

# **Christopher Newport University Sigma Lambda Chapter of Kappa Sigma**

## **Revised Spring 2023 By-Laws**

### **Article I**

#### **Organization**

##### **Section A. Name and Address**

This Chapter, being chartered on the 19th day of January, in the year of 2013, will hereon be known as "The Christopher Newport University Sigma Lambda Chapter of Kappa Sigma," and will be located at 1 University Place, Newport News, VA 23606.

##### **Section B. Priority and Ratification**

The by-laws of the Christopher Newport University Sigma Lambda Chapter of Kappa Sigma are established in accordance with and supplement the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity. In the event of a conflict between the aforementioned documents, the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity shall prevail. The by-laws prescribed herein shall supersede all previous by-laws of the Christopher Newport University Sigma Lambda Chapter of Kappa Sigma in effect and, upon approval of these by-laws, all preceding by-laws of the Christopher Newport University Sigma Lambda Chapter of Kappa Sigma will be null and void.

##### **Section C. Purpose**

Kappa Sigma is a men's college fraternity. Its goals are many, but all center on the promotion of friendship, loyalty, and brotherly feeling. The objective of this organization is to excel in all phases of fraternity and student activities at Christopher Newport University. To fulfill this objective, the development of scholarship, leadership, community service, social graces, and cultural awareness are encouraged and stressed. It is each Member's duty to work diligently toward these objectives so that few may equal and none excel the ideal virtue of a true Kappa Sigma.

### **Article II**

#### **Membership**

Membership into Kappa Sigma Fraternity is open to any full-time undergraduate male student currently enrolled at Christopher Newport University.

##### **Section A. Eligibility for Membership**

## **Section B. Members in Good Standing**

All initiated members of the Kappa Sigma Fraternity shall be members in good standing except:

1. Any Member who has been expelled.
2. Any Member who owes any sum of money to Kappa Sigma or any undergraduate chapter more than thirty (30) days past due.
3. Any Member who is considered not in good standing under any provision of the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity and Enactments of the Grand Conclave of Kappa Sigma.
4. Any Member who has charges pending against him,
5. Any Initiate who is considered not in good standing under any provisions of the by-laws or other Enactments of the Christopher Newport University Sigma Lambda Chapter of Kappa Sigma.

Only Members in good standing shall be entitled to attend Grand Conclaves, Leadership Conferences and social events (as defined in the Code of Conduct) conducted in the name of Kappa Sigma or the Christopher Newport University Sigma Lambda Chapter. Every Initiate in good standing shall enjoy perpetual membership in this Fraternity, including the continuing right to attend meetings of the Christopher Newport University Sigma Lambda Chapter of Kappa Sigma by which he was initiated and speak and vote on all questions, except that alumni shall not be eligible to vote on the election of candidates for initiation or pledging, the suspension or expulsion of an undergraduate member, the election of officers, and assessments applicable to undergraduate members.

## **Section C. Qualification for and Classes of Membership**

1.

Pledge

- Any male upon the request and a favorable ballot of seventy-five percent (75%) of the Brothers of the bidding panel or the Sigma Lambda Chapter present, shall be extended an invitation to pledge, and will be considered a Pledge upon acceptance of said invitation and after having been conducted through the Pledging Ceremony by the Christopher Newport University Sigma Lambda Chapter of Kappa Sigma.
  - The bidding panel shall consist Sigma Lambda Chapter
  - The Chapter may release any Pledge after a vote is taken as prescribed by the Ritual of Kappa Sigma.
- Initiate

a. Every Pledge shall be considered eligible for lifetime membership in Kappa

Sigma upon completion of the following requirements:

i. Have a cumulative grade point average of at least 2.5 (out of possible

2.

4.0), except in very special circumstances where a Pledge Member has a verifiable learning disability that would put him at an academic disadvantage, whereby a three-quarters vote of the Brothers present shall reduce the minimum cumulative grade point average requirement to that of the Christopher Newport University;

- ii. Fulfill his financial obligations, including, but not limited to, payment of the initiation fee;
  - iii. Have a minimum of one secret, favorable, unanimous ballot of the Brothers present, as prescribed by the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity;
  - iv. Pass a final examination of Kappa Sigma history, operations, officer duties and services;
  - v. Must not be "Not in Good Standing" as defined herein; and
  - vi. Be formally initiated into the Kappa Sigma Fraternity.
3. Alumnus – Any Initiate who has left Christopher Newport University or has received a bachelor's degree, and/or transferred to another institution and has not elected to affiliate with the Kappa Sigma chapter on that campus, if one should exist.
  4. Member – A general name referring to all classes of membership.

#### **Section D. Grounds for Removing Undergraduate Members**

Brothers and Pledges may be suspended or expelled by the Christopher Newport University Sigma Lambda Chapter of Kappa Sigma for:

1. Failure to maintain standards of moral conduct as established by the Kappa Sigma Fraternity at Christopher Newport University;
2. Failure to comply with the provisions of the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity;
3. Engaging in contemptuous and/or contumacious behavior or violating the Code of Conduct
4. Failure to maintain standards of scholarship, as described in these By-Laws; or
5. As otherwise set forth herein.

#### **Section E. Procedures for Membership Removal**

1. Undergraduate Brother/Alumnus
  - a. Procedures for removing Brothers are contained in the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity.
2. Pledge Member
  - If a Pledge Member receives at least two negative ballots as per the ceremony of balloting described in the Ritual of Kappa Sigma, and the most recent ballot taken was negative, then, he can be removed by a one-third (1/3) vote of the Brothers present in favor of the removal; or
  - A Pledge can be removed at any time by simple majority vote of the Brothers present in favor of the removal, provided a quorum of at least three-fourths (75%) of the undergraduate Brothers of the Chapter in good standing are

present.

## **Section F. Resignations**

1. An undergraduate Brother can resign from his membership in accordance with the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity by submitting a written notice of explanation briefly noting reasons for resignation.
2. A Pledge may only be released from his pledge in accordance with the Ritual of Kappa Sigma.
3. Any Brother or Pledge who resigns shall forfeit all monies paid to the Kappa Sigma Fraternity or the Christopher Newport University Sigma Lambda Chapter of Kappa Sigma.

## **Article III**

### **Officers**

## **Section A. Eligibility**

1. To be eligible to be elected to an office described in this Article III, the Brother must be in good standing and have a cumulative grade point average of at least 2.7 (out of a possible 4.0). He shall agree to attend all meetings connected to his office and any other Kappa Sigma function when possible. He must anticipate remaining enrolled at Christopher Newport University for the entire term of the office which he seeks.
2. To be eligible for election to an Executive Committee position, a Brother must have achieved at least two (2) Certificates of Ritual Proficiency. To be eligible for election as Grand Master or Grand Master of Ceremonies, a Brother must have achieved at least a Certificate of Ritual Proficiency for the Initiatory of Kappa Sigma.

## **Section B. Executive Committee**

The Sigma Lambda Chapter's Executive Committee shall be comprised of the Grand Master, Grand Procurator, Grand Master of Ceremonies, Grand Scribe and Grand Treasurer. The Sigma Lambda Chapter may elect to supplement the Executive Committee with an Assistant Grand Scribe, Assistant Grand Treasurer, and other assistant positions as the Sigma Lambda Chapter may deem necessary.

## **Section C. Executive Committee Meetings**

The Executive Committee shall meet weekly during the school year at regularly scheduled times, at least one (1) hour in advance of all regularly scheduled Sigma Lambda Chapter meetings. Additional meetings of the Executive Committee may be held at other times, so long as the Sigma Lambda Chapter is informed of the meeting at least twenty-four (24) hours in advance.

Special meetings of the Executive Committee may be called when deemed necessary provided that such special meetings are posted in advance or an attempt is made to contact each official member of the Executive Committee. Notice of special meetings need not be posted to the Sigma Lambda Chapter.

The Grand Master shall preside over all Executive Committee meetings. In the event of the temporary absence of the Grand Master, the following officers shall preside in hierarchical order: Grand Procurator, Grand Master of Ceremonies.

#### **Section D. Executive Committee Positions**

1. **Grand Master** – In addition to any responsibility or duty stated in the Ritual of Kappa Sigma and/or the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity, the Grand Master shall be the chief executive officer of the Sigma Lambda Chapter and as such shall be conversant with all the duties and responsibilities of all other officers of the Sigma Lambda Chapter, both elective and appointive. While he shall not usurp the duties of the remaining officers as outlined hereinafter, it is his responsibility to have personal knowledge of the status of reports, correspondence and functions of all other SigmaLambdaChapterofficers. TheGrandMastershallbethepresidingofficerofthe Sigma Lambda Chapter, and shall preside over all regular and special meetings.

2. **Grand Procurator** – In addition to any responsibility or duty stated in the Ritual of Kappa Sigma and/or the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity, the Grand Procurator shall succeed to the office of Grand Master when the Grand Master is absent from the Sigma Lambda Chapter. He shall be the chief disciplinary officer of the Sigma Lambda Chapter, and shall oversee all Sigma Lambda Chapter discipline. He shall preserve order and compel attendance at meetings, and shall be empowered to impose pecuniary fines or other discipline to achieve this objective. The Grand Procurator shall be charged with maintaining, updating and enforcing these By-Laws, and shall ensure that all Members receive a copy of them. He shall also conduct a review and issue a report of these By-Laws at least once per year. Additionally, the Grand Procurator shall nominate the committee chairmen, with the approval of the Sigma Lambda Chapter as set forth herein, and shall oversee the committee system.

3. **Grand Master of Ceremonies** – In addition to any responsibility or duty stated in the Ritual of Kappa Sigma and/or the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity, the Grand Master of Ceremonies shall oversee and coordinate all aspects of the Sigma Lambda Chapter's Brothers In Action and Champion Quest programs. The Grand Master of Ceremonies shall also serve as custodian of the Chapter's Ritual equipment, and he shall be tasked with its maintenance and repair. He shall further serve as Sigma Lambda Chapter Parliamentarian and ensure that the Sigma Lambda Chapter's archives are sufficiently maintained. He shall actively promote and coordinate Ritual Proficiency testing.

4. **Grand Scribe** – In addition to any responsibility or duty stated in the Ritual of Kappa Sigma and/or the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity, the

Grand Scribe shall maintain a complete record of the minutes of the Sigma Lambda Chapter and in all other respects act as its secretary. He shall record, file and communicate to the Sigma Lambda Chapter all correspondence received in the first Sigma Lambda Chapter meeting held after its receipt.

**5. Grand Treasurer** – In addition to any responsibility or duty stated in the Ritual of Kappa Sigma and/or the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity, the Grand Treasurer shall act as the custodian of the Sigma Lambda Chapter's funds and shall be responsible for overseeing all aspects of the Sigma Lambda Chapter's financial health. Heshallberesponsibleforthecollectionofduesandotheraccountsreceivable and for the payment of all Sigma Lambda Chapter debts and other accounts payable which the Sigma Lambda Chapter incurs. He shall develop and maintain the Sigma Lambda Chapter's budget, and shall report to the Sigma Lambda Chapter weekly at Sigma Lambda Chapter meetings on the state of the Sigma Lambda Chapter's finances.

### **Section E. Non-Executive Committee Positions**

**1. Assistant Grand Scribe** – In addition to any responsibility or duty stated in the Ritual of Kappa Sigma and/or the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity, the Assistant Grand Scribe, if any, shall assist the Grand Scribe in the performance of his duties. The Assistant Grand Scribe shall succeed to the office of Grand Scribe when the Grand Scribe is absent from the Sigma Lambda Chapter.

**2. Assistant Grand Treasurer** – In addition to any responsibility or duty stated in the Ritual of Kappa Sigma and/or the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity, the Assistant Grand Treasurer, if any, shall assist the Grand Treasurer in the performance of his duties. The Assistant Grand Treasurershall succeed to the office of Grand Treasurer when the Grand Treasurer is absent from the Sigma Lambda Chapter.

### **Section F. Nomination and Election of Officers**

The Executive Committee officers, Guards, and Assistant Grand Scribe and Assistant Grand Treasurer (if applicable) of the Christopher Newport University Sigma Lambda Chapter shall be elected at the second (2nd) regular Sigma Lambda Chapter meeting in November of each year by a majority vote of the Sigma Lambda Chapter Members present eligible to vote. Nominations shall be made one (1) regular Sigma Lambda Chapter meeting prior to the date of the elections. A Brother can be nominated and stand for election for multiple offices, but may only hold one (1) office at a time. For elections to be held, a quorum of seventy-five percent (75%) of Sigma Lambda Chapter Members in good standing must be present. If a quorum is not present at the meeting scheduled for elections, elections shall be held at the next regularly scheduledSigmaLambdaChaptermeeting. Intheeventthataquorumisnotachievedbythe last regularly scheduled Sigma Lambda Chapter meeting of the semester, emergency meetings shall be held on successive days until a quorum is achieved.

Following elections, but before installation of the new officers, at least one Executive Committee transition meeting shall be held. The newly elected officers shall be installed one (1) meeting prior to the last meeting of the fall semester or, in the event that elections occur during

an emergency meeting, the newly elected officers shall be installed within five (5) days of the election. Only undergraduate Initiates in good standing shall be allowed to vote in officer elections.

### **Section G. Term of Office**

Members of the Executive Committee shall serve for a term of one (1) calendar year. Guards shall serve for a term of one (1) semester. All other officers shall serve for a term of one (1) school year. Voting for Executive Committee takes place in the Fall Semester, while all other committee positions are voted on in the spring.

### **Section H. Special Elections**

In the event of an officer's resignation or removal from office, a special election shall be held to elect a replacement. An announcement of the special election shall be made during the regular Sigma Lambda Chapter meeting immediately following the officer's resignation or removal. Nominations shall be received one (1) week after the announcement and elections held one (1) week following nominations. In the event of a Vacancy, the Grand Master shall have the power to appoint interim officers on a temporary basis.

### **Section I. Removal from Office**

Any undergraduate Initiate seeking to remove an officer from office shall submit a written petition to the Grand Master requesting removal of the officer. If any such petition is regarding the Grand Master, the petition should be addressed to the Grand Procurator. The petition shall be read aloud at the next regular Sigma Lambda Chapter meeting and the Sigma Lambda Chapter may vote to remove the officer. A three-fourths (75%) vote of Initiates present and in good standing is required to remove an officer from office. A quorum of seventy-five percent (75%) of the undergraduate Initiates in good standing must be present for such a vote to occur.

## **Article IV**

### **Sigma Lambda Chapter Meetings and Events**

#### **Section A. Frequency**

Regular Sigma Lambda Chapter meetings shall be held once a week during the school year, excluding the final examination period, on Sundays at 7:00 p.m. at the Sigma Lambda Chapter house. Special meetings may also be called by the Executive Committee when deemed necessary as long as the Sigma Lambda Chapter is apprised at least twenty-four (24) hours in advance, either by notice posted in the Sigma Lambda Chapter house and/or provided by e-mail. The date and time of such meetings can be changed, under special circumstances, by a majority vote of the Sigma Lambda Chapter.

### **Section C. Quorum**

A quorum shall consist of at least two-thirds (66%) of undergraduate Initiates in good standing.

This quorum must be present at all meetings in order for business to be conducted unless otherwise specified herein. A Quorum Call Shall Take Place Fifteen(15)minutes after the start of the meeting.

### **Section D. Order of Business**

All regular Sigma Lambda Chapter meetings shall follow the following agenda:

- Roll call
- Minutes of preceding meeting
- Reports of officers
- Reports of committees
- Reading of communications
- Unfinished business
- New business
- Appointments of committees (if applicable)
- Ceremony of Pledging (if applicable)
- Good of the Order

### **Section E. Attendance**

All Sigma Lambda Chapter Members are required to be on time for and attend all regular Sigma Lambda Chapter meetings and other Chapter events. Any Sigma Lambda Chapter Member absent from a meeting or other Sigma Lambda Chapter event without the prior permission of the Grand Procurator may be subject to disciplinary action.

### **Section F. Dress Code**

All Sigma Lambda Chapter Members are required to wear proper attire for all regular Sigma Lambda Chapter meetings, including a collared shirt and tie with jacket optional, long pants not of a denim nature, and appropriate closed-toe business shoes (no sneakers, sandals or flip-flops). Initiates should wear the Badge of Kappa Sigma at all Chapter meetings.

### **Section G. Conduct for Meetings**

Parliamentary procedure and Robert's Rules of Order, where consistent with the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity shall govern the conduct of Sigma Lambda Chapter Meetings. AllSigmaLambdaChapterMembersareexpectedtobepoliteandorderly at all Sigma Lambda Chapter meetings, and shall speak only with the Grand Master's permission.

### **Article V Committees**



## **Section A. Membership on Committees**

All Members must serve on at least one (1) committee, to which they will be assigned by the **committee chairmen**, in consult with the Members. Any Member may serve on additional committees with the permission of that committee's chairman. **Each committee is required to meet once a week. Failure to not conduct or attend a committee meeting, without prior valid excuse, will result in action in accordance with the Kappa Sigma Point System.**

## **Section B. Committee Appointments**

Committee chairmen are to be elected by a vote of a simple majority of all initiates present and in good standing at the chapter meeting no later than the second to last chapter meeting of the spring semester. One week prior to the election, a slate of candidates will be determined by the chapter via at large nomination, whose qualifications will be confirmed by the executive committee during the following week.

Each committee chairman shall be an Initiate in good standing, have a cumulative grade point average of at least 2.4 (out of a possible 4.0). Each committee shall consist of the chairman and a number of members, who will be determined within the Executive Committee's discretion in conjunction with the new committee chairman.

All committee chairmen and committee members shall serve for one year, barring repudiation by the chapter. No later than the second to last chapter meeting of the FALL semester, the chapter will vote to reaffirm the committee chairmen for a second semester of service. This process is intended to make sure that a struggling or failing committee chairman can be effectively removed from his position to improve the chapter's functioning. The chairman will be given time to justify himself before the affirmation vote if he feels it's necessary, and will then exit the chapter hall while the chapter deliberates. The chairman may only be removed from their position with a two-thirds vote of initiates present at the chapter meeting. If they are successfully removed from their position, the position will be opened up for at-large nomination, where the previous chairman is still eligible to run.

## **Section C. Standing Committees**

1. A Greater Cause Committee. The A Greater Cause Committee shall be responsible for developing, planning and executing suitable community service projects and fundraisers sponsored by the Sigma Lambda Chapter, including arranging sponsors and participants and working with the Public Relations Committee on appropriate advertising and arranging media coverage of community service activities. Additionally, the committee shall inform the Sigma Lambda Chapter of community service opportunities available in the school or the local community. The committee shall ensure that all community service hours and dollars raised by Sigma Lambda Chapter

Members are entered in the A Greater Cause database on Kappa Sigma Fraternity's Brother Services website, so that the Sigma Lambda Chapter receives credit for its community service involvement. The A Greater Cause Committee shall report weekly to the Grand Master and the Grand Treasurer.

2. Academic Excellence Committee. The Academic Excellence Committee shall ensure that all Members are complying with the scholarship requirements of Christopher Newport University, the Christopher Newport University Sigma Lambda Chapter, and the Kappa Sigma Fraternity. This committee shall also provide assistance to Sigma Lambda Chapter Members on effective studying and academic achievement, including assistance with identifying school resources for Members with academic difficulties. The Academic Excellence Committee shall also verify the scholastic eligibility of all candidates for elected positions within the Sigma Lambda Chapter. The Academic Excellence Committee shall report weekly to the Grand Procurator. Brothers must have a **2.5 semester GPA and a 2.5 cumulative** to remain in good academic standing with the chapter (excluding the Lambda class, which will require a 2.0 cumulative). If a brother falls below either of these benchmarks, he is on social probation until midterm grades come out the following semester. If his mid term GPA is 2.5 or better, he is no longer on social probation. If a brother has below a 70 in a class at midterm grades, he is required to attend at least one office hour per week until he raises his grade above a 70 (and he must provide documentation that he attended these hours). **Pledges** must finish their semester of pledging with at least a **2.7 GPA** to be in good standing; if they fall below this requirement they will be on social probation once initiated to focus on their grades (this excludes Formal/Semi-Formal and Initiation Party)
3. Alumni Relations Committee. The Alumni Relations Committee shall be responsible for publishing the Sigma Lambda Chapter's alumni newsletter no less than one time per semester, coordinating Sigma Lambda Chapter events including alumni involvement, promoting interaction between the Sigma Lambda Chapter and local and Sigma Lambda Chapter alumni, and maintaining an updated alumni information database. The Alumni Relations Committee shall report weekly to the Grand Scribe.
4. Awards Committee. The Awards Committee shall coordinate all Chapter, Christopher Newport University and Kappa Sigma Fraternity Awards, including determining for what awards to present/apply, preparing the appropriate presentations/submissions, and coordinating with all other committees to obtain any information necessary for the proper submission of awards. The Awards Committee shall report as needed to the Grand Master and the Grand Scribe.
5. Brothers In Action Committee. The Brothers In Action Committee shall administer the Sigma Lambda Chapter's Brothers In Action programs for Pledges and Brothers. In so doing, the committee shall develop and execute such programs and activities as are beneficial to an effective Brothers In Action Program, while ensuring that all activities comply with the Code of Conduct and all policies of Christopher Newport University. The committee shall ensure that all Pledges and Brothers are well-versed in Kappa Sigma history and teachings, including Bononia Docet and other Fraternity publications, and

shall further ensure that all Pledges are duly prepared for Initiation into Kappa Sigma. The committee shall be responsible for coordinating all aspects of Pledge

education, including pledge classes and projects, and shall administer the Sigma Lambda Chapter's Big Brother Program. The committee shall also report to the Sigma Lambda Chapter on a regular basis regarding any Pledge's progress through the Brothers In Action program. The Brothers In Action Committee shall report weekly to the Grand Master of Ceremonies.

6. Campus Involvement Committee. The Campus Involvement Committee shall be responsible for promoting and encouraging Sigma Lambda Chapter Members' involvement in other campus activities, including clubs, sports and student government. The committee shall keep Sigma Lambda Chapter Members apprised of various opportunities available on campus, and shall recommend to individual Members activities aligned with their respective areas of interest. The Campus Involvement Committee shall report weekly to the Grand Procurator.
7. Champion Quest Committee. The Champion Quest Committee shall be responsible for the planning, coordination and execution of all Sigma Lambda Chapter recruitment programs, whether formal or informal. The committee shall compile and maintain an active database of all prospective rush guests and work to ensure that all prospective Pledges are able to meet with as many Sigma Lambda Chapter Members as possible. Additionally, the committee shall be responsible for coordinating bid meetings where the Sigma Lambda Chapter votes on extending bids to prospective pledges, and for distributing such bids to potential pledges. The Champion Quest Committee shall report weekly to the Grand Master of Ceremonies.
8. Fundraising Committee. The Fundraising Committee shall be responsible for suggesting, organizing, and executing suitable fundraising projects to assist the Sigma Lambda Chapter financially. This committee shall also be responsible for keeping appropriate records about all activities, including the necessary contacts and amounts of money raised in each activity. The Fundraising Committee shall report weekly to the Grand Treasurer.
9. Intramurals Committee. The Intramurals Committee shall be responsible for informing the Sigma Lambda Chapter about the availability of intramural sports at Christopher Newport University, as well as for coordinating teams to represent the Sigma Lambda Chapter in as many activities as possible. The committee shall also be responsible for keeping Sigma Lambda Chapter Members apprised of upcoming dates and times for games and keeping the Sigma Lambda Chapter informed about the results of such games. The Intramurals Committee shall report weekly to the Grand Scribe.
10. Risk Management Committee. The Risk Management Committee shall coordinate all Sigma Lambda Chapter programs relating to safety and alcohol awareness, including communicating with Sigma Lambda Chapter Members about the availability of third-party presentations on risk management topics offered through the school or the community. This committee shall also work with the Social Committee to ensure that all

policies—including Interfraternity Counsel ("IFC") and Christopher Newport University policies, the Code of Conduct, and any applicable local, state and federal

laws—are followed at social events. The Risk Management Committee shall report weekly to the Grand Procurator.

11. Internal Social Committee. The Internal Social Committee shall be responsible for organizing all social functions and assuring that all policies—including IFC and Christopher Newport University policies, the Code of Conduct, and any applicable local, state and federal laws—are followed at social events. This committee shall also notify Sigma Lambda Chapter Members of upcoming social events on campus and in the community, so that the Sigma Lambda Chapter may be represented at such events. The Social Committee shall report weekly to the Grand Master and Grand Procurator.
12. External Social Committee. The External Social Committee shall be responsible for the planning and budgeting of Semi-Formals and Formals. The committee is to assure that the Semi-Formals and Formals adhere to IFC and Christopher Newport University policies, the Code of Conduct, and any applicable local, state and federal laws. This committee shall also be responsible for contacting other greek organizations and planning social mixers. The External Social Committee shall report weekly to the Grand Master and Grand Treasurer.

#### **Section D. Special Chairman**

Special chairmen shall be appointed in the same manner as committee chairmen, described in this Article V, but shall not be responsible for other members on a committee. These are stand-alone committees.

1. House Manager. The house manager is responsible for the general upkeep of the Chapter house, and for reporting all maintenance problems to the Executive Committee and the Housing Corporation. He shall be responsible for coordinating any necessary repairs to the Chapter house, and for investigating any housing problems. He shall report weekly to the Grand Procurator, the Grand Treasurer and the Housing Corporation. <The house manager is required to live in the Chapter house unless otherwise approved by the Chapter.>
2. Interfraternity Council Representative. The Interfraternity Council Representative shall attend all Interfraternity Council meetings and vote on behalf of the Sigma Lambda Chapter on all matters requiring a vote, in the absence of the Sigma Lambda Chapter's Grand Master. He shall report all business of the Interfraternity Council to the Sigma Lambda Chapter at each regular Sigma Lambda Chapter meeting.
3. Chaplain. The Chaplain will be responsible for scheduling, leading, and organizing a regular bible study for the fraternity; he will be the point of contact for the fraternity for both brothers and CNU students alike when it comes to religious matters, and he will lead the fraternity in prayers or invocations whenever necessary outside of the ritual. In

addition, he will be responsible for planning a faith based retreat for the bible study, with appropriate chapter funds provided.

4. Historian Chair. The Historian is responsible for keeping, maintaining, and updating the chapter's records. This includes lists of pledges, committee chairmen, executive board members, maintaining the historian's hard drive, and once a semester attending a pledge meeting to give an overview of Sigma-Lambda's history.

### **Section E. Ad Hoc Committees**

The Sigma Lambda Chapter may form ad hoc committees for special events or situations such as homecoming, Greek Week, or any other instance when deemed necessary by the Executive Committee. All appointments to ad hoc committees shall be made by the Executive Committee and shall require no ratifying vote by the Members. Upon completion of the duties and tasks assigned to the ad hoc committee, the committee shall be dissolved.

## **Article VI**

### **Sigma Lambda Chapter Finances**

#### **Section A. General Fraternity**

Fees payable to Kappa Sigma Headquarters for pledge and initiation fees shall be collected and transmitted in accordance with the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity.

#### **Section B. Collection of Dues**

1. Dues. All Sigma Lambda Chapter Members shall be required to pay dues to the Sigma Lambda Chapter each semester. The amount of dues charged in a given semester shall be determined by the Finance Committee and communicated to Sigma Lambda Chapter Members at least one (1) week in advance of the first regular Sigma Lambda Chapter meeting of each semester.
2. Payment. Sigma Lambda Chapter Member dues shall be due on the first Chapter meeting of the fall and spring semesters, respectively. New member dues shall be due no less than seven (7) days following the Ceremony of Pledging by which the Pledge was pledged into the Sigma Lambda Chapter. The Grand Treasurer may, in consultation with the Finance Committee, permit Members to pay dues in accordance with a payment plan contained in a promissory note, which must be signed by the Member and submitted to the Grand Treasurer prior to or along with the first installment at the time indicated in the promissory note. Payment of dues shall be made by cash, check or money order, or by any other means authorized by the Finance Committee.

a.

For those that are financially incapable of paying dues, or setting up a payment plan with the Grand treasure, will be able to, at the discretion of the Executive Board, pay an insurance fee for the Fraternity. As a result will not be allowed to partake in any social events, but will still have to meet the following: The GPA requirement of an active member, the service hours of an active member, and be ritually proficient

3. Late Payments.

- If a Member's account becomes more than five (5) days past due without prior arrangements with the Grand Treasurer, the Member shall be assessed a \$25.00 fine.
- Any Member who issues a check to the Sigma Lambda Chapter that is returned for insufficient funds shall be assessed a \$25.00 fine, and shall no longer be permitted to pay the Sigma Lambda Chapter by check.

4. Loss of Privileges/Not in Good Standing. Any Member whose account with the Sigma Lambda Chapter falls five (5) days past due will be not in good standing and will lose all voting, social, intramural and other privileges of membership in Kappa Sigma. To restore his status to good standing, the Member must pay his account in full.

5. Suspension/Expulsion. If a Member has not been in good standing for a period of at least thirty (30) days and has failed to clear his account with the Chapter, the Chapter may take action to suspend or expel such Member in accordance with the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity.

6. Disbursement. The Grand Master and the Grand Treasurer (in conjunction) are the only Members authorized to make or approve expenditures of monies belonging to the Christopher Newport University Sigma Lambda Chapter of Kappa Sigma. Other Members must specifically be authorized by the Grand Master and the Grand Treasurer to make or approve expenditures on the Sigma Lambda Chapter's behalf. The remaining funds of the Sigma Lambda Chapter, upon dissolution, shall be transferred to the Endowment Fund of Kappa Sigma Fraternity.

**Article VII Code of Conduct**

**Section A. Kappa Sigma Code of Conduct**

The Christopher Newport University Sigma Lambda Chapter of Kappa Sigma, and all Initiates and Pledges of the Christopher Newport University Sigma Lambda Chapter, shall strictly comply with the requirements of the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity and the Kappa Sigma Code of Conduct. The Code of Conduct is incorporated into these By-Laws by reference, and its contents shall have the same effect as if they appeared in these By-Laws.

Any Member, Pledge or Initiate, who violates the Code of Conduct shall be subject to disciplinary action by this Christopher Newport University Sigma Lambda Chapter, as described in these By-Laws, or by the Supreme Executive Committee, as described in the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity.

Any Member, Pledge or Initiate, who witnesses, suffers, discovers or otherwise becomes aware of a violation of the Code of Conduct is obligated to report such violation and shall report such violation to the Sigma Lambda Chapter's Executive Committee, Alumnus Advisor, District

Grand Master or other volunteer, or Headquarters staff. Any Member who witnesses, suffers, discovers or otherwise becomes aware of a violation of the Code of Conduct and fails to report it in the manner described in this Article VII shall also be guilty of the Code of Conduct and may face disciplinary action himself.

Any officer who receives a report of an alleged Code of Conduct violation must:

1. Report the allegation immediately to the Sigma Lambda Chapter's Alumnus Advisor and District Grand Master; and
2. Take all necessary actions as directed by the Alumnus Advisor and District Grand Master, cooperate fully in any ensuing investigation, and encourage and take steps to ensure cooperation of any and all Sigma Lambda Chapter Members.

Any officer who fails to cause all of the above to occur may also be subject to disciplinary action for impeding a Code of Conduct investigation.

### **Section B. Care of the Chapter House**

All Members are responsible for contributing to the maintenance of the Chapter house. Any damage to the house shall be repaired or paid for by the responsible Member, and such Member shall face disciplinary charges as provided in these By-Laws. All Members shall clean any mess or litter they create.

### **Section C. Removal of Chapter Property**

Any Member found to have removed any property of the Chapter from the Chapter house without prior permission from any officer shall face disciplinary charges as provided in these By-Laws and shall also be charged for the item if not returned.

### **Section D. Attendance at Chapter Events**

All Initiates and Pledges are expected to attend all fundraising, community service and other mandatory Chapter functions. Members incurring unexcused absences from such mandatory events may face disciplinary charges as provided in these By-Laws. A mandatory function is any activity, regular or special meeting, where attendance has been deemed required by a majority vote of the Executive Committee or the Chapter, at least one week in advance, with notice of such designation provided to all Members of the Chapter, either by notice posted in the Chapter house and/or provided by e-mail.

If a brother is to be absent from a chapter sponsored event (such as a CIC group event, rush event, ceremony, or weekly chapter meetings), they must contact the necessary point of contact no later than one day before the event is to begin. If a brother is to be absent from chapter, they must notify the Scribe by the preceding Thursday. If an event is sudden, exceptions may be made for late contact.

## 1. Definition of Absences

### a. Absent No Contact (ANC)

- i. ANC involves a brother who does not contact the scribe appropriately, and does not attend any given event.
- ii. ANC can be upgraded if a valid excuse is presented to the scribe within the 24 hours after the event. This must be initiated by the absent brother and if nothing occurs after 24 hours the classification will not be changed.

### b. Poor reasoning

- i. If the scribe is contacted, but the excuse is deemed to be invalid, it will be classified under poor reasoning.
- ii. The scribe in conjunction with the Executive Council will determine the validity of excuses at their weekly meetings.

### c. Excused

- i. Excused absences are when the absent brother has gone through the appropriate channels to communicate with the scribe, and has a valid reason for missing a given event.
- ii. There is no immediate disciplinary action from an excused absence

## 2. Consequences

- A fine of \$15 will be assigned for brothers who fall under the following categories
    - i. Instances of absence without contact
    - ii. Instances deemed to be poor reasoning by the Executive Board
  - For initiation, absent brothers will be fined \$5 for each new brother missed
- i. This will be in the cases of being absent without contact or having poor reasoning, resulting in an unexcused absence
- c. Judicial action will be pursued in extreme cases such as:
    - i. Failure to attend chapter three weeks in a month



- ii. Missing more than 5 events, regardless of excuse
- iii. Missing a major event not including initiation
- iv. Any other circumstances determined to be extreme by the Executive

#### Board 3. Timing

- Brothers in violation of the attendance policy must be informed within seven (7) days by either the Grand Procurator or Grand Treasurer
- Upon informing the brother of their fine, the Grand Treasurer will also give a date for repayment. If this date is not met, the Grand Treasurer will refer to Section B (Collection of Dues).

#### 4. Appeal

a. If a member feels that a fine was imposed unjustly, this brother has seven (7) 5. Behavior

a. The definition of appropriate behavior can be defined as being “polite and orderly”, bearing in mind to speak only when given the Grand Master’s permission during chapter (Article IV Section G for reference). As it pertains to other events misbehavior can be defined as any member in their presence or actions whereby they are a hazard to themselves or become a liability for the chapter.

b. If a member of the Sigma-Lambda chapter is conducting themselves in a way

that conflicts with the previous point then it may fall upon the Executive Committee with a majority vote to have said member removed from the chapter hall/event and have them fined equal to an absence of chapter.

#### **Section E. Judicial Board**

The purpose of the Judicial Board is to exercise discipline upon the undergraduate Members of the Chapter when necessary.

The Judicial Board shall consist of five (5) undergraduate Initiates in good standing. The Judicial Board shall be chaired by the Grand Procurator, who shall be assisted by four (4) other undergraduate Initiates who are not Executive Committee officers.

The Grand Procurator shall hold voting at the beginning of each semester for a lot of eight (8) names. The first six (6) Initiates with the most votes shall compose the Judicial Board. The next two Initiates chosen shall be alternates. An alternate will replace a Judicial Board member in the event of a conflict of interest and/or any other circumstances that may prohibit the member from fulfilling his duty. The Grand Procurator must approve the excuse of a Judicial Board member.

The Judicial Board shall only meet if the Grand Procurator or a majority of the Executive Committee deems the meeting necessary. The Grand Procurator shall deem a meeting necessary if he believes that an incident requires a review by the Judicial Board. An incident

may be any violation of the Code of Conduct or any action by a Member or Members unbecoming of a Kappa Sigma. A description of the incident must be submitted to the Grand Procurator within seven (7) days of the incident.

If a meeting of the Judicial Board is deemed necessary, the Board members and alternates shall meet at a date and time determined by the Grand Procurator. At such a meeting, the Member submitting charges against another Member shall state his grievance to the Board. The Member providing the description of the incident and the Member(s) in question shall be allowed to present testimony and witnesses on their behalf, but all testimony shall be given by a Member of the Chapter. The members of the Judicial Board shall not discuss the incident before the meeting.

After review of the incident, a majority of the members of the Judicial Board shall agree on one or more of the following actions:

1. No action.
2. Issue a warning.
3. Designate Member(s) as not in good standing for up to ten (10) consecutive Chapter meetings.
4. Fine Member(s) up to fifty dollars (\$50) each.
5. Fine Member(s) for up to a replacement/repair cost of damages, if applicable. In this instance, the fifty dollar (\$50) limit does not apply.
6. Restrict Member(s) from any Chapter activity or activities for up to ten (10) consecutive academic weeks.
7. Recommend filing charges as outlined in the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity.

Any Member upon whom disciplinary action has been taken, or the Member who submitted charges against the charged Member may appeal the action taken by the Judicial Board by notifying the Grand Procurator within one (1) week of the action. The request for appeal must explain the grounds for appeal. Within one (1) week from the appeal request, the Grand Procurator shall report the review of the incident to the Executive Committee. A majority vote of the members of the Executive Committee, excluding the Grand Procurator and any Executive Committee officer involved in the hearing, is required to overturn a decision of the Judicial Board.

## **Section F. Suspension**

Any Member may be suspended for a definite period of time, not to exceed one (1) calendar year, from all rights and privileges of membership in Kappa Sigma. Such suspension shall be imposed as prescribed by the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity.

## **Section G. Expulsion**

Any Member may be expelled, if after a fair trial in the manner provided in the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity he is found guilty of conduct unbecoming a Kappa Sigma, or other causes prescribed in these By-Laws.

## **Article VIII**

### **Ratification/Amendment of the By-Laws**

#### **Section A. Ratification**

These By-Laws of the Christopher Newport University Sigma Lambda Chapter of Kappa Sigma shall take effect immediately upon a two-thirds (2/3) vote of the Initiates present to so ratify.

#### **Section B. Amendment**

1. Proposed amendments to these By-Laws must be presented in writing, with references to the proper articles and sections, to the Sigma Lambda Chapter at a regular Sigma Lambda Chapter meeting. All proposed amendments shall be introduced as new business during such regular Sigma Lambda Chapter meeting.
2. The Grand Procurator shall distribute the proposed amendments to each Member, either in hard copy or via email, within twenty-four (24) hours of the motion to amend.
3. No vote shall be taken on any proposed amendment until the next regular Sigma Lambda Chapter meeting.
4. A two-thirds (2/3) vote of the Initiates present shall be necessary to revise these

By-Laws.

#### **Section C. Maintenance and Disbursement**

All revisions to these By-Laws shall be indexed by article and section by the Grand Procurator. Current By-Laws, as revised, shall be published each year by the Grand Procurator and copies shall be issued to each undergraduate Initiate.

## **Article IX**

### **Point System**

The Kappa Sigma Point System Master Sheet will be used to indicate the points that each brother has earned or lost in the semester. Each category of our point system will be managed by the respective chair indicated on the sheet. The Point System is to be used to bring to light chapter accountability and effectiveness at the individual level, and ultimately, the accountability of the chapter as a whole. All point appeals will go to the Judicial Board.

## **Article X**

### **Emergency Budget**

\$10 of all active members and pledges dues shall be forfeited toward a trust fund designed to act as an emergency fund to be used as the chapter sees fit. If used to support a Brother in Need, financial documents must be presented to the Executive Board and approved by the Judicial Board. Any fraud or illegal activity found guilty of a brother will result in Judicial Board meeting for expulsion of that brother. Payment to the Brother in Need will be paid upon on the last day of the semester to ensure that all funds are not used for one single purpose. The unused emergency funds shall be dissolved each semester into the Military Heroes Campaign.

## **Article XI**

### **Sweethearts**

#### **Section A. Eligibility**

Sweetheart of the Kappa Sigma Fraternity is open to any full-time undergraduate female student currently enrolled at Christopher Newport University.

#### **Section B. Procedure for the Addition of Sweethearts**

- a. A Sweetheart can be added by 2/3 vote of the Brothers present in favor of the addition, provided a quorum of at least three-fourths (75%) of the undergraduate Brothers of the Chapter in good standing are present.
- b. All nominations for Sweetheart shall be introduced as new business during such regular Sigma Lambda Chapter meeting.
- c. No vote shall be taken on any proposed sweetheart until the next regular Sigma Lambda Chapter meeting.
- d. In the event that the vote passes, a formal initiation will be held as described in Sigma Lambda's Sweetheart ritual.
- e. Sweetheart is an honorary position and they will not be granted the secrets or powers held by brothers.

#### **Section C. Grounds for Removing Sweethearts**

Sweethearts may be removed by the Christopher Newport University Sigma Lambda Chapter of Kappa Sigma for:

1. Failure to maintain standards of moral conduct as established by the Kappa Sigma Fraternity at Christopher Newport University;
2. Failure to comply with the provisions of the Constitution, By-Laws and Rules of the Kappa Sigma Fraternity;
3. Engaging in contemptuous and/or contumacious behavior or violating the Code of Conduct or
4. As otherwise set forth herein.

## **Section D.**

### **Procedure for the Removal of Sweethearts**

- a. Sweetheart can be removed by simple majority vote of the Brothers present in favor of the removal, provided a quorum of at least three-fourths (75%) of the undergraduate Brothers of the Chapter in good standing are present.
- b. The removal of a sweetheart shall be introduced as new business and requires grounds for removal as established by the By-Laws of the Kappa Sigma Fraternity.

### **ADDENDUM Non-Discrimination Clause**

In the selection of members, the Christopher Newport University Sigma Lambda Chapter of Kappa Sigma does not discriminate on the basis of race, sexual orientation, religion, or national or ethnic origin. Kappa Sigma Fraternity, a 26 U.S.C. 501(c)(7) organization, is a social fraternity exempt from taxation under 26 U.S.C. 501(a). Accordingly, under 20 U.S.C. 1681(a)(6)(A), Title IX of the Education Amendments of 1972 does not apply to Kappa Sigma and the Christopher Newport University Sigma Lambda Chapter of Kappa Sigma is not prevented from discriminating on the basis of gender when selecting members.