

BYLAWS OF THE SIGMA PI FRATERNITY

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BYLAW 1 - New Members

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. 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 New Member 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 Interfraternity Council, the host institution, or the North- American Interfraternity Conference.

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

Section 4. New Members must be initiated by the end of the designated New Member Education period. The designated New Member Education period should not exceed 6 weeks or the number of weeks mandated by the host institution. Any New Member who does not meet the requirements for initiation by the end of the New Member Education period should be released. A New Member who is released 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, marijuana, or other drugs or intoxicants by any New Member or Active brother at any meeting or event held in connection with a New Member education program is prohibited. Nothing in this section, however, prohibits a New Member or brother from possessing or consuming a medication for which he has a valid medical prescription.

Section 6. Each New Member 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. 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. New Members initiated by the Grand Council at the time of a Chapter's Chartering are excepted from this section.

BYLAW 2 - Brothers

Section 1. 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 professional or honorary character.

Section 2. 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 receives consent from the prospective chapter and meets all of its applicable academic standards. The Chapter shall notify the Executive Office of any change in affiliation with a Chapter by a member.

Section 3. Every brother of the Fraternity, so long as he is an enrolled student 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 classified as an Active.

Section 4. In the event an Active cannot for valid reason discharge or meet his financial obligations as an Active to the Fraternity, his obligations may be relieved or excused for a limited period of time. The Active member must make a written application to the Executive Office, with a copy to the Chapter Advisor.

Section 5. Upon a written request by the member or his Chapter the status of a brother may be changed by the Chief Executive Officer.

Section 6. 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 New Member 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 consideration shall be classified as Alumni and therefore cannot at any point appear on the active roster of any chapter. The Chief Executive Officer will charge an initiation fee of such initiates that is set by the Chief Executive Officer, which shall not exceed the normal fee set out by these bylaws.

BYLAW 3 - Alumni

Section 1. Every alumnus brother in good standing is permitted to attend Chapter meetings in the Chapter wherein he was initiated into the Fraternity, or the Chapter to which he was officially transferred.

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.

BYLAW 4 - Discipline of Members

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

Section 1. Financial Suspension.

Discipline of non-payment of dues or other charges established by the chapter lies within the province of the Chapter. Financial health is important to the chapter's continued existence. Each Chapter should establish procedures for discipline of members indebted to his Chapter.

Discipline for non-payment of dues or other charges owed to the Fraternity and procedures for such discipline may from time to time be established by the Fraternity. The Fraternity will provide notice of any such procedures and disciplinary measures to its members before any such procedures are implemented.

Section 2. Financial Expulsion.

In the event that a chapter has determined that an Active brother has been previously delinquent in his payment of indebtedness to the chapter 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, the Chapter may submit a request for expulsion from the Fraternity consistent with the terms of this Section.

- (a) An Active brother is subject to a recommendation of expulsion upon a two-thirds vote of any quorum of the Active brothers, by the Chapter Advisor by his own action, by the Province Archon if no Chapter Advisor is in place, or by the Chief Executive Officer 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 fifteen (15) 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 and not less than five (5) days before 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) Upon a vote to recommend expulsion of 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 documentation upon which the Chapter's vote was based. If the Grand Council approves the expulsion, the basis for its approval will be summarized in an appropriate Grand Council Order, a copy of which shall be provided to the expelled brother, his Chapter, and to the Chapter Advisor. Financial Expulsion pursuant to this Section is 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 a New Member 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 within one (1) year from the date of the filing of the recommendation for expulsion, unless otherwise defined by Chapter Bylaws.

Any indebtedness of the former member must be paid in full before reinstatement is voted upon.

Upon a Chapter vote to reinstate the former member, the Chapter shall immediately submit a written request to the Executive Office confirming the payment of debt by the person in question and Chapter vote on the matter. Such requests to reinstate the member will be presented to and require approval from the Grand Council.

Section 5. Conduct Suspension.

Any brother of the Fraternity may be disciplined, by his Chapter for

- (a) Reasonable suspicion of violating any state or federal law; or,
- (b) Violations of any of the provisions of the Fraternity Constitution, Bylaws, Grand Council Orders, policies of the Fraternity, or any Constitution, Bylaws, or policy of the Chapter, or violation of any applicable rule of the host institution. The procedures by which a brother may be disciplined by his Chapter will be set forth by his Chapter.

Section 6. Conduct Expulsion.

The Fraternity may expel a member when it comes to the attention of the Fraternity that a member has engaged in significant and/or persistent conduct involving a:

- (a) Violation of any state or Federal law;
- (b) Violations of any of the provisions of the Constitution, Bylaws, Grand Council Orders, Fraternity policy, or violation of the Constitution, Bylaws, or policy of the local chapter;

- (c) Conduct that is detrimental to the best interest of the Fraternity and/or the Chapter;
- (d) Revealing the secrets of the Fraternity's Ritual to any person not entitled to receive them

Section 7. Conduct Expulsion Charges.

Charges for the expulsion of a brother may be proffered against him by his Chapter, Chapter Advisor, Province Archon, or the Chief Executive Officer 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 at a 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 Advisor, Province Archon, or the Chief Executive Officer or his Designee, upon his own action, may recommend the expulsion of a brother for the grounds outlined in Section 6 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 thirty (30) days to submit to the Executive Office any additional evidence in support of, or opposition to the grounds for expulsion. 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. The Executive Office will promptly submit any evidence received to the Grand Council.
- (d) After review of the evidence submitted to the Grand Council, the Grand Council will issue a Grand Council Order within 15 days of receipt of the evidence outlining its decision on expulsion a copy of which shall be provided to the member, his Chapter, and to the appropriate Chapter Advisor, and Province Archon
- (e) 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.
- (f) A New Member of the Fraternity is subject to immediate dismissal without notice of charges by a majority vote of his chapter. Dismissal of a New Member from the New Member Education process is within the sole discretion of the Chapter.

Section 10. Membership Review.

If it comes to the attention of the Fraternity that a chapter has a persistent cultural issue or a recent and persistent unwillingness of members to comply with Fraternity policies, the Chief Executive Officer, or his designee, may perform a Membership Review of a Chapter pursuant to procedures determined by the Chief Executive Officer.

BYLAW 5 - Chapters and Colonies

Section 1. A Chapter or Colony shall be deemed in good standing only if;

- (a) is not delinquent in any of its financial obligations to the Fraternity
- (b) is not subject to a probation or suspension from the Fraternity
- (c) is in compliance with all minimum governance, health and safety, and reporting requirements set forth herein

Section 2. All fees and fines assessed to a Chapter or Colony shall be due no less than 30 days after notice of assessment.

Section 3. The Chief Executive Officer may assess fines to chapters; the amount and due date of which are subject to approval by the Grand Council.

Section 4. The Chief Executive Officer may rebill investigation costs due to allegations against a Chapter or Colony. This rebill shall be approved by the Grand Council

Section 5. Before being initiated, each New Member must complete all required membership records and pay all Sigma Pi Fraternity Membership Fees.

Section 6.

- (a) A new member fee of seventy-five dollars (\$75.00) shall be paid prior to pledging. The Sigma Pi Fraternity Membership Fee shall be three hundred twenty-five dollars (\$325.00) which shall be paid prior to initiation. The Sigma Pi Fraternity Membership Fee for an Alumnus initiate shall be two hundred dollars (\$200.00) with no new member fee. All fees shall be paid to Sigma Pi Fraternity and shall not be refundable under any condition.
- (b) 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.
- (c) A Chapter or Colony is subject to a fine of ten dollars (\$10.00) per New Member and fifteen dollars (\$15.00) per initiate for failure to fully comply with new member and membership registration procedures as established by the Executive Office, including without limitation, the failure to timely submit required forms and fees.

Section 7.

- (a) The Sigma Pi Semi-Annual Dues shall be two hundred and sixty-five dollars (\$265.00) per active member. Semi-Annual Dues shall be assessed as per the Chapter Roster as of September 30th and January 31st.
- (b) The Sigma Pi Fraternity Semi-Annual Dues shall be assessed on October 1st and February 1st.
- (c) The Sigma Pi Semi-Annual Dues shall support the Fraternity's general operations, Convocation, and programming.
- (d) 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.

Section 8. If it comes to the attention that a Chapter or Colony has violated the Fraternity's policies and upon investigation of such claim of violation of Fraternity policy, the Fraternity determines the Chapter or Colony has violated one or more Fraternity policy:

- (a) The Chapter or Colony may be placed on Probation for any determinate period by the Chief Executive Officer. Written notices will be provided to the chapter's officers, Chapter Advisor and Province Archon detailing the reasons for the probation as well as steps to be taken and benchmark to be reached by the chapter. If at the end of said probationary period, the Chapter or Colony has not completed the terms set forth in the notice of probation, the Chief Executive Officer may take further disciplinary action.
- (b) 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 has repeatedly violated provision set forth in the Constitution, Bylaws or other Fraternity policy or that circumstances are such that the culture existing at a Chapter warrants closure.

Section 9. 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 10. Each chartered chapter, colony, and chartered Alumni Club, in good standing, shall be covered by the 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.

Section 11. No chapter will create, endorse or sponsor any women's auxiliary group.

Section 12. Each Chapter should have a new member education program for all New Members. This education and instruction should not interfere with the academic development of any New Member and should not last no more than six (6) weeks in duration. In

addition, it is recommended that each Chapter provide post initiation classes to explain the Ritual and to further inform newly initiated brothers about the Fraternity within thirty days after initiation.

Section 13. Representation at Convocation 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 Convocation will result in a fine.

BYLAW 6 - Elections for Fraternity Officers

Section 1. The Elections Committee

- (a) The Elections Committee, 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 Committee shall be Active undergraduates.
- (c) Candidates seeking election to the Grand Council shall submit a candidate filing, as defined by the Elections Committee, prior to the Convocation. The filing must meet the following requirements:
 - (i) All required submissions must be received by the Elections Committee by January 15 before the Convocation.
 - (ii) Candidates will declare their intention to stand for election and should detail their qualifications to serve. 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 Committee, 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.

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 Committee.
- (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 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 should be in good standing according to the requirements established by the host institution or Interfraternity Council. The election of officers in each Alumni Club should 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 should be in good standing with the Alumni Club.

Section 6. The terms of office of all Grand Council Members shall begin at the close of the Convocation electing them.

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 policies describing governance process, council-management delegation, and 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 of the Fraternity. 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 who may be guilty of gross misconduct or malfeasance in office. 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. 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 – Chapter Advisors

Section 1. It is recommended that each Chapter have an Alumni Advisory Board chaired by a Chapter Advisor, to provide additional assistance and guidance to chapters. The Chapter Advisor will be appointed by the Chief Executive Officer in conjunction with approval by the Chapter. Members of the Alumni Advisory Board will be nominated by the Chapter Advisor for approval by the Chief Executive Officer, or by the Province Archon in the absence of a Chapter Advisor.

BYLAW 9 - Convocations of the Grand Chapter

Section 1. Each Chapter of the Fraternity shall be entitled to representation in the Convocation by one (1) delegate and one (1) alternate delegate. It is recommended that each Chapter provide in its local bylaws for the manner in which to elect or appoint its Convocation delegates.

Section 2. 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 is 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 is entitled to cast the Chapter's votes.
- (b) Each chartered Alumni Club represented in the Convocation by a delegate is entitled to one (1) vote provided that such Alumni Club is in good standing with the Fraternity.
- (c) All Current Grand Chapter Officers and Past Grand Chapter Officers in good standing with the Fraternity are entitled one vote in the Convocations of the Grand Chapter. However, none of these individuals are 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) Only votes cast by those who are present and voting, will be counted in Grand Chapter meetings. The casting of votes by proxy or by absentee, mailed, or electronic 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, mailed, or electronic ballot is allowed, but proxy voting is prohibited.

BYLAW 10 - Publications

Section 1. The official publication of the Fraternity is called *The Emerald*. The frequency of publication and the price of subscriptions will be determined by the Chief Executive Officer or his designee. The *Emerald* shall be devoted to the interests of the Fraternity.

Section 2. The Chief Executive Officer may publish as occasion warrants an esoteric paper to be known as The Keryx and distribute free of charge to all initiated brothers of the Fraternity in good standing.

BYLAW 11 - Insignia and Observances

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

Section 2. Brothers of the Fraternity may purchase a Sigma Pi Fraternity badge directly from one of the recognized 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 official jewelers of the Fraternity. No brother shall attach to his badge guard the insignia of an office he had not held.

Section 4. 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 5. February twenty-sixth (26th) is hereby officially declared to be Founders' Day of Sigma Pi Fraternity, and on approximately that date each year Chapters of the Fraternity should observe the establishment of the Fraternity with appropriate ceremony.

Section 6. Each Chapter should also observe and celebrate with appropriate ceremonies or activities important anniversary dates in the history of the Chapter.

Section 7. 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 12 - 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. The Executive Office 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 Sigma Pi Fraternity, 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 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 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 will report 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 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.

BYLAW 13 - 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 will 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 Advisors, Province Archons, and Alumni Clubs.

BYLAW 14 - Committees of the Grand Chapter

Section 1. The Committees outlined in this bylaw shall serve at the pleasure of the Grand Chapter. In the absence of the Grand Chapter, the Grand Council will oversee the service of Grand Chapter Committees.

Section 2. Committees of the Grand Chapter shall consist of no less than five (5) members, at least two (2) of which shall be undergraduates.

Section 3. The Grand Sage shall have the sole discretion to appoint Grand Chapter Committee chairmen and members, or in the event of a conflict of interest, replace committee members.

Section 4. The Judicial Review Committee is charged only with considering appeals of expulsions, as provided by Bylaw 4.

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

Section 6. The Elections Committee is a standing committee of the Grand Chapter as defined in Bylaw 6.

BYLAW 15 - Scholarship and Standards

Section 1. Each Chapter and Colony of the Fraternity is subject to the following minimum standards of Academic Excellence. The Grand Chapter further encourages each Chapter and Colony to set local standards higher than that of its host institution, if applicable, and the Grand Chapter.

- (a) All potential New Members must meet and maintain a GPA requirement equal to or greater than the academic standard set by the Chapter's host institution in order to become a New Member.
- (b) 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 Chapter's host institution, if applicable.
- (c) Every member will maintain a minimum cumulative GPA of 2.5 on a 4.0 scale.