

**Zeta Mu Chapter of
Sigma Kappa Sorority at
UC San Diego
Code of Conduct**

Statement of Purpose:

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 members 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.

Zeta Mu Chapter of Sigma Kappa Sorority at UC San Diego is a non-profit student organization.

This code is written and enforced with the purpose of protecting the chapter as a whole and the rights of the individual members. As Sigma Kappa women, we are responsible for upholding the purpose of this sorority as stated in the *Bylaws* of Sigma Kappa.

Initiation into Sigma Kappa confers upon each of us an honor and responsibility to the national organization, the chapter, our sisters, the university, the community, and ourselves. As a Sigma Kappa, each member has the responsibility to protect the Sorority's reputation. Members should strive to further their goals both academically and socially. We are the living representation of our chapter's values and high ideals of achievement, which we share with our family, friends, and community. Good manners and proper behavior are never out of place, and it is wise to remain conscious of these courtesies and good habits that are essential in the sorority and everyday interactions.

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 to us 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.

The following Code of Conduct should serve as a guide to each individual member of the Zeta Mu Chapter at UC San Diego. This Code of Conduct should help each member achieve her highest potential as a member and in all areas of her 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) All new members must have a 2.5 cumulative GPA to be offered a bid.
- 3) New members must complete the requirements listed in the *National Policy Handbook Section III.A*

II Scholarship

A) Chapter Scholarship Goals

- 1) The Zeta Mu 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) All members are required to obtain fall, winter, and spring quarter grades from Tritonlink via the school's online web-registration system. If grades are not received by the VPAAE by the second meeting of the quarter, the member will be placed on automatic social probation until the grades are received.
 - (a.) This will apply only if SFL's general grade report is not out for the quarter.
- 3) A member's GPA shall be measured by their cumulative GPA. The cumulative GPA will be used in implementing the Scholarship plan.
- 4) For transfer students, cumulative GPA will include grades obtained at UC San Diego as well as grades obtained at previous college/university.
- 5) If Spring quarter grades are not turned in exactly one month after the quarter's end, the member will be placed on automatic social probation until grades are received.

B) Chapter Scholarship Program

- 1) The following Study Points are required for each GPA:
 - (a) Members with a GPA between 2.75 and 2.99 are required to complete a minimum of 2 study points per week
 - (b) Members with a GPA between 2.5 and 2.749 are required to complete a minimum of 4 study points per week
 - (c) Members with a GPA between 2.3 and 2.49 are required to complete a minimum of 6 study points per week
 - (d) Members with a GPA below a 2.3 are required to complete a minimum of 8 study points per week.
 - (a) One study hour = 1 point
 - (b) Going to office hours = 2 points/20 min visit
 - (c) Study aides (notecards/rewritten notes etc.) = 2 points per hour
 - (d) Test files = 4 points
 - (e) Course evaluations = 2 points
 - (f) Official tutoring = 3 points per hour
 - (g) Homework = 0.5 points
 - (h) Review Session = 2 points per hour
 - (i) Performing well on a test or paper
 - (i) Worth > 25% of grade
 1. A = 4 points
 2. B = 2 points
 - (ii) Worth < 25% of grade

1. A = 2 points

2. B = 1 point

2) Incomplete study points will roll over into the next week. If study points are not completed by the time points are due, the member will not be allowed to attend Sigma Kappa formal.

C) Members Not In Good Academic Standing (Below 2.5)

- 1) The member must participate in the Scholarship Program for members not in Good Academic Standing as implemented by Nationals and the VP AE.
- 2) The first quarter a member falls below a 2.5 GPA, she is not eligible to serve as a heart sister or big sister.
- 3) The first quarter a member falls below a 2.5GPA, she is limited to two social functions for the quarter (*Social events include fraternity parties, date parties, and formal*).
- 4) If not in good academic standing, a member must submit biweekly check-ins with the Vice President of Academic Excellence.
- 5) If a member falls below a 2.5 GPA for two consecutive quarters, she will be limited to one social function for the quarter. She will be required to attend office hours and a university provided tutoring program and report notes/proof to the VP AE.
- 6) If a member falls below a 2.5 GPA for a total of three quarters, she will be referred to the standards council to be considered for suspension.

D) Scholastic Expectations of Officers and Chairwomen See National Policy Handbook section X.A-B

III Financial

A) Financial Obligations

- 1) Dues must be paid in full by the due date set by the Vice President of Finance (VPF) unless a payment plan has been requested. Arrangements for payment plans must be made with the Vice President of Finance at least one week before the beginning of the quarter.
- 2) Dues and all other fees and/or fines must be paid via Billhighway. Payments need to be made by the first meeting of the quarter unless a payment plan has been requested. If a payment plan has been requested, the first payment must be made before the first meeting of the quarter and all other payments must be made on the first of the month.
- 3) Billhighway will assess a 3% late fee, with a minimum amount of \$1.00 on all statements that are over 30 days past due.
- 4) All members must be paid in full one week before Sigma Kappa sponsored formal social events.
- 5) A budget will be made available to the chapter each quarter and will be made accessible.
- 6) Fines will be billed out in a timely manner once the VPF is notified by the VPCO or standards council.
 - (a) Members have two weeks (14 days) to appeal the fine to the standards council. Otherwise, the fine stands.
- 7) Fees processed by Billhighway will be directed to the member that accrues them.

B) Automatic Financial Suspension See National Policy Handbook section: V.A

- 1) If a member is in financial arrears for 60 days, and has not made an effort to meet with the Vice President of Finance to work out a payment plan, the expulsion procedures will be initiated.
- 2) Any member who leaves school or graduates while indebted to the chapter shall be placed on AFS by the above procedures.

C) Allocations

- 1) Check request forms must be filled out at least one week before the check is needed.
- 2) If a member needs funds for an event over the amount of \$25.00, the member must receive permission from the Vice President of Finance in order to be reimbursed.
- 3) If a member feels they must go over their designated budget, they must first gain permission from the Vice President of Finance, or they will not be reimbursed for any amount over the designated budget.
- 4) The chapter is not responsible for reimbursement of lost, stolen, or broken items if a member offers her house for a sorority event.

(a) In certain circumstances of official chapter functions that do not have alcohol, it may be deemed acceptable to split the replacement/repair costs of the item with the member.

D) Financial Requirements for Officers and Chairwomen

- 1) If in arrears for more than 30 days, the officer or chairwoman must resign their position.
- 2) The Vice President of Finance or advisor is allowed to deny any checks requested due to budgeting that quarter.
- 3) Checks should be requested at minimum 2 weeks in advance of the due date for any large events, including any formals, date dashes, formal recruitment expenses, Founders day, Bid Day and others.
- 4) Only the President and Vice President of Finance are allowed to sign any contracts we have as a sorority.

E) Purchase of Memorabilia

- 1) Money must be collected before items can be purchased with chapter funds.
- 2) If a member signs a sheet ordering an item or requesting to attend an event where a charge is incurred, she is ultimately responsible for that charge. There are no returns or exceptions.

F) Reimbursements

- 1) All reimbursements will be returned two weeks after the reimbursement form with attached receipts turned in.

G) Fines

- 1) Fines will be assessed for the following unexcused absences; exceptions for virtual events, where fines will be ½ the stated value (rounded down if needed):
 - 2) Excused Formal Recruitment Event: \$50
 - 3) Unexcused Formal Recruitment Event: \$100
 - 4) Unexcused Informal Recruitment Event: \$75
 - 5) Recruitment workshops and practices: \$50 per day
 - 6) Recruitment Unexcused Tardy for Set Up: \$50
 - 7) Bid Day: \$200
 - 8) Initiation: \$100
 - 9) New Member Ceremony: \$100
 - 10) Order of the Triangle: \$100
 - 11) Founders' Day: \$100
 - 12) Chapter Formal Meeting: \$25
 - 13) Chapter Informal Meeting: \$15
 - 14) Inspiration Week: \$50 per day
 - 15) Sisterhood Retreat: \$50 per day
 - 16) Mandatory Philanthropic Event: \$50

- 17) Executive Council Meeting: \$5
- 18) Committee Head Meeting: \$5
- 19) Mandatory University Sanction Event: \$75
- 20) Mandatory National Sanction Event: \$75
- 21) Mandatory Zeta Mu Event: \$10
- 22) Meeting with a Sigma Kappa National Representative: \$250
- 23) For every ten minutes tardy to a required event: \$5
- 24) Meeting with a Zeta Mu advisor without 24 hour cancellation: \$20
- 25) Standards Council Meeting: \$15
- 26) Sigma Kappa's Best Dance Crew Unexcused: \$100 (Fines will be donated to the Sigma Kappa Foundation)
- 27) Alzheimer's Walk Unexcused: \$50 (fines will be donated to the Alzheimer's Association)
- 28) MLK Parade Unexcused: \$20 (fines will be donated to the Alzheimer's Association)
- 29) 5-15 minutes late to a recruitment event: \$15

IV Attendance

A) General Attendance Policy for Chapter Meetings and Events

- 1) If a member arrives 15 minutes after an event start time, or attendance is taken, then that member is considered absent and unexcused and fined accordingly.
- 2) Members are required to attend one sisterhood event, one philanthropic event hosted by an outside SFL organization, one study hours, and one ISS sport per quarter.
 - (a) If a member signs up for a sisterhood event that is a paid activity or a headcount is needed prior to the event, she should be committed to attending. If she drops out within 24 hours of the event, then she will not be eligible for those sisterhood points that quarter and must make it up another way.
- 3) If a member is aware she is going to be tardy prior to the event, she must send an excuse via the system utilized for event planning/attendance at least 24 hours before the time of the event.
- 4) If a member is unable to attend an event, she must submit an excuse via the system utilized for event planning/attendance at least one week in advance.
- 5) Excuses will be reviewed by the executive council and must be approved to count the absence as excused.
- 6) Unexcused absences will result in zero points for the event and fines as applicable.
- 7) Leaving early from events and functions is not permitted unless an emergency arises. Notification to the Vice President of Communication and the event supervisor is required prior to leaving or it will be counted as an unexcused absence.
- 8) Required events for the quarter will be established and voted on by the first formal meeting of the quarter.
- 9) Members on their leave of absence still present in San Diego are required to attend any National or Panhellenic workshop.

B) Attendance Policy for Ritual Events

- 1) All initiated members are required to attend ritual events including: New Member Ceremony, $\frac{2}{3}$ Inspiration Days, Depinning Ceremony, Initiation, First Meeting after initiation, and Order of the Triangle.
- 2) Tardiness is not accepted at ritual events. No member will be admitted to a ritual ceremony after it has started and will be considered absent and unexcused.

- 3) To be marked as present, the member must be wearing proper ritual attire as designated in the dress code section. Any member wearing inappropriate attire will be considered unexcused.
- 4) Any member not participating in or disrespecting ritual during practice or ritual ceremonies will be considered absent and unexcused and be fined accordingly.

C) Attendance Policy for Recruitment Events

- 1) Attendance at all recruitment events (including workshops and practices) is mandatory.
- 2) Absences are only allowed under the most critical circumstances and must be approved by the recruitment supervisor or advisor to the Vice President of Membership prior to the recruitment event. The VPR will establish the deadline to turn in excuses for each event. Excuses for formal recruitment events must be submitted by the eighth week of the prior quarter. Excuses will be approved on a case by case basis by the VPR, RA, and Executive board and will be returned by the ninth week. The appeal process does not apply.
 - (a) Acceptable appeals by the eighth week include: weddings, internships, vacations with proof of advanced ticket purchases, work if proof is provided of the member contacting their boss and providing their boss's response, and other case-by-case emergencies/situations.
 - (b) Unacceptable appeals by the eighth week include: unplanned/non-confirmed vacations, festivals, sporting events, and/or concerts.
- 3) Any member who arrives 5 minutes or more after attendance is taken at any recruitment event is considered late and must pay a \$15 fine. Any member who is later than 15 minutes will be considered absent and unexcused and must pay the according fine
- 4) When a member is fined in regards to recruitment, it should be appealed to The VPR Advisor. If there is another issue, the member can discuss it with the Recruitment Supervisor.
- 5.) Members who wish to withdraw during the recruitment season will need to submit a formal withdrawal letter to the President and CMA BEFORE any recruitment events happen.
- 6.) Members of LOA who wish to return after recruitment will have to wait till the next set of dues come out (beginning of the next month) to be considered a full member once again.

D) Attendance Policy for Weekly Chapter Meetings

- 1) Everyone will arrive on time to chapter meetings, which begin at 8pm, unless they have previously contacted the VPCO, a sister is considered to have an unexcused absence and will be fined accordingly.
- 2) Members must be dressed according to ritual for formal chapter meetings. Members not dressed appropriately will be considered absent, unexcused, and will be fined accordingly.
- 3) New members are expected to attend all informal chapter meetings during their new member period.
- 4) Gum chewing, eating, note passing, cell phone usage, and unnecessary conversation are not permitted in meetings or during ritual events. Any member engaging in disruptive behavior will be considered absent and unexcused.
- 5) All members are responsible for information shared at chapter meetings. Members who are absent for chapter meetings must read and summarize the meeting minutes and notify the Vice President of Communication and Operations in order to receive points. If you have an excused absence, you are able to receive full points and if you have an unexcused absence, you are able to receive partial points.
- 6) Leaving early is not permitted unless an emergency arises. In this case, a sister needs to notify the Vice President of Communication before her departure. If a sister leaves a meeting without being excused, she will be considered absent.
- 7) Only two excuses will be accepted each quarter for meetings.

- (a) Excused absences include: class, weddings, vacations or events with proof of advanced ticket purchases, and work if proof is provided that the member contacted their boss and their boss's response.
 - (b) Each member is allowed one last-minute excused absence per quarter. The member must contact the VPCO before the meeting starts with an explanation as to why she is unable to attend the meeting.
- 8) A member can receive partial points for a missed meeting if she reads the meeting minutes within 5 days of the missed meeting. She must send photographic proof to the VPCO.

E) Attendance Policy for Executive Council Meetings

- 1) Attendance is mandatory for all executive council officers at all executive council meetings.
- 2) Any absence, tardiness or request to leave early requires that an excuse be submitted to the President BEFORE the meeting.
- 3) An executive member is allowed two excused absences per quarter.
- 4) If an executive council member has two unexcused absences from executive council meetings, she may be removed from her position.

F) Committee Meetings

- 1) All members will be assigned to at least one committee at the start of winter quarter but no more than two. Everyone shall be reassigned committees at the start of Fall quarter unless they are members of the Standards council, or recruitment day chairs. All members are to attend their assigned committee meetings, unless they submit an excuse to their committee head.
- 2) Committee meetings are to be held at least twice per quarter during informal meetings.
- 3) All members must attend at least one in-person meeting with their committee each quarter. This will be left up to the discretion of the committee head. Additional committee meetings may be scheduled at the discretion of the committee head.

G) Committee Head Meetings

- 1) Committee head meetings will be held twice per quarter. These meetings are mandatory for the Vice President of Programming, Vice President of Finance, and committee heads.
- 2) A committee head is allowed one excused absence per quarter for committee head meetings.
- 3) If a committee head has two unexcused absences from committee head meetings, then she may be removed from her position.

H) Attendance Policy for Philanthropic Events

- 1) Chapter members are required to participate in Sigma Kappa philanthropic service projects, Walk to End Alzheimer's, Week of Giving activities, MLK Parade, and the chapter's main philanthropic event (SKBDC).
- 2) Chapter members are required to attend one philanthropic event hosted by another SFL organization per quarter.
 - (a) One member at each event will be designated to take attendance and submit the attendance list to the VPCO, who will then allocate each member the appropriate amount of points (listed below).

I) Attendance Policy for Sisterhood Events

- 1) Chapter members are required to attend one Sigma Kappa hosted sisterhood event per quarter.
 - (a) Attendance will be taken at the event, and appropriate points will be allocated by the Sisterhood chairs and VPCO.
 - (b) If there is no sisterhood event planned for a given quarter, the total points for the

quarter will be adjusted to accommodate.

J) Positive Point System

1) At the beginning of every quarter, the Vice President of Programming will determine the total number of points that will be available for each member to earn for that quarter.

2) Meeting and event points are as follows; exceptions are virtual events which are $\frac{1}{2}$ of the stated value (rounded down if needed):

- (a) Recruitment event: 30
- (b) Initiation: 30
- (c) Founders Day: 30
- (d) Bid Day: 30
- (e) New Member Ceremony: 20
- (f) Order of the Triangle: 20
- (g) SKBDC: 30
- (h) Chapter meetings: 15
- (i) Recruitment practices and workshops: 15
- (j) Sisterhood Retreat: 30
- (k) Sigma Kappa philanthropy event: 30
- (l) Inspiration Week event: 15 per day
- (m) Other philanthropy event: 10
 - (a) Outside philanthropy/service hours: 2 points per hour, 10 required, 20 points max
- (n) Required leadership events: 10
- (o) Sisterhood event: 10
- (p) Committee head meetings: 10
- (q) ISS attending sporting event: 5
- (r) ISS participating in sporting event: 10
- (s) Alzheimer's Walk: 20
- (t) Returning of the pin ceremony: 20
- (u) Ritual workshops: 10
- (v) MLK Parade: 15
- (w) Pearl Girl Date: 10
- (x) Senior Tea Party: 10
- (y) Study Hours: 5

3) Leadership points are as follows:

- (a) Executive office: 20 points per quarter
- (b) Chairwoman: 10 points per quarter
- (c) Panhellenic executive office or chairwoman: 20
- (d) Member of another campus organization: 5 points per organization
- (e) Leadership position in campus organization: 10 points per organization
- (g) Standards council member: 5
- (h) Committee Task (at least one): 5
- (i) Committee meetings (at least one): 5
- (j) RGL/Day Chairs: 5 points for Winter Quarter*, 10 points for Spring Quarter, 20 points for Fall Quarter

*if COB, then 10 points for Winter Quarter

4) Bonus points (maximum 30 points per quarter) are as

follows:

- (a) Philanthropy hours: 5 per hour of
 - (b) Additional study hours: 5
 - (c) Clean the storage unit: 10
 - (d) Donate to the Sigma Kappa Foundation: 1 point for every dollar donated (max of 10)
 - (e) Attending UC San Diego sporting events: 3
 - (f) Attend a Panhellenic Meeting: 5
 - (g) Sister of the Week: 5
 - (h) Additional Committee Tasks: 5 points for every task
 - (i) Have a job and/or internship: 1 point per hour worked every week (exceptions may apply)
 - (j) Take more than 16 units: 5 points per additional class
 - (k) Attend a New Member Meeting and actively participate: 5
 - (l) Summarize the minutes from a missed meeting: 10 points for unexcused absence, 15 points for excused absence
 - (m) Attend a Panhellenic event: 5
 - (n) Attend pre-recruitment campus-wide event: 5 points per event
 - (o) Additional ISS sport: 5 points if attending and 10 points if playing
 - (p) Set up for Initiation: 10
 - (q) Participating in a partnership event (exceptions apply)
 - (r) Mental health activity: 15
 - (s) Brazilia partnership post: 5
 - (t) Dove Diaries: 5
- 5) The event supervisor (or her appointed substitute who she shall be responsible for) will take attendance at each approved event. She must pass on the list to the Vice President of Communication no later than one week after the event.
- 6) A member must attend a mandatory event on time and for the full duration of the event in order to earn points for that event.
- 7) To be able to attend a Sigma Kappa sponsored formal social event, initiated members must earn the minimum number of points possible 48 hours prior to the date of the event.
- (a) Points will begin to accumulate starting at the end of the previous quarters formal social event.
 - (b) Points from virtual quarters will roll over and be counted towards the next formal or date dash.
- 9) The VPCO will oversee the Positive Point System. She will be responsible for tallying points for each member.
- 10) All points will be visible via Our House within two weeks after an event.

Risk Management

- K) The Zeta Mu chapter of Sigma Kappa at UC San Diego understands that the University does not assume legal liability for the actions of the organization.
- L) Members must adhere to the policies and procedures set forth in the current Zeta Mu Chapter Risk Management Plan.

1) Hazing See National Policy Handbook Section VII.B

2) The national organization of Sigma Kappa states: "Sigma Kappa Sorority considers hazing to be a

destructive and degrading activity which is inconsistent with our ideals and standards. The dignity of every individual is recognized and all forms of hazing are opposed. New members are educated on Sigma Kappa's stance against hazing and members are reminded of the Sigma Kappa hazing policy during the risk management policy review. As a general rule, a member or new member who hazes shall be suspended or expelled from the organization following the appropriate procedures."

2) Chapter members will follow all UC San Diego policies regarding hazing.

M) Social Events and Function Policy: See National Handbook Section VII.C

N) Social Functions

- 1) Chapter members shall be conscious of the safety and well-being of members, new members, and guests throughout the duration of any social function and should take proper precautions in order to ensure their safety.
- 2) Members consuming alcoholic beverages should exercise restraint. Members and their guests shall honor the request of other members or advisory board representatives if asked to terminate alcohol consumption or leave an event.
- 3) Members not in good standing or on a leave of absence may not attend Sigma Kappa sponsored or co-sponsored events. Alumnae members may attend only with prior approval by the advisory board.
- 4) No participant in a sponsored or co-sponsored function shall be allowed to operate a motor vehicle while under the influence of alcohol or drugs.
- 5) All Sigma Kappa social functions are to be held within a fifty-mile radius of the University and are not to include overnight accommodations.
(a.) This does not apply to Sigma Kappa Sisterhoods.
- 6) Chapter members should be considerate of other members and respect their sisters. If asked to leave, a sister should comply.
- 7) Members must arrive and leave with the same car they came with. Members in the same car cannot leave without every member present. There cannot be multiple trips given by a driver.
- 8) Any member asked to leave an event or who has left another member at an event must meet with the standards council.
- 9) If a driver transports members to an event she is not permitted to leave the event unless all members leave with her.

V Big Sister Qualifications

- A) To be selected as a big sister, an initiated member must be in good standing and she must fulfill the requirements outlined in the current Big Sister Contract. The Big Sister Contract will be established by the vice president of new member education and approved by her advisor.
- B) To qualify to be a big sister, members are required to attend at least one new member meeting.
- C) Big sisters who violate the requirements of the Big Sister Contract will be referred to the standards council.

VI Loyalty

- A) Each member shall show respect for both new and initiated members at all times. Each member will uphold the honor of all new and initiated members to protect the reputation of the sorority as a whole.
- B) Any actions by a member that directly attack, offend, or contradict the identity(s) of a sister, especially pertaining to race, gender, sexuality, ethnicity, ability, and religion, are therefore subject to disciplinary action by the VPSV and Standards Committee.
- C) The actions of a member which directly violate or contradict the values of the Zeta Mu chapter of

Sigma Kappa are subject to disciplinary action by the VPSV and Standards Committee. Additionally, if the actions of a member are perceived as offensive or harmful to either the UC San Diego community or the general public then the VPSV. The Standards Committee retains the right to address this in a formal Standards Meeting with sanctions, if necessary.

D) Meetings and all ritual proceedings remain private business among members of Sigma Kappa and may be discussed only among initiated Sigma Kappa members. Private business includes: chapter meetings, Initiation, New Member Ceremony, New Member Pinning and Depinning, Order of the Triangle, recruitment activities, membership selection and standards meetings.

E) 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.

F) All members will exercise discretion when discussing personal matters at any Sigma Kappa event.

G) Members are encouraged to maintain a good reputation and to conduct themselves in a manner that will not reflect negatively on themselves or the sorority.

H) Alumnae and Guests

1) All members must stand when an alumnae member and/or national officer enters the room.

2) Chapter meeting visitors shall be greeted with respect and applause.

VII Responsibility of Officers and Election Requirement

A) Officers will submit their reports to the President and Vice President of Communications for review one week before the due date.

B) Each member selected for office shall realize the seriousness of her obligations and be prepared to resign if she does not perform her duties.

C) The advisory board and the collegiate province officer may remove an officer from office for failure to perform her duties. Upon the vacancy of an elected officer, the chapter may elect her successor pending approval of the advisory board and collegiate province officer. If the chapter fails to select a successor, the advisory board and collegiate province officer may appoint a replacement to finish the term of office if it is deemed necessary.

D) Only registered UC San Diego students may hold an office in the Zeta Mu Chapter of Sigma Kappa Sorority. Only registered UC San Diego students may vote in elections for the selection of the Chapter's officers.

VIII SFL Spirit

A) The chapter will promote a spirit of cooperation among fellow SFL organizations.

B) The chapter will actively support and participate with the UC San Diego Panhellenic Council.

IX Campus & Community

A) The chapter will participate in non-Sigma Kappa philanthropic service projects sponsored by other organizations on campus or in the community.

B) Sigma Kappa will strive to develop leadership and participation in campus and community activities. All chapter members are required to participate in at least one co-curricular activity.

C) Chapter members will donate at least 2 hours of community service to a non-Sigma Kappa event per quarter.

X Dress Code

A) A clean, neat appearance and a well-mannered individual is what each Sigma Kappa must portray. Appearance on campus affects Sigma Kappa's image and reputation. Members are expected to present themselves as polished and well-put together at all times in attire appropriate to the activity.

B) Members will dress in attire appropriate for the occasion and in a manner that does not degrade the member or the sorority. Clothing must be in good taste. Any member wearing inappropriate attire may be asked to leave the event by the event supervisor, Vice President of Standards and Values, or a representative of the advisory board. The member will also be referred to the Standards Council.

C) Formal Meeting Attire

- 1) Members are expected to wear semi-formal/business attire and dress shoes to formal meetings. A badge must be worn to enter the meeting and vote.
- 2) Appropriate attire includes: suits, dresses, dress pants, nice tops, blazers, khakis, and dress shoes. Exposed undergarments are not permitted.
- 3) Dresses and skirts must be an appropriate length while standing up straight.
- 4) Tight, extreme form-fitting stretch pants, jeans, and shorts are not considered appropriate business attire for formal meetings. Leggings and tights are acceptable only if worn with a skirt or dress.
- 5) No risqué shirts will be allowed including excessive cleavage or midsection showing.
- 6) Sneakers, sandals with no heel strap, canvas and slippers are not considered acceptable dress shoes.
- 7) The Ritual Chairwoman and the Vice President of Standards and Values 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.
- 8) If a member is not appropriately dressed for a formal meeting, she may not participate in voting or sit in formation and will be counted as absent with appropriate fines.

D) Informal Meeting Attire

- 1) Chapter members are encouraged to wear letters to informal meetings. The dress code for informal meetings is casual, but each member must maintain a neat appearance.
- 2) Neat appearance includes jeans or leggings with any Sigma Kappa shirt. Slippers are not permitted at informal meetings.

A) Ritual Attire

- 3) New Member Ceremony, Order of the Triangle, and Initiation require that all initiated members and new members shall wear one of the following:
 - (a) A white dress or jumpsuit, white dress shoes, and their member badge.
 - (b) A white blouse with white dress pants or white skirt, white dress shoes, and their member badge
 - (c) Ritual attire must be approved by the ritual chairwoman and/or an advisory board representative.
 - (d) If new members are unable to obtain white attire by the time of their first new member ceremony, badge attire will be accepted.

E) Membership Badge

- 1) When a sorority badge is worn, members should be dressed in a clean, neat business-like fashion. The badge should not be worn with sweatshirts, denim, or other similar attire.
- 2) The badge must be worn above all other pins, on the left-hand side, directly over the heart, and on the outermost layer of clothing.
- 3) The badge, pearl, or Sigma Kappa letters shall not be worn while consuming alcoholic beverages, smoking, or when conducting oneself in a manner unbecoming of a Sigma Kappa.

XI Alternative Membership Status

A) Special Membership Status See National Policy Handbook Section IV.E

B) Alumnae Status

- 1) All seniors must be in good standing to participate in the Order of the Triangle ceremony.
- 2) An invitation to participate in Order of the Triangle will be extended to those seniors who have remained in good standing.
- 3) All seniors granted permission to participate in the Order of the Triangle must be financially clear one week prior to the ceremony.
- 4) Members graduating or leaving school before graduation automatically become alumni members provided the member is in good standing with the chapter. The member's status must be marked accordingly on the next Chapter Statistics Report as having left school. The changing of a member's status or participation in the Order of the Triangle ceremony does not relieve a member of any outstanding financial obligations.

C) Leave of Absence See National Policy Handbook IV.E.7

- 1) A member must apply in writing to the chapter president by the eighth week of the quarter prior to the date of the requested LOA. This letter must be a detailed letter with specific circumstances leading up to the request. If the LOA is requested during the summer break for the fall quarter, the letter must be addressed to the President and received at least two weeks before the quarter begins.
- 2) While on a LOA, a member may not attend social functions including sisterhood events. This member will not be allowed to come as a date to any formal/date dash of the chapter. She may come to meetings and ritual ceremonies if she desires without the privilege to vote in formal meetings.
- 3) If the LOA is requested during any quarter (past the original LOA request deadline) that the chapter has made plans to recruit new members (both formal and informal recruitment activities) the member must participate in all recruitment activities and the LOA will commence the day after Bid Day.

D) Voluntary Withdrawal of Membership See National Policy Handbook Section V.E

- 1) Women who withdraw their membership from Sigma Kappa may not participate in any Sigma Kappa event or wear Sigma Kappa attire, along with their pin which is sent back to nationals
- 2) Member dues should be cleared before they are brought to the chapter to vote on their withdrawal.

E) Suspension See National Policy Handbook Section V.B

F) Expulsions See National Policy Handbook Section V.C

- 1) The 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.

G) Transfer of Membership See National Policy Handbook Section IV.D

H) Social Privileges and Social Membership Policy See National Policy Handbook Section

IV.B XII Standards Council See National Policy Section VII.F

- A) Any member may refer a new or initiated member to the Standards Council. A referral to the

Standards Council must be in writing (letter, google form, e-mail, or text), explaining all the details of the matter, and sent to the Vice President of Standards and Values or other member of the Standards Council.

- 1) Any referral regarding violations of the Code of Conduct or National Policy Handbook must reference the specific rule or policy that was violated.
- B) Grievances between members can also be addressed by the Standards Council.
- C) Requests can be made for the VPSV to meet with a member of concern one-on-one.

XIII Internet and Related Technology *See National Policy Section VIII*

- A) If a member of the executive council asks any member to take down a post, the post must be taken down within 12 hours of the comment/response or the member will be called into the Standards Council.
- B) The VPSV and VPDEIA possess the power to ask a sister to remove a public or social media post when that post violates either the COC or National Policy; or the nature of the post violates the values of the chapter; or if the post directly violates the UC San Diego SFL's commitment to diversity, equity, and inclusion. The member will then be subject to disciplinary action and a formal Standards Meeting to discuss sanctions with the VPSV and the Standards Committee. If the member refuses to remove the post, she will be subject to further disciplinary action.

Code of Conduct Agreement Membership Acknowledgement

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

Signature

Date

Printed Name