

UC SAN DIEGO REGISTERED STUDENT ORGANIZATION

CONSTITUTION- SIGMA CHI

ARTICLE I. NAME OF STUDENT ORGANIZATION*

The organization shall be called The Iota Chi Chapter of the Sigma Chi Fraternity at UCSD.

NOTE: A registered campus/student organization shall not use the name of the University of California or abbreviations thereof as part of its name except in accordance with the campus regulations. The geographical designation "at UCSD" may be used by any campus/student organization as part of its name without obtaining special approval. The full name of the organization should be used throughout this document.

ARTICLE II. STATEMENT OF PURPOSE*S

The fundamental purpose of the Sigma Chi Fraternity is the cultivation, maintenance, and promotion of the core values of Friendship, Justice, and Learning. Our mission is to develop values-based leaders committed to the betterment of character, campus and community.

ARTICLE III. NONPROFIT STATEMENT*

The Iota Chi Chapter of the Sigma Chi Fraternity at UCSD is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP*

The scholastic eligibility requirement for an individual to be inducted into the Pledge Program is a cumulative grade point average of 2.5, except in the case of the first quarter UCSD students, who must have a 3.0 out of High School.

Any pledge who is not successfully performing his pledge duties, as specified by the Preparation for Brotherhood Program, may be referred by any active brother in good standing to the Judicial Board, which has the option of taking disciplinary action against the pledge.

In order for an individual to be initiated into the Fraternity, he must:

Achieve a cumulative grade point average of at least 2.5 at the time of initiation (3.0 out of High School)
Conduct himself in accordance with the governing laws of the Fraternity, especially Section 3.07 of the Statutes.

Pass all votes of acceptance in accordance with Section 3.12 of the Statutes and sections 1e, 1f, and 1h of Article I of the Bylaws.

Pledge dues shall be equal to active member dues in addition to the Sigma Chi Pledge Fee and Initiation Fee.

Pass three compulsory votes of acceptance with no more than 20% disapproval.

Be Affirmed directly prior to initiation under Section 3.07 of the Statutes of the Sigma Chi International Fraternity, by a formal vote of final approval by not less than 80% of the active members present and voting at regular or special meetings of the Chapter.

An active brother shall be placed on financial probation by the Financial Committee upon owing money to the Iota Chi Chapter in the amount of thirty dollars (\$30.00) or more and such brothers will:

Be required to pay all Fraternity dues.

Be allowed to attend Chapter, but will **not** be entitled to vote.

Not be permitted to hold any office or chair of any committee.

Not be permitted to participate in any IFC sporting events.

Be placed on social probation until requirements are fulfilled.

Have the opportunity to attend only those Fraternity functions with the Consul's permission, excluding those outlined above.

Be closely monitored by the Executive Committee and be responsible for further requirements as outlined by the Chapter Bylaws.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS*

Meetings will be held weekly, except holiday weekends. Minutes are taken each meeting.

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS*

Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.

Section 1. Executive Officers and Chairmen

Officers and Chairmen duties and responsibilities shall be as described in the Norman Shield, in addition to descriptions provided in these Bylaws.

The officers occupying the positions of Consul and Pro-Consul shall be assessed half (1/2) of the monthly Chapter dues required of active brothers. All semi-annual dues and fees outside of the predetermined monthly Chapter dues shall be paid in full by the aforementioned officers.

Section 2. Terms of Office

The terms of the following officers and chairmen shall be one-year and shall commence immediately following elections during the Spring Quarter:

Consul

Pro Consul

Quaestor

House Manager

Alumni Tribune

The terms of the following officers and chairmen shall commence immediately following elections during the Spring Quarter and terminate at the end of Fall Quarter, or commence immediately at the beginning of winter Quarter and terminate upon elections in Spring Quarter

Annotator

Magister
Historian
Kustos
Scholarship Chairman
Public Relations Chairman
Philanthropy Chairman
Fundraising Chairman
Risk Manager
Sports Chairman
IFC Representative
Peterson Chair

The term of Magister shall be from the Initiation of the previous pledge class to the Initiation of the next subsequent pledge class.

The term of Rush Chairman and Social Chairman shall be from one election to the next election with one junior officer elected for each position.

The term of Derby Days Chairman shall be from the completion of the previous Derby Days to the completion of the next subsequent Derby Days.

Section 3. Election of Officers

Nominations for officers, which begin prior to that start of third week of Spring Quarter, shall come under new business in a scheduled Chapter meeting designated by the Executive Committee during the Spring Quarter. Further nomination and subsequent elections shall occur under Old Business during the Chapter meeting the following week.

The following officers and chairmen are elected during Spring Quarter:

Consul
Pro Consul
Quaestor
Annotator
Magister
Recruitment Chair
Alumni Tribune
Chapter Editor
Historian
Kustos
Scholarship Chairman
Public Relations Chairman
Social Chairman

Philanthropy Chairman
Fundraising Chairman
Risk Management Chairman
Sports Chairman
House Manager
Derby Days Chairman
IFC Representative
Judicial Board Representative:
Senior Class Representative
Junior Class Representative
Sophomore Class Representative

Nominations for officers, which begin prior to the seventh academic week of the Fall Quarter, shall come under new business in a scheduled Chapter meeting designated by the Executive Committee during the Fall Quarter. Further nomination and subsequent elections shall occur under Old Business during the Chapter meeting the following week.

The following officers and chairmen are elected during the Fall Quarter:

Annotator
Magister
Rush Chairman
Social Chairman
Chapter Editor
Historian
Scholarship Chairman
Public Relations Chairman
Philanthropy Chairman
Fundraising Chairman
Risk Management Chairman
Kustos
IFC Representative
Peterson Chairman

In order for a position to be elected, he must receive a majority vote of the present quorum. If multiple candidates run and there is no candidate with a majority, the number of candidates will be cut in half (removing the candidates with the lowest votes). A revote will then occur. This procedure will be repeated until a majority vote is reached. In the case that there are 3 candidates running but no majority is met, only one candidate will be removed before the revote.

Section 4. Votes of Confidence

Any officers can be subject to a Vote of Confidence at any time.

An officer must achieve a (2/3) majority vote in favor of said officer to remain in office. If an officer fails to obtain (2/3) majority approval, he must resign.

Any active member may call for a Vote of Confidence. He must submit to the Consul a written explanation for calling such a vote prior to the Chapter meeting.

Any candidate elected to a Junior position, upon time for them to transition into their senior role, must be placed upon an 2/3 chapter majority vote of confidence before being installed. The senior chair must be present and speak on behalf of the candidate before the vote. If the candidate does not receive the majority vote, they must resign and a new election for the senior position will be held the following meeting.

ARTICLE VII. RISK MANAGEMENT*

Sigma Chi Fraternity at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.

Sigma Chi Fraternity at UCSD understands that the University does not assume legal liability for the actions of the organization.

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Overview:

The *Iota Chi Chapter* of the Sigma Chi International Fraternity is dedicated to the safety of its members, guests, campus, and community. The *Iota Chi Chapter* understands that many organizational activities have some level of risk exposure. The policies, procedures, and recommendations that follow are intended to help the chapter, its officers, and its brothers appropriately plan, carry out, and follow-up on chapter activities with the safety of members and guests as a key focus.

The *Iota Chi Chapter* is dedicated to following the policies set out by our International Fraternity, Risk Management Foundation, host institution, and local authorities. The purpose of this document is to synthesize and summarize key components of these policies so that our leaders and membership are more fully aware of the expectations and potential serious consequences related to risk management.

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Risk Management Focus Areas

A Fraternity chapter could have a variety of risk management areas. The elimination of all potential sources of risk for a fraternity chapter is impossible. Educating on risk management and awareness, reducing exposure, and mitigating risk is our focus. This broad risk management policy addresses many of the most common and relevant risk management areas:

1. Alcohol and Drug Misuse & Abuse

- a. Highlights and Key Issues
 - i. No facilitation or condoning of underage drinking or illegal drug use;
 - ii. Evidence of illicit drug use at a chapter sanctioned event will be handled to the fullest extent under the Iota Chi Bylaws and the standing RMF
 - iii. Misuse of alcohol is conduct unbecoming of a Sigma Chi.; and
 - iv. Sigma Chi resolves to eliminate the misuse of alcohol by its membership.
 - v. At social functions, the fraternity shall not use any chapter funds to provide alcohol;
 - vi. Policies, Stances, and Supplemental Information
 1. [Risk Management on Alcohol and Drugs](#)
 2. [Sigma Chi Policy on Alcohol and Drugs](#)
 3. *UCSD Student Conduct Code*

2. Event Planning

- a. Highlights and Key Issues
 - i. Third-party vendors and hired security are encouraged ; and
 - ii. Guest-lists should be maintained for all events at entrance and exit
- b. Policies, Stances, and Supplemental Information
 - i. At no point will a “fake-ID” ever be used by a member of the Iota Chi Chapter
 - ii. Guest Lists
 1. Guest Lists shall be maintained using a system of named wristbands
 2. It is the responsibility of chapter members to notify the Risk Manager of any guests by a deadline as set forth by the Risk Manager

3. It is the responsibility of chapter members to challenge anyone not in the chapter seen inside a venue without a wristband and to notify the Risk Manager immediately
4. The number of guests may not exceed the limit put forth by the Risk Manager prior to the event
5. No guests will be allowed at any social function unless voted on by Executive committee or chapter

3. Crisis Management

- a. Highlights and Key Issues
 - i. Be prepared. Form a crisis management team that consists of key officers and define the roles of each crisis management team member.
 - ii. Compile an updated list of contacts for University and Fraternity advisors (to include local and campus emergency responders, Greek Life office, Grand Praetor, CADV, RMF, etc.)
 - iii. Updated emergency contact list and RMF policies shall be presented from the outgoing RMF to the incoming RMF
 - iv. Chapter's plan should be reviewed in chapter meeting at the beginning and ending of each Risk Manager's Term
 - v. Every person entering the party must have their ID checked to confirm age and wristbanded if on the guest list
 - vi. At any house hosting a fraternity event, a 21 year old resident must be present and sober
- b. Policies Stances and Supplemental Information
 1. [Crisis management overview](#)
 2. [Incident Reporting Form](#)

4. Hazing

- a. Highlights and Key Issues
 - i. Sigma Chi has a zero-tolerance policy on Hazing
 - ii. Defining hazing is difficult; consult Sigma Chi and University policies
 - iii. [Hazing is illegal in 44 states](#): Chapter officers can be sued
- b. Policies, Stances, and Supplemental Information
 1. [Statement of Position Concerning Pledge Training & Ritual](#) (List of Prohibited Activities)
 2. [Hazing and the Law](#)
 3. [Hazing Exclusion - RMF Insurance Program](#)
 4. Hazing under UCSD rules is broadly construed, any questions to the

rules shall be handled by the Risk Manager and with caution

5. Sexual Misconduct

- a. Highlights and Key Issues
 - i. Violence Against Women Act (VAWA) - originally known as the Campus Sexual Violence Elimination (SaVE) Act, requires that education be delivered on this topic annually to college student;
 - ii. Title IX - Overview relating to sexual misconduct
 - iii. Understanding Consent, Sexual Abuse and Consequences (FHSI.jrfco.com)
- b. Policies, Stances, and Supplemental Information
 - i. Policy on Members and Sexual Misconduct ([Policy download](#))
 - ii. Policy on Human Decency and Dignity ([Policy download](#))
 - iii. Taking a Stand: Preventing Sexual Misconduct on Campus -- challenges chapter members to recognize the warning signs and proactively intervene in situations where sexual misconduct may occur.
 - iv. What You Can Do (FHSI.jrfco.com)
 - v. Sexual Assault [Exclusion](#) - [RMF Insurance Program](#)

6. Violence, Fights, and Assaults

- a. Highlights and Key Issues
 - i. Fights and assaults account for the largest percentage of RMF chapter liability claims and lawsuits, at an average cost of \$30,000 per claim.
 - ii. The consumption of alcohol and late-night events are the two greatest predictors of campus and fraternity fights.
 - iii. Brothers should not be bouncers., call campus security or 9-1-1 if a situation requires additional authority or there is an impending physical altercation.

7. Philanthropy Events and Athletic Events

- a. Highlights and Key Issues
 - i. Fight Nights -The RMF insurance program excludes fight night events.
 - ii. Any athletic event, philanthropic or otherwise, is not covered by the RMF. (Intramurals, Fun Runs, water activities, and Derby Days chases) - chapter is covered for hosting event; individual, voluntary participants covered by their personal health insurance
 - iii. It is encouraged to create a liability Waiver for these events

- iv. The University provides a liability waiver as well that must be signed
- b. Policies, Stances, and Supplemental Information
 - i. [RMF Fight Night Stance](#)

8. Disaster Preparedness and Emergency Planning (shooter, weather, etc.)

- a. Highlights and Key Issues
 - i. Although events might seem unlikely, it is important to have a plan in place
 - ii. Disaster plans should be reviewed at a chapter meeting each semester
- b. Policies, Stances, and Supplemental Information
 - i. [Disaster Preparedness and Emergency Planning](#)

9. Firearms

- a. Highlights and Key Issues
 - i. RMF and Sigma Chi Fraternity strongly recommend that each House Corporation and Chapter have a clear policy prohibiting firearms and ammunition on recognized fraternity premises or bringing them to fraternity events.
 - ii. The policy statement prohibiting firearms should also include guidelines for members to follow should they become aware of firearms being on the premises.
 - iii. To further enhance Chapter, House Corporation, Fraternity, and RMF protection, we recommend that house corporations include a blanket no-firearms policy in their lease agreements between the house corporation and chapter and/or lease agreements with individual members of the chapter.

10. Accountability

- a. Highlights and Key Issues
 - i. If a brother or group of brothers is found to be in violation of these risk management guidelines, chapter leadership should make him/them aware of the violation, and if possible, stop the behavior without physical-confrontation
 - ii. The chapter should first hold the brother accountable to his actions with the appropriate consequences as laid out by the chapter by-laws
 - iii. The chapter should then notify the Greek Life coordinator, chapter advisor, and Grand Praetor of the action that was taken

11. Legal Documents

- a. Highlights and Key Issues
 - i. RMF staff is willing to review contracts or agreements that your chapter might be entering. It is prudent to have multiple people review any documents of this nature.

- ii. Contracts, Leases, and Agreements - the signing of any legal documents should be in the name of your local chapter only (e.g. Xi Alpha Chapter of Sigma Chi Fraternity). Chapters and House Corporations do not have the authority to execute agreements or contracts on behalf of Sigma Chi Fraternity or Risk Management Foundation. They can only sign an agreement for their specific chapter. Thus, it is imperative that the chapter designation (Ohio Alpha, Texas Beta, etc.) is used when signing such documents. If an agreement is signed in the name of simply “Sigma Chi”, it can create a misunderstanding that an agreement or event involves or is controlled by the General Fraternity. All contracts or agreements apply to this situation. Some examples may include: rental / lease agreements, 3rd-party vendor contracts, DJ contracts, security contracts, university recognition statements, etc.
- iii. The leases of all houses should be compiled within a Iota Chi Chapter Account and reviewed by the Risk Manager
- b. University Recognition Statements - some colleges and universities use recognition statements in order for organizations to agree to a certain set of guidelines. Many times, these agreements can have important insurance implications. Therefore, before chapter officers sign these types of agreements they should be forwarded to RMF for review.
- c. Liability Waivers - A well-written waiver, signed voluntarily by an adult participant, could protect an organization from liability for negligence. On the other hand, a waiver will not always provide protection; often courts hold that a waiver is not enforceable and the provider must stand trial for negligence. Please work with local advisors to construct as legitimate a waiver as possible. These should be used at any events involving voluntary physical activity where an injury might occur. RMF plans provide a sample waiver at a later date.
- d. [RMF FAQ](#)

12. Insurance Services

- a. Accessing your Standard Certificate of Insurance
 - i. [Login to rmfeeducation.org](http://login.rmfeeducation.org) using your Sigma Chi credentials. Under the ‘Chapter Documents’ section you can access your standard COI
- b. Requesting Additional Insured
 - i. Please submit [form](#) 21-days prior to requested date of coverage
- c. [Incident Reporting Form](#)
 - i. The Chapter President should complete this form within 24 hours of any incident or injury.
- d. [RMF FAQ](#)

Further articles, if applicable:

ARTICLE VIII. COMMUNITY ADVISOR

Our advisor is a volunteer. He is our mentor and guide. He and the president shall have weekly meetings.

ARTICLE IX. FINANCIAL MANAGEMENT

We have an off- campus bank account in which we handle all of our finances. We use GreekBill to collect dues. We elect a new treasurer annually, and he is the signer.

The financial responsibilities of each brother shall be outlined by the Quaestor, and may consist of quarterly, housing, and international Fraternity dues as well as fines or special assessments. All brothers are required to pay their Fraternity Bill in full by the first Chapter meeting of each month. Any member owing monies to the Iota Chi Chapter in the amount of thirty dollars (\$30.00) or more shall be subject to the following delinquent dues policy:

If thirty dollars or more is owed for fifteen to thirty days, the member shall be placed on social probation.

Social probation shall be defined as exclusion from and all events wherein social activity is dominant. A Social Event shall be defined as any Sigma Chi representative event or any event in which Sigma Chi has financially sponsored. These events shall include, but are not limited to: IFC sporting event, parties, exchanges, dances, rush, and other event/activity that the Executive Committee determines.

If a member is unable to pay the amount owed in the allotted time, as specified in the delinquent dues policy, a payment plan will automatically be initiated. The members on the payment plan must adhere to the following payment plan to remain in good standing with the Chapter.

The monthly payments will consist of normal monthly dues and equal monthly payments on the members' delinquent balance so to assure that the member will carry a zero balance by the end of the present quarter.

Payment plan payments will be due at the first Chapter meeting of the month. If payment is not received, then the brother will immediately be placed on social probation.

Regular dues payments will be collected at the first Chapter meeting of the month. If a payment is not received by the following Chapter meeting, then the brother will be placed on social probation.

Payments will be due on the first Chapter meeting following the first day of the month when normal payments are due.

If a member pays more than the agreed minimum balance in one payment, the excess amount may be applied to the next payment.

If payment plan monies are still owed after thirty (30) days, notification shall be sent to Sigma Chi International Headquarters requesting Financial Expulsion as described by the delinquent dues policy.

If any amount is owed for more than sixty (60) days, Financial Expulsion will be finalized unless otherwise directed by the Iota Chi Chapter.

Any member who has been requested for Financial Expulsion by the mailing of a “Form 50” to Sigma Chi Headquarters shall have all formal ties to the Iota Chi Chapter terminated.

A member shall be placed on social probation if the delinquent dues policy and payment plan are not adhered to by an active brother or if previous arrangements have not been made with the Quaestor.

ARTICLE X. AFFILIATION WITH OTHER GROUPS

WE ARE AFFILIATED WITH THE INTERNATIONAL FRATERNITY SIGMA CHI.