

**Sigma Kappa Sorority
Florida Atlantic University
Kappa Phi Chapter
Code of Conduct
Fall 2013**

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.

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 *Constitution and 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. Each member 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.

The following Code of Conduct should serve as a guide to each individual member of the Florida Atlantic University Colony. This Code of Conduct should help each member achieve her highest potential as a member and in all areas of her life.

(Portions in italics are taken directly from the Sigma Kappa *National Policy Handbook*.)

I. Scholarship

- A. The chapter shall work to encourage high scholarship and develop an atmosphere, which will achieve this goal.
- B. All members must be degree-seeking students at Florida Atlantic University.

A. Collegiate Chapter Scholarship Policy

A chapter must maintain at least a 2.8 grade point average or be above the all sorority women's average (based on a 4.0 scale).

Procedure

1. *When a chapter falls below this standard for two consecutive terms, they will be notified in writing by the director of scholarship. The chapter will be required to develop and implement an immediate action plan to bring the chapter into compliance with the scholastic requirement.*
 - a. *The vice president of scholarship will submit the scholarship program evaluation form to the director of scholarship, advisory board chairman, and collegiate province officer for review and further recommendations.*
 - b. *The vice president of scholarship will work directly with the director of scholarship to initiate the action plan once it is presented in writing to the entire chapter.*
2. *When a chapter fails to meet the standard for three consecutive terms, or four of six terms, the chapter is considered to be "not in good academic standing." The chapter will be notified in writing by the director of scholarship.*
3. *Chapters which are "not in good academic standing" will be required to complete, but are not limited to, any of the following:*
 - a. *File a scholarship action plan on all chapter and new member academic activities with the director of scholarship, scholarship advisor, advisory board chairman, collegiate province officer, collegiate district director and national headquarters at the beginning and end of each academic term for one year.*
 - b. *Mandatory participation by the entire chapter in a national scholarship workshop facilitated by a national officer with all travel and related expenses provided by the chapter.*
 - c. *Mandatory presentation of scholastic programs at informal meetings. The final content and number of programs may be determined by the director of scholarship, advisory board chairman, and collegiate province office and communicated to the entire chapter.*
 - d. *Ineligibility for certain national awards.*

D. Initiated Member Requirements

A member must maintain a 2.5 cumulative grade point average (based on a 4.0 scale).

Procedure

1. *When a member falls below a 2.5 cumulative grade point average, she is considered to be "not in good academic standing" by the advisory board and the collegiate province officer for that term or until the standard is met. Credit obtained during the summer session is figured into cumulative grade point average.*
2. *When new members are not initiated because they do not meet the minimum requirements on that campus, they will also be considered "not in good academic standing."*
3. *The terms of "not in good academic standing" are as follows:*
 - a. *Limited social events – two (2) per term (Social events include fraternity parties, date parties, and formals).*

- b. *Participate in the National Scholarship Program for members “not in good academic standing” as outlined in the Handbook for the Vice President of Scholarship.*
 - c. *As an initiated member, not eligible to serve as a Big Sister or Heart Sister.*
 - d. Meet with the vice president of scholarship and scholarship advisor to analyze academic concerns and design a personal structured study program. NOTE: this is a confidential meeting.
 - e. Meet with an academic counselor in the college/university academic office. Utilization of a tutor is recommended and encouraged.
 - f. ~~Meet weekly with member of the scholarship committee to monitor progress and suggest modifications of the study program. NOTE: this is a confidential meeting.~~ professors to assure that classes are being attended. As well as to assure progress is being made within the class.
 - g. Members not in good academic standing who fail to follow the study program as set forth by the VPS and the scholarship advisor could be referred to standards council for possible disciplinary action.
 - h. Members receiving below a 2.5 gpa for two (2) consecutive semesters will be asked to attend a standards council meeting and may be placed on suspension.
 - i. Members who receive below a 2.5 for three (3) consecutive semesters will be asked to attend a standards council meeting and expulsion proceedings can take place as discussed by the standards council.
4. ~~Members are required to complete supervised study hours based on the prior semester’s gpa:~~
- ~~3.5-4.0 zero hours~~
 - ~~3.0-3.49 two hours~~
 - ~~2.5-2.99 four hours~~
 - ~~2.0-2.49 six hours~~
 - ~~1.99 and below eight hours~~
- a. ~~Members are required to sign the Study Hours Log Book upon completing the supervised study hours. These hours are supervised by members of the scholarship committee, executive council, or other members of the chapter. Study groups, tutors, and library research are considered supervised study time. Study groups, tutors, and library research must be documented and turned in to the scholarship committee.~~
 - b. ~~All study hours must be completed by Saturday each week. IMPORTANT NOTE: Study hours are only effective when completely quiet and order is maintained by the supervisor and all rules are adhered to.~~
 - e. ~~If required study hours are not completed for three weeks during the semester, the member or new member will be asked to attend a standards council meeting. Members must complete all of their required study hours prior to attending any social function.~~
- Scholarship Program
- a. Mentor Groups; all members will be asked to submit their academic information to the VPS. Mentor Groups will consist of members who have the same major and classes. These groups will meet and exchange contact information in hopes that they will study with one another and tutor/mentor each other. All members will be placed within a group.
 - b. Scholarship workshops will be held by the scholarship committee throughout the

semester on a variety of topics based on the needs of the chapter. Example include: study skills, resume tips, etc.

- c. At the beginning of the semester, a list of all on-campus, free academic resources will be compiled and be made available to all chapter members. In addition, each week the VPS will announce a resource tip for that week.
- d. The A-Team: an incentive program designed to recognize all the members who receive A's on their assignments throughout the week.

E. New member requirements

1. To be eligible to join Sigma Kappa, a woman shall have a 2.8 gpa from high school or a 2.5 gpa from college. All exceptions require approval from the ABC and CPO.
2. New members are required to participate in the same academic activities as initiated members.
3. During formal meeting weeks, new members will complete study hours and study skills lessons from the VPS handbook.
4. New members will complete a bi-weekly academic progress report and submit it to a member of the scholarship committee assigned to monitor their progress. A new member who appears likely to achieve below the minimum grade point average for initiation is brought to the attention of the VPS and scholarship advisor. They may take remedial action.
5. ~~New members are required to have four (4) hours of supervised study per week. (See Section I, D, 4, a—c for study hours requirements)~~
6. New members will be paired with another new member in a related major and serve as each other's Study Buddy (Mentor Groups). New members may also be paired with initiated members in related majors. Study Buddies (Mentor Groups) provide motivation, support, someone to study, and seek assistance from.

F. Initiation requirements

1. *When initiation occurs after a grading period (semester, quarter, etc.), the new member must maintain at least a 2.5 cumulative grade point average or higher.*
2. When initiation occurs before a grading period, the new member must have a midterm gpa of at least a 2.5.
3. New members who do not maintain a 2.3 cumulative gpa will be considered a holdover. They will be initiated as soon as they receive a cumulative gpa of a 2.3. During this time, they will be considered "not in good academic standing" and will be required to fulfill the requirements of the national and chapter scholarship programs. If any new member's grades fall below a 2.0, she will be asked to de-pledge.

G. There will be an annual scholarship banquet where the following awards will be given:

Women on the Dean's List: Sigma Kappa Pearl Award

Women receiving a 3.7-4.0 gpa: The Coat-of-Arms Award

Women receiving a 3.3-3.7 gpa: The Violet Award

Women improving their gpa by at least half of a grade point

Member with the highest gpa

Member with the most improved gpa

~~Study team with the highest gpa~~

Member(s) who have been on the A-Team the most throughout the semester

II. Social Standards

A. General

1. Any clothing, logos, and themes using Sigma Kappa's letters, insignia, and emblems must be in good taste.

2. Sigma Kappa letters, member badges, and new member pins may not be worn while consuming any alcoholic beverage.
3. Any member or new member acting in a manner unbecoming of a Sigma Kappa and thus threatening the reputation of the chapter may be asked to leave a social function sponsored or co-sponsored by Sigma Kappa. She will be asked to leave by one of the designated monitors.
4. All members and new members are to leave any function sponsored or co-sponsored by Sigma Kappa at the time designated on the Social Function Review Form.
5. Each member or new member will be held responsible for their guest and their actions while at a Sigma Kappa event.
6. Members and new members must be financially current in order to attend any social function.
7. Member, new members, alumnae, and their guests must remain in the designated area during a function.
8. No alumnae may attend Sigma Kappa social functions unless they are formally invited by the executive council.

B. Risk Incident Policy

All risk incidents should be reported to the national organization per the risk incident procedure.

Definition of Risk Incidents

The following is a non-exclusive list of risk incidents. If a member is aware of something that might be a risk incident, but is not listed here, please err on the side of caution and treat it as such.

(The starred items are emergency incidents for which the member should first call 911.)

1. Member incidents

- *hazing*
- *illegal use or possession of alcohol*
- *use or possession of illegal drugs*
- *mental health problems (depression, eating disorders, etc.),*
- *injury requiring hospitalization**
- *tragic accident**
- *rape**
- *assault**
- *battery**
- *suicide**
- *homicide**

2. Chapter property incidents

- *theft*
- *embezzlement*
- *burglary*
- *robbery*
- *accidental fire or arson**

Procedure

Chapter members will use the following procedure with all risk incidents. It is highly preferred that an individual with first-hand knowledge of the incident be the person to make the report, but if that person cannot or will not, then the member with the most knowledge of the incident should make the report.

1. *Call 911 or the appropriate emergency number if the incident is an emergency.*
2. *Call the risk management toll-free number at national headquarters.*
3. *Contact the advisory board chairman or call through the list of advisors until one has been reached. The advisor will immediately go to the chapter property. If no advisor can be reached, continue with the procedure by contacting the collegiate province officer, collegiate district director, or national vice president for collegiate chapters.*
4. *Establish authority based on the following ranking of collegiate officers: president, executive vice president, vice president of new member education, vice president of membership, vice president of alumnae relations, vice president of scholarship, vice president of finance, recording secretary, Panhellenic delegate, all Greek delegate (where applicable), corresponding secretary. The ranking collegiate officer (and/or the advisor when she arrives) will immediately do the following:*
 - a. *Close the chapter property to all non-members and ensure that any evidence is preserved, if applicable.*
 - b. *Assign a responsible member to answer the chapter phone and take messages. This member should not answer any questions - she should only take messages.*
 - c. *Confirm with the police or medical officials that they have contacted or will contact the family of the member(s) involved. Chapter members should not contact the family, as this is something for which the police have been specially trained.*
 - d. *Assemble the chapter members for an informational meeting at the earliest possible time and instruct members not to make a statement to the media (including campus media) or to discuss the incident with non-members. Members of the chapter who may be members of the campus media should be specifically instructed not to disclose the information.*
 - e. *Coordinate any necessary follow-up or arrangements.*
5. *The executive assistant at national headquarters will monitor the hotline and notify the appropriate national officers, the executive director, and the director of collegiate services, and an appropriate person will call the chapter within 24 hours.*
6. *When a chapter member, an advisory board member, or national officer suspects or is made aware that a risk management policy violation is occurring or has occurred, the incident should be reported immediately to the risk management toll free hotline at national headquarters as soon as possible.*

C. Hazing Policy

1. *Sigma Kappa Sorority considers hazing to be a most 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.*
2. *Every chapter shall follow the Promise new member education program as outlined in the Handbook for the Vice President of New Member Education. This program is designed to educate new members in the purposes and ideals of Sigma Kappa.*
3. *Hazing is defined as any action, activity, or attitude directed toward a new member, member or any individual because of his/her relationship with Sigma Kappa or any other campus organization with or without their 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 is not intended to be all-inclusive.*

- a. *Subtle hazing: any action, activity, or attitude which ridicules, humiliates, or embarrasses. Examples include, but are not limited to: purposely alienating new members, referring to new members in a demeaning manner such as "pledge," silence periods, any form of demerits, requiring new members to address initiated members in a different manner, scavenger hunts, phone duty or house duty if only assigned to new members, requiring new members to carry objects that initiated members don't carry, deprivation of privileges, withholding the date of Initiation or big sister revealing, not allowing new members to wear Greek letters, requiring new members to complete signature books, requiring new members to do meaningless activities in order to earn membership such as "pearl" points or separating sprinkles, requiring new members to wear new member pins/ribbons at all times.*
- 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: Requiring new members to sleep over at chapter housing or other locations, drawing any unnecessary attention to new members through a form of critique or criticism, scaring new members with what might happen at Initiation or during Inspiration Days, any form of questioning under pressure or in an uncomfortable atmosphere, verbal abuse, personal servitude, moving into the chapter house/suite/residence hall for Inspiration Days, requiring new members to wear ridiculous costumes or special clothing, requiring new members to enter through the back door or not allowing them to see certain parts of the house/suite/residence hall, new member activities with demeaning or crude themes, withholding good grooming or personal hygiene, requiring new members to memorize irrelevant information about initiated members, 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 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 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, kidnaps, requiring new members to drink or eat, marking or branding, requiring a new member to take items from places or deface property, new member sneaks or walkouts.*
4. *The naming of new member classes or allowing new member class officers does not promote chapter unity and is not recommended.*
5. *Auxiliary groups such as big brothers, little sisters, or fraternity dads are prohibited in support of the 1967 NPC Unanimous Agreement. For further clarification, see NPH XVIII. A.*
6. *As a general rule, a member or new member who hazes shall be suspended for no more than one year or shall be expelled from the chapter following the appropriate procedures. Failure to sanction individuals involved in hazing activities may result in sanctions of the chapter as outlined in national policy section VII.G.*

D. Social Events and Functions Policy

1. General Policies

All Sigma Kappa members and new members and their invited guests must be aware of and comply with the following policies:

- a. *All members, new members, alumnae, and guests must be in compliance with state laws,*

university regulations, local ordinances, and national policies.

- b. *In compliance with the 1979 NPC resolution, all Sigma Kappa social events with other organizations or non-members shall not involve overnight accommodations.*
 - c. *In compliance with the NPC resolution on alcohol-free functions, all Sigma Kappa events held at a men's fraternity facility must comply with the fraternity's national/local rules and resolutions and any campus-wide alcohol-free initiatives. (See NPH XVIII.F. for further clarification.)*
 - d. *Open parties are prohibited. There shall be a defined and restricted guest list available at every sponsored or co-sponsored Sigma Kappa event. Anyone visibly intoxicated should not be allowed admittance to a Sigma Kappa event.*
 - e. *Pre- and post-social function parties are never approved. Such parties and the attendance by Sigma Kappa members and new members are not condoned and will not be tolerated by Sigma Kappa.*
 - f. *Co-sponsored social function attendees are limited to chapter members and new members of both sponsoring groups.*
 - g. *Each chapter shall have adequate liability and other acceptable insurance protection through the national organization.*
 - h. *A chapter may not sponsor or co-sponsor a function or event with an alcohol distributor or bar/tavern where alcohol is given away, sold, or provided nor may a chapter accept as a prize or raffle for fund raising projects.*
 - i. *A chapter may not sponsor or co-sponsor a function or event where firearms will be made available for use.*
2. *Contract Policy*
- a. *All contracts must be reviewed prior to signing by the advisory board chairman or the collegiate province officer.*
 - b. *Only the chapter president or vice president of finance may sign contracts on behalf of the chapter. Other officers or members who sign contracts may be personally liable.*
 - c. *All themes, merchandise, t-shirt/logo designs, and favor artwork associated with a social event must be in good taste and reviewed by the advisory board chairman and/or the collegiate province officer prior to the event. See Section XX.B.*
 - d. *Chapter officers shall not sign releases or waivers on behalf of the chapter. Signing a contract with a hold harmless or indemnification clause in a contract may carry additional legal responsibilities and is not recommended.*
3. *Social Function Review Form (SFRF) Policy*
- a. *The social function review form (SFRF) must be completed by the event planner/social chairman for the following social events and functions:*
 - Any event where alcohol will be present.*
 - Any event that requires signing a contract of any kind.*
 - Any Sigma Kappa-sponsored philanthropy event involving sports.*
 - b. *Failure to complete the SFRF accurately may result in the event being considered a "not officially recognized Sigma Kappa event." This is considered a risk management policy violation and is subject to the sanctions of section VII.G.*

Procedure

1. *The completed SFRF shall be sent to the advisory board chairman and/or the collegiate*

province officer at least three weeks prior to the event to allow adequate time for revisions, if necessary.

2. *Advisory board members or their approved representatives must be present at each event requiring a SFRF and instructed as to their responsibility. There must be one representative for every 50 people in attendance at the event.*
4. *Events Involving Alcoholic Beverages Policy*
 - a. *Underage drinking is prohibited.*
 - b. *Sigma Kappa social events held outside the city in which the college/university is located require the use of common carrier such as buses, taxis, hotel shuttle, university transportation, etc. Events held in the same city as the college/university may use common carrier or the designated driver program.*
 - c. *A cash bar shall be utilized for serving alcohol. Use of an outside vendor possessing adequate liquor liability insurance is strongly recommended. Alcoholic beverages must be sold/served by a bartender who is not a member or new member of the sponsoring or co-sponsoring organizations.*
 - d. *Security personnel shall be hired for any event at which alcohol is served/sold.*
 - e. *Chapter funds shall not be used to purchase alcoholic beverages.*
 - f. *Activities/themes must be tasteful and not promote alcohol use/abuse. Drinking games, toga parties, the purchase or use of alcohol in bulk quantities (kegs, etc.), and/or use of drink tickets are strictly prohibited.*
 - g. *Non-alcoholic beverages and food/snacks shall be available and served throughout the duration of the event.*
 - h. *In the event a cash bar policy contradicts the published university/Panhellenic or all-Greek regulations for a co-sponsored event, a controlled BYOB function may be requested by petition and reviewed by the collegiate province officer.*

Procedure

Alcoholic beverages may be allowed at Sigma Kappa sponsored or co-sponsored events involving the chapter provided all of the following criteria, in addition to the general guidelines, are met:

- a. *A three-fourths secret written vote of approval by the chapter shall be obtained and documented in the chapter minutes for each Sigma Kappa sponsored or co-sponsored event at which alcoholic beverages are to be served/sold. A copy of the minutes shall be attached to the SFRF.*
- b. *A definite procedure for monitoring alcohol consumption and ascertaining the age of each participant shall be written on the SFRF.*
- c. *The means of transportation shall be defined on the SFRF. Common carrier is the preferred form of transportation for Sigma Kappa events. No open alcohol containers shall be allowed during transportation.*
- d. *When a bartender is hired by the chapter, the bartender's agreement must be signed and attached to the SFRF.*
- e. *Valid identification with a photograph shall be checked for admission to the event as well as by the bartender each time an alcoholic beverage is served. No one deemed to be inebriated should be served.*
- f. *There should be one security guard for every 50 persons and the guard(s) shall not be a member or new member of the sponsoring or co-sponsoring organizations. Security*

personnel shall be instructed to take effective steps to prevent excessive consumption of alcohol and to prevent alcohol from being served/sold to minors.

- g. The criteria required for BYOB events, in addition to compliance with all other stated policies regarding alcoholic beverages, are:
 - 1. A bartender shall be hired to take custody of all alcohol and transport it to the event. The bartender shall not be a member or new member of the sponsoring or co-sponsoring organizations.*
 - 2. The bartender shall have absolute custody and discretion over dispensing alcohol and shall dispense the alcoholic beverage only to the individual who brought it to the event. Unused alcoholic beverages will be disposed of by the bartender and not returned to those who brought them.**
- h. Three and four way events involving three and four total organizations (including Sigma Kappa) and alcoholic beverages are strongly discouraged; however, if three or four way events are desired, the following criteria must be met:
 - 1. Follow all national policies and procedures.*
 - 2. Must be allowed by and comply with the college/university policies and procedures*
 - 3. Must be attended by at least one advisory board member for the duration of the event.*
 - 4. Written proof of insurance from all other sponsoring groups must be included with the SFRF.*
 - 5. A four way event is the maximum allowed under any circumstance. Attendees to be limited to chapter members and new members of all sponsoring groups.*
 - 6. Three or four way date functions, where each organization invites guests outside of the organization, are prohibited.**

D. Transportation Policy

- 1. When transporting members to and from Sigma Kappa events, the use of appropriate safety precautions is required, including using such modes of transportation where the driver has not been consuming alcohol.*
- 2. 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.*
- 3. Common carrier, such as taxis, buses, and university or hotel transportation, is the preferred method of transportation to and from all Sigma Kappa events.*
- 4. If a designated driver program is coordinated by the collegiate chapter for a chapter event, all participants must comply with the chapter's designated driver guidelines and responsibilities.*
- 5. Collegiate chapter coordination of transportation to or from a non-Sigma Kappa event is prohibited.*
- 6. Collegiate chapter participation in a designated driver program implemented by the university or other organizations for non-Sigma Kappa events is prohibited.*

Procedure

A signed copy of the Designated Driver Guidelines and Responsibilities form must be on file with the chapter's coordinator of the designated driver program for each driver in the program.

E. Transportation

1. *When transporting members to and from Sigma Kappa events, the use of appropriate safety precautions is encouraged, including using such modes of transportation where the driver has not been consuming alcohol.*
2. *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.*
3. *Common carrier, such as taxis, buses, and university or hotel transportation, is the preferred method of transportation to and from all Sigma Kappa events.*
4. *If a designated driver program is coordinated by the collegiate chapter for a chapter event, all participants must comply with the chapter's designated driver guidelines and responsibilities. For each driver, a signed copy of the Designated Driver Guidelines and Responsibilities form must be on file with the chapter's coordinator of the designated driver program.*
5. *Collegiate chapter coordination of transportation to or from non-Sigma Kappa events is prohibited.*

F. Standards Council Policy

1. *Each chapter shall establish a standards council for the purpose of upholding the chapter Code of Conduct and Sigma Kappa national policies. Further information on the standard's council may be found in the Handbook for the Executive Vice President.*
2. *A chapter who handles policy violations appropriately through their standards council will not be penalized in the Sigma Kappa standards of excellence process. Documentation may be requested to ensure appropriate action has been taken.*
3. *Failure to utilize the chapter's standards council may result in national council action.*
4. *Code of Conduct*
 - a. *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/changes to the Code of Conduct must be approved by a chapter vote. All members must sign a form indicating that they have read the chapter Code of Conduct and National Policy Handbook VII. Risk Management for Collegiate Chapters*
 - b. *Chapters may strengthen national policy in their Code of Conduct but never weaken it.*

G. Sanction Policy for Risk Management Policy Violations

1. *Sigma Kappa Sorority is a private, self-governed, single-sex organization. The National Policy Handbook is binding on all chapters, new members, and members of Sigma Kappa Sorority. This section specifically addresses violations of policies VII B. - VII.F.*
2. *The national vice president for collegiate chapters and the national president may determine any and all action to be taken.*

Sanction Procedure

Sanctions for risk management policy violations not appropriately handled by the chapter's standards council may include any or all of the following:

- a. *A letter of challenge to the chapter from national council.*
- b. *The filing of weekly reports of chapter and new members activities with the vice president for collegiate chapters, the collegiate district director, the collegiate province officer, national headquarters, and/or the advisory board chairman.*
- c. *National council probation for a period to be determined.*
- d. *Ineligibility for national awards.*
- e. *A required workshop facilitated by a national council member or their approved representative with all travel and expenses paid by the chapter.*

- f. *Removal of chapter officers and election of new officers.*
- g. *Members involved in the incident disciplined as appropriate.*
- h. *Withdrawal of charter by national council.*
- i. *Any other action which may be deemed necessary.*

III. Financial Responsibility

- A. Each member shall be held responsible for her financial obligations to the sorority.
- B. Each member will have an account with BillHighway for her Sigma Kappa financial obligations and will promptly submit payment upon being invoiced.
- C.. Members who submit checks that return from the bank because of insufficient funds will be charged \$35.00. If this occurs more than two (2) times during the academic year, the member will be expected to pay with a cashier's check or money order for the remainder of the year.
- D. Member dues will be issued a month prior to the beginning of each school term.
- E. All bills are due in full within ten days of issue, unless the Vice President of Finance has been contacted prior to concerning a payment plan.
- F. Payment of the entire amount at the beginning of each school term will result in an early payment discount of \$50.
- G. A fine of \$25 is levied on any member/ new member that has not made prior arrangements by the due date and this fine is compounded monthly on her outstanding balance.
- H. No member will be allowed to take a leave of absence, withdraw, or take alumnae status unless they are in good financial standing. She shall pay her per capita dues, communication fee, and national insurance assessment while on leave.

I. *Automatic financial suspension*

Applies only in case of failure to pay bills. Any member 30 days in arrears to the chapter or the corporation board shall be automatically suspended.

Procedure

1. *The vice president of finance and her advisor notify the member that she is on automatic financial suspension and set a time limit for the debt to be cleared. The advisory board chairman shall hold her badge and membership certificate. Copies of this notification shall be sent to the advisory board chairman, the financial advisor, the collegiate province officer, and national headquarters. If the member does not clear the financial indebtedness by the set date, expulsion procedures shall be initiated per NPH V.D., and the debt shall be referred to a collection agency.*
2. *During such suspension:*
 - a. *The member's parents are asked to sign an interest-bearing note for the amount involved. This should be handled by the financial advisor.*
 - b. *The member is responsible for all bills and fees, both local and national, incurred during the time of suspension.*
 - c. *The member shall attend meetings, recruitment events, new member ceremonies, and Initiations, but has no vote or social privileges and cannot hold office.*
3. *Any member who leaves school or graduates while indebted to the chapter should be placed on AFS by the above procedures.*
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 advisor and the collegiate province officer, that all indebtedness has been rectified.

E. Financial expulsion occurs when a member on AFS fails to pay her indebtedness by the date set in the notification of automatic financial suspension.

- 1. The vice president of finance sends a petition for special dispensation requesting financial expulsion to the advisory board chairman for approval. The petition must be accompanied by the AFS paperwork and member financial records. No chapter vote is required.*
- 2. The petition requires approval by the advisory board chairman, collegiate province officer, collegiate district director, and unanimous vote by national council.*
- 3. The badge and membership certificate are forfeited and shall be returned to national headquarters.*
- 4. Upon approval of the petition, national headquarters will notify the member of the financial expulsion and reinstatement procedures.*
- 5. See National Policy Handbook Section XII. B.*
- 6. The chapter shall send the debt to a collection agency.*
- 7. The date and the reason of financial expulsion shall be recorded in the official documents of the chapter (member's card in vice president of alumnae relations' file and beside the constitution book signature of the member) and on the next Personnel Report.*
- 8. Reinstatement*
 - a. A member expelled for financial reasons may petition national council for reinstatement when she is no longer a collegian and at least three (3) years have passed from the date of the financial expulsion. The petition must demonstrate that the expelled member has paid the outstanding financial obligations or include payment for outstanding financial obligations. The petition must also demonstrate that the expelled member is again ready to be a financially responsible and participating member with the good of Sigma Kappa at heart.*
 - b. A petition for reinstatement is approved upon the unanimous vote of national council.*
 - c. For final processing of the reinstatement, a reinstatement fee shall be paid and a badge and membership certificate shall be purchased.*
 - d. When reinstatement occurs, national headquarters will notify the chapter of reinstatement. The financial reinstatement shall be recorded on each document where the expulsion was previously noted (member's card in vice president of alumnae relations file and beside the constitution book signature of the member). The member's status is modified to alumna.*

IV. Attendance Policies

A. Sigma Kappa does not permit social privileges or social membership. Regular participation in chapter activities and social events is limited to new members and members of Sigma Kappa. Guests may be invited to social activities on special occasions with advisory board approval, but not because of any social privileges or social membership accorded to them as individuals.

B. Attendance at all meetings, ritual events, and chapter functions are essential to the success of the chapter. Chapter members are expected to arrive on time.

C. All ritual ceremonies and workshops, recruitment practices and workshops, recruitment events, Founders' Day, Inspiration Days events, ritual practices, sisterhood retreats, Philanthropy Events, CPA Mandated events, and formal and informal meetings are mandatory.

D. Executive council, standards council, and committee meetings are mandatory for the members of those councils and committees.

E. Other events may be made mandatory for all members, provided the chapter has voted to make the event mandatory. The event will be noted as mandatory on the chapter calendar.

F. For an event to be considered mandatory, members and new members must be given a minimum of fourteen (14) days notice.

- G. Members and new members are encouraged to attend all non-mandatory events.
- H. It is the responsibility of each member to manage their time so that studying can be done prior to meetings or other activities.
- I. A member shall be allowed one (1) unexcused absence and two (2) excused absences each semester for mandatory meetings and events, with the exception of ritual and recruitment events.
- J. Excuses are due to the recording secretary at least 24 hours prior to the event. No excuses will be accepted after the event unless it is in the case of an emergency.
- K. Excused absences may include illness, class, labs, medical, and/or family emergencies. Work is not considered an excuse for Sigma Kappa events. If you have a special circumstance, you may consult the VPC.
- L. If a member exceeds the number of excused or unexcused absences, the member will be asked to attend a standards council meeting.
- M. If a sister arrives after the event (meetings, new member meetings, ritual ceremonies, recruitment) has started, she will be considered absent and unexcused.
- N. If there is a reason why a member must leave a meeting/event early, she must notify the recording secretary prior to the event.
- O. When members and new members attend meetings they shall conduct themselves in a professional manner; if they do not comply they may be asked to leave. If asked to leave, the member will be considered absent and unexcused.
- P. Each member is responsible for being aware of all business that is conducted within the meeting, whether the member is present or not. Absent members must contact the recording secretary for a copy of the meeting minutes within five (5) days of the meeting. Failure to do so will result in an excused absence being changed to unexcused.
- Q. Ritual is the foundation upon which the Sorority stands. Thus, attendance at all ritual ceremonies and practices is mandatory. No member shall be admitted into a ceremony once it has started. She will be counted as unexcused. A fine of \$50 per event will be assessed for each unexcused absence at the following ritual events: formal pledging, Initiation/model meeting, and Order of the Triangle. A fine of \$25 will be assessed for an unexcused Formal Chapter Absence.
1. All mandatory events outlined in the attendance policy are subject to fines to be assessed by the Executive Council but not to exceed \$25 per event.
- R. Recruitment is one of the most important events on the chapter's calendar. As such, attendance is mandatory.
1. Absences are allowed only under the most critical circumstances and must be approved by the chapter's recruitment supervisor prior to the workshop or event.
 2. Should a member be required to miss a recruitment workshop or event, she must submit an excuse to the chapter's recruitment supervisor for approval. Prior to recruitment events, the recruitment supervisor will establish the date to turn in excuses. The recruitment supervisor will decide whether or not to approve excuses and will also assess fines.
 3. Failure to attend formal and informal recruitment workshops and events will result in the following fines:
 - Recruitment workshops - \$50 per day
 - Recruitment events - \$100 per day
 4. Failure to attend Formal Chapters will result in a \$25 fine per chapter missed if the absence is unexcused.

V. University and Greek Spirit

- A. The chapter will promote a spirit of cooperate among fellow Greeks.

- B. The chapter will support and participate in the Florida Atlantic University Panhellenic Council.
- C. Each member or new member must participate in at least one (1) organization in addition to Sigma Kappa.
- D. We will promote a spirit of cooperation among fellow Greeks and organizations. No member is to speak poorly of another sorority, fraternity, or campus group.

VI. Courtesy

- A. Meetings, ritual events, and membership selection MUST be kept confidential. Sorority business is private and must be discussed among members only. There will be no discussion of chapter business outside the chapter meeting.
- B. Members and new members should stand when an alumna or older person enters the room.
- C. Visitors and guests to the chapter shall be introduced to members and shall have a hostess assigned to them for the duration of the event.
- D. Respect for members and new members is a necessity. Protect the privacy of members and new members at all times by using discretion when discussing personal matters.
- E. Respect for the property and privacy of all members should be shown.
- F. Negative behavior towards Sigma Kappa that undermines chapter spirit will not be tolerated and may result in suspension of the member.
- G. There shall be no smoking, drinking, or eating at formal chapter meetings or ceremonies.
- H. Displays of affection are private and should remain so.
- I. Cell phones must be turned off for all Sigma Kappa meetings and events. Members should practice common courtesy in the use of cell phones in public.
- J. Be on time
- K. Respect other chapters

VII. Dress Code

- A. A clean, neat appearance and a well-mannered individual are what each Sigma Kappa should 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. Formal meetings
 - 1. Appropriate dress shall be business attire to include: suits, dresses, dress pants, nice tops, and dressy shoes.
 - 2. Badges must be worn.
 - 3. Examples of inappropriate dress include: jeans, khaki pants, t-shirts, shorts, tennis shoes, flip flops, baseball hats, and workout clothes.
- C. Ritual
 - 1. All ritual events (formal pledging, initiation/model meeting, Order of the Triangle) require an all white dress with appropriate undergarments and white dress shoes. White sweaters and cardigans may be worn over the white dress if necessary. Dress pants are not acceptable in place of a white dress. Dresses that are winter white or off-white are not acceptable.
 - 2. Badges must be worn.
- D. Insignia and Badges
 - 1. Badges and new member pins are worn on the left side of the chest over the heart. These must be worn above all other jewelry (such as badges from honorary societies).
 - 2. The badge and new member pin should only be worn when dressed in formal meeting attire. It is not appropriate to wear the badge or new member pin when dressed in jeans, khakis, or other casual attire.
- E. Sigma Kappa letters and paraphernalia may not be worn in the presence of alcohol or in a bar.

F. Any questions regarding appropriate attire may be brought to the ritual chairman or the executive vice president.

VIII. Membership Statures

A. Membership Policy

No person who is or has been an initiated member of any fraternity belonging to the National Panhellenic Conference or any similar national college or university fraternity, honorary and professional excepted, shall be eligible for membership in Sigma Kappa.

B. Social Privileges and Social Membership Policy

1. *Sigma Kappa does not permit social privileges or social membership. Regular participation in chapter activities and social events is limited to new members and members of Sigma Kappa. Guests may be invited to social activities on special occasions with advisory board approval, but not because of any social privileges or social membership accorded to them as individuals.*

2. Big/Little Brother and Little Sister Policy

In support of the 1973 NPC resolution, Sigma Kappa does not recognize auxiliary groups to Sigma Kappa for men, commonly called Big or Little Brothers or women's auxiliary groups for men's fraternities, commonly called Little Sisters. It is the opinion of Sigma Kappa that the activities of such groups are inconsistent with the purpose and philosophies of the National Panhellenic Conference and Sigma Kappa Sorority. Sigma Kappa chapters are not to spend time or financial resources in the formation of Big or Little Brother or Little Sister groups.

C. Collegiate Members Policy

1. *ALL COLLEGIATE members of Sigma Kappa shall be participating members of their chapter based on the following: Freshman initiates are required to participate for eight full semesters or twelve quarters. Sophomores are required to participate in six full semesters or nine quarters. Juniors are required to participate for four full semesters or six quarters. Seniors are required to participate for two full semesters or three quarters. If a member is initiated during the second semester or second quarter, one term should be subtracted from the total. If a member is initiated during the third quarter, two terms should be subtracted from the total. Enrollment in summer classes does not count toward chapter participation.*

2. *All collegiate members are expected to participate in at least one co-curricular activity.*

3. *In order for a collegiate member to have full voting and chapter privileges, she shall be pursuing a degree at the institution where the chapter holds its charter.*

4. *Any new member or member whose conduct or habits are found to be seriously detrimental to the welfare of individuals or the chapter will be subject to disciplinary action by the chapter and/or the national council.*

D. Transfer of Membership Policy

Members transferring from one college /university to another may transfer their membership to the Sigma Kappa chapter at the new college/university under the transfer of membership procedure.

Procedure

1. *In order to affiliate with another chapter, a member wishing to transfer shall have paid all financial obligations, including full payment of the housing/furnishing fee, to the chapter and/or corporation board of her Initiation.*

2. *When a member wishes to affiliate with a different chapter, that chapter's president shall complete the "Member Transfer Recommendation" and send it to the advisory board*

chairman and the collegiate province officer for approval.

3. *The member may be admitted to membership in the different chapter by a majority vote of the chapter when she has participated in the activities of the chapter for a month and the "Member Transfer Recommendation" form has been approved by the advisory board and the collegiate province officer.*
4. *Members from dormant chapters shall meet the requirements of number 1 and should petition the national vice president for collegiate chapters.*

E. Special Membership Status Policy

Special status may be granted ONLY under the following conditions:

1. *Married members of a chapter will remain active collegiate members.*

Procedure

If they wish to assume alumnae status, a written petition to the chapter is necessary and may be granted upon a two-thirds (2/3) affirmative vote of the chapter followed by the Petition for Special Dispensation approved by the advisory board and the collegiate province officer. She must be a member in good standing. After approval, the change of status shall be noted in the minutes and on the next Personnel Report.

2. *Members that pursue full-time professional programs/degrees as an undergraduate member, who have not graduated or participated in the required number of terms as previously mentioned in NPH IV.C.1., are to remain active in their collegiate chapters.*

Procedure

If they wish to assume alumnae status, a written petition to the chapter is necessary and may be granted upon a two-thirds affirmative vote of the chapter followed by the Petition for Special Dispensation approved by the advisory board and the collegiate province officer. She must be a member in good standing. After approval, the change of status shall be noted in the minutes and on the next Personnel Report.

3. *Graduate student members of a chapter, those that have graduated with an undergraduate degree.*

Procedure

They may remain active in their collegiate chapter upon a two-thirds vote of approval by the chapter. If granted, the change of status should be listed on the next Personnel Report and the members should comply with the qualifications of an undergraduate member in NPH IV.C. Otherwise, the student is considered an alumna member.

4. *Members graduating/leaving school before graduation automatically become alumnae members provided the member is in good standing with the collegiate chapter and the corporation board/property committee (if applicable) for all local and national financial obligations.*

Procedure

The member's status should be marked accordingly on the next Personnel Report as having left school. Marking of alumna status on a Personnel Report or Member Status Change Report or induction in the Order of the Triangle does not relieve a member of any outstanding financial obligations.

5. *Members returning to school who have been absent less than one (1) school year shall return to active collegiate membership.*
6. *Returning undergraduate members who return after an absence of one or more years from the campus (excluding members on "terms away") will be considered alumnae members of Sigma*

Kappa

Procedure

A petition to return to collegiate membership can be presented. In this case, a member may return to active status after a two-thirds affirmative vote of the chapter followed by the Petition for Special Dispensation approved by the advisory board and the collegiate province officer.

7. *A leave of absence can be granted for only one school term during the 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 or her immediate family.*
 - b. *Extreme financial difficulties.*
 - c. *Extreme scholastic difficulties.*
 - d. *Internships.*
 - e. *Study abroad.*
 - f. *Student teaching.*

Procedure

1. *Member must apply in writing, giving detailed reasons for requesting this status and providing documentation when possible supporting the need for a leave of absence.*
2. *Upon approval by the executive council, an application must be submitted on a Petition for Special Dispensation for consideration by the advisory board and the collegiate province officer.*
3. *In order for the application to be approved, the member shall be a fully participating member of the chapter and in good financial standing. She shall pay her per capita dues and national insurance assessment.*
4. *When the status is granted, the member shall have the same privileges and responsibilities of an alumna member. If granted, the change of status shall be noted on the next Personnel Report. A leave of absence does not relieve the member from any contractual obligations she may have with respect to housing matters.*
5. *Upon returning to active status, the member shall return to full participation in all chapter activities. Failure to automatically resume all membership obligations shall result in voluntary withdrawal. If steps are not taken to begin voluntary withdrawal proceedings one month from the start of the term following the leave, expulsion shall result. A leave of absence may not be granted in the last term of her undergraduate career with the exceptions of internships for academic requirement, study abroad, and student teaching.*
8. *Special alumnae status for collegians from dormant chapters – Collegians who are placed on special alumnae status prior to the recolonization of their collegiate chapter by the national council may, after a period of one year from the date of the recolonization, petition the chapter for collegiate status.*

Procedure

If a member wishes to return to collegiate status, she shall apply in writing to the recolonized chapter. Active collegiate status may be resumed upon a two-thirds affirmative vote of the chapter followed by a Petition for Special Dispensation approved by the advisory board chairman, the collegiate province officer, and the collegiate district director. In the event that a collegian on special alumna status transfers to a college or university where a Sigma Kappa

chapter exists, transfer of membership procedures should be followed if affiliation with another chapter is desired.

IX. Termination/Suspension of Membership

A. Suspension

A disciplinary sanction imposed for the reasons set out below. Suspension requires the setting of a time limit of no more than 12 months from the time of the chapter vote.

Any of the following constitutes reason for suspension:

- 1. Suspension by the university.*
- 2. Failure to attend chapter meetings without being excused by the executive or senior council.*
- 3. Contempt of authority.*
- 4. Misconduct.*
- 5. Undermining the chapter spirit.*
- 6. Other valid reasons.*

Procedure

- 1. A chapter may place a member on suspension by a two-thirds affirmative vote of the chapter followed by a Petition for Special Dispensation approved by the advisory board and collegiate province officer.*
- 2. The national council may place a member on suspension upon recommendation of the collegiate province officer, the collegiate district director (if applicable), and the unanimous vote of national council.*
- 3. Penalties for suspension*
 - a. Suspended members shall not attend any Sigma Kappa meetings or social events.*
 - b. The badge and membership certificate of the suspended member are surrendered to the chapter and sent to the national headquarters for safekeeping.*
 - c. When a member does not petition at the end of a suspension or if her request for reinstatement is refused at the end of the period, expulsion paperwork shall be submitted.*
 - d. Such suspension shall be recorded in the official documents of the chapter (minutes, member's card in vice president of alumnae relations' file and beside the constitution book signature of the member) with date and reason for suspension.*
 - e. The member is responsible for all bills and fees, both local and national, incurred during the time of suspension.*
 - f. See Section XII. B. on housing.*
- 4. Reinstatement*
 - a. If suspended by a chapter, a letter shall be presented to the chapter by the suspended member which contains detailed evidence that reasons for the suspension no longer exist. This member shall have shown through interest, actions, and fine spirit that she is again ready to be a loyal, participating member with the good of the chapter at heart.*
 - b. If a member is on academic suspension by a chapter and is not eligible to be reinstated, a letter may be presented to the chapter by the suspended member to request a withdrawal of her membership. (See Section V.E. Procedure.)*
 - c. After the letter is received, there shall be a two-thirds (2/3) affirmative vote of the chapter in order to reinstate the suspended member. A Petition for Special Dispensation*

shall be submitted to the advisory board, collegiate province officer, and collegiate district director for approval. The collegiate district director then submits the petition to national headquarters.

- d. If suspended by the national council, a letter shall be presented to the national council by the suspended member which contains evidence that reasons for the suspension no longer exist. This member shall have shown through interest, actions, and fine spirit that she is again ready to be a loyal, participating member with the good of the Sorority at heart.*
- e. Following consideration of the request by the national council, the member will be notified by national headquarters of the decision.*
- f. When reinstatement follows, the fact and date shall be recorded in each document where suspension is noted (see #3c under penalties above), and badge and membership certificate are returned.*

C. Expulsion

For all reasons, except financial, expulsion is the complete, final and permanent severance of relations, participation, and mutual obligations between Sigma Kappa and one of its members. There is no reinstatement.

Procedure

- 1. The national council may withdraw the privilege of membership from any collegiate member upon recommendation of the collegiate province officer, collegiate district director, and the unanimous vote of national council.*
- 2. A collegiate chapter may withdraw the privilege of membership from one of its members by a two-thirds (2/3) affirmative vote of the chapter followed by a Petition for Special Dispensation approved by the advisory board, the collegiate province officer, collegiate district director, and unanimous vote of national council. The vote shall be by secret written ballot.*
- 3. Expulsion of a collegiate member shall be recorded in the official documents of the chapter and date and reasons given (minutes, member's card in vice president of alumnae relations' file and beside the constitution book signature of the member) and on the next Personnel Report. If a member is expelled for financial reasons, such expulsion does not relieve the member of her financial obligation.*
- 4. The national council may withdraw the privilege of membership from any alumna member upon the recommendation of five alumnae members, with full particulars surrounding the reason for the request (either civil judgment involving Sigma Kappa or criminal conviction), and the unanimous vote of the national council. Upon such a vote, the member's collegiate chapter will be notified by national headquarters.*
- 5. The member's badge and membership certificate are forfeited and shall be sent to national headquarters.*
- 6. See Section XII. B.*

D. Financial expulsion

Occurs when a member on AFS fails to pay her indebtedness by the date set in the notification of automatic financial suspension.

Procedure

- 1. The vice president of finance sends a Petition for Special Dispensation requesting financial expulsion to the advisory board chairman for approval. The petition must be accompanied*

by the AFS paperwork and member financial records. No chapter vote is required if the member has signed the AFS form.

2. If the member has not signed the AFS form acknowledging the indebtedness, the chapter must vote (2/3 affirmative vote) to expel the member for financial reasons. A copy of the minutes with this information must accompany the petition form.
3. The petition requires approval by the advisory board chairman, collegiate province officer, collegiate district director, and unanimous vote of national council.
4. The badge and membership certificate are forfeited and shall be returned to national headquarters.
5. Upon approval of the petition, national headquarters will notify the member of the financial expulsion and reinstatement procedures.
6. See Section XII. B.
7. The chapter shall send the debt to a collection agency.
8. The date and the reason of financial expulsion shall be recorded in the official documents of the chapter (member's card in vice president of alumnae relations' file and beside the constitution book signature of the member) and on the next Personnel Report.
9. Reinstatement
 - a. A member expelled for financial reasons may petition national council for reinstatement when she is no longer a collegian and at least three (3) years have passed from the date of the financial expulsion. The petition must demonstrate that the expelled member has paid the outstanding financial obligations or include payment for outstanding financial obligations. The petition must also demonstrate that the expelled member is again ready to be a financially responsible and participating member with the good of Sigma Kappa at heart.
 - b. A petition for reinstatement is approved upon the unanimous vote of national council.
 - c. For final processing of the reinstatement, a reinstatement fee shall be paid and a badge and membership certificate shall be purchased.
 - d. When reinstatement occurs, national headquarters will notify the chapter of reinstatement. The financial reinstatement shall be recorded on each document where the expulsion was previously noted (member's card in vice president of alumnae relations file and beside the constitution book signature of the member). The member's status is modified to alumna.

E. *Voluntary withdrawal of membership*

The severance of relations, participation, and mutual obligations between Sigma Kappa and one of its members at the voluntary request of the member.

Procedure

1. The member shall be in good standing with the chapter including all local and national financial obligations. Pending approval by the chapter, the advisory board, and the collegiate province officer, the member will not be responsible for any local financial obligations accruing after the request for withdrawal, the badge and the membership certificate have been received by the chapter.
2. The member shall request withdrawal through a written letter to the chapter, dated and signed, accompanied by her badge and membership certificate.
3. A two-thirds affirmative vote of the chapter is necessary followed by a Petition for Special

Dispensation approved by the advisory board and the collegiate province officer. The original letter of request from the member wishing to withdraw shall accompany the petition to the national headquarters.

4. *Upon receipt of acknowledgment from the collegiate province officer that the withdrawal has been approved, the chapter shall send the badge and membership certificate to national headquarters. Such severance is recorded in the official documents of the chapter and the date (minutes, member's card in vice president of alumnae relations' file and beside the constitution book signature of the member) and on the next Personnel Report.*
5. *Reinstatement*
 - a. *A letter shall be presented to the chapter by the withdrawn member which contains detailed evidence that the reasons for the 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.*
 - b. *After the letter is received, there shall be a three-fourths affirmative vote of the chapter in order to reinstate the member. A Petition for Special Dispensation shall be submitted to the advisory board, collegiate province officer, and collegiate district director for approval. The collegiate district director then submits the petition to national headquarters. National headquarters will distribute copies of this petition to national council for consideration.*
 - c. *Reinstatement is not effective until approved by unanimous vote of national council, and proper notification is received by the chapter and advisory board. It is the exception that national council will approve a reinstatement until such time as the applicant is no longer in college.*
 - d. *For final processing of the reinstatement, a new badge and membership certificate shall be purchased.*
 - e. *If the withdrawn member's chapter is dormant, she may petition national council directly for approval of reinstatement according to the criteria in #5a above.*
 - f. *When reinstatement occurs, the fact and date shall be recorded on each document where the withdrawal is noted (minutes, member's card in the vice president of alumnae relations' file and beside the constitution book signature of the member).*

F. Depledging

The releasing of a new member from her pledge prior to her initiation.

Procedure

1. *A chapter may depledge a woman by two-thirds (2/3) vote with the consent of the advisory board and collegiate province officer.*
2. *The national council may depledge a woman upon the recommendation of the collegiate province officer, collegiate district director, and the unanimous vote of the national council.*
3. *All financial obligations of a new member who has depledged cease at the time the woman is depledged.*
4. *The new member's change of status must be noted in the chapter minutes and on the monthly and bi-annual Personnel Report.*

X. Executive Council, Officers, and Chairs

- A. No member may hold an office whose grades are not satisfactory. To be eligible to hold and maintain any executive office, a member shall have a 2.7 overall gpa as well as a 2.7 the prior school term. To be eligible to hold any other office, a member shall have a 2.5 overall gpa as well as a 2.5 the prior term. Any exceptions to this policy require written approval from the advisory board, collegiate province officer, and collegiate district director.
- B. No member shall hold an office whose financial obligations to the chapter or the national organization are in arrears.
- C. The chapter president, executive vice president, and vice president of finance shall be upper class members of the chapter and have been initiated for at least one year. The ritual chairman shall be a member that has been initiated for at least one year. Any exceptions to this policy require written approval from the advisory board, collegiate province officer, and collegiate district director.
- D. Each member selected for office shall recognize the seriousness of her obligations and be prepared to resign if she does not perform her duties.
- E. In the event she does not resign, the advisory board and the collegiate province officer may remove her from office. If in their opinion it is desirable, they may appoint her replacement to finish the term.
- F. Executive council members cannot miss more than one (1) executive council meeting in a semester. After missing one (1) meeting, an explanation needs to be given. After missing two (2) meetings, their position status will be brought before the standards council.
- G. If a chairman or officer will be absent from a meeting, she must turn in her report to an executive council member prior to their executive council meeting.

XI. Standards Council

- A. The purpose of standards council is to strive for the betterment of the chapter by praising members who exhibit high levels of dedication for their sisters or Sigma Kappa as a whole, by enforcing chapter standards and upholding the *National Policy Handbook, Constitution and Bylaws*, and the chapter's Code of Conduct. The council assists the executive vice president with chapter program planning and by reviewing, editing, and modifying the chapter Code of Conduct as needed.
- B. Qualifications and selection of standard council members
1. Members of the standards council are the executive vice president (EVP), a representative from each class (sophomore, junior, and senior) and a member of the advisory board.
 2. Standards council members may not be executive officers with the exception of the EVP.
 3. Representatives are chosen by the EVP.
 4. Members of the standards council must have a 2.5 cumulative gpa.
 5. Each member of the standards council must possess and use discretion, trustworthiness, and confidentiality. They should dedicate themselves to the preservation of the reputation and high standards of the chapter.
 6. Any standards council member known to have discussed business pertaining to a standards council meeting outside of the meeting will be replaced and may be sanctioned by the standards council.
 7. If a standards council member has two (2) unexcused absences from standards council meetings, she will be at risk of being removed from her position on the council.
 8. A new standards council will be selected each semester.
- C. To call a member or new member before the standards council, a letter must be submitted to the EVP. The letter should include the complaint and the section of the Code of Conduct or national policy that was violated if applicable. Verbal complaints may be accepted at the discretion of the standards council.
- D. If a new member is asked to attend a standards council meeting, the vice president of new member education shall accompany her.

E. The accusing member may be asked to present her case in front of the standards council. According to due process, those being accused have the right to face their accuser so anonymous complaints cannot be accepted.

F. The Code of Conduct will be revised in the fall each year and presented to the chapter for approval. To propose an amendment to the Code of Conduct:

1. The recommended amendment must be petitioned to standards council in writing.
2. The petition shall include:
 - a. The section of the Code of Conduct to be changed.
 - b. Suggestions on how it should be changed.
 - c. Supporting comments/evidence for the change.
3. Standards council will review all proposed amendments and, if appropriate, present the change to the chapter for approval.

G. The standards council shall discuss any problems or concerns within the chapter and its members, as well as recommend methods to eliminate current problems and avoid future issues. Concerns or infractions which may be directed to the standards council include but are not limited to:

1. Violations of the Sigma Kappa *National Policy Handbook* and/or Sigma Kappa *Constitution and Bylaws*.
2. Violations of the Code of Conduct
3. Grievances between sisters
4. Excessive unexcused absences from chapter meetings or activities.
5. Members not in good academic standing.

H. Procedure for standards council meeting:

1. The standards council will meet every other week.
2. Special projects-Code of Conduct revisions (approved by chapter vote), programs, etc.
3. Disciplinary actions.
4. Positive recognition.

I. Standards council meetings and the business discussed therein are private and shall be kept as confidential. The identity of the Standards Council members shall be kept confidential as well.

XII. HOUSING RELATED POLICIES

A. Live-In Policy

All collegiate members and new members, unless college rules prevent, shall live in the sorority house when the chapter or corporation owns or rents a house, suite, or residence hall floor and there is space available.

Procedure (live out)

1. *A collegiate member or new member wishing to live out of the house when the house is not fully occupied may do so under the following conditions:*
 - a. *She must submit a written petition to and receive approval from the chapter, advisory board, and the collegiate province officer.*
 - b. *She must pay the amount equivalent to the room rent each term to the house corporation in addition to adjusted local chapter obligations. This amount is to be credited against the rent due to the house corporation from the chapter.*
2. *A member or new member not following this policy must withdraw or be expelled from the Sorority. Her badge and membership certificate must be returned to national headquarters by the chapter, or the new member pin returned to the chapter.*
3. *Chapters not following this policy (XII.A.) are responsible for any resulting room rent for each term to the house corporation.*

- B. *Housing Policy for Withdrawn, Suspended, Expelled, and Depledged Members*
Members who have withdrawn, been expelled, or placed on suspension under NPH V., and new members who have terminated their membership may not occupy chapter quarters. A member or new member assuming a status listed above shall move off chapter property within seven days (or within the timeframe dictated by state or local laws) and forfeit her board and room payment for the duration of her contract.
- C. The following executive council members and chair persons are required to live in the sorority house when the chapter or corporation owns or rents a house, suite, or residence hall floor during their term:
1. President
 2. Executive Vice President
 3. Vice President of New Member Education
 4. Vice President of Membership
 5. Vice President of Alumnae Relations
 6. Vice President of Scholarship
 7. Vice President of Finances
 8. Vice President of Philanthropic Services
 9. Panhellenic Delegate
 10. Vice President of Communication
 11. Social Chair
 12. House Manager
- D. The officers listed above, have the first selection of rooms in the above ranked order. The remaining rooms will be selected in the following way:
1. Fifth Year Members starting with highest gpa
 2. Fourth Year Members starting with highest gpa
 3. Third Year Members starting with highest gpa
 4. Second Year Members starting with highest gpa
 5. First Year Members/New Members starting with highest gpa

XIII. PEARL POINT POLICY

The pearl point system is an incentive program. The program goal is to encourage members to get involved and to live by our values. Points are earned by going to events specified in the Pearl Point Chart. Pearl points do not get taken away. Points are REQUIRED for ALL members of the chapter in order to attend Semi Formal and Formal. The Pearl Point Chair using the Point Formula will determine the amount required. Members will send the Pearl Point Chairmen proof of attendance in order to receive points. And they can keep track of their individual amount on the GIN system. At the end of the semester, there will be prizes given to the member(s) with the most points.

I. Pearl Point Chart

A chart with acceptable events and the point value associated with each event will be created or adapted (from a previous semester) at the beginning of each semester by the Pearl Point Chair.

- a) Each event is given a value of **one** through **five** points. The values of each event will be displayed in the Pearl Point Chart.
- b) Events that are voted/deemed **mandatory** by the chapter **will not** be pearl point acceptable events.
- c) The Pearl Point Chair will determine if events that do not appear on the chart are acceptable if they fall under a category already on the chart.

II. Proof of Attendance

- a) Proof of attendance at events will be determined by sending a picture to the Pearl Point Chair.
 - o The picture should include the name of the person submitting it, the name of any other members in the picture, the date and name of the event.
 - o The Pearl Point Chairman will determine the means by which members will send the pictures.

III. Tracking of Points

- a) Members will be able to keep track and view their individual amount of points on the chapter's GIN system under the menu tab "View My Points."
 - o It is the responsibility of the member to keep track of their individual points.
 - o If a member cannot access their GIN the Pearl Point Chairman will provide individual updates in another form.
- b) Members can appeal points by clicking the "Appeal Points" tab.
 - o If a member is missing points or was given the wrong value they can use this tab.
 - o If records show there was no proof initially given the Pearl Point Chair will ask for a form of proof.

IV. Point Formula

The required amount of point for attendance at Semi Formal and Formal will be determined as follows:

1. Consult the chapter calendar for all non-mandatory events for the semester.
 - 1.1. The cut off for events should be 14 days before the date of Semi Formal or Formal or by the date the fees for Semi Formal or Formal are due.
2. Add the point value corresponding to each event.
3. Add the point values together
4. From the sum add 15% of the total value (to compensate for events that are not on the calendar i.e. Sisterhood Lunches/Events and Intramural Games)

5. The sum of step 4 will be the minimum amount of points needed to attend Semi Formal and Formal.

V. End of Semester Prize

- a) The Pearl Point Chairman will determine the prizes and the number of members receiving them.
- b) The total cost of the prizes should not exceed \$60. Make sure to consult with the Vice President of Finance to establish a budget.

The sisters of the Florida Atlantic University Kappa Phi Chapter of Sigma Kappa Sorority hold these expectations for all members and new members. This Code of Conduct does not replace the *Sigma Kappa National Policy Handbook* or the *Sigma Kappa Constitution and Bylaws*, which are binding to all Sigma Kappa chapters, but is in addition to those policies.

This Code of Conduct shall be in effect for the 2013-2014 academic year.

Last revisions made November 2013, voted and approved by chapter on Nov. 24th, 2013

Code of Conduct Acknowledgement

I, the undersigned, have hereby read and understand this Code of Conduct. I agree to adhere to the guidelines contained therein, understanding that they are for the good of the chapter as a whole and are meant to protect each individual member/new member.

Signature

Date

Printed name