

Sigma Kappa Sorority- Zeta Upsilon Chapter
California State Polytechnic University, Pomona
Code of Conduct Of the Zeta Upsilon
Spring 2017

Sigma Kappa Sorority is a social organization of collegiate and alumnae women committed to promoting the ideals of lifelong friendship, intellectual and spiritual fulfillment, and service for the greater good. As a member of Sigma Kappa Sorority we commit ourselves to unite as sisters and uphold the Standards of Excellence through academic achievement, philanthropic endeavors, and personal integrity.

This Code Of Conduct is written and implemented ~~enforced~~ with the purpose of protecting the chapter as a whole, along with the individual rights of the members. As a Sigma Kappa each member has a responsibility to the sorority; a commitment to protecting the reputation of the chapter, as well as that of each of its members.

Initiation into Sigma Kappa confers upon each of us an honor and a responsibility. Each member must keep in mind the vow taken at initiation and strive to be faithful to it. ~~Sigma Kappa promotes individual spiritual growth and respects each member practicing her own religious beliefs. Each member should develop her own beliefs consciously and sincerely. The content of our ritual was given by our founders, with the intent of emphasizing the ideals behind it. All Sigma Kappa members shall respect the content of our ritual. All members of Sigma Kappa will strive to further their goals, academically, spiritually, and socially.~~

~~Membership in Sigma Kappa means that a sister has certain responsibilities to the national organization, her sorority chapter, her sisters, her university, the community, and to herself. It proudly signifies one who is spiritually sincere, morally conscious, and financially responsible. Sigma Kappa should strive to further these goals both academically and socially.~~

As women of Sigma Kappa, we are responsible for representing our chapter, its values, and its high ideals for achievement to our neighbors, friends, family, Panhellenic, and the community.

~~Good manners and proper behavior are never to be out of place, and it is wise to remain conscious of the courtesies that are essential in sorority and everyday interactions.~~

With our basic ideals in mind, the following Code of Conduct should serve as a guide to each individual member ~~of Zeta Upsilon at California State Polytechnic University, Pomona. This Code of Conduct should help each member achieve her highest to further her potential as a member and~~ in all areas of life.

I. Membership Policy

A.) New Members

- 1.) A new member is a member that has not yet been initiated. The new member period is a time of learning, however, all new members are expected to abide by the Code of Conduct and the Sigma Kappa National Policy Handbook.
- 2.) New members must complete the requirements listed in the National Policy Handbook Section III. A.
- 3.) New members are expected to attend informal chapter meetings during their new member period.

B.) New Member GPA Requirements

- 1.) A potential new member shall have a ~~2.8~~ **2.9** GPA (based on a 4.0 scale) from high school or a ~~2.6~~ **2.7 cumulative** GPA from college ~~to be eligible to be a new member of Sigma Kappa.~~ **to be offered a bid.** All exceptions require approval from the Advisory Board Supervisor.
 - i. If a new member does not receive a quarterly GPA of ~~2.6~~ **2.7** or above when their first official college grades are received, they will be up for probation with additional academic requirements given by the Vice President of Scholarship and Standards Council.
 - ii. New members will be held to rules for initiated members listed below.
- ~~2.) If a newly initiated member shall receive below a 2.7 quarterly GPA for 3 consecutive quarters, excluding her new member period, then she will be placed up for expulsion.~~

C.) Initiation GPA Requirements

- 1.) In order for a potential new member to be initiated into Sigma Kappa, she shall have a ~~2.8~~ **2.9** GPA (based on a 4.0 scale) from high school and/or a ~~2.6~~ **2.7 cumulative** GPA from college. All exceptions require approval from the Advisory Board Supervisor.

II. Scholarship Policies

A.) Chapter-Scholarship Goals

- 1.) The Zeta Upsilon chapter encourages high scholarship and strives to develop an atmosphere that will achieve this goal. See *National Policy Handbook section VI.A and V.B.*
- 2.) The Zeta Upsilon Chapter must maintain at least a ~~2.8~~ **2.9** quarterly and cumulative grade point average.
- 3.) To emphasize scholastic awareness throughout the term and beyond.
- 4.) To raise the chapter's GPA .1 (one-tenth) of a point within one calendar year.
- 5.) To improve the chapter's scholastic rank within the Panhellenic Council on campus.
- 6.) To create and promote a positive attitude towards studying and attending class.
- 7.) To provide additional guidelines and support to help members and new members not in good academic standing.
- 8.) All potential new members and initiated members are subject to grade checks. This information will be kept confidential to Executive Council, Standards Council, Advisory Board and Sigma Kappa National Headquarters.
- 9.) **All members are required to obtain fall, winter, and spring quarter grades from Broncodirect via the school's online web-registration system. If grades are not received by the Vice President of Scholarship by the second meeting of the quarter or upon earlier request, the member will be placed on automatic social probation until the grades are**

received. Spring Quarter grades must be turned in two weeks after grades have been posted on Broncodirect.

B.) Initiated Member GPA Requirements

- 1.) Initiated members must maintain a ~~2.7~~ **2.8** quarterly GPA and a ~~2.5~~ **2.6** cumulative GPA in order to remain a member in "good academic standing."

C.) Executive Officer GPA Requirements

- 1.) No member may hold an executive office whose grades are not satisfactory. To be eligible to hold and maintain any Executive Council position, a member shall have a ~~2.75~~ **2.85** quarterly and ~~2.7~~ **2.8** cumulative GPA (based on a 4.0 scale) and be in good judicial standing with the University. Any exceptions to this policy require written approval from the Advisory Board, and College District Director.
 - i. The Executive Board shall include the following positions: President, Executive Vice President, Vice President of Programming, Vice President of New Member Education, Vice President of Membership, Vice President of Communication, Vice President of Alumnae Relations, Vice President of Finance, Vice President of Scholarship, and Panhellenic/Greek Council Delegate, Vice President of Philanthropic Service.
- 2.) Zeta Upsilon shall have at least one advisor over 21 years of age who shall be a member of the faculty, administration, or staff of the University. The advisor may not be on leave of absence at any time during his/her term of appointment.

D.) Cabinet and Chairwoman GPA Requirements

- 1.) To be eligible to hold a cabinet or chairwoman position, a member shall have both a ~~2.6 cumulative GPA and a 2.75~~ **2.85** quarterly GPA **and a 2.8 cumulative GPA** (based on a 4.0 scale). Any exceptions to this policy require written approval from the Advisory Board and Collegiate District Director.
- 2.) A Cabinet position shall include: Activities Chair, Continuing Membership Chair, Poly Gold Chair, Public Relations/Web Chair, Ritual Chair, Sisterhood Chair, Triangle Correspondent/Historian Chair, Social Chair, Clothing Chair, Vice President of New Member Education Assistants and Panhellenic ~~E-board~~ **Executive Council** positions.
- 3.) A Chairwoman position shall include: Formal Recruitment Day Chair, Greek Week Chair, and Greek Week Day Chair., ~~and Rho Chi Gamma.~~
 - i. Recruitment rotation group leaders are not considered a chairwoman position., ~~but still must try to maintain the cabinet average.~~ These rotation leaders are selected by the President and the Vice President of Membership and approved by the ABS.

E.) Chapter **Scholarship** Program

- 1.) **The following Study Points are required for each GPA for all members:**
 - i. ~~Members are required to earn a certain number of scholarship points per week based on their quarterly GPA. Scholarship points are as follows:~~
 - (a) **Members with a quarterly GPA between 2.9 and 4.0 are not required to complete study points.**
 - (b) **Members with a quarterly GPA between 2.6 and 2.89 are required to complete a minimum of 2 study points per week.**
 - (c) **Members with a quarterly GPA between 2.1 and 2.59 are required to complete a minimum of 4 study points per week.**
 - (d) **Members with a quarterly GPA below a 2.09 are required to complete a minimum of 6 study points per week.**

2.) Incomplete study points will roll over onto the next week. If study points are not completed, the member will not be allowed to attend any social events the following week.

(1) ~~2.09~~ GPA and below = 6 pts per week choose at least 3 options.

(2) ~~2.1~~ ~~2.59~~ GPA = 4 pts per week choose at least 2 options

(3) ~~2.6~~ ~~2.89~~, GPA = 2 pts per week

(4) ~~2.9~~ ~~4.0~~ GPA = none required

3.) Point Values:

- (a.) Monitored Hours with an ~~e-board~~ **Executive Council or Scholarship Committee** member, must have signature on sheet- (1 point)
- (b.) Show VPS a midterm, quiz, paper, project with a grade of a B or better 1 test- (1 point)
- (c.) ~~Have a professor sign sheet stating that student attends class and actively participates.= 1 points.~~
- (d.) Attending a current professor's office hours (have professor sign sheet) 1 mtg.- (2 points)
- (e.) ~~Meeting with~~ **Meet with an on campus** advisor (have advisor sign sheet) ~~1 mtg.=~~ (2 points)
- (f.) Tutor meeting at M.A.S.H., Writing Center, or any other type of tutoring center (must have official stamp, signature, and date) ~~1 mtg.-~~ (2 points)
- (g.) Complete Study Guide (~~show VPS~~) 1 guide = ~~1 point~~ **(2 points)**
- (h.) **Official tutoring- (3 points per hour)**
- (i.) **Performing well on a test or paper**
 - i. **Worth greater than 25% of grade**
 - A= (4 points)
 - B= (2 points)
 - ii. **Worth less than 25% of grade**
 - A= (2 points)
 - B= (1 point)

i. Additional points can be earned as agreed upon with the Vice President of Scholarship.

3.) Members are required to turn in their ~~scholarship points~~ **study points** to the Vice President of Scholarship.

- i. All points must be turned in, via email, using the correct paperwork for the point(s) earned with any additional signatures and/or documents attached or they will not be accepted and considered late.

4.) If ~~scholarship points~~ **study points** are not turned in by midnight the day they are due, the following consequences will occur:

- (a) 1st Offense: Member will be required to complete an additional 2 study points monitored for the following week by a member of the Executive Council **or Scholarship Committee**.
- (b) 2nd Offense: If member fails to complete initial points, her altered point value, or fails to turn in points on time, for a second time, she will be fined \$5.00 per point not completed by the deadline and expected to do double her original point for the following week.
- (c) 3rd Offense and beyond: Member is sent to Standards Council.
- (d) Anything after 3rd offense: additional \$5 per point not turned in, another standards meeting

5.) For Members not in "good academic standing": The member shall meet once per quarter

with the Vice President of Scholarship to help monitor progress and suggest modification of study practices. This meeting shall be confidential.

i. Members not in good academic standing will not be allowed to vote in chapter meeting.

6.) Terms for Members ~~"Not in Good Academic Standing"~~ **on Probation**

(a.) When an initiated member falls below a ~~2.7~~ **2.8** quarterly GPA, she is considered to be "not in good academic standing", which is defined probation, by the Advisory Board for that term and until the standard is met. (Credit obtained during summer sessions is figured into the cumulative GPA.)

(b.) Members on academic probation are required to attend mandatory sisterhood events, ~~but not allowed to attend informal sisterhood events (see positive points system).~~

(c.) Limited to 1 social event per term: Social events include chapter formal or semi, Fraternity exchanges, participation in a single Greek Week activity (lip sync, practicing in olympics, and can structure, **excluding painting and turning backdrops**), and any event seen as a social event by executive council and/or standards council.

(d.) For members "not in good academic standing," each must follow the preceding terms:

i. The member must participate in the National Scholarship program for both initiated and new members facilitated by the Vice President of Scholarship.

ii. An initiated member will not be eligible to serve as a heart sister, and/or big sister. ~~A heart sister is the girl who prefs a potential new member during recruitment.~~

iii .Members are not allowed to represent Sigma Kappa in a fraternity week, such as Derby Darling, War of the Roses Representative, Etc.

(e.) If a member plans to do grade forgiveness, she will still be placed on probation until her GPA is updated on BroncoDirect and proof is sent to the Vice President of Scholarship and sent to the Executive Vice President.

7.) Terms for Members on Suspension

(a.) When a member **is placed on Suspension** ~~is considered "not in good academic standing"~~ (i.e. holding a quarterly GPA below **2.8** or a cumulative GPA below a **2.6**) for 2 consecutive quarters:

i. After the first quarter the member will be called to standards and be required to comply with above scholarship requirements for girls "not in good academic standing."

ii. After the second quarter, the member will be up for suspension or expulsion; discretion is left up to standards council and must comply with the above scholarship requirements.

iii. If a member is placed on suspension she may not attend any Sigma Kappa events, **this includes fraternity/sorority exchanges and spirit/philanthropy weeks.**

iv. **If a member plans to do grade forgiveness, she will still be placed on suspension until her GPA is updated on BroncoDirect and proof is sent to the Vice President of Scholarship and sent to the Executive Vice President.**

8.) Terms for Members up for Expulsion

- a. If a member's total term of membership to Sigma Kappa Sorority, she may not exceed four quarters of "not in good academic standing." If she exceeds four quarters of "not good academic standing" will be sent to Standards Council with possibility of expulsion.
 - i. If a member is suspended two quarters in a row and has not improved grades, expulsion procedures will take place or the member will be automatically expelled.
 - ii. If suspension does not pass after the second quarter "not in good academic standing" and continually does not pass for two additional quarters, expulsion procedures will take place or the member will be automatically expelled.
 - iii. Members are up for suspension if they fall under one of the following categories:
 - a. Hold below a 2.8 quarterly GPA for two consecutive quarters.

~~10.) Greek Week Participation Scholarship Standards~~

- ~~(a-) A member must hold at least a 2.7 quarterly GPA in order to participate in the following Greek Week Events: Lip Sync (excluding painting or turning backdrops), Olympics, and Quiz Bowl.~~

III. Social Standards

A.) Drugs

~~a. A member "not in good academic standing" may be able to use her one allocated social event if she chooses.~~

- 1.) There shall be no illegal use or possession of drugs at any Sigma Kappa sponsored or co-sponsored function at any time.
- 2.) There shall be no illegal use or possession of drugs by any member of Sigma Kappa.
- 3.) Violation of drug possession shall result in expulsion.

B.) Alcoholic Beverages

- 1.) No one (initiated member, new member, or guest) under the legal drinking age, 21, shall be served, sold, or allowed to consume alcoholic beverages at a function sponsored or co-sponsored by a Sigma Kappa chapter. The chapter shall educate initiated and new members of the consequences of underage drinking, providing alcohol to minors, purchasing alcohol for minors, drinking in excess, and influencing another individual to make a choice which would cause him/her physical harm.
- 2.) Neither chapter nor new member class funds shall be used to purchase alcoholic beverages.
- 3.) Alcoholic beverages may only be served at a sponsored or co-sponsored Sigma Kappa function with three-fourths written vote by the chapter.
- 4.) Non-alcoholic beverages in ample quantities shall be served at every Sigma Kappa sponsored or co-sponsored function at which alcohol is served/sold.
- 5.) In addition to complying with all state laws, university regulations, and local ordinances, members of legal drinking age who choose to consume alcoholic beverages must do so safely and responsibly.
- 6.) **Members consuming alcoholic beverages should exercise restraint. Members and their guests shall honor the request of the advisory board representatives if asked to terminate alcohol consumption or leave an event.**

- 7.) When transporting members, the use of appropriate safety precautions is required including such modes of transportation where there is reasonable assurance that the driver has not been consuming alcohol. Examples include but are not limited to: university or hotel transportation services, taxis, other common carriers, and designated driver programs.

C.) Alcohol Sanctions

- 1.) Members in violation of alcohol use will be called to Standards Council.

D.) Social Functions

- 1.) All members, new members, alumnae, and guests must be in compliance with the state laws, university regulations, local ordinances, and national policies.
- 2.) In compliance with the 1979 NPC resolution, all Sigma Kappa social functions shall not involve over-night accommodations.
- 3.) Sigma Kappa social functions held outside the city in which the university is located require the use of a common carrier, such as busses, taxis, hotel shuttle, university transportation, etc.
- 4.) The chapter shall be conscious of the safety and well-being of initiated members, new members, and guests throughout the duration of any social function in which the chapter participates.
- 5.) Open parties are prohibited. There shall be a defined and restricted guest list available at every sponsored or co-sponsored Sigma Kappa event.
- 6.) Exchanges are for the initiated and new members of the Zeta Upsilon chapter of Sigma Kappa only. Alumnae and other Sigma Kappa chapter members may attend by invitation only.
 - i. Alumnae may attend by invitation only after being blanket voted by chapter.
- 7.) Pre- and post-social function parties are never approved.
 - i. Drinking an alcoholic beverage before or after an event is not allowed regardless if you are 21 and over.
- 8.) Members, alumnae and their guests must remain in the designated area during a function.
- 9.) No member or new member may go into the bedroom of a fraternity house during any social function.
 - i. If a member violates this rule she will not be allowed to attend the next fraternity exchange and **the member will be** called to Standards **Council**.
- 10.) All members are responsible for their date. This includes their date adhering to Zeta Upsilon's Code of Conduct. If her date misbehaves he/she will be asked to leave the event and the member will be called to Standards Council.
 - i. If a member or her date/guest cause damage at any Sigma Kappa event, she will be responsible for paying what is owed and will need ~~Executive Council~~ **Standards Council** approval to attend another Sigma Kappa event.

IV. Financial Responsibility

A.) Dues

- 1.) All members will be held responsible for financial obligations to the sorority.
- 2.) Members shall pay dues via checking account only, using the website Billhighway.
 - i. If a member pays dues via credit card a \$25 fine will be assessed to cover merchant fees charged to chapter.

- 3.) Dues will be due on the 26th of every month after they are distributed, unless a member chooses to pay in full the first month of the quarter
 - i. An initial \$10 will be charged to a member who does not pay her dues by the 28th of the month
 - ii. ~~Late fees will be assessed each week thereafter in the amount of \$10 per week that the dues are late, unless previously discussed with the Vice President of Finance.~~
 - iii. On the first of every month every member who has not paid outstanding balances will not be allowed to attend social events or retreat ~~and will also be fined for missing the event unless Sigkap noted, which will be executed by the VPC and the VPF. The member will re gain social privileges when all outstanding dues are paid off.~~

B.) Automatic Financial Suspension

- 1.) Any member ~~thirty days~~ **30 days** in the arrears to the chapter shall be placed on Automatic Financial Suspension. The Vice President of Finance and Finance Advisor notify the member that she is on financial suspension and set a time limit for the debt to be cleared. The Advisory Board Supervisor shall hold her badge and membership certificate. Copies of the notification shall be sent to the Advisory Board Supervisor, the Financial Advisor, and National Headquarters. If the member does not clear the financial indebtedness by the set date – expulsion procedures shall be initiated and the indebtedness shall be referred to a collection agency.

C.) During Automatic Financial Suspension

- 1.) The member's parents are asked to sign an interest-bearing note for the amount involved. The Financial Advisor should handle this.
- 2.) The member is responsible for all bills and fees, both local and national, incurred during the time of suspension.
- 3.) The member shall attend meetings, recruitment events, and ritual ceremonies but will be revoked of social and voting privileges, as well as holding an officer position.
 - ii. If the member currently holds an officer position, they shall either be removed or a replacement may be assigned by Executive Council and/or by a chapter vote until the debt is paid.
- 4.) Reinstatement of the member and return of her badge and membership certificate are automatic upon payment of all outstanding bills. The member must furnish the National Headquarters with documentation by the chapter, which is endorsed by the Financial Advisor that all indebtedness has been rectified.
- 5.) In the event that a member's check has been returned more than once within a fiscal year (fall quarter through summer quarter), she will be required to make any future payments with either money orders or cashier's checks mailed to Billhighway.
- 6.) A member will be required to pay a \$25 chapter fee, plus any fees charged from the bank for each returned check.
- 7.) All members have their parents sign a letter of financial responsibility in the case of unpaid dues and fines prior to initiation
- 8.) Member in arrears for 30 days will be placed on automatic suspension, which will suspend their voting rights.
- 9.) The Advisory Board Supervisor will also hold badge and certificate of membership (See NPH section VII).

- 10.) Balances due from the previous quarter are to be paid at or before the first meeting of the quarter; if they are not paid the member will be placed on A.F.S. (excluding special circumstances approved by VPF and her advisor)
- 11.) If a member is placed on financial suspension, she is not allowed to attend any social functions, but she must attend all meetings and specific mandatory events.
- 12.) Members on financial suspension may not miss any payments of dues owed to the sorority
- 13.) If at any time, a member violates these requirements set by the Vice President of Finance, Standards Council and herself, expulsion proceedings can begin. (See NPH section VII)
- 14.) Any member in arrears cannot participate in Senior Slating.
- 15.) Once a member is financially expelled her debt will be sent to a collections agency (NPH Section VIII,D)
- 16.) Any member over 30 days in arrears cannot hold a position.
 - i. If a member who holds a position is 30 days in arrears her position will be taken away.

D.) Special Dispensation

- 1.) If a member wants to withdraw from chapter, go alum or take a leave of absence, she must send a formal letter to the President before the first installment date of the following quarter. If there is a special circumstance where she wants to drop after the above date, she must write a letter to the President explaining the situation. Any reimbursements of dues will be discussed by the President, VPF, ABS, and the VP of Finance Adviser.

E.) Fines and Contribution Payments

- 1.) All fines will be collected by the Vice-President of Finance and deposited into Sigma Kappa's account.
- 2.) Fines will be issued and enforced quarterly by the Vice President of Communications and the Vice President of Finance. They will be issued the fifth and tenth week of the quarter, and are due two weeks later.
- 3.) Fines for special events are left to the discretion of the Chairwoman, with the approval of the Executive Council one-week prior to the event.
 - ~~i. Late fees will be assessed each week thereafter in the amount of \$10 per week that the fines are late.~~
- 4.) The procedure to dispute a fine will be to write an email to the Executive Vice President at the discretion of Standards Council no later than one week after fines have been posted.
- 5.) If a member receives a fine from any council or campus affiliated organization with Sigma Kappa, and she fails to pay the fine by the due date, chapter will pay the fine for the chapter member, but the member will reimburse chapter for the full amount of the fine as well as any late fees chapter incurred in response to her tardiness.
- 6.) Unexcused absences will result in a fine (Refer to Article III Section D).
- 7.) Two or more unexcused absences to chapter meetings within one quarter will result in appearing before Standards Council.
- 8.) ~~Fines and Contribution Payments are, but not limited to, the items listed below:~~
 - ~~a. Unexcused absence to a Formal Meeting—\$25~~
 - ~~b. Unexcused absence to an Informal Meeting—\$15~~
 - ~~c. Late to an Informal meeting—\$5~~
 - ~~d. Unexcused absence to an exchange—\$10~~
 - ~~e. Unexcused absence to an exchange—\$10~~

- f. ~~Late to an exchange \$5~~
- g. ~~Unexcused absence to a mandatory philanthropy event \$20~~
- h. ~~Late to a mandatory philanthropy event \$10~~
- i. ~~Unexcused Absence to a Formal Recruitment event \$50 per event~~
- j. ~~Late to a Formal Recruitment event \$25~~
- k. ~~Unexcused Absence to an Informal Recruitment event \$20~~
- l. ~~Late to an Informal Recruitment event \$10~~
- m. ~~Unexcused absence from mandatory Recruitment Retreat \$50 per day~~
- n. ~~Unexcused absence from 1/2 day of Recruitment Retreat \$25~~
- o. ~~Unexcused absence to Greek Quarterly \$10~~
- p. ~~Late to Greek Quarterly \$5~~
- q. ~~Unexcused absence to any Ritual Ceremonies (Pinning, Initiation, and Order of the Triangle) \$50~~
- r. ~~Late to any Ritual Ceremonies (Pinning, Initiation, and Order of the Triangle) \$25~~
- s. ~~Unexcused absence to UltraViolet Event \$50~~
- t. ~~Arriving late or leaving early from UltraViolet Event \$25~~
- u. ~~Absence to a mandatory Greek Week Event \$20 per~~
- v. ~~Unexcused absence from Officer Training \$25~~
- w. ~~Late to Officer Training \$15~~
- x. ~~Unexcused absence to Founder's Day Luncheon \$25~~
- y. ~~Late to Founder's Day Luncheon \$10~~
- z. ~~Unexcused absence to a mandatory sisterhood event \$25~~
- aa. ~~Late to a mandatory sisterhood event \$10~~
- bb. ~~Unexcused absence to a sisterhood retreat \$50 per day~~
- cc. ~~Unexcused absence to a sisterhood retreat \$50 per day~~

9.) **Late**

i. Late is defined as 10 minutes after the pre-designated time.

(a.) Greek Quarterly: \$5

(b.) Informal Meeting: \$5

(c.) Philanthropy Event: \$10

i. Sigma Kappa philanthropic service projects, Walk to End Alzheimer's, Week of Giving activities, and the chapters UltraViolet Event, etc.

ii. Fine for the Walk to End Alzheimer's will be donated to the Alzheimer's Association

(d.) Informal Recruitment Event: \$10

(e.) 1/2 of Recruitment Retreat: \$10

(f.) Formal Meeting: \$10

(g.) Officer Training: \$10

(h.) Founders Day Event: \$10

(i.) Sisterhood Event: \$10

(j.) Formal Recruitment Event: \$25 per event

(k.) Recruitment Retreat: \$25 per day

(l.) Sisterhood Retreat: \$25 per day

(m.) Ritual Ceremony (Formal Meeting, Pinning, Initiation, Model Meeting, and Order of the Triangle): \$25

10.) **Unexcused Absences**

(a.) Greek Quarterly: \$10

- (b.) Informal Meeting: \$15
- (c.) Philanthropy Event: \$20
 - i. Sigma Kappa philanthropic service projects, Walk to End Alzheimer's, Week of Giving activities, and the chapters UltraViolet Event, etc.
 - ii. Fine for the Walk to End Alzheimer's will be donated to the Alzheimer's Association
- (d.) Informal Recruitment Event: \$20
- (e.) 1/2 of Recruitment Retreat: \$25
- (f.) Formal Meeting: \$25
- (g.) Officer Training: \$25
- (h.) Founders Day Event: \$25
- (i.) Sisterhood Event: \$25
- (j.) Formal Recruitment Event: \$50 per event
- (k.) Recruitment Retreat: \$50 per day
- (l.) Sisterhood Retreat: \$50 per day
- (m.) Ritual Ceremony (Formal Meeting, Pinning, Initiation, Model Meeting, and Order of the Triangle): \$50

11.) Philanthropy Hours

- (a.) Each member is required to do 10 hours per quarter, which includes chapter approved/mandatory events.
 - i. For every hour not completed in a local philanthropy, the fine will be \$5 per hour.
- (b.) The philanthropy hours are due the Friday before finals no later than 5:00 PM to the Vice President of Philanthropic Service on a completed and signed Philanthropy/Poly Gold form.
- (c.) If members fail to complete the ten hours, a fine for incomplete hours will be applied to that member.
- (d.) During the summer quarter, 5 hours are required of each member
 - i. Any other information/proof needed upon request by the VPPS must be submitted to skzophilanthropy@gmail.com or the hours will not be accepted.
- ~~(e.) If a member pays dues via credit card a \$25 fine will be assessed to cover merchant fees charged to chapter. dd. The persons responsible for the fine will pay any fines acquired during recruitment. Fines can be waived at the discretion of standards council.~~

F.) Budget

- 1.) The annual chapter budget shall be completed by the Vice President of Finance, on an annual basis, and in consultation with the Finance Advisor. The Budget must be approved by three-fourths written majority vote.
- 2.) Event Budgets:
 - (a.) For all events in which chapter funding is utilized (i.e. sisterhoods, Greek Week, UltraViolet Event, Social events, etc.) a detailed budget must be submitted to the Vice President of Finance a minimum of 4 weeks prior to the event for approval.
 - (b.) Any executive board member, cabinet member, or chairwoman who is responsible for an event, and spends over and above the determined budget will be personally responsible for all expenses over and above the budget.
 - (c.) A final expenditure report must be submitted to the Vice President of Finance 1 week following the event.

- (d.) The Vice President of Finance must approve all budgets with Executive Council prior to the use of any budget.
- (e.) Any purchase over \$500 will require an invoice be submitted prior to the purchase
- 3.) Disbursements by check must be requested 1 week prior to the date payment is due. If payment can be made by debit card the following procedure must be followed:
 - (a.) Request use of the chapter debit card 1 week prior to intended use with a valid explanation as to why it is needed and an invoice if applicable. Priority will be based on a first come, first served basis.
 - (b.) Provide the Vice President of Finance with a valid personal credit or debit card for use as collateral to ensure the chapter debit card returns to the Vice President of Finance.
 - (c.) Sign the Chapter Debit Card Check Out/In Report and record the date the chapter debit card is to return to the Vice President of Finance.
 - (d.) The Vice President of Finance will hold the individual's personal debit or credit card until the chapter debit card has been returned to her.
 - (e.) When the card is returned, member must provide detailed receipts for its uses and explanations for each receipt of exactly what was purchased.
 - (f.) Should the chapter debit card be used for personal expenses or for expenses not approved by the VPF a fine of \$50 will be assessed.
 - (g.) The member must pay the \$50 fine along with the un- authorized expense(s) immediately and in cash.
 - (h.) Members in violation of this policy will be subject to immediate social probation until the debt is cleared.
 - (i.) Any member using the debit card must return it to the VPF within 48 hours of picking it up unless previously discussed with the VPF.
 - (j.) Misuse of the debit card will result in the member repaying the amount to chapter and an automatic standards meeting to receive additional punishment.
- 4.) Reimbursement requests may not be submitted later than 7 days after event date. Requests submitted 8 days or later than the event date will not be reimbursed, no exceptions. Reimbursement requests may only submitted as a hard copy.
 - (a.) An exception is made for summer and winter breaks. Members are allowed to email reimbursements a scanned image of the receipt must be included with the reimbursement form.
 - i. Any extenuating circumstances must be discussed with the VPF.

G.) Officer Report Fines

- 1.) If a member holds a position that requires a report to be sent to the Sigma Kappa National Headquarters before or on a deadline and her report is tardy, she will be required to personally pay the fine that is established by National Headquarters.

H.) Money Sharing Applications

- 1.) Venmo should not be used for chapter fundraising efforts. The Sigma Kappa Foundation has platforms available to set up fundraising pages for chapter philanthropy events.

V. Attendance Policies

A.) Tardiness

- 1.) If a member is late to a formal meeting, mandatory event or ritual ceremony, and the doors are locked, you will not be allowed in, it will be considered an unexcused absence and the member will be fined accordingly

B.) Leaving Early

- 1). Once a meeting has begun, no one will be allowed to exit and re-enter without special permission granted by the chapter President.
- 2). Leaving early from a Sigma Kappa event or function shall be left to the discretion of the member in charge.

C.) Results in Absenteeism

- 1.) Any member absent from Monday meeting, excused or unexcused, will be required to review the minutes from the missed meeting and submit through a Google form the hidden quote within 48 hours of the minutes being posted to gin. The fact that a member is uninformed about an event discussed at a meeting is not a valid excuse for not attending that event.
 - i. **Members who are on LOA or Suspension will not be required to read the minutes of chapter meetings missed, but are encouraged to do so.**
- 2.) If the form is not submitted 48 hours after the minutes were posted to Gin the member will:
 - i. 1st offense: written warning by the VPC.
 - ii. 2nd offense: \$5 fine every time thereafter.

D.) Positive Points

- 1.) All events on the calendar will receive a correlated points value.
 - (a.) **"Obligation" Mandatory Events** will receive a higher amount of points **than Non-Mandatory Events** social events

- ~~—20 points for all meetings~~
- ~~—20 points for ritual ceremonies (initiation, order of the triangle)~~
- ~~—20 points for each day of recruitment retreat~~
- ~~—5 points per day of a sisterhood retreat~~
- ~~—5 points for social events (exchanges)~~
- ~~—5 points for sisterhood events~~
- ~~—5 points for participation on an intramural team~~
- ~~—2 points for participating in a Greek Week event~~
- ~~—1 point for attending Greek Week event~~
- ~~—1 point for donating 5 cans for can structure~~

~~*Maximum of 4 points~~

- ~~—2 points for a quarterly grade improvement of .1 or more~~
- ~~—1 point for attendance to an intramural team game~~
- ~~—5 points for philanthropy events (UV walk, Alzheimer's walk, attendance to senior citizen center, etc.)~~

~~*If we visit the senior citizen center every month there may be a mandatory minimum and maximum on this category.~~

- ~~—1 point for a club Event (i.e. fashion show, speaker, a walk in her shoes, etc.)~~
- ~~—1 point for active participation in club (Attend at least 3 club meetings for one club)~~
- ~~—1 point for attendance to a CPP Sport event~~
- ~~—1 point for participating in an E board for another club/organization~~
- ~~—1 point for attendance to off campus philanthropy events for other organizations~~
- ~~—1 point for attendance to another organization's philanthropy banquet~~

—1 point for volunteering for an event on campus (i.e. homecoming Women's Resource Center, etc.)

—2 points for an approved ASI/B.E.A.T Event

—2 points for a Non-mandatory Sisterhood

2.) Events

(a.) Formal Meeting: 20

(b.) Informal Meeting: 20

(c.) Formal Recruitment Event: 20

(d.) Informal Recruitment Event: 20

(e.) Recruitment Retreat: 20 per day

(f.) Greek Quarterly: 20

(g.) Ritual Ceremony: 20

i. Formal Meeting, Pinning, Initiation, Model Meeting, and Order of the Triangle

(h.) UltraViolet Event: 20

(i.) Founders Day Event: 20

(j.) Sisterhood Retreat: 10 per day

(a.) Sisterhood Event: 10

(b.) Participating in a Greek Week Event: 5

(c.) Inspiration Week: 10 per day

(d.) Attending a Greek Week Event: 5

(e.) Exchange: 5

(f.) Donate to the Sigma Kappa foundation: 5 points per \$10 donated

(g.) Philanthropy Event: 5

i. Sigma Kappa philanthropic service projects, Walk to End Alzheimer's, Week of Giving activities, and the chapters UltraViolet Event

(h.) Participating in an Intramural Team: 5

(i.) Participating in an Executive Board for another club/ organization: 5

(j.) Leadership position in campus organizations: 5 per quarter

(k.) Member of Order of Omega: 5

3.) Other

(a.) Quarterly Grade improvement of .1 or more: 2

(b.) Attending an Intramural Team game: 2

(c.) Approved ASI/ B.E.A.T Event: 2

(d.) Attending other organizations Philanthropy Banquet: 2

(e.) Attending a Club Event (i.e. fashion show, speaker, a walk in her shoes, etc.): 1

(f.) Active Participation in a club (attend at least 3 club meetings for one club): 1 point

(g.) Volunteering for an event on campus (i.e. homecoming, Women's Resource Center, etc.): 1

(h.) Attending a CPP Sport Event: 1

(i.) Informal Sisterhood: 1

(j.) Attending this chapter's tabling event (maximum of 5 points per day): 1 per hour

(k.) Cleaning the storage unit (maximum of 3 points): 1 per hour

(l.) Recognized by positive standards: 1

(m.) Positive PR: 0.5 per event post

4.) All events that do not have a designated member of chapter to take attendance will not be given points.

- 5.) Attendance to non-Sigma Kappa events where points may be obtained will be verified by one of the two points chairmen or the VPP.
- 6.) A minimum of 80% of all mandatory event points included on the calendar must be achieved by each member, every quarter to be eligible to attend Crush or Pearl.
- 7.) The Vice President of Communication will oversee the Mandatory Points System. She will be responsible for tallying the points of each member.
- 8.) The Vice President of Programming will oversee the Positive Points System. She will be responsible for tallying the positive points of each member to calculate each member's final point accumulation.
- 9.) 3. Fines will be based on the percentage of points not obtained:—
- 75-79.99% of points = \$10 fine
 - 70-74.99% of points = \$20 fine
 - 65-69.99% of points = \$30 fine
 - 60-64.99% of points = \$40 fine
 - 55-59.99% of points = \$50 fine
 - 50-54.99% of points = \$60 fine
 - 49.99% and below of points = \$100 fine
- 10.) All unexcused absences will receive the original fine in the code of conduct.
- (a.) If a sig-~~kap~~ note **an excuse form** is sent in for an event, the sister will not receive a fine for not attending ~~missing~~ the event **if the excuse is approved**. She will only receive a fine if she does not reach the mandatory minimum number of points.
 - i. The member will not receive the points correlating the event, unless it is for class or granted by Executive Council.
- 11.) ~~E-board~~ **Standards Council** will hear cases of members not obtaining the required points for EXTREME reasons.
- (a.) The member must submit a letter and if the hearing is approved by the ~~E-board~~ **to the Executive Vice President for a Standards meeting; the member will then have a Standards meeting to review her case.** ~~the member will have a standards meeting to further approve it.~~
 - (b.) Whether the member's fine should be waived or their required amount of points lowered will be voted on by members of Standards Council.
- 12.) Any other points will be allowed for events up to the discretion of the VPP and/or **Standards Council** ~~E-board~~.

E.) Loyalty

- 1.) ~~Every member must serve on at least one chapter committee and attend committee meetings regularly.~~
- 2.) All members will be assigned to at least one committee each quarter, and are expected to attend committee meetings regularly and actively participate. Failure to do so will result in a member being sent to Standards Council.
 - i. Committee meetings are to be held at informal meetings. Additional committee meetings may be scheduled at the discretion of the committee head.
- 3.) Absences exceeding 50% excused or unexcused per quarter will be reviewed by Standards Council.
- 4.) Attendance for Executive Council and Cabinet Meetings
 - (a.) Executive Council may not miss more than two meetings a quarter, excused or unexcused. Meetings include Formal, Informal, and Executive Council meetings. If a member cannot adhere to this policy, she will be asked to resign from her position.

- (b.) Cabinet members may not miss more than three meetings a quarter, excused or unexcused. Meetings include Formal, Informal, and Cabinet meetings. If a member cannot adhere to this policy, she will be asked to resign from her position
- 5.) If a member holding a cabinet or executive council position is not performing the duties outlined by chapter, she will be called to Standards with the possibility of losing her position.
- 6.) Officers will submit their reports to the President and Advisory Board Supervisor 2 weeks before the due date.
- 7.) Each member selected for office shall realize the seriousness of her obligations and be prepared to resign if she does not perform her duties.

F.) Excuse Policy

- 1.) An excuse form, provided in a google doc, must be submitted for any mandatory Sigma Kappa function at least one week prior to the date of the event, **unless an earlier date is requested by the Vice President of Communications.**
 - i. Any other information needed upon request by the VPC must be submitted to sigkapnotes@hotmail.com or the excuse will not be accepted.
- 2.) The approval of an excuse is left to the discretion of the ~~Vice President of Communications~~ **Executive Council** and shall be reviewed on an individual basis.
- 3.) Retroactive excused absences are not accepted. The Vice President of Communications will not accept any excuse after the event has taken place, unless under certain circumstances determined by the Executive Council on a case-by-case basis.
- 4.) Each member is entitled to two excused absences from regularly scheduled meetings a quarter ~~(personal and academic)~~ **provided she sends her excuse in before meeting.** ~~A member must submit a note to the Vice President of Communications for the occurrences. Retroactive notes are not accepted.~~
 - i. **The member will not receive the points correlating the event she misses.**
- 5.) If a member submits her name in writing (i.e. a sign up list to attend or participate in a function, T-shirt purchase, or pictures), via the internet (i.e. liking or commenting on Facebook posts), or is required to attend an event she is required to fulfill her obligation. If a member is unable to fulfill her obligation she will be fined and/or charged for the product, whichever is greater. Illness or extenuating circumstances are the only excuses accepted.
- 6.) All members are encouraged to attend Pearl Premiere and Crush Party. If a member is unable to do so, it is her responsibility to pay the full amount of the formal.

G.) Monday Night Classes

- 1.) Enrolling in Monday night classes is extremely discouraged. A member must meet the following criteria to be officially excused from Monday Night Meetings
 - i. Academic and Internship circumstances: The member must submit a request through email to the Chapter President and Vice President of Communication, no later than the second week of the current quarter.
 - ii. Each request submitted will be approved on a case-by-case basis determined by the Executive Council.
 - iii. Failure to follow the above requirements will result in the member being fined for each meeting they are absent from.
- (a.) Academic circumstances:

- i. A letter from the member's academic advisor or professor must be submitted to the Chapter President explaining the need for the member to take the class. The member must prove that the class is required for graduation and cannot be taken another time or quarter.
- (b.) Internship Circumstance
 - i. A letter from the member's internship supervisor/employer must be submitted to the Chapter President explaining the position's responsibilities and valid justification for the need to be excused from Monday night meetings.
- 2.) **Members cannot miss Monday night meetings two quarters in their entire chapter career. Special cases will be taken into consideration by the Executive Council.**

VI. Greek Spirit

- 1.) Full participation is expected from each member in Panhellenic/Greek events.
 - (a.) Women on probation are allowed to paint and turn backdrops for lip sync, in addition to their one social event.
 - (b.) A positive spirit is expected when participating in Panhellenic/Greek events. You, as a member, are upholding Sigma Kappa's name and reputation.
 - (c.) Grievances between another chapter and Sigma Kappa should be handled with the utmost care. Each Sigma Kappa member should be the better person and be the first to apologize or take the first step in mending these grievances.
 - (d.) Slandering other Fraternities and Sororities is not permitted in any setting.
- 2.) Campus Involvement
 - (a.) Each member and new member must participate in at least one organization in addition to Sigma Kappa (i.e. club, sport, church, etc.)

VI. Courtesy

- 1.) **Hospitality**
 - (a.) Members must stand when National Officers and Alumnae enter the room.
 - (b.) Visitors and guests to chapter functions should be greeted and treated with the utmost respect and courtesy.
- 2.) **Confidentiality**
 - (a.) Elections, **Chapter Meetings**, Ritual Ceremonies, **Recruitment Activities**, and Membership Selection are private business of the sorority and shall be kept confidential among the chapter members.
 - (b.) Displays of overt affections are private and should remain so. Always keep in mind that your actions represent the reputation and values of Sigma Kappa and its members.
 - (c.) Any personal grievances should be dealt with directly and confronted immediately with parties involved.
- 3.) **Respect**
 - (a.) While wearing the Sigma Kappa badge or letters, smoking and drinking alcoholic beverages is not permitted.
 - i. A violation of the above will result in a fine with the amount to be determined by the situation.
 - ii. Each member must remember that with or without her badge or letters, she is known as a Sigma Kappa Daily she makes the reputation of

Sigma Kappa and the chapter by her appearance, conduct, and dignity whether she is on campus, in class, or in a social atmosphere.

iii. Each member must represent herself accordingly. Questionable and immoral behavior is uncalled for and will be dealt with by Standards Council and Advisory Board.

- (b.) Gum chewing, eating, and drinking are not permitted during formal meeting or ritual events.
 - (c.) Absolutely no personal notes should be passed during formal and informal meetings.
 - (d.) **Members engaged in disruptive behavior during a formal meeting, informal meeting, or ritual will be asked to leave.**
 - (e.) Cell phones must be in the "off" or "silent" mode during formal and informal meeting, and put away.
 - i. If caught with phone during formal meeting or informal, the member will be escorted out of meeting resulting in an unexcused absence.
 - (f.) Use of profanity when addressing chapter is not allowed.
 - (g.) **Debates during chapter meetings must be kept respectful and appropriate. Malicious comments as well as comments reflecting a member's personal business with another chapter member are deemed inappropriate.**
 - (h.) All members are responsible to respond to Sigma Kappa business (text message, phone call, email, etc.) within 48 hours.
- 4.) Risk Management
- (a.) All Sigma Kappa members will follow the Risk Management for Collegiate Chapters as indicated in the National Policy Handbook Section X, A, B, C, and D for Social Standards.
 - (b.) In accordance to Executive Order 1068, Sigma Kappa shall not be discriminatory in terms of race, ethnicity, religion, color, age, sexual orientation, national origin, citizenship, physical or mental ability, marital status, financial or social status.

VII. Dress Code

A.) Appropriate Attire

1.) Formal Attire

- (a.) ~~Any color dress, skirt, or slacks may be worn; must be formal business attire.~~
- (b.) ~~Clothing must not be see through or have open slits unless a slip or undershirt is worn. Shoulders must be covered with at least a capped sleeve. "Skinny" slacks are acceptable. Slacks cannot be jean material.~~
- (c.) ~~Dress shoes must coincide with the attire. Tennis shoes, sandals, and cork wedges are not acceptable.~~
- (d.) ~~The Sigma Kappa badge is highly encouraged.~~
- (e.) ~~No mini skirts, midriffs, bareback shirts, spaghetti straps, low cut attire, jeans, or leggings as pants are allowed.~~
- (f.) ~~Dresses/skirts rising more than 4 inches above the knee will not be allowed~~
- (g.) **The badge must be worn to enter the meeting.**
- (h.) **Members are expected to wear semi-formal/business attire and dress shoes to formal meetings. Appropriate attire includes: suits, dresses, skirt, dress pants, nice top, and dress shoes or boots.**

- i. Sneakers and sandals are not considered acceptable dress shoes.
 - ii. Dresses and skirts must be longer than fingertips in length while standing up straight.
 - iii. No spaghetti straps, low cut attire, bareback shirts or dresses, or Midriffs, unless covered. are acceptable.
 - vi. No jeans or leggings as pants are acceptable.
 - i. "Skinny" slacks are acceptable.
 - iv. No see-through clothing or open slits unless a slip or undershirt is worn.
 - (i.) Bare shoulders and exposed undergarments are not permitted.
 - i. Shoulders must be covered with a minimum of a cap sleeve or a sweater.
 - (j.) The Ritual Chair and the Executive Vice President shall have responsibility for monitoring dress at formal chapter meetings. They will have the discretion to interpret the dress code, with the approval of the advisor.
 - 2.) Informal Meetings
 - (a.) Sigma Kappa letters or other Sigma Kappa attire is encouraged.
 - i. If there is a "theme" to the meeting, dressing to the theme is encouraged.
 - 3.) Pinning, Initiation, and Order of the Triangle Ceremonies
 - (a.) Members must wear an all white dress.
 - i. Dresses rising more than 4 inches above the knee will not be acceptable.
 - ii. Cream dresses will not be acceptable.
 - (b.) No skirts, spaghetti straps, or low cut attire is allowed.
 - (c.) Shoulders must be covered with a minimum of a cap sleeve or a sweater.
 - (d.) Nude nylons must be worn with white heels or flats.
 - (e.) Nude or white undergarments are necessary.
 - (f.) The Sigma Kappa badge is required
 - (g.) Pearls are the only jewelry that may accompany the attire.
 - (h.) Tattoos must be covered.
 - 4.) Social Functions
 - (a.) Appropriate attire should be worn to all social functions such as, but not limited to, formals, exchanges, and philanthropies.
 - 5.) Dress Code Violations
 - (a.) Inappropriately dressed members will not be allowed to attend formal meeting or ritual ceremonies. This absence is considered an unexcused absence and the member will be fined accordingly.
- B.) Proper Use of Member Badges, New Member Pins, and Coat of Arms**
- 1.) The Sigma Kappa badge shall be worn above all other pins. Fraternity jewelry, whether honorary, professional, or social, shall not be worn above the Sigma Kappa badge.
 - 2.) Members who reflect the high standards of Sigma Kappa in dress and conduct will wear the Sigma Kappa badge with pride.
 - 3.) The new member pin and Sigma Kappa badge are worn over the heart and on the outermost layer of clothing.
 - 4.) No Sigma Kappa may give her badge to anyone who is not a member of Sigma Kappa.
 - 5.) Only initiated members of Sigma Kappa may wear or use the Coat of Arms.

- i. Shirt designs are not allowed to include the Coat of Arms unless only members will be wearing them i.e. not on shirts given to male participants at the Ultra Violet Event and not on wine flutes or shot glasses as formal gifts/decorations.

VIII. Membership Status

A.) Undergraduate Members

- 1.) All undergraduate members of Sigma Kappa shall be participating members of their chapter.
- 2.) All undergraduate members are expected to participate in at least one co- curricular activity.

B.) Guidelines and Requirements for a Leave of Absence (LOA)

- 1.) A leave of absence can be granted for only one school term during a member's college career and is to be granted only under any of the following circumstances:
 - (a.) Serious illness or serious personal problems on the part of the member.
 - (b.) Internships.
 - (c.) Study abroad.
 - (d.) Student teaching.
 - (e.) Extreme financial difficulties. Extreme scholastic difficulties.
 - i. Member must apply in writing, giving a signed and dated detailed reasons for requesting her status providing documentation, supporting the need for a leave of absence; must be submitted two weeks before the prior term ends.
- 2.) In order for the application to be approved, the member shall be a fully participating member of the chapter and in good financial and academic standing. She shall pay her per capita dues.
- 3.) When a member is on a leave of absence, she shall have the same privileges and responsibilities of an Alumnae-member ~~however, she is still required to participate in formal and informal recruitment events, Ultra Violet Event and all ritual events.~~
- 4.) Upon returning to active status, the member shall resume to full participation in all chapter activities. Failure to automatically resume all membership obligations shall result in expulsion with an option to withdraw.
- 5.) A leave of absence may not be granted in the last term of her undergraduate career **unless approved upon by the ABS and District Collegiate Coordinator.**

C.) Expulsion Procedure

- 1.) **A chapter may withdraw the privilege of membership from one of its members for any of the following circumstances:**
 - a. A member does not return to full active status following a leave of absence.**
 - b. Upon the recommendation of the Standards Council**
 - c. If the member fails to qualify for a withdrawal**
 - d. If a member does not petition at the end of her suspension or if her request for reinstatement is refused.**
- 2.) A chapter may withdraw the privilege of membership from one of its members by a two-thirds written affirmative vote of the chapter.
- 3.) If a member is expelled for financial reasons, such expulsion does not relieve the member of her financial obligation.
- 4.) The member's badge and membership certificate shall be sent to National Headquarters.

D.) Voluntary Withdrawal Procedure

- 1.) The member shall be in good academic and financial standing with the chapter including all local and national financial obligations.
- 2.) The member shall request withdrawal through a signed and dated written letter to the chapter President, accompanied by her badge and membership certificate.
- 3.) A two-thirds affirmative vote of the chapter is necessary.
- 4.) A request must be received two weeks prior to the last formal meeting of the quarter; the member will be responsible for all fees and fines acquired up to the submittal of her withdrawal.
- 5.) Women who withdraw their membership from Sigma Kappa may not wear Sigma Kappa attire.

E.) Reinstatement

- 1.) ~~A letter shall be presented to the chapter by the withdrawn member, which contains detailed evidence that the reasons for withdrawal no longer exist. The member must have shown through interest, actions, and a fine spirit that she is again ready to be a loyal, participating member with the good of Sigma Kappa at heart.~~
- 2.) ~~After the letter is received, there shall be three-fourths affirmative vote of the chapter in order to reinstate the member.~~
- 3.) ~~Reinstatement is not effective until approved by vote of the National Council, and the chapter and Advisory Board receive proper notification. It is very rare that National Council will approve a reinstatement until such a time as the applicant is no longer attending college.~~
- 4.) If suspended by the chapter, a letter shall be presented to the chapter by the suspended member, which contains detailed evidence that the reasons for the suspension no longer exist. This member must have shown through interest, actions, and a fine spirit that she is again ready to be a loyal, participating member with the good of Sigma Kappa at heart.
- 5.) After the letter is received, there shall be a three-fourths affirmative vote of the chapter in order to reinstate the suspended member.

F.) Transferring Membership to or from another chapter

- 1.) In order to affiliate with another chapter, a member wishing to transfer shall have paid all financial obligations to the chapter of her initiation.
- 2.) The member may be admitted to membership by a majority vote of the new chapter after one month of residence.

G.) Alumnae Status

- 1.) Members Graduating/ leaving School before graduation automatically become alumnae members pending all indebtedness to Sigma Kappa is paid in full.
- 2.) Special Alumnae status exceptions are displayed in the National Policy Handbook.

H.) Social Probation

- 1.) The Standards council can use social probation as an exercise of punishment.
- 2.) Social Probation is defined as, but not limited to, mandatory absences from formals, exchanges, Alumnae events, social events, etc. by the member in question.
 - (a.) In accordance with the Social Function Review Form filed for a particular exchange that exchange will end at said time, in which all Sigma Kappa members must leave the premises.
 - (b.) A member on Social Probation may be able to use their one allocated Social event for a single Greek Week activity if she chooses.
- 3.) Social Probation may be given to members who display any of the following:
 - (a.) Excessive, unexcused absences.
 - (b.) Contempt of authority.

- (c.) Poor scholastic performance.
 - (d.) Overdue dues or failure to pay dues.
 - (e.) Inappropriate social conduct.
 - i. Internet Violation.
 - (f.) Alcohol Violation.
 - (g.) Other valid reasons.
- 4.) The members of the Standards Council are to use social probation under their discretion. Offenses given to members will be:
- (a.) First Offense: Member is given a warning by Standards Council
 - (b.) Second Offense: Member is fined, and must write an apology letter to be read to chapter
 - (c.) Third Offense: Member is put on suspension
- 5.) If member is already on suspension, the preceding offenses will take place; the only difference being that for the third offense, the member will be put to a Chapter vote for expulsion

I.) Suspension

- 1.) Any chapter may place a member on suspension by a two- third affirmative vote/ Any of the following constitutes reason for suspension:
 - (a.) Suspension by the University.
 - (b.) Failure to attend chapter meetings without being excused by the Vice President of Communications.
 - (c.) A member “not in good academic standing” for two quarters in a row.
 - (d.) Contempt of Authority.
 - (e.) Misconduct.
 - (f.) Undermining the chapter spirit. Other valid reasons.
- 2.) Penalties for Suspension
 - (a.) Suspended members shall not attend any Sigma Kappa events including but not limited to meetings, social events (formals, exchanges), recruitment, ritual events (pinning, initiation, order), and philanthropy events (UltraViolet, ~~ALZ-walk~~, **Walk to end Alzheimer's**, representing SK at a fraternity philanthropy event).
 - i. They are still required to complete philanthropy hours and study points.
 - (b.) The badge and membership certificate of the suspended member are surrendered to the chapter.
 - (c.) Member is still held responsible for paying all local and national fees.
 - i. Any member who has lost her badge and membership certificate will be required to pay the amount of her badge that was purchased from NHQ.

A
lost membership Certificate will result in a fine of \$30

IX. Heart/ Big Sister Qualifications

A.) Eligibility

- 1.) In order to be a heart sister and/ or big sister, an initiated member shall be in good financial and academic standing.
 - i. Adoption (a member in good standing picking up a new member for a sister on probation or suspension) will not be tolerated, and members involved in this may be sent to standards.
- 2.) The member must fulfil the requirements outlined in the current Big Sister Contract.

- i. The Big Sister Contract will be established by the Vice President of New Member Education and approved by her advisor.

X. Internet Policy

A.) Internet Policy

- 1.) This policy applies to the Sigma Kappa Internet, which is defined as the public and private sides of the sigmakappa.org website, any collegiate or alumnae chapter websites, any individual websites which references Sigma Kappa or use Sigma Kappa marks, any public internet Web sites, including chat rooms and photo storage sites, where member identify themselves as Sigma Kappa members, and any emails or instant messaging services referencing membership in Sigma Kappa.
- 2.) Sigma Kappa sorority is the rightful owner of the name "Sigma Kappa", the Greek letters SK, the coat-of-arms, and the badge.
 - (a.) These marks are acquired a secondary meaning and have engendered goodwill associated with the marks which Sigma Kappa must protect and maintain in order to preserve its intellectual property rights.
 - (b.) Members of Sigma Kappa are recognized as a Sigma Kappa offline by letters and the badge they wear and represent Sigma Kappa online through personal websites. Personal websites must be maintained to correctly represent Sigma Kappa. If members can wear letters, their personal website pages should be able to reference Sigma Kappa in a positive manner as well.
- 3.) Internet Sanctions: If a member is in violation of the Internet policy she will be called to Standards Council.
 - (a.) First Offense: Member will be notified what she is in violation and asked to correct the violation, and by a specified date to rectify the violation as given by Standards Council
 - (b.) Second Offense: Member will be asked to correct the violation and given social probation as designated by Standards Council, which includes but is not limited to Formals, Greek Week, and Sigma Kappa socials or as determined by Standards Council.
 - (c.) Third Offense: Member will be subject to suspension
 - (d.) Fourth Offense: Member will be subject to expulsion

B.) Impermissible Use

- 1.) The Sigma Kappa Internet may not be used for any purpose that is illegal, immoral, unethical, dishonest, damaging to the reputation of Sigma Kappa Sorority, inconsistent with the mission of the Sorority, or likely to subject the Sorority to liability. Impermissible uses include but are not limited to the following:
 - (a.) Harassment.
 - (b.) Libel or slander.
 - (c.) Fraud or misrepresentation.
 - (d.) Use of Sigma Kappa sorority's trademarks, logos, insignia, or copyrights without prior approval.
 - (e.) Use of Sigma Kappa Sorority's membership information for non- social purposes.
 - (f.) Unauthorized copying or transmission of copyright-protected items.
 - (g.) Posting or sending obscene, pornographic, or offensive material. Posting or sending material that does not comply with the mission or values of Sigma Kappa Sorority.

- i. If a member is notified to remove any of her inappropriate material posted on the internet and fails to do so, she will be called before the Standards Council

C.) **General Internet Websites**

- 1.) Posting pictures of content on general Internet Web-sites can constitute impermissible use and therefore discretion should be used in posting to such sites.
- 2.) Pictures or content that are found on general Web sites which depict possible violations of national risk management policies by collegiate members or chapters will be referred to the National Vice President for Collegiate Chapters to address under NPHXG, Protocol for Suspicion of Occurrence of Risk Management Policy Violations.

XI. **Anti Hazing Statement**

- 1.) Sigma Kappa Sorority considers hazing to be a most destructive and degrading activity that is inconsistent with our ideals and standards. The dignity of every individual is recognized and all forms of hazing are opposed.
- 2.) Hazing is defined as any action, activity, or attitude directed toward a new or initiated member with or without her consent which ridicules, humiliates, embarrasses, confuses, frustrates, or causes 'undue stress, as well as any action that may cause physical or mental discomfort and has the potential to cause bodily injury or psychological damage. The following are examples of hazing by category and are not intended to be all-inclusive:
 - (a.) Subtle Hazing: any action, activity, or attitude that ridicules, humiliates; or embarrasses. Examples include, but are not limited to: purposely alienating new members, referring to new members in a demeaning manner as a "pledge," silence periods, any form of demerits, requiring new members to address initiated members in a different manner, scavenger hunts for meaningless objects, requiring new members to carry objects that initiated members do not carry, deprivation of privileges, discouraging new members from wearing "letters" or withholding the date of initiation or big sis revealing.
 - (b.) Harassment Hazing: any action, activity, or attitude, which confuses, frustrates, or causes undue stress as well as any action that may cause physical or mental discomfort. Examples include, but are not limited to, drawing attention to new members through a form of critique or criticism, scaring new members of what might happen during initiation or inspirational days, any form of questioning under pressure or in an uncomfortable setting, verbal abuse, personal servitude, requiring new members to wear ridiculous costumes or special clothing, withholding good grooming or personal hygiene, or yelling at new members.
 - (c.) Dangerous Hazing: any action, activity, or attitude, which has the potential to cause bodily injury or psychological damage. Examples include, but are not limited to, suggesting or requiring new members to acquire paraphernalia from another chapter, leaving campus secretly, requiring new members to do physical exercise for the sake of membership, withholding food or sleep, late work sessions which will interfere with scholastic responsibilities, transporting new members against their will, restricting bodily movement in any way, blindfolding, requiring touching any unpleasant substance, hitting; paddling, tuck-ins, kidnapping, requiring new members to drink or eat, marking or branding,

requiring a new member to take items from places or deface property, pledge sneaks, or walk outs.

- 3.) The naming of new member classes does not promote chapter unity and is not recommended.
 - (a.) Auxiliary groups such as big brothers, little sisters, or fraternity dads are prohibited in support of the 1967 NPC unanimous agreement.
 - (b.) As a general rule, an initiated or new member who hazes shall be indefinitely suspended for not less than one calendar year or shall be expelled from the chapter following the appropriate procedures.

XII. Standards Council

A.) Purpose of Standards Council

- 1.) Each chapter shall establish a standards council for these purposes:
 - (a.) To educate all chapter members about the Constitution, by-laws, standing rules, National Policies and Chapter Code of Conduct, and to provide educational programs for the chapter.
 - (b.) To enforce rules and policies and maintain the good reputation and cooperative spirit of the chapter with fair evaluations and sound judgments.
 - (c.) To recognize members for outstanding achievements and contributions to Sigma Kappa.

B.) Selection of Standards Council

- 1.) The Standards Council shall be comprised of five initiated members: the Executive Vice President, three initiated representatives from the chapter (a senior, a junior, and a sophomore or a combination), and one advisor.
- 2.) The four representatives are chosen by the Executive Vice President with the approval of the President and the Advisory Board Supervisor.
- 3.) Members of the Standards Council should be in good academic and financial standing with the chapter, a positive role model, discrete, fair, open-minded, empathetic, active standing, trustworthy of confidence of the chapter, dedicated to the preservation of the reputation and standards of each member and are mature enough to handle difficult situations.
- 4.) They should not be members of Executive Council.
- 5.) Membership may be for one school year or one school term.

C.) Procedure for Reporting Concern and Bringing Matters to the Attention of the Standards Council

- 1.) When members, of the chapter become concerned that possible violations of Sigma Kappa National policies and or the Chapter's Code of Conduct have occurred, they will turn to the Standards Council for guidance with these issues. The Executive Vice President or Standards Council may receive a written or verbal notification from a member of possible violations.
- 2.) Any member may refer a new or initiated member to the Standards Council. A referral must be in writing (letter or e-mail) explaining all details of the matter, and sent to the executive vice president or and/or the Advisory Board Supervisor.
 - i. Any referral regarding violations to the Code of Conduct or National Policy Handbook must reference the specific rule or policy that was violated.
- 3.) Grievances between members can also be addressed by the Standards Council.

- 4.) The member being called to Standards Council is sent notice in advance requesting her to meet with the Standards Council.

XIII. Procedure to Amend the Code of Conduct

- 1.) Every chapter shall establish a Code of Conduct to be reviewed by the Standards Council and approved by a chapter vote on an annual basis. All amendments and changes to the Code of Conduct must be approved by chapter vote.
- 2.) To make an amendment or change the chapter Code of Conduct, the member must submit it in writing to the Standards Council for review. The Standards Council will present to the chapter for discussion and then bring it to a vote.
- 3.) The chapter may strengthen Sigma Kappa National policy but never weaken it.
- 4.) In accordance to Executive Order 1068, all amendments to the bylaws shall be filed as a public document in the organizations myBAR page and the executive board will alert the Senior Coordinator of Student Life in the Office of Student Life and Cultural Centers via email within 90 calendar days indicating the date and method of adoption. Any amendments which change the purpose or intent of the organization or substantively modify the bylaws provisions shall be approved by the University before taking effect.

This Code of Conduct is designed especially to meet the needs of the Zeta Upsilon chapter of Sigma Kappa. ~~All members are still bound to uphold the standards of our National Council and the National Policy Handbook. I have read, understand, and agree to follow the above rules and guidelines.~~

I, the undersigned, understand that the Code of Conduct is a supplement to the National Policy and the Constitution. I acknowledge receipt of my own copy of the Code of Conduct and agree to adhere to the policies, guidelines and procedures contained therein. I understand that these policies are for the good of chapter as a whole and are meant to protect each individual member.

Printed Name: _____

Signature: _____ Date: _____