



Tau Kappa Chapter

Kappa Sigma Fraternity



By-Laws

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Article I Organization

Section I – Name and Address

- i. This Colony, being founded on the 9th day of November in the year of 2013, will hereby be known as “The Indiana University Southeast Colony of Kappa Sigma,” and will be located at 4201 Grant Line Road, New Albany, Indiana.
- ii. This Chapter, being founded on the 15th day of March in the year of 2015, will hereby be known as the “Tau Kappa Chapter of Kappa Sigma” (a.k.a. The Kappa Sigma Chapter of Indiana University Southeast), and will be located at 4201 Grant Line Road, New Albany, Indiana.

Section II – Priority and Ratification

The *By-Laws of the Tau Kappa 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 Tau Kappa Chapter of Kappa Sigma* in effect and, upon approval of these By-Laws, all preceding *By-Laws of the Tau Kappa Chapter of Kappa Sigma* will be null and void.

Section III – Purpose

Kappa Sigma is a men’s college fraternity. Its goals are numerous, but the central focus is in promoting friendship, loyalty, and brotherly experiences. The objective of this organization is to excel in all phases of fraternity and student activities at Indiana University Southeast. To fulfill this objective, the Chapter must follow the instructions of the Scholarship Program, Pledge Program, Risk Management Program, and Recruitment Program. It is each Member’s duty to work diligently so that whatever he does, he does well, and success attends his efforts.

Article II Membership

Section I – Eligibility for Membership

Membership in the Kappa Sigma Fraternity is open to any (1) enrolled (2) male student (3) at Indiana University Southeast (4) in the undergraduate program (5) who meets grade criteria as defined in these bylaws of the Tau Kappa chapter of Kappa Sigma.

Section II – Members in Good Standing

- i. All initiated members of the Kappa Sigma Fraternity are in good standing unless they exhibit the following:
 - a. Any Member who has been expelled;
 - b. Any Member who owes any sum of money to Kappa Sigma or any undergraduate chapter and is more than thirty (30) days past due;
 - c. 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;
 - d. Any Member who has legal charges pending against him;
 - e. Any Member who is considered not in good standing under any provisions of the By-Laws or other enactments of the Tau Kappa Chapter of Kappa Sigma.
 - f. Any member whose average between cumulative and semester GPA is below a 2.5 for 2 consecutive semesters
- ii. Only Members in good standing shall be entitled to attend Grand Conclave, Leadership Conferences, and social events (as defined in the *Code of Conduct*) conducted in the name of Kappa Sigma or the *Tau Kappa Chapter of Kappa Sigma*. Every Member in good standing shall enjoy perpetual membership in this Fraternity, including the continuing right to attend meetings of the *Tau Kappa 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 III – Qualification for, and Classes of Membership

Pledge

- i. Any male, upon the request and favorable ballot of at least fifty-one percent (51%) of the Brothers of the Bidding Panel or the Chapter president, shall be extended an invitation to pledge, and will be considered a Pledge upon acceptance of aforementioned invitation, and after having been conducted through the Pledging Ceremony by the *Tau Kappa Chapter of Kappa Sigma*.
- ii. The Bidding Panel shall consist of at least three (3) Executive Committee members, one of which is the Grand Master or Grand Procurator, and at least six brothers in good standing appointed by the Executive Committee with the majority approval of the Chapter present.
- iii. The Chapter may release any pledge after a vote is taken (as prescribed by the Ritual of Kappa Sigma).

Initiate

Every pledge shall be considered eligible for lifetime membership in Kappa Sigma upon completion of the following requirements:

- a. Maintain a cumulative grade point average of at least 2.5 (out of a possible 4.0), except in very special circumstances where a Pledge has a verifiable learning disability that would put him at an academic disadvantage, whereby a three quarters vote (75%) of the Brothers present shall reduce the minimum cumulative grade point average requirement to that of Indiana University Southeast;
- b. Fulfill his financial obligations including, but not limited to, payment of the initiation fee, pledge fee, and dues;
- c. Have a minimum of one secret, favorable, ballot of the Brothers present (as prescribed by the *Constitution, By-Laws and Rules of the Kappa Sigma Fraternity*);
- d. Pass a final examination of Kappa Sigma history, operations, officer duties, and services;
- e. Must be in good standing as defined previously;
- f. Be formally initiated into the Kappa Sigma Fraternity.

Alumnus

Any Initiate who has left Indiana University Southeast and 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).

Section IV – Grounds for Removing Undergraduate Members

Brothers and pledges may be suspended or expelled by the *Tau Kappa Chapter of Kappa Sigma* for:

- a. Failure to maintain standards of moral conduct as established by the *Kappa Sigma Chapter of Indiana University Southeast*;
- b. Failure to comply with the provisions of the *Constitution, By-Laws, and Code of Conduct*;

- c. Engaging in contemptuous and/or contumacious behavior, or violating the *Code of Conduct* or state law;
- d. Engaging in any sexual assault, battery, or rape resulting in any charges held against him by the Indiana University Southeast, or any other sexual violation under state law;
- e. Failure to maintain standards of scholarship (as described in these By-Laws);
- f. Being without level 1 Ritual Proficiency within the semester of initiation, which will result in removal from the *Tau Kappa Chapter of Kappa Sigma*;
- g. Engaging in behavior that prohibits the Chapter from growing or succeeding, or any Member that causes problems with other brothers. This action only will call for a ninety percent (90%) vote to remove him.

Section V – Procedures for Membership Removal

Undergraduate Brother & Alumnus

Procedures for removing brothers are contained in the *Constitution, By-Laws and Rules of the Kappa Sigma Fraternity*.

Pledge

- i. If a Pledge receives a negative ballot, 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 (33%) vote of the brothers present in favor of the removal after the floor has been opened to explain the negative vote. Or;
- ii. A Pledge can be removed at any time by a simple majority vote of the brothers present in favor of the removal, provided a quorum of at least seventy percent (70%) of the undergraduate brothers of the Chapter in good standing are present.

Section VI – Resignations

- i. 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.
- ii. A Pledge may only be release from his pledge in accordance with the Ritual of Kappa Sigma
- iii. Any Brother or Pledge who resigns shall forfeit all money paid to the Kappa Sigma Fraternity or the *Tau Kappa Chapter of Kappa Sigma*.

Section VII – Reinstatement

An undergraduate brother can be reinstated on the roster as long as they pass all qualifications mentioned in Section III for initiates and by a two-thirds (67%) majority vote at the next meeting after E.C. has been notified and approve the members' eligibility.

Article III Officers

Section I – Eligibility

- i. To be eligible to be elected to an office described in this Article III, a Member must be in good standing and have either a cumulative or previous semester grade point average of at least 2.8 (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 the Indiana University Southeast for the entire term of the office he seeks to possess.
- ii. To be eligible for election to an Executive Committee position, a Brother must have either a cumulative or previous semester grade point average of at least 3.0 (out of a possible 4.0). The Brother must have achieved at least one (1) Certificate 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 II – Executive Committee

The *Tau Kappa Chapter of Kappa Sigma* Executive Committee shall be comprised of:

- Grand Master
- Grand Procurator
- Grand Master of Ceremonies
- Grand Scribe
- Grand Treasurer

The Chapter may elect to supplement the Executive Committee with an Assistant Grand Scribe, Assistant Grand Treasurer, and other assistant positions as the Chapter deems necessary.

Section III – Executive Committee Meetings

- i. 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 chapter meetings. Additional meetings of the Executive Committee may be held at other times, so long as the Chapter is informed of the meeting and presented with the upcoming minutes.
- ii. 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 Chapter.

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

Section IV – Executive Committee Positions

Grand Master

In addition to any responsibility or duty stated in the Ritual of Kappa Sigma and the *Constitution, By-Laws and Rules of the Kappa Sigma Fraternity*, the Grand Master shall be the Chief Executive Officer of the Chapter, and as such shall be conversant with all the duties and responsibilities of all other officers of the Chapter (both elective and appointive). While he shall not usurp the duties of the remaining officers as outlines hereinafter, it is his responsibility to have personal knowledge of the status of reports, correspondence and functions of all other Chapter officers. The Grand Master shall be the presiding officer of the Chapter, and shall preside over all regular and special meetings. The Grand Master should be available and answer his phone at all times to a certain respectable degree of his members of the Chapter.

Grand Procurator

In addition to any responsibility or duty stated in the Ritual of Kappa Sigma and 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 Chapter. He shall be the chief disciplinary officer of the Chapter, and shall oversee all 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 chapter as set forth herein, and shall oversee the committee system. The Grand Procurator should be available and answer his phone at all times to a certain respectable degree by any Member.

Grand Master of Ceremonies

In addition to any responsibility or duty stated in the Ritual of Kappa Sigma and the *Constitution, By-Laws and Rules of the Kappa Sigma Fraternity*, the Grand Master of Ceremonies shall oversee and coordinate all aspects of the 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 colony parliamentarian and ensure that the Chapter's archives are sufficiently maintained. He shall actively promote and coordinate Ritual Proficiency testing. The Grand Master of Ceremonies should be

available and answer his phone at all times to a certain respectable degree by any Member.

Grand Scribe

In addition to any responsibility or duty stated in the Ritual of Kappa Sigma and the *Constitution, By-Laws and Rules of the Kappa Sigma Fraternity*, the Grand Scribe shall maintain a complete record of the minutes of the Chapter, and in all other respects act as its secretary. He shall record, file and communicate to the Chapter all correspondence received in the first Chapter meeting held after its receipt. The Grand Scribe should be available and answer his phone at all times to a certain respectable degree by any Member.

Grand Treasurer

In addition to any responsibility or duty stated in the Ritual of Kappa Sigma and the *Constitution, By-Laws and Rules of the Kappa Sigma Fraternity*, the Grand Treasurer shall act as the custodian of the Chapter's funds, and shall be responsible for overseeing all aspects of the Chapter's financial health. He shall be responsible for the collection of dues and other accounts receivable, and for the payment of all Chapter debts and other accounts payable that the Chapter incurs. He shall develop and maintain the Chapter's budget, and shall report to the Chapter weekly at Chapter meetings on the state of the Chapter's finances. The Grand Treasurer should be available and answer his phone at all times to a certain respectable degree by any Member.

Section V – Non-Executive Committee Positions

Assistant Grand Scribe

In addition to any responsibility or duty stated in the Ritual of Kappa Sigma and 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 the Grand Scribe when the Grand Scribe is absent from the Chapter.

Assistant Grand Treasurer

In addition to any responsibility or duty stated in the Ritual of Kappa Sigma and 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 Treasurer shall succeed to the office of Grand Treasurer when the Grand Treasurer is absent from the Chapter.

Campus Relations Chair (GM)

This position is responsible to attend SIB and Greek Programming Board (GPB) meetings. He will also be added to the campus email list with the current Grand Master. He must work

side-by-side with the GM in order to make sure that all information from the campus is related to the chapter during meetings.

Academic Chair (GP)

In order to maintain academic excellence, the Academic Chair will complete duties relating specifically to studying and grades. These duties include logging library hours and reporting them weekly to the Grand Procurator unless informed otherwise, collecting grade reports, and meeting with the Grand Procurator every 2-4 weeks to discuss ideas to help improve the overall grade point average of the chapter.

Risk Management Chair (GP)

Risk management must maintain order and reduce liabilities at chapter events, especially those involving alcohol. To do this successfully, the risk management chair must designate brothers at least 72 hours prior to the event to do specific tasks which can include, but are not limited to: designated drivers, "floaters," and bouncers. Risk management is primarily responsible for handling outside authorities and cooperating with the law before members of the Executive Committee should get involved. Risk management is also responsible for communicating with other chairs to create a plan of action for an event led by those chairs, and communicating with the judicial board chair and Grand Procurator (and in some cases, Grand Master) after the event to discuss any incidents.

Formal Chair (GP)

This chair is solely responsible for planning the annual Spring Formal for this chapter. The formal chair must research locations and create an agenda, as well as discuss costs with members. The final destination and costs should be presented at meeting in the form of a PowerPoint, and should be finalized no later than the first meeting of the Spring. However, it is highly encouraged to get this figured out as early as Fall rush. This chair will work with the risk management chair to create a plan, the Grand Treasurer and Grand Master of Ceremonies to determine members' eligibility, and the awards chair.

Party Chair (GP)

The party chair should maintain relations with venues and vendors for special events that involve alcohol, create popular themes, work with the risk management chair to create a guest list and action plan, work with the graphic design chair and public relations chair to advertise the event, and present a detailed budget request to the Grand Treasurer to be approved.

Social Chair (GMC)

This position is responsible for maintaining sorority relations and planning mixers. He may participate in fraternity relations as well, but this is secondary. He is also given a budget for sorority gifts and must keep the chapter informed on sorority events.

Brotherhood Chair (GMC)

The Brotherhood Chair's primary goal is to create and form close bonds between brothers and assist them by using planned events to unify the brotherhood.

Recruitment Chair (GMC)

The sole purpose of this position is to increase the number of members in the chapter. He is expected to plan and organize events for recruitment.

Pledge Education Chair (GMC)

The Pledge Education chair will follow the pledging program and educate pledges on the history of the fraternity. He must also plan and proctor a test prior to pledges being initiated.

Big & Little Chair (GMC)

This position will be in charge of matching “Bigs” and “Littles” together. He will not receive a “Little” and must maintain an unbiased selection process. Only under two conditions may the list be changed;

1. That if two brothers agree on a negotiation to swap “littles”
2. A “little” is black balled in the first vote only.

Other than those two conditions, his developed list is final and will not be challenged. He is also in charge of developing a “Reveal” party. Any changes should be brought to the attention of the chair holder and approved by that person.

Finance Chair (GT)

The Finance Chair assists the Grand Treasurer with his duties and audits decisions made by the GT.

Fundraising Chair (GT)

This position coordinates and organizes fundraising events. He must find events for brothers to work in order to raise money for the chapter.

Community Service Chair (GT)

The Community Service Chair coordinates and organizes community service events such as the chapter’s involvement with the Special Olympics of Southern Indiana.

Military Heroes Chair (GT)

The sole responsibility of this position is to coordinate and organize the Military Heroes Campaign. This may involve collaboration with many other chairs that include, but are not limited to: Risk Management, Finance, Graphic Design, and Public Relations.

Apparel Chair (GS)

The apparel chair is responsible for coming up with a minimum of two (2) designs for events where shirts are agreed upon by the chapter. Shirts will always be required for: Fall rush and Military Heroes Campaign.

Alumni Relations Chair (GS)

This chair takes brief notes on important events that are happening through the year and compiles them into a biannual letter that will be sent out to all alumni. This chair will also receive a letter addressing the state of the chapter from either the Grand Scribe or the Grand Master, and keep up to date addresses and/or emails for all alumni.

Awards and Recognition Chair (GS)

This position must collaborate with the Formal Chair to create and assign awards to be given out during formal every year. Awards should include, but are not limited to: Highest GPA in Chapter, Most Athletic Brother, etc.

Graphic Design Chair (GS)

The Graphic Design Chair will create or delegate all fliers for any events hosted by the chapter. This chair will also help the Apparel Chair to design shirts. All rough drafts must be presented to the chapter a minimum of two (2) weeks prior to the event on the flier.

Intramural Chair (GS)

This position coordinates all intramural events and scheduling, prepares a team for such events and should participate as the "Team Captain" for most events.

Public Relations Chair (GS)

This position is responsible for all social media accounts connected to the chapter. Posts are expected to be made prior to any major events such as the Military Heroes Campaign, rush events, or anything of that sort. He will also help the Social Chair with anything he needs and vice versa.

Section VI – Nomination and Election of Officers

- i. The Executive Committee officers and Guards (and Assistant Grand Scribe and Assistant Grand Treasurer, if applicable) of the *Tau Kappa Chapter of Kappa Sigma* shall be elected into office at the second (2nd) regular Chapter meeting in March, but will not begin duties until May 15th each year by a majority vote of the Chapter members present eligible to vote. Nominations shall be made on the date of the elections. If a Brother wants to run for any committee position, they must send a formal letter with a speech to any Executive Officer position. If a Brother wants to run for an Executive Officer position, they must physically present at the meeting (video chat permissible upon request). A Brother can be nominated and stand for election for multiple offices, but may only hold one (1) at a time. For elections to be held, a quorum of eighty percent (80%) of 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 scheduled Chapter meeting. In the event that a quorum is not achieved by the last regularly scheduled Chapter meeting of the semester, emergency meetings shall be held on successive days until a quorum is achieved.
- ii. Following elections, but before installation of the new officers, at least one (1) 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 VII – Term of Office

Members of the Executive Committee shall serve for a term of one (1) year. Guards shall serve for a term of one (1) semester. All other officers shall serve for a term of one (1) semester.

Section VIII – 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 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 IX – 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 Chapter meeting and the Chapter may vote to remove the officer. Eighty percent (80%) vote of initiates present, and in good standing, is required to remove an officer from office. A quorum of eighty percent (80%) of the undergraduate initiates in good standing must be present for such a vote to occur.

Article IV Ritual Proficiency

Section I – Level 1 Proficiency

It is expected that all members obtain the Level 1 ritual certificate before the end of the semester in which the member is initiated.

- a. Punishment for not obtaining Level 1 Proficiency is described above in Article II of the By-Laws;
- b. Until Level 1 Proficiency is obtained, participation in the following events will be prohibited:
 - Formal
 - Grand Conclave
 - Leadership Conference
 - Social Events

Section II – Reduction in Dues

As incentive and appreciation for studying the Ritual of the Kappa Sigma Fraternity, a reduction in dues will be awarded in accordance with the level of proficiency. The following reductions can only be redeemed given the Member pays all of his dues for the entire semester before the deadlines established by the Grand Treasurer. The reductions are:

- \$40 reduction in semester dues for obtaining 2 certificates of Ritual Proficiency;
- \$80 reduction in semester dues for obtaining 3 certificates of Ritual Proficiency;
- \$160 reduction in semester dues for obtaining 4 certificates of Proficiency;
- \$160 reduction in semester dues for obtaining 5 certificates of Proficiency
- 100% reduction in semester dues for obtaining 6 certificates of Proficiency (Master of Ritual).

Section III – Ritual Implementation and Testing

- i. Pledges will be taught the “Pledging Ceremony” during their pledge period and will be tested on it before being initiated into the Chapter.
- ii. Testing must be conducted by one of the following: Alumnus Adviser (AA), or Ritualist.

Article V

Chapter Meetings and Events

Section I – Frequency

Regular Chapter meetings shall be held once a week during the school year, excluding the final examination period, on Sundays at 7:15 p.m. at the Indiana University Southeast (unless told otherwise). Special meetings may also be called by the Executive Committee when deemed necessary as long as the Chapter is apprised at least twenty-four (24) hours in advance, either by notice posted through text message, Facebook, Greek Life First Touch, and/or email. The date and time of such meetings can be changed, under special circumstances, by a majority vote of the Chapter.

Section II – Quorum

A quorum shall consist of at least two-thirds (67%) of undergraduate initiates in good standing. This quorum must be present at all meetings in order for business to be conducted unless otherwise specified. A quorum call shall take place fifteen (15) minutes after the start of the meeting.

Section III – Order of Business

All regular Chapter meetings shall follow the following agenda:

- Roll Call
- Minutes of Preceding Meeting
- F.A.C.E. Award Update
- Reports of Officers
 - Grand Master
 - Grand Procurator
 - Grand Master of Ceremonies
 - Grand Treasurer
 - Grand Scribe
- Reports of Committees

- Reading of Communications
- Unfinished Business
- Installation of New Officers*
- New Business
- Appointment of Committees*
- Ceremony of Balloting*
- Ceremony of Affiliation*
- Ceremony of Pledging*
- Ceremony of Initiation*
- Good of the Order

*Only when applicable, and in accordance with the Ritual of the Kappa Sigma Fraternity during a formal meeting.

Section IV – Attendance

- i. All Chapter members are required to be on time and attend all regular Chapter meetings, and other Chapter events. Any Member absent from a meeting or other Chapter event without the prior permission of the Grand Procurator may be subject to disciplinary action.
- ii. Missing meeting for academic reasons, unless given a note with a professor's signature, is prohibited as it is expected members participate in the forums and adequately appropriate their time for studying and completing school work outside of meeting. **A member missing meeting for this reason or leaving early will be counted as an unexcused absence.**
- iii. A member who is counted absent for meeting will be assessed a fine based on the offense: Tell the Scribe if you will be late or absent. **Excused absences will not count towards this. Unexcused absences will result in the follow:**
 - 1st absence - \$10
 - 2nd absence - \$20
 - 3rd absence - \$50
 - 4th absence – suspended for semester and vote for removal

These fines must be paid prior to the following meeting or an automatic week of social probation will be assessed to that member.

- iv. Members may miss meeting for work given that the Executive Committee is made aware. A note must also be given to the EC at the beginning of the semester, or beginning of employment, signed by a manager explaining that shifts scheduled during meetings are mandatory and unavoidable by the member. If that member holds a chair position, he must email his report 3 hours before meeting as defined in Article 5 Section 6 prior to 7 p.m. on Sunday or he will be counted absent regardless.

- v. White binders should be present at every meeting that is specific for each member. The contents of the binder should consist of the following:
 - a. By-Laws
 - b. Code of Conduct
 - c. Directory
 - d. Schedule
 - e. Notes/agendas from the semester's meetings

The Grand Procurator may do a "Binder Check" at the beginning of any meeting upon his discretion. Any member not in possession of a white binder will be excused from the meeting and receive an unexcused absence. However, if that member returns in a reasonable amount of time, he may only be given a tardy.

Section V – Dress Code

- i. All members are required to wear proper attire for all regular Chapter meetings.
- ii. Any Member in violation of dress code will be asked to leave in order to change into proper attire. If that Member does not return before the meeting is adjourned, that Member will be counted as late or absent if not returned before meeting is adjourned.
- iii. Formal Meeting: proper attire includes a button-up shirt with ties, dress pants, and appropriate closed-toe business shoes.
- iv. Informal Meeting: proper attire includes a collared shirt and business casual pants, and appropriate closed-toe business shoes.
- v. Initiates should wear the Badge of Kappa Sigma at all formal Chapter meetings.
- vi. For all pledges, the Pledge Pin must be worn to all meetings.

Section VI – Conduct for Meetings

- i. Parliamentary procedure and Robert's Rules of Order, consistent with the *Constitution, By-Laws and Rules of the Kappa Sigma Fraternity* shall govern the conduct of Chapter meetings. All members are expected to be polite and orderly at all Chapter meetings, and shall speak only with the Grand Master's permission.
- ii. If members are unable to follow the rules and procedures, members may be asked to leave by either the Grand Master or Grand Procurator. Upon being dismissed from meeting, the Member will receive an unexcused absence for the meeting.
- iii. Prayers will be said in unison as a Chapter at each formal meeting.
- iv. Chair reports are to be given to the Grand Scribe 3 hours before meeting unless the Grand Scribe is notified the report will be late prior to the 3 hour time limit. If the late report is not given to the Grand Scribe within 2 hours prior to meeting or if the Grand

Scribe denies the request for late submission, the report will be not be given during meeting minutes.

Section VII – Events

Dress Well, Do Well Wednesdays

- i. During the hours of 8 a.m. to 5 p.m., all brothers and pledges are expected to wear formal attire on Wednesday as outlined above (unless specified by E.C.). Pledges must wear Pledge Pins; brothers must wear the Badge of the Order.

Article VI Chapter Finances

Section I – 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 II – Collection of Dues

- i. All members shall be required to pay dues to the Chapter each semester. The amount of dues charged in a given semester shall be determined by the Grand Treasurer, and communicated to members prior to first regular Chapter meeting of the Summer.
- ii. Payments for members shall be due on the first (1st) day of the Fall and Spring semesters, respectively. Pledge dues shall be due no less than seven (7) days following the Ceremony of Pledging by which the rushee was pledged into the Chapter. The Grand Treasurer may 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, money order, or by any other means authorized by the Grand Treasurer.
- iii. Late Payments:
 - a. 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 five dollar (\$5.00) fine per week of tardiness.
 - b. Any Member who issues a check to the Chapter that is returned for insufficient funds shall be assessed a twenty-five dollar (\$25.00) fine, and shall no longer be permitted to pay the Chapter via check.
 - c. Any Member whose account with the Chapter falls thirty (30) days past due will be considered not in good standing and henceforth lost all voting privileges,

permission to attend social and intramural events, and other such privileges accompanying the membership in the *Tau Kappa Chapter of Kappa Sigma* and the Kappa Sigma Fraternity. To restore his status to good standing, the Member must pay his account in full. Inability to pay will result in suspension or expulsion from the *Tau Kappa Chapter of Kappa Sigma*, as determined previously in Article II of the By-Laws.

- iv. If a Member has not been in good standing for a period of at least thirty (30) days, and has failed to clear his accounts 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*.
- v. The Grand Master and the Grand Treasurer (in conjunction) are the only members authorized to make or approve expenditures of money belonging to the *Tau Kappa Chapter of Kappa Sigma*. All members must specifically be authorized by the Grand Master and the Grand Treasurer to make or approve expenditures on the Chapter's behalf. The remaining funds of the Chapter, upon dissolution, shall be transferred to the Endowment Fund of the Kappa Sigma Fraternity.
- vi. Available Discounts
 - a. Ritual level (refer to Article IV section II)
 - b. Chancellor List \$40
 - c. Dean's List \$30
- d. For each GPA at or above a 2.8 in previous semester (round tenths up if at or over 0.05)
\$10
ex. 2.75 GPA= 2.8 = \$10 off dues
3.75 GPA= 3.8 = \$110 off dues
3.95 GPA= 4.0 = \$130 off dues
- e. \$50 reduction in dues for being a tutor/mentor

Article VII Code of Conduct

Section I – Kappa Sigma Code of Conduct

- i. The *Tau Kappa Chapter of Kappa Sigma*, and all initiates and pledges, 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.
- ii. Any Member, Pledge or Initiate, who violates the Code of Conduct shall be subject to disciplinary action by this *Tau Kappa Chapter of Kappa Sigma*, 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*.

- iii. 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 Chapter's Executive Committee, Alumnus Adviser, 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 VIII shall also be guilty of the Code of Conduct, and may face disciplinary action himself.

- iv. Any Officer who receives a report of an alleged Code of Conduct violation must:
 - a. Report the allegation immediately to the Chapter's Alumnus Adviser and/or District Grand Master; and
 - b. Take all necessary actions as directed by the Alumnus Adviser and/or District Grand Master, cooperate fully in any ensuing investigation, and is encouraged to take steps to ensure cooperation of any and all Chapter members.

- v. 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 II – Removal of Chapter Property

Any Member found to have removed any property from the *Tau Kappa Chapter of Kappa Sigma* 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 III – Attendance at Chapter Events

- i. 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 action, 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 two (2) weeks in advance, with notice of such designation provided to all members of the Chapter either by notice posted to Facebook, or email.

- ii. Any Member missing community service or fundraising events will be expected to make up the average individual hours, or costs, of the event.

Section IV – Judicial Board

- i. The purpose of the Judicial Board is to exercise discipline upon the undergraduate members of the Chapter, when necessary.

- ii. The Judicial Board shall consist of five (5) undergraduate initiates in good standing chosen at random. The Judicial Board shall be chaired by the Grand Procurator and Grand Master, who shall be assisted by the five (5) other undergraduate initiates who are not Executive Committee officers.
- iii. The Grand Procurator shall draw by lot six (6) names every regular meeting. The first five (5) initiates chosen shall compose the Judicial Board for one (1) week. The next one (1) initiate chosen shall be an alternative. 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. An undergraduate Initiate may participate in a Judicial Board review no more than one (1) time per academic semester, unless the Chapter has forty (40) or fewer members.
- iv. 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.
- v. After review of the incident, a majority of members of the Judicial Board shall agree on one or more of the following actions:
 - a. No action;
 - b. Issue a warning;
 - c. Designate Member(s) as not in good standing for up to four (4) consecutive Chapter meetings;
 - d. Social probation - required to complete service hours, participate (work) in all fundraising/philanthropy events by given date at JBoards discretion.
 - i. If service hours are not logged in time given, old social probation will then be the next punishment.
 - ii. "Old" Social Probation - Brothers who receive this lose the rights to the following:
 - 1. Leadership conference and grand conclave
 - 2. All social events, which include both formal and informal parties, mixers, or anything involving the gathering of kappa sigmas with any other greek or student organization
 - a. Formal party - a party hosted at a third party venue by Kappa Sigma

- b. Informal party - gathering of brothers at someone's apartment, house, or any other setting where more than one other brother might be present
 - e. Academic probation - required to meet to with tutor and provide grades reports via canvas on a weekly basis until grades show improvement
 - i. tutors/mentors will log hours spent with the offender to ensure accountability
 - ii. tutors/mentors will receive reduction in dues (\$50)
 - iii. tutors/mentors will only be considered if they have above a 3.0 and are willing to take on the task
 - iv. If tutor hours are not logged, results in automatic bad standing, loss of voice at meeting, and old social probation
 - f. Wear formal Attire for the next week while present on Campus.
 - g. Fine Member(s) up to fifty dollars (\$50.00) each;
 - h. Fine Member(s) for up to a replacement, repair, or cost of damages (if applicable). In this instance, the fifty dollar (\$50.00) limit does not apply;
 - i. Restrict Member(s) from any Chapter activity, or activities, for up to four (4) consecutive academic weeks;
 - j. Recommend filing charges as outlined in the *Constitution, By-Laws and Rules of the Kappa Sigma Fraternity*.
 - k. Any action that the serving Judicial Board agrees upon to be fit for reasonable punishment.
- vi. 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.
- vii. Judicial Board will meet after every regular meeting to give out punishment for members who are either late, or have an unexcused absence. It will be at the Judicial Board's discretion to punish members for these occurrences.

- viii. If a Member is given a total of three strikes for the same offense after a Judicial Board hearing, that Member will be removed from the roster and no longer considered to be a Member of the *Tau Kappa Chapter of Kappa Sigma* for the semester.

Section V – 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 the Kappa Sigma Fraternity. Such suspension shall be imposed as prescribed by the *Constitution, By-Laws and Rules of the Kappa Sigma Fraternity*.

Section VI – 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 and Amendment of the By-Laws

Section I – Ratification

These By-Laws of the *Tau Kappa Chapter of Kappa Sigma* shall take effect immediately upon a two-thirds (66%) vote of the initiates present to ratify. Upon initiation, these By-Laws will be updated and changed appropriately to meet the needs for a Kappa Sigma Chapter.

Section II – Amendment

- i. Proposed amendments to these By-Laws may be presented in two (2) ways to the chapter. The first being in writing, with references to the proper articles and sections, to the Chapter at a regular meeting. The second being a printed copy of the changes made, and being handed out to all members to review these changes. All proposed amendments shall be introduced as new business during such regular meeting.
- ii. 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.
- iii. No vote shall be taken on any proposed amendment until the next regular Chapter meeting.
- iv. A two-thirds (66%) vote of the initiates present shall be necessary to revise these By-Laws.

Section III – 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 issues to each undergraduate Initiate.

Article IX
Addendum Suggestion for Non-Discrimination Clause

Section I – Legal Clause

In the selection of members, the *Tau Kappa 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 *Tau Kappa Chapter of Kappa Sigma* is not prevented from discriminating on the basis of gender when selecting members.