/Colony operations and organizational management, Sigma Pi Fraternity, upon the recommendation of the Chief Executive Officer, or his designee, may be forced to seek the expulsion of members to ensure the health and safety of the chapter/colony.

During this process, members of the Chapter/Colony will be notified no less than two weeks of the pending review, the reasoning for the review, and provided information to prepare for the review. During the course of a membership review the assessment team will review overall chapter/colony operations and conduct interviews with individual members.

1. 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 review the member's overall contribution to his Chapter/Colony.
2. Upon the recommendation of the Chief Executive Officer, or his designee, a Brother may immediately be suspended or reclassified as an Alumnus by Sigma Pi 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.
3. The Chief Executive Officer or his designee may alternatively recommend the expulsion of a Brother to the Grand Council for their review. 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.
4. The Chief Executive Officer or his designee may reorganize a Chapter/Colony Executive Council and committees during a Membership Review for the betterment of the Chapter. Such action is considered final.

## Chapter/Colony Suspension of Operations

The Chief Executive Officer or his designee may determine that a Chapter/Colony is in violation of the Bylaws, Constitution and/or Policies of Sigma Pi Fraternity 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/Colony host institution, a Chapter/Colony Advisor or Province Archon, or through traditional or social media communication platforms.

Before any disciplinary action is taken against a chapter, the Chapter/Colony officers must be shown the evidence against them and be given the opportunity to respond to the determination. The Chapter/Colony Advisor and Province Archon shall also receive a copy of the sanction notice. However, the Chief Executive Officer shall be authorized to temporarily suspend any part of the activities or operations of a Chapter/Colony while conducting a Chapter/Colony Operations & Membership Review.

**In extreme cases, the Grand Council may recall a Chapter's charter without a probationary period in the event that they find that the Chapter presents too great a risk to the Fraternity for its operation to continue.**

Should any Chapter/Colony be found to have violated the Bylaws, Constitution or Policies of Sigma Pi Fraternity it shall be subject to the following:

1. Removal of brothers from any Chapter/Colony office or position if it is deemed that their dereliction of duty, malfeasance or poor judgment contributed to the chapter's violation/s.
2. Suspension
  - a. The Chapter/Colony may be placed on Suspension for any determinate period by the Chief Executive Officer or his designee not to exceed 24 months.
    - i. Written notice will be provided to the Chapter/Colony officers, Chapter/Colony Advisor and Province Archon detailing the reasons and length of time for the probation.
  - b. The Chapter/Colony shall be provided information on the benchmarks and expectations to be reached in order to warrant lifting the suspension.
    - i. Specific limitations on chapter operations, such as but not limited to recruitment, new member education or social activities shall be noted.
    - ii. Failure to meet these benchmarks can be grounds for further disciplinary action

If, at the end of said suspension period, the Chapter/Colony has not provided satisfactory evidence of its ability to meet provisions indicated in their Suspension Notification, the Chief Executive Officer may take further action as defined below.

1. Utilize his authority to Close the Colony.
2. Recommend to the Grand Council to revoke the Chapter charter.

Any disciplinary action taken by the Chief Executive Officer 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 Chief Executive Officer or his designee for review.

1. The decision of the Grand Council in the matter of such appeals shall be made within 30 days and will be final.
  - a. During the process of such appeals, the Chief Executive Officer's actions will be considered to be in force.

## Judicial Review of Expulsion

Any Brother expelled for reasons pursuant to the Bylaws of Sigma Pi Fraternity, may seek to appeal this decision by way of the following process:

1. 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.
2. 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.
3. At the hearing on the Request for Review, the Judicial Review Committee is charged with ensuring substantial compliance with 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.

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.

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

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

4. 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.
5. 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 decisions shall be final and not subject to further review.

# Membership Reinstatement for Non-Financial Expulsions

Sigma Pi Fraternity understands that in some cases a member who was expelled for non-financial reasons was unable to seek an appeal within the timeline provided for in the Judicial Review of Expulsion Process noted on page six of this manual. In these special circumstances, the following process shall be undertaken:

All information must be sent to the Executive Office of Sigma Pi Fraternity, which will compile the information to be sent to the Judicial Committee of the Grand Council. The Judicial Committee will review the membership reinstatement request and supply the Grand Council a recommendation for the request. The information will then be sent to the Grand Council for a final review and vote.

1. The individual or Chapter (on his behalf) seeking reinstatement must complete the following:
  - a. Documentation that the individual has abided by all sanctions put in place with the expulsion
  - b. Letter from the Chapter explaining in detail why the individual should be reinstated
  - c. Any documentation to show how the individual is worthy of being a Brother again
    - i. If the individual who submitted the reinstatement request is not the individual who submitted the expulsion request, the individual who submitted the expulsion request must be contacted to supply their opinion for the reinstatement.
      1. Attempts to contact this person shall be made by Chapter or Judicial Committee Representative
      2. Any and all attempts will be made to contact this individual will be made over a period of 30 days from date of notification for reinstatement
      3. If contact cannot be completed within 30 days to gather this individuals opinion, the request for reinstatement will be considered null and void
2. All information must be sent to the Executive Office of Sigma Pi Fraternity, which will compile the information to be sent to the Judicial Committee of the Grand Council.
3. The Judicial Committee will review the membership reinstatement request and supply the Grand Council a recommendation for the request.
4. The information will then be sent to the Grand Council for a final review and vote.

**While an individual or Chapter may submit an appeal request, it does not mean that the individual will be reinstated. If an appeal is denied, the member may not resubmit a new appeal for a minimum of five years.**