



Policies and Procedures for the Statesboro Alumni Chapter of the Sigma Chi Fraternity

The Sigma Chi Creed

I believe in fairness, decency and good manners.

I will endeavor to retain the spirit of youth.

I will try to make my college, the Sigma Chi Fraternity, and my own chapter more honored by all men and women and more beloved and honestly respected by our own brothers.

I say these words in all sincerity; that Sigma Chi has given me favor and distinction; that the bond of our fellowship is reciprocal, that I will endeavor to so build and so conduct myself that I will ever be a credit to our Fraternity.

PREAMBLE

We, the members of the Statesboro Alumni Chapter of the Sigma Chi Fraternity, do hereby establish and solemnly promise to obey these policies and procedures to supplement and support the Ritual, Constitution, Statutes and Executive Committee Regulations of the Sigma Chi Fraternity for the government of our chapter.

ARTICLE I NAME

The name of this organization shall be the Statesboro Alumni Chapter of the Sigma Chi Fraternity.

ARTICLE II ARTICLES OF ORGANIZATION

The articles of organization of this alumni chapter include:

1. Policies and Procedures of such chapter;
2. charter issued by the Executive Committee of the Sigma Chi Fraternity; and
3. Governing Laws of the Fraternity.

ARTICLE III PURPOSE AND ORGANIZATION

Section 1 Purpose

The purpose of this alumni chapter shall be:

1. to cultivate and maintain the high ideals of friendship, justice and learning and strengthen the name and ideals of the Sigma Chi Fraternity;
2. to provide and maintain a vehicle for all area Sigma Chi members to share in the bonds of brotherhood;
3. to assist the Eta Zeta undergraduate brothers and chapter;
4. to support both financially and through participation, the programs of the Sigma Chi Fraternity and Sigma Chi Foundation;
5. to provide career and employment guidance for both alumni and undergraduates.
6. to provide a representative voice of area alumni regarding Fraternity issues; and
7. to contribute to the betterment of society and our communities by fostering healthy community relations and undertaking meaningful community service activities.

Section 2 Organization

The Statesboro Alumni Chapter of the Sigma Chi Fraternity is organized as a social club. Its operations are designed to comply with Section 501(c) (7) of the Internal Revenue Code or corresponding section of any future Internal Revenue tax code.

ARTICLE IV MEMBERSHIP AND DUES

Section 1 Membership

Any member of the Sigma Chi Fraternity in good standing and is not enrolled as an undergraduate member of a Sigma Chi Fraternity chapter is eligible for membership in this organization upon payment of dues thereof and by abiding by all other requirements.

Section 2 Dues

1. The dues for the members of this alumni chapter shall be determined annually by the Alumni Chapter's Executive Committee.

2. Section 2. Membership

A member of the Sigma Chi Fraternity who is in good standing, regardless whether an alumnus who has graduated from an undergraduate school or an **alumnus** who will be graduating from a **graduate** school, shall be considered a chapter member upon payment of annual dues and by abiding by all other chapter requirements.

3. Section 3. Dues

The amount of the The Statesboro Sigma Chi Alumni Chapter dues must be documented and shall be determined by a fifty-one percent (51%) majority vote of all members of the Executive Committee, without a vote of chapter members.

Membership dues for brothers 31 years of age or older - \$100

Membership dues for brothers 30 years of age or younger - \$50

Membership dues for retired brothers is up for discussion.

4. Annual dues shall cover the fiscal year period and shall not be prorated for memberships that may start after the fiscal year begins.

Fiscal Year: The fiscal year of the Alumni Chapter shall commence on January 1st. The term of membership for all members shall begin of January 1 of said year and will terminate on December 31 of that year.

5. **Should any member fail to pay his dues from January 1 to the last day of February, this member** will forfeit his voting rights and may be dropped from the membership rolls of this organization.

ARTICLE V MEETINGS

Section 1 General Meetings

1. General meetings of the Alumni Chapter will occur at a location and time as determined by the President and the Executive Committee.
2. The Executive Committee shall make a best effort to notify all members of all general meetings of the Alumni Chapter no less than 30 days prior by means that include but are not limited to:
 - a. Posting on the Alumni Chapter website event calendar
 - b. Email correspondence
 - c. Social media posts, but only if at least one other method is used. Posts on different platforms or by different accounts do not constitute additional methods.

Section 2 Special Meetings

1. Special meetings of the Alumni Chapter may be called at any time by:
 - a. The Alumni Chapter President - **The first Chapter business meeting will be held at the beginning of each January; date TBD.**
 - b. a majority of the Executive Committee;
 - c. a majority vote of all members; or
 - d. the Alumni Chapter secretary upon the written request of any ten (10) members in good standing.
2. The purpose of the special meeting shall be stated in the call.
3. Except in the cases of emergency, at least ten (10) days' notice shall be given.

ARTICLE VI VOTING

Section 1 General Voting

1. Only members whose dues are current shall be eligible to vote at a chapter's business meeting.

A list of members in attendance who have or haven't paid dues must be on file.
2. Each member shall have only one (1) vote.
3. All questions shall be decided by a plurality vote of the members present and voting at a meeting when a vote is taken, except as otherwise provided in these policies and procedures. Any member may move that a vote be taken by secret ballot. The President may vote at a meeting when the vote is by ballot or to break tie.

Section 2 Voting by Proxy

There shall be no voting by proxy.

Section 3 Quorum

Quorum shall consist of voting members in attendance provided no less than three (3) members of the Executive Committee are present. **Documentation must be presented for those who are present.**

ARTICLE VII OFFICERS & THEIR ELECTION

Section 1 Eligibility

Only persons who have paid their dues shall be eligible to serve in any capacity.

Section 2 Listing of Officers - * = position is available

The offices of the Alumni Chapter shall be:

1. President - Steve Pennington
2. Vice President - Paul Webb
3. Secretary - Justin Chester
4. Treasurer – Tim Salter
5. *Historian
6. *Membership Committee Chairman
7. *Activities / Social Committee Chairman
8. Policies and Procedures Chairman / G.C. Delegate – Ryan McNeal
9. Undergraduate Liaison – Brennan McClean
10. Tom Kingery Scholarship Chairman - Rick Smith
11. *Community Service Project Chairman
12. *Information Technology Officer – Alan Reaves
13. Eta Zeta Chapter Advisor – Greg Anderson

Section 3 Officer Elections

1. Elections shall be held annually in the month of November or January.
2. Election shall be by simple majority of the votes cast. If more than two candidates are nominated for the same position, a plurality is sufficient for election.
3. Nominations for positions to be filled will be solicited from the membership three months prior to elections and nominations must be submitted at least one month prior to the election.
4. OPTION 1 – The Executive Committee will select members who are willing to volunteer and accept the responsibility to be an officer. An officer shall be determined by a 51% majority vote of all members of the Executive Committee.

5. OPTION 2 - Elections will be held at the November / January general Alumni Chapter meeting.
6. OPTION 3 - Elections will be held by mail and ballots will be mailed to all members who have paid their membership dues.
7. OPTION 4 - Additional ballots will be available at all Alumni Chapter meetings and events one month prior to the election.

Section 3 Compensation

All Alumni Chapter officers shall serve without compensation for their services as Alumni Chapter officers. Officers may be reimbursed for expenses reasonably incurred on behalf of the Alumni Chapter.

Section 4 Appointed Officers

The President shall appoint other such officers as necessary, subject to the approval of the Executive Committee.

Section 5 Term of Office

1. The term of office for appointed or elected officers shall be for one year beginning the first general meeting of [MEETINGDATE] following their election. The Executive Committee shall appoint an officer as needed.
2. The term of office for appointed officers shall immediately follow their appointment and conclude the date coinciding with the term of the elected officers.
3. **No officer may serve more than a maximum of five years unless approved by the executive committee.**

Section 6 Removal from Office

1. Any officer may be removed for non-performance of his duties or for conduct unbecoming of a Sigma Chi.
2. Charges against the officer must be made openly by a member of the Alumni Chapter at least one (1) month prior to the meeting at which the removal is taken.
3. A two-third (2/3) vote of the Alumni Chapter's **Executive Committee** members present at a general or special meeting shall be required to remove an officer.
4. Upon an officer's removal, his office shall be declared vacant.

Section 7 Vacancies

All vacancies in the Executive Committee from any cause, other than the expiration of the term of office, shall be filled by a vote of the remaining members of the Executive Committee, and the one so elected shall hold office for the unexpired term of the member of the committee or officer whom he succeeds.

ARTICLE VIII OFFICER DUTIES

Section 1 President

The President shall:

1. be the presiding officer of the Alumni Chapter;
2. promote and oversee the purposes set in Article III;
3. coordinate the work of the officers & committees;
4. serve as chairman of the Executive Committee;
5. confirm that quorum is present before conducting any business of the Alumni Chapter;
6. preside at all general, special & Executive Committee meetings of the Alumni Chapter;
7. be one of the three (3) authorized signers on the bank account;
8. be listed as the principal officer & be authorized to sign tax documents;
9. be ex-officio member of all committees of the Alumni Chapter;
10. be the only authorized person to sign contracts for the Alumni Chapter that have been approved by the Executive Committee;
11. have the right to vote by ballot or to make or break a tie; and
12. make appointments where specified, with the advice & consent of the Executive Committee.

Section 2 Vice President

The Vice President shall:

1. perform such duties as may be directed by the President;
2. preside in the absence of the President;
3. be one of the three (3) authorized signers on the bank account; and
4. fill the vacant office of President for the unexpired term.

Section 3 Secretary

The Secretary shall:

1. work with the Membership Committee Chairman and/ or treasurer to maintain accurate records of the Alumni Chapter's current members;
2. be responsible for the distribution of Alumni Chapter communications including “thank you” notes and invitations; and
3. work with the historian to assist with printing and distributing newsletters.

Section 4 Treasurer

The Treasurer shall:

1. have custody of all funds of the Alumni Chapter;
2. maintain books of account and records as required by state & federal law;
3. make disbursements as directed by Executive Committee;
4. be one of the three (3) authorized signers on the bank account;
5. present financial reports, both in writing & verbal, at every general meeting of the Alumni Chapter & Executive Committee;
6. complete & file all necessary tax documents as required by federal authorities;
7. prepare & submit the Annual Report by 15th of February to the Sigma Chi Fraternity with payment of annual registration fee; and
8. after the end of the fiscal year, present the books for audit as specified by the Executive Committee.

Section 5 Historian

The Historian shall:

1. collect and compose stories and pictures of the Alumni Chapter's activities;
2. coordinate with the Information Technology Officer to publish stories and pictures on the Alumni Chapter's website and social media accounts as appropriate; and
3. be responsible for publishing a newsletter on a quarterly basis.

Section 6 Undergraduate Liaison

The Undergraduate Liaison shall:

1. maintain communication with undergraduate chapters and any undergraduate members from other chapters residing in the area;
2. maintain communication with all undergraduate chapter alumni volunteers, including but not limited to: chapter advisors, advisory board members, and house corporation officers; and
3. serve as the chairman of the Undergraduate Relations Committee.

Section 7 Membership Committee Chairman

The Membership Committee Chairman shall:

1. work with the Secretary or Treasurer to maintain accurate records of the Alumni Chapter's current members; and
2. serve as chairman of the Membership Committee.

Section 8 Activities / Social Committee Chairman

The Activities Committee Chairman shall:

1. serve as the chairman of the Activities Committee; and
2. recruit additional members to assist planning and execution of social events.

Section 9 Information Technology Officer

The Information Technology Officer shall:

1. coordinate maintenance and backup the Alumni Chapter's website content, hosting and domain registration(s);
2. work with Secretary to coordinate production of mass e-mailings for alumni functions and announcements;
3. work with Secretary and Membership Committee Chairman to maintain contact database of all Sigma Chi alumni living in the region.
4. coordinate with the Historian to publish stories and pictures on the Alumni Chapter's website.

Section 10 Past President

The immediate Past President of the Alumni Chapter shall serve as an advisor and voting member on the Executive Committee.

ARTICLE IX LEGACIES

POSITION STATEMENT

The Issue

As our Fraternity continues to steadily increase, more chapters are faced with a number of legacy considerations for membership. This position statement was created to reinforce the importance of sound recruitment practices and to help guide alumni with legacy questions.

Background

One of the obligations we all share is to recommend high quality men to our chapters. Since our alumni are our greatest source of knowledgeable candidates it is critical they continue to play an integral role in the recruitment process. Often times, a legacy is our most informed candidate, as they have grown up observing not only the dedication of our alumni, but their embodiment of the Jordan Standard.

Statement

The Fraternity recognizes one of the lifetime highlights of relatives is to share the Ritual and welcome their family member into the bonds of Sigma Chi. This is not only a gift to the new brother, but it is also a gift to that individual alumnus. If a chapter witnesses this moment between relatives it should serve as a reminder that this fraternal experience is a lifelong commitment. It is therefore encouraged that legacies be given equal treatment during the vetting process for candidacy. If the legacy is not selected, the chapter should be prepared to define what part of the Jordan Standard the legacy did not meet, as is with any and all potential rushees. The Sigma Chi Fraternity's position is to encourage and welcome legacies who are in accordance with that of our membership criteria.

Action

The Fraternity has taken the following steps to address this issue:

- Chapter officer information in *The Magazine of Sigma Chi*

- Set up an internal email address at headquarters to help the alumnus in the process: legacies@sigmachi.org

- Recommendation form found on www.sigmachi.org

- Developed a recruitment program that educates chapters on ways to recruit quality men (Mission 365)

Frequently asked questions:

Q. How do I get involved with the recruitment process?

A. First you will need to find the chapter's updated contact information for the Recruitment Chairman and Consul. This can be found by contacting the Headquarters or in *The Magazine of Sigma Chi*. You may also submit a recommendation form to legacies@sigmachicago.org and we will ensure you receive the proper information for contacting the chapter. After you get in touch with Recruitment Chairman and Consul, schedule a visit to the chapter to introduce yourself and the potential rushee. Try to make an appearance to as many recruitment events as possible.

Q. What do I do if my legacy does not receive a bid?

A. It is important to note that Sigma Chi favors no entitlement toward legacies. Selection into Sigma Chi is based on the undergraduate chapter's assessment of how well the candidate meets each criteria of the Jordan Standard. If your legacy does not receive a bid please remember that the Sigma Chi Fraternity encourages chapter recruitment 365 days a year. If the interested rushee has graduated then one should follow the NSI process.

Q. Should the chapter and alumnus include the legacy in their mutual conversations?

A. Yes. It is strongly recommended to always include the potential rushee in communication threads, especially if there is a disagreement in selection. To ensure all parties involved with this process are well-informed, it is vital that the communication amongst brothers and legacies is transparent and honest. It is also important for the alumnus to understand that sometimes not every legacy is a good match for every chapter. There have been many cases in the past where the legacy has not adequately informed the recommending brother of his real situation: i.e. the legacy didn't make an effort during rush, the legacy didn't want to join the chapter, the legacy's friends are joining another organization, etc.

ARTICLE X White Rose Ceremony

POSITION STATEMENT

Section 1 The Memorial Service

The Memorial Service (This Memorial Service and the Service at the Cemetery, which follows, may be intermingled as desired for any occasion, and parts of either service may be used in the other. Each service has, however, been made complete in itself for purposes especially in view in its use. The Memorial Service is planned as a somewhat full and formal service and should be conducted, if possible so to arrange, by an ordained clergyman. The Service at the Cemetery is more brief in form, as suited to the circumstances, and if the assistance of a ministerial brother is not available, it may be led by an alumnus selected to give it thoughtful and impressive effect. It may be used in place of the Memorial Service at house or church, if so desired by the family of the deceased; and the use of either service at the funeral of a member is entirely optional. Either service used should be carefully planned with any officiating clergyman and be wholly adjusted to the requirements of any other ritual under his direction. The Memorial Service is intended for use at the home, church, or chapel, when so desired by members of the family of the deceased, the consent of the proper ecclesiastical authority having been obtained, as may be required. Such portions of the service may be used as may be deemed appropriate.

Section 2 Service at Cemetery

The Service at the Cemetery is limited in ritualistic and ceremonial form, as being more definitely a personal tribute of brotherhood with the renewals of our purpose to be worthy of the ideals we hold. At the time indicated for the service on behalf of the Fraternity, the brother chosen as leader of the service shall take his place at the head of the grave with the brothers present gathered about him, so far as conditions may conveniently permit.

Undergraduate Chapters - Assisting Eta Zeta

When there is an undergraduate Sigma Chi chapter located in the same community as an alumni chapter, or fairly close by, there are many opportunities for alumni to assist the undergraduate brothers. Statute 6.03 of the Fraternity Governing Laws states that “Each alumni chapter shall ... assist any nearby undergraduate chapters in recruiting prospective new members, conducting initiations, developing and maintaining good scholarship, maintaining housing facilities, and promoting good relations with college or university officials.” However, this should always be done in ways that will not infringe or usurp on the authority or responsibilities of the undergraduate chapter’s own officers, the chapter advisor, its house corporation or Grand Praetor. In fact, coordinating such activities with the chapter alumni will usually increase the effectiveness of a program. One of the primary goals of any alumni chapter is to aid and work with nearby undergraduate chapters. This cooperation cannot be stressed enough. The relationship of an alumni chapter with an undergraduate chapter is usually twofold—the first being of a social nature, thereby exemplifying the brotherhood known throughout the Sigma Chi world, and the second being one of assisting the undergraduates through knowledge, manpower, and finances. Alumni have a wealth of experience that younger brothers can use advantageously. Alumni can participate in a “fireside chat” whenever possible. Make it a point when you visit the undergraduate chapter to get to know the members. Let them know that you really have their interest at heart and want to work with them. Your ideas are valuable. Your experience and knowledge should promote confidence in the undergraduates and instill respect for alumni. Assist the undergraduates in complying with the Fraternity’s policies against hazing, drug use and the irresponsible or illegal use of alcohol. At no time should an alumni chapter provide alcohol for an undergraduate chapter event nor tolerate alumni engaging in activities that constitute hazing.

Senior Program:

In order to involve undergraduates in the programming of alumni chapters, several alumni groups have begun Senior Programs. In these programs seniors are given honorary alumni chapter membership status for their final year of school. They are made a part of the local alumni chapter without having to pay local alumni dues. This is an excellent way to foster closer relationships between undergraduates and alumni chapters and gives graduating seniors the opportunity to experience alumni involvement. It can also serve as a great resource for undergraduates in their search for employment.

Alumni Big Brothers:

One program which has proven invaluable to several active chapters is the Alumni Big Brother Program—which pairs up an alumnus with a member or pledge of the undergraduate chapter. The alumnus works with the undergraduate throughout his pledge-ship or even his entire college career. They may converse often, attend sporting events together, dine together, play golf, and participate together in area Sigma Chi events. As these things are accomplished, the undergraduates better appreciate the efforts of the alumni and look to them for information, guidance, and support. A permanent committee of men who can work well with undergraduates will greatly benefit both the alumni and the undergraduate chapters.

ARTICLE XI COMMITTEES

Section 1 Committees

There shall be the following standing committees:

1. Executive Committee
2. Membership Committee
3. Activities / Social Committee
4. Undergraduate Relations Committee
5. Community Service Projects Committee

Section 2 Executive Committee

1. Composition

The Executive Committee shall be composed of the officers of the Alumni Chapter as listed in Article VII, Section 2.

2. Duties and Powers

The Executive Committee shall:

- a. have general supervision of the affairs of the Alumni Chapter;
- b. plan and coordinate Alumni Chapter meetings as prescribed in Article V;
- c. approve appointments made by the President;
- d. act in emergencies between meetings of the Alumni Chapter;
- e. direct payment of expenses;
- f. make recommendations to the Alumni Chapter; and
- g. perform such other duties as specified in the policies and procedures of the Alumni Chapter.

3. Meetings

Executive Committee meetings shall be held **Quarterly as needed.**

Dates /Times TBD

Section 3 Membership Committee

The Membership Committee shall:

1. secure the names, postal addresses, e-mail addresses, and phone numbers of all members of the Alumni Chapter;
2. endeavor to encourage active participation of all Sigma Chi alumni members living in the immediate area; and
3. actively recruit brothers who are new to the area to join the Alumni Chapter

Section 4 Activities / Social Committee

The Activities / Social Committee shall plan and host events that are of interest to the members of the Alumni Chapter and promote responsible brotherhood and friendship.

RSVP No Show – The Activities / Social Committee will be responsible for setting a date prior to any event for members to RSVP. This date will be shared with members well in advance of the event / activity. Any member who does RSVP but does not show up at event without communicating with the chairman or any member of the committee without extenuating / exceptional circumstances will be sent an invoice for payment. The Activities / Social Committee Chairman along with the President and Treasurer will review the circumstances to decide if they are valid or not.

Section 5 Undergraduate Relations Committee

The Undergraduate Relations Committee shall assist Eta Zeta and any undergraduate members residing in the region with recruitment, initiation, the development of career skills, and honoring and preparing graduating seniors for alumni status.

Section 6 Community Service Projects Committee

The Community Service Projects Committee shall seek projects in the community that members of the Alumni Chapter can participate in to promote brotherhood, promote our chapter, promote Sigma Chi, and serve the community in a worthwhile manner. The goal of this committee is to secure and coordinate service projects annually with the Eta Zeta chapter.

Section 6 Special Committees The President is empowered to appoint other committees as he may see fit.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Rules contained in the current edition of Robert's Rules of Order, Newly Revised (12th Edition) shall govern the Alumni Chapter in all cases to which they are applicable, and which are not inconsistent with these policies and procedures and any special rules of order the Alumni Chapter may adopt.

ARTICLE XIII DISSOLUTION

A resolution of dissolution should be prepared setting forth the reasons for dissolution and a motion to rescind the policies and procedures. (This requires for its adoption, the same notice and vote as the policies and procedures.) Such a resolution should state the way the assets shall be dispersed and attend to other administrative details. The disposal of the assets shall adhere to state and federal tax laws. The required notice must be sent to all members of record. The Executive Committee, at the time the Alumni Chapter ceases to fulfill the Preamble and the Articles of Organization, shall designate and convey all the Alumni Chapter's assets to Sigma Chi Fraternity International.

ARTICLE XIV AMENDMENTS

1. To amend these policies and procedures, a proposal in writing, must be **emailed or presented to the President who will then present them to the Executive Committee**, after which the proposal shall be presented at the next general or special meeting.
2. A two-thirds affirmative vote of the voting members present shall constitute approval of said amendment.
3. The amendment shall go into effect immediately, unless otherwise stated in the amendment.

Approved on [APPROVEDONDATE]