

# SIGMA CHI FRATERNITY

Expansion and Petitioning Procedures  
GUIDE FOR PROSPECTIVE INTEREST GROUPS

Approved by the Sigma Chi Executive Committee 12.15.16



*"THE PRE-EMINENT COLLEGIATE LEADERSHIP DEVELOPMENT ORGANIZATION"*

## Message from the New Chapter Development Committee

Greetings,

On behalf of the New Chapter Development Committee (NCDC) of Sigma Chi International Fraternity, thank you for your interest in becoming a part of the pre-eminent collegiate leadership organization!

Our committee is here to support you and provide guidance throughout the colonization process. This guide provides a brief reference to assist you in thinking about your group and its journey to becoming a chapter of Sigma Chi. Note that interest groups are held to all policies contained within this document as well as within all other Sigma Chi operating procedures and resolutions.

The NCDC is comprised of fourteen committed Sigma Chi alumni who have extensive experience in new chapter development and support. We are here to share expertise and to help you navigate this process. Becoming a chapter of Sigma Chi will not be an easy journey. You will find that starting a new organization is always filled with challenges as well as exciting opportunities. We are looking forward to working closely with you to achieve all of the success possible while living the values of Sigma Chi every day – Friendship, Justice, and Learning.

Among the wonderful resources at your disposal are our outstanding Headquarters staff members. They are excellent resources for you and will be available to support you at every step in this journey:

[William Scott](#), Senior Director of Undergraduate Services

[Desmond Robinson](#), Associate Director of Expansion

[Walker Patten](#), Expansion Coordinator

[Eric Salas](#), Undergraduate Services Assistant

As you review this document and determine what you need to accomplish to become a chapter of Sigma Chi, know you have resources available to support you. Please also note that there are several references to other documents including Executive Committee Resolutions (ECRs), the Standard Operating Procedures (SOPs), and several other Fraternity policies. All of these are available by contacting Headquarters Staff.

We look forward to working with you throughout this experience!

Best regards,

[Joshua M. Hartman](#)

Chairman, New Chapter Development and Province Boundary Committee  
Sigma Chi International Fraternity

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## Definitions

**Alumni Advisory Board:** Colonies and chapters require a strong alumni advisory presence to help the group grow. The alumni advisory board for a colony must contain at least three members, appointed by the Colony Advisor. We recommend a board containing a new member education advisor, financial advisor, recruitment advisor, scholarship advisor, risk management advisor, and faculty advisor.

**Colony Advisor:** The alumni advisor of record who will manage the Alumni Advisory Board and serve as a key role model and supporter for the interest group during the colonization process.

**Colony:** An interest group that has had their Declaration of Intent approved by the NCDC and the Sigma Chi Executive Committee. Colonies are permitted to use the Sigma Chi likeness and wordmark with the permission of the Sigma Chi Fraternity International Headquarters. Colonies also begin paying for and receiving coverage under Risk Management Foundation (for general liability insurance).

**Declaration of Intent (DOI):** The first official document submitted in the colonization process. The DOI expresses the intent of an interest group to become a colony of Sigma Chi.

**Formal Petition:** The document that a colony submits stating their readiness for chapter installation. The Formal Petition needs to be approved by the NCDC, then by the Sigma Chi Executive Committee, and in the case of a new charter, is subject to a full vote of all undergraduate chapters of Sigma Chi.

**Grade Report:** During the colonization process, groups are at several points asked to submit a grade report. This report must be submitted on university letterhead with a full listing of all eligible member names, GPAs, and the authorization/confirmation by the Greek Advisor or another authorized university representative that the information is accurate.

**Grand Praetor:** Regional governor responsible for management of a “province” or area of Sigma Chi including oversight of undergraduate and alumni chapters (and colonies) in the assigned area.

**Grand Trustee:** Alumnus responsible for managing and guiding chapter housing corporations with their assigned geographical area. The Grand Trustee is a resource for a Colony on developing a plan for chapter housing.

**Interest Group:** Term for a group of persons established for the sole purpose of becoming a colony or chapter of Sigma Chi Fraternity or a local fraternity seeking affiliation with the Sigma Chi Fraternity. Colonies are an interest group that has been approved by Sigma Chi Fraternity to participate in the colony development process.

**New Chapter Development Committee (NCDC):** The group of members appointed by Sigma Chi International Fraternity to manage the expansion and colonization process. The NCDC will assign a regional representative to every interest group to support them through the process and provide valuable insight and advice.

**Phase Reports:** There are two phases of colonization. During Phase 1, the colony focuses on internal operations. During Phase 2, the colony refines internal relations and also exhibits a strong focus on external relations. Both phases require a report to be approved by the NCDC in order to move to the next part of the process.

**Sigma Chi International Headquarters (HQ):** Located in Evanston, IL, International Headquarters provides many services and support mechanisms for interest groups and for chapters. Sigma Chi is an international fraternity, and as such, Headquarters should be referred to as such (or HQ, International HQ, etc.), and not “nationals.”

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## Beginning the Petitioning Process

The NCDC, under the direction of the Executive Committee, will review and approve colleges and universities for expansion. Institutions may be nominated by an interested Sigma Chi undergraduate or alumnus or by students at a university who wish to affiliate with Sigma Chi. Interested brothers should contact a member of expansion staff or a member of the NCDC. A Declaration of Intent (DOI) may not be submitted until the NCDC has approved the host institution for the approved institution list. The committee will evaluate each institution to determine fit and will vote to approve or deny an institution based on the minimum criteria stated. Interest groups should review this document in its entirety to understand the requirements for each piece of the colonization process.

Petitioning interest groups must keep in mind that the journey to becoming a Sigma Chi chapter may take 18 months or more. Note the following elements that have traditionally been a concern to interest groups and colonies and should be fully considered before beginning the colonization process:

- **FINANCIAL:** Becoming a chapter of Sigma Chi requires discipline in fiduciary responsibility and fund raising. A detailed colony fee schedule and financing worksheet is included later in this document. A few key points:
  - \$500 DOI processing fee
  - \$2,000 Phase I fee
  - \$3,500 Phase II fee
  - \$6,500 Formal Petition processing fee
  - \$100 per man pledge fee (paid at the time of pledgship)
  - \$200 per man initiation fee (paid at the time of installation). Note that this fee needs to be paid for all individuals whose name will appear on the charter.
  - \$200 per man membership dues paid the two semesters after initiation (\$100 paid per semester). Note that this fee needs to be paid for all individuals, whose name will appear on the charter, including those who have since graduated from the university.
  - Risk Management Foundation insurance coverage (see specifics in Fee Schedule)
  - \$500 Formal Petition processing fee
  - \$5,000 to pay for ritual regalia, due prior to installation
  - Funding to host an installation banquet. This varies by location and individual area, but colonies should plan to spend at least \$10,000 on the installation banquet.
- **ACADEMIC:** The colony must have a group GPA of over 2.5 for installation. In compliance with Sigma Chi Standard Operating Procedures, each individual active member must have at least a 2.5 cumulative GPA in order to be initiated. No exceptions will be made for this requirement for. Alumni of the colony should be able to provide a transcript which shows a graduating cumulative GPA above a 2.5. An alumnus with a record showing a GPA lower than 2.5 may be initiated only with the approval of the Grand Praetor in consultation with the NCDC.
- **MEMBERSHIP SUSTAINABILITY:** In an effort to ensure sustainability as a chapter of Sigma Chi on campus, membership markers must be met at various phases of the colonization process. See the details on each step of the process for membership number requirements. The NCDC, at its discretion, may vote to require an alternative membership benchmark to be met (in the case of traditionally small or newly developed Greek Communities). Note that interest groups should not sacrifice quality for quantity, and that all students offered a bid must be eligible based on the Jordan Standard.
- **PERSONAL AND GROUP RESPONSIBILITY:** Colonies and their individual members and “The Pre-Eminent Collegiate Leadership Development Organization”

alumni must act in accordance with the values of Sigma Chi. Conduct policy violations will likely impact an interest group's ability to proceed in the colonization process.

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## **Submission of the Declaration of Intent (DOI)**

An interest group must submit a Declaration of Intent to the NCDC to be considered for admission as a colony of Sigma Chi. The Declaration of Intent is intended to serve as a mission statement from the interest group. Additionally, the Declaration of Intent is designed to demonstrate that the group has the support of the institution, local alumni, and provincial leadership. The Declaration of Intent must be submitted via email in PDF format to a member of Headquarters Staff, who will deliver the Declaration of Intent to the NCDC. The interest group may work with their NCDC representative and Headquarters Staff to ensure that the Declaration of Intent is of high quality prior to submission to the NCDC.

### **CHECKLIST OF ITEMS TO INCLUDE IN THE DECLARATION OF INTENT:**

#### **Formal Declaration of Intent Letter**

Formal letter from the interest group indicating their interest in becoming a Sigma Chi colony, their reasons for forming as an interest group, and their hopes for the interest group. This letter does not need to exceed one page in length.

#### **Identification of Interest Group Name**

Interest groups may propose an identifying name for the group to be cleared by the NCDC. Groups are limited to including Sigma Chi + one additional Greek letter. Examples include: Sigma Chi Beta, Sigma Chi Omega, etc.

#### **Letter from the Institution**

Letter from the Institution verifying that the group is recognized and it along with all of its members are in good standing with the institution. A full membership list needs to be included in this letter. This list must be verified by the institution through submission of a letter on university letterhead noting the names of all members of the interest group and noting that they are each in good standing with the institution. The list must show the following:

- At least 15 undergraduate members or 50% of the average on-campus fraternity chapter size.
- Full Names, Local & Home Addresses, Phone Numbers, Email Addresses, Years of Graduation, Majors, Chapter Position (if applicable).
- If the institution does not recognize fraternities, the DOI should include a declaration page explaining the school policy along with supporting documentation.

#### **Alumni Advisory Board**

The group must include a list of their alumni advisory board. This list must include full names, addresses, phone numbers, and email addresses for each advisory board member, and must indicate which alum is the Colony Advisor.

#### **Letter of Support from the Grand Praetor**

The Grand Praetor should write a letter in support of the operation and viability of the Colony and pledging the support of himself and of his Province in supporting the Colony through installation.

#### **Interest Group Bylaws**

Copies of the interest group's bylaws and policies. The bylaws must include:

- Membership criteria that aligns with Sigma Chi Constitutional requirements for membership.
- Scholastic eligibility requirements that conform to Sigma Chi and the local institutions requirements.
- Criteria and process for removing pledges and members from the interest group.
- NOTE: Model bylaws can be provided by Headquarters Staff.

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**Statement of Understanding from Interest Group President**

Statement from the interest group president confirming that they have read, understand, and agree with the Fraternity Membership Commitment Statement, the Fraternity's Statement of Position Concerning Pledge Training and the Ritual, the Fraternity's Statement Concerning Alcohol and Drugs, the Fraternity's Risk Management Policy, and the Mission Statement. These policies can be obtained from Headquarters Staff.

**Declaration of Intent Processing Fee**

\$500 check for the non-refundable DOI processing fee must be received by Sigma Chi Headquarters before the DOI can be considered by the NCDC.

CONSIDERATIONS FOR AFTER YOUR DOI IS APPROVED:

- Status** – Once your DOI is approved, your interest group can officially be considered a Colony of Sigma Chi Fraternity. Your Colony would then be considered to be in Phase I of the colonization process.
- Proof of Liability Insurance** - Within 30 days after the submission of the Declaration of Intent, the interest group must provide proof of liability insurance coverage naming the Sigma Chi Fraternity as an additional entity insured in accordance with ECR 6.02-i-4. The Risk Management Foundation will provide coverage at rates discussed in the Colony Fee Schedule. All approved colonies will be charged for RMF coverage effective on the date of the approval of the Declaration of Intent.
- Leadership Programs** – Each Colony should receive each Sigma Chi leadership training module during the colonization process, including Mission 365, Crossroads, and available Journey training modules. The Colony should send a delegation of at least five members to the annual Balfour Leadership Training Workshop. The delegation should preferably include members of the Colony executive committee including the Consul, Pro Consul, Quaestor, Magister & Recruitment Chairman.
- Personal and Group Accountability** – The Colony must not be on any kind of probation at any time during the school year. If a Colony is placed on probation they will undergo disciplinary procedures as outlined in Section H. This will include a mandatory meeting with the Chapter and Member Accountability Committee (CAMAC) and could result in the suspension of the Colony.
- Development Visits** – The Colony will be eligible to receive one to two visits per academic school year from an expansion staff member or an alumnus explicitly recruited by the NCDC. The Grand Praetor will also provide regular assistance to the petitioning local.
- Supplies from Headquarters** – Each Colony will receive *The Magazine of Sigma Chi* on a quarterly basis. The Colony will be eligible to receive and purchase printouts, labels and other supplies from Headquarters. A *Norman Shield* and a pledge pin will be supplied by Headquarters for each member after the \$100 pledge fees (per man) are paid for each pledge by the Colony.
- Member Reporting** – The Colony must file a Form 400A and pay the pledge fee on each of its new pledges 10 days after the Formal Pledging Ceremony. The Colony must also file a Form 400B for each new pledge class. These forms and instructions on filling them out will be provided by the Sigma Chi Headquarters staff and the Grand Praetor.
- Financial Considerations** – The Colony must pay appropriate Balfour Leadership Training Workshop fees. The Colony may be requested to submit regular budget updates to Headquarters and/or the NCDC.
- Public Relations** – The Colony must submit quarterly updates to the Magazine of Sigma Chi.

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## Submission of the Phase I Report

The Colony shall immediately enter into a Phase I petitioning local status upon acceptance of the Declaration of Intent. During the Phase I process, which is anticipated to last at least four (4) months from the Declaration of Intent approval date and should include completion of a new academic term, the Colony must prepare and submit a Phase I Report. The Colony will submit monthly progress reports to an expansion staff member or an assigned member of the NCDC, so that he can ensure that the colony is on track to accomplish its requirements.

### CHECKLIST OF ITEMS TO INCLUDE IN THE PHASE I REPORT:

#### **Letter from the Institution**

Letter from the Institution verifying that the group is recognized and it along with all of its members are in good standing with the institution. A full membership list needs to be included in this letter. This list must be verified by the institution through submission of a letter on university letterhead noting the names of all members of the interest group and noting that they are each in good standing with the institution. The list must show the following:

- At least 20 undergraduate members or 60% of the average on-campus fraternity chapter size.
- Grade statistics for the most recent semester(s)/quarter(s) completed during the academic year of the applicants must be included. These statistics must be compiled and verified by the institution. If the university or college will not release grade statistics, the local must submit:
  - A letter from the dean of students or Greek advisor if possible, stating that they do not release grades, and
  - The Colony must then provide copies of each member's official grade report including the GPA in order to determine the colonies' scholastic standing and indicating that the member is a currently enrolled student at the institution.

#### **Finances**

Financial viability is essential for the success of any colony. As such, all Colony reports must include financial information. Fiscal responsibility is essential for all Colonies and Chapters, and as such the NCDC will not approve a Colony's Phase I report if they have any current outstanding balance due to Headquarters.

- The Colony must submit a yearly budget within the first month of classes or two semesters' budgets submitted within the first month of a given semester.
- The Colony must have an operating profit for the current year and promptly and accurately submit all financial statements.
- Delinquent accounts receivable must be less than five percent of the petitioning local's total membership charges (room, board, local dues, etc.).
- Accounts payable must be less than 5 percent, which should be explained in practical business terms.

#### **Pledge Education**

The Colony must submit documentation showing their use of the Fraternity's approved model pledge education program. The Colony must provide additional documentation for any additions or changes made to the model pledge education program. The Colony must submit a list of Pledge Education goals to accompany this section.

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**☐ Recruitment Program and Statistics**

Synopsis of all recruitment periods since the Declaration of Intent was submitted. The number of men pledged should be at least 75 percent of those bid.

- The Colony must submit a documented recruitment program. The program should consist of a step-by-step description of the year-round recruitment process.
- The Colony must submit an accompanying list of recruitment goals.

**☐ Scholarship**

The Colony must adhere to and maintain the academic requirements of active members of the Fraternity in accordance with ECR's 3.07-1 through 4. The Colony must continue to adhere to and maintain those scholarship requirements for the length of the petitioning process. The Colony should provide a brief explanation that outlines the scholarship programs conducted by the Colony for pledges and undergraduate members. This explanation should make specific mention of who participated in the programs and how the programs were conducted.

**☐ Letter from the Grand Praetor, Headquarters Staff, or NCDC Representative**

The Grand Praetor, Headquarters staff member, or NCDC regional representative must verify in writing that the Colony has a functioning executive committee. This letter should include a roster of current officers and their corresponding contact information.

**☐ Colony Administration**

Effective Colony administration including a structured officer transition plan is essential for the functioning of the Colony. In addition to the letter confirming the existence of a functioning executive committee, the Colony is required to provide the following:

- Officer Manuals must be created for each position. The vice president (pro consul) is responsible for maintaining officer manuals for each executive committee member. These must be made available for inspection at the request of an associate director of expansion or Grand Praetor. The vice president is also responsible for facilitating officer transition after each election period.
- Include a copy of the local chapter bylaws, which must be current and consistent with the General Fraternity's Governing Laws. Sample bylaws can be provided by Headquarters Staff.
- The Colony must have a functioning website with posted information including, but not limited to: schedule of events, officer contact information, membership roster, recruitment information, etc. This website address must be included in this section of the Phase I Report.

**☐ Sigma Chi Leadership Programs**

The Colony should complete the Crossroads program and must complete the Mission 365 training module during Phase 1.

**☐ Phase I Processing Fee**

A \$2,000 check for the non-refundable Phase 1 processing fee must be received by Sigma Chi Headquarters before the Phase 1 can be considered by the NCDC.

**CONSIDERATIONS FOR AFTER YOUR PHASE I REPORT IS APPROVED:**

- ☐ **Status** – Once your Phase I Report is approved, your Colony will be considered to be in Phase II of the colonization process.
- ☐ **RMF Fee Increase** – Upon entering Phase II of colonization, your RMF fees will increase. See the Fee Schedule for specific details.
- ☐ **Housing** – At the time of the approval of the Phase I report, the Grand Trustee for the region will be informed of the acceptance of the report. The Colony Advisor and Grand Praetor can expect to be contacted by the Grand Trustee to begin discussions about housing and alumni corporation formation.

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## Submission of the Phase II Report

The Colony shall immediately enter into Phase II Petitioning Local Status upon receipt of written verification of Phase I completion from the director of expansion. The NCDC will include the Grand Trustee on the notification of the acceptance of the Phase I Report.

During the Phase II process, which is anticipated to last at least four (4) months from written verification of Phase I acceptance and should include the completion of a new academic term, the Colony must prepare and submit a Phase II Report. They also will continue to submit monthly progress reports to an expansion staff member or an assigned member of the NCDC, so that he can again ensure the Colony is on track to accomplish its requirements.

### Letter from the Institution

Letter from the Institution verifying that the group is recognized and it along with all of its members are in good standing with the institution. A full membership list needs to be included in this letter. This list must be verified by the institution through submission of a letter on university letterhead noting the names of all members of the interest group and noting that they are each in good standing with the institution. The list must show the following:

- At least 25 undergraduate members or 75% of the average on-campus fraternity chapter size.
- Include a statement that the Colony and its members enjoy a campus reputation which reflects positively upon Sigma Chi and the institution.
- Grade statistics for the most recent semester(s)/quarter(s) completed during the academic year of the applicants must be included. **Note that the same semester grades cannot be used for both Phase I and Phase II.** These statistics must be compiled and verified by the institution. If the university or college will not release grade statistics, the local must submit:
  - A letter from the dean of students or Greek advisor if possible, stating that they do not release grades, and
  - The Colony must then provide copies of each member's official grade report including the GPA in order to determine the colonies' scholastic standing and indicating that the member is a currently enrolled student at the institution.

### Recruitment and Retention

Updated synopsis of all recruitment periods since the Declaration of Intent was submitted. The number of men pledged should be at least 75 percent of those bid.

- The Colony must submit any updates to their documented recruitment program.
- The Colony must include a summary of retention since the beginning of colonization (submission of the DOI) including statistics on number of members who have already graduated, those who have voluntarily left the colony, and those who have been suspended or expelled from the group and any reason (list the specific reasons).

### Updated Colony Information

The Colony should include any updates or any additions to programs that were already in place at the time of Phase I submission. The Colony must also include:

- A full list of each active member and his extracurricular activities on campus.
- Any updates to the Alumni Advisory Board must be included.
- Evidence showing that the Colony website has been updated since the Phase I submission.

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### ☐ **Public, Campus, and Community Relations**

The Colony should show significant positive impact on the campus and community and should provide the following as part of their Phase II Report:

- Conduct at least two projects of service to the campus, community, etc., that achieve a significant result, and perform these projects on a continuous basis.
- Evidence (news releases, etc.) should be provided of the Colony's efforts to obtain favorable mention in college or community print or broadcast media.

### ☐ **Alumni relations**

The Colony should show a strong connection with Sigma Chi alumni in the following ways:

- The Colony must publish at least two newsletters to alumni each academic year. Each newsletter must be more than a one-page announcement and must include information pertaining to alumni and current activities of the colony.
- The Colony must conduct a formal program for inviting alumni to return for local chapter ceremonies and participation in special alumni-oriented events.
- The Colony will be required to submit a plan with its Phase II Report which commits to support the establishment of an Alumni Society as defined below within 12 months of installation.
  - ☐ An Alumni Society is a body that is charged with initiating and maintaining contact with all initiated brothers of the chapter once they assume alumni status including encouraging the active chapter to keep regular communication with its Alumni. It may be charged with such tasks as fund raising for the benefit of the chapter or house corporation as required.
  - ☐ The Grand Trustee within the Province is a resource for Colonies in establishing Alumni Societies and should be consulted for support.

### ☐ **Housing**

The Colony must have a determined plan for chapter housing. In the event that the institution does not permit chapter housing or that the Colony deems housing to be not feasible, a statement regarding the Colony's position should be furnished. In the event that fraternity housing is allowed by the university and the Colony is interested in pursuing housing options, the Colony must supply a plan for future housing. The plan should include:

- Near term housing plans including a brief summary of feasible housing options.
- A brief articulation of long term housing goals which touches on issues such as finance and administration.
- A plan to establish and incorporate an embryo house corporation within 12 months of installation, which plan should address the functions of a house corporation.
- The Grand Trustee within the Province is a resource for Colonies in establishing Alumni Societies and should be consulted for support.
- NOTE: The NCDC does not expect every Colony to have plans for chapter housing. Rather, each Colony is expected to have thought about the potential for chapter housing and make a reasoned and detailed statement regarding their desire to pursue chapter housing or to not pursue housing options.

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**Faculty Relations**

The Colony must hold at least one event featuring active engagement with faculty from the institution each school year for the purpose of social, cultural or scholastic association with school representatives.

**Personal Responsibility**

Include an explanation for any disciplinary action taken against an individual brother or pledge, as well as the Colony. Also, include what actions the Colony is taking to alleviate such further issues in the future.

**Finances**

Fiscal responsibility is essential for all Colonies and Chapters, and as such the NCDC will not approve a Colony's Phase II report if they have any current outstanding balance due to Headquarters.

**Alcohol and Drug Awareness**

The Colony must document alcohol and drug awareness programs that they have conducted for both members and pledges. This should include programs in addition to the Crossroads program if completed in Phase 1, and should be regularly conducted to educate members who did not participate in the initial Crossroads program.

- Include a brief written outline of the alcohol and drug awareness program (Note: The Colony must comply with the Risk Management Foundation Policy on Alcohol and Drugs and the Sigma Chi Policy on Alcohol and Drugs as well as any applicable federal, state, local and university relations).
- The Colony must document that 100% of the members have been through alcohol and drug awareness program.

**Leadership Programs**

- The Colony should complete 2 Journey modules during Phase 2.
- By the time of submission of the Phase II, the Colony should have attended Balfour Leadership Training Workshop at least once. The Colony should include a brief summary of lessons learned at BLTW and how those lessons have been applied to their Colony.

**Phase II Processing Fee**

A \$3,500 check for the non-refundable Phase 2 processing fee must be received by Sigma Chi Headquarters before the Phase 2 can be considered by the NCDC.

CONSIDERATIONS FOR AFTER YOUR PHASE II REPORT IS APPROVED:

- Status** – Once your Phase II Report is approved, your Colony will be considered to be in the Formal Petition stage of the colonization process.
- RMF Fee Increase** – Upon entering the Formal Petition stage of colonization, your RMF fees will increase. See the Fee Schedule for specific details.
- Housing** – By this point, the Grand Trustee for the Province should have been in touch with the Colony, the Colony Advisor, and Grand Praetor.
- Installation Planning** – When the Phase II Report is approved, Headquarters Staff and the NCDC will begin discussing potential dates for chapter installation. Colonies are advised to be keenly aware of the timing requirements regarding submission of the Formal Petition prior to a scheduled installation date.

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## Submission of Formal Petition

The Colony may submit a Formal Petition requesting that the Executive Committee consider it for installation into the Sigma Chi Fraternity only after such Colony has completed satisfactorily all of the criteria set by the Phase I and Phase II Reports.

The Colony will present their formal petition on their website. The Formal Petition must also be furnished via email to the NCDC and to Headquarters Staff. Once NCDC has reviewed the Formal Petition and made its recommendation, the Chairman of NCDC will forward the NCDC's recommendation to the Executive Committee for their review and final determination.

**Colonies that are seeking to restore a previously inactive charter for their institution must have their Formal Petition submitted in its entirety to the NCDC at least forty (40) consecutive days prior to the scheduled start of the colony installation.** This allows time for the NCDC to vote as well as the Executive Committee to vote. These Colonies do not require a vote of all undergraduate chapters.

In accordance with ECR 4.03-1 (e), upon the acceptance of the Formal Petition for a newly chartered chapter by the Executive Committee, the Executive Director will submit notification of a call to vote on colony installation to all undergraduate chapters in good standing. The call to vote must be submitted at least forty-five (45) consecutive days prior to the scheduled start of the colony installation. The call to vote can only be sent out to undergraduate chapters in good standing if there are forty-five (45) consecutive days remaining in the respected academic term. The colony must receive a vote in favor of installation from at least 75% of undergraduate chapters who submit a vote. This regulation will not pertain to a colony at a university that has previously hosted a chartered Sigma Chi chapter. **These Colonies are required to submit their Formal Petition to the NCDC at least sixty (60) consecutive days prior to the scheduled start of the colony installation.**

The Formal Petition shall include the following:

- Full Colony Membership List** A list of undergraduate members and alumni of the Colony. This list must accurately correspond with the official letter and membership list provided by the institution. If there are fewer than aforementioned undergraduates currently enrolled, the installation may be delayed unless the NCDC, at its discretion, votes to require an alternative membership benchmark to be met. This list shall include:
  - Full names
  - Addresses, phone numbers, and e-mail addresses
  - Years of graduation
  - Majors of undergraduates
  - Occupations of alumni
  - Those expected to graduate at the end of the semester must be clearly noted
- Formal Petition Processing Fee**  
\$6,500 check for the non-refundable Formal Petition processing fee must be received by Sigma Chi Headquarters before the Formal Petition can be considered by the NCDC.
- Letter from the Institution**  
Letter from the Institution verifying that the group is recognized and it along with all of its members are in good standing with the institution. A full membership list needs to be included in

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this letter. This list must be verified by the institution through submission of a letter on university letterhead noting the names of all members of the interest group and noting that they are each in good standing with the institution. The list must show the following:

- At least 35 undergraduate members or 95% of the average on-campus fraternity chapter size. This membership requirement must be maintained at the time of the installation.
- Include a statement that the Colony and its members enjoy a campus reputation which reflects positively upon Sigma Chi and the institution.
- Grade statistics for the most recent semester(s)/quarter(s) completed during the academic year of the applicants must be included. **This grade report must be current as of the writing of the letter.** These statistics must be compiled and verified by the institution. If the university or college will not release grade statistics, the local must submit:
  - A letter from the dean of students or Greek advisor if possible, stating that they do not release grades, and
  - The Colony must then provide copies of each member's official grade report including the GPA in order to determine the colonies' scholastic standing and indicating that the member is a currently enrolled student at the institution.

#### □ **Finances**

Fiscal responsibility is essential for all Colonies and Chapters, and as such the NCDC will not approve a Colony's Formal Petition if they have any current outstanding balance due to Headquarters. The Colony must provide written verification from a financial institution that the Colony currently has the following amount in their account at the time the Formal Petition was submitted:

- \$6,500 in a savings account when the Formal Petition is submitted to the Executive Committee for installation expenses (to cover the \$6,500 Installation Fee).
- Proof that the Colony has collected \$400 from each alumni listed on the chartering list to cover initiation cost and membership dues.
- \$200 per active undergraduate for initiation fees.
- Approximately \$10,000 for costs related to the installation banquet that the Colony is required to host.

#### □ **Letters of Support**

The Colony must furnish letters of support for their chartering from the following individuals and groups:

- Letter of support from the Grand Praetor.
- Letter of support from the Sigma Chi alumni chapter(s) that has been working with the Colony, if applicable.
- Letter of support from the house corporation, if applicable.
- Letter of support from the Colony Advisor.
- Letter of support from each undergraduate chapter in the province. This letter shall be solicited by the Grand Praetor upon completion of the Formal Petition.

#### □ **House Corporation (if applicable)**

The Colony should provide verification of an established house corporation and compliance with housing requirements if applicable (documents such as non-profit organizational status).

#### □ **Updated Colony Information**

The Colony should include any updates or any additions to programs that were already in place at the time of Phase II submission.

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## **Eligibility for Initiation**

Only those members and pledges of the Colony whose names are submitted with the Formal Petition and approved by the Executive Committee shall be eligible for Initiation as charter members of the newly installed Sigma Chi chapter. To be eligible for Initiation, each member and pledge of the Colony must meet the following applicable criteria:

- Each undergraduate member must currently be a bona fide male student in good academic standing, not enrolled for the sole purpose of establishing membership eligibility, at the college or university specified in the Formal Petition;
- Each undergraduate member must meet the academic requirement for Initiation as stated in ECR 3.07-3;
- Each undergraduate member must have successfully completed the Colony's pledge program, which must be modeled after the pledge program in the Magister's Guide; and
  - Each undergraduate member must have passed the Preparation For Brotherhood Pledge Examinations.
- Each alumnus must have completed the Colony's pledge program while he was a student at the college or university; or must have served or assisted the Colony in an active advisory and supportive manner over time. A record of the involvement of all such alumni members must be filed with the Formal Petition and their inclusion individually approved by the NCDC or Executive Committee.
- Each undergraduate and alumni member shall be current in all financial obligations to the Colony and Sigma Chi Fraternity, including any Colony dues and Fraternity pledge and initiation fees and semi-annual dues;
- Each undergraduate and alumni member must not be or have been a member of any other fraternity of like character to the Sigma Chi Fraternity, specifically a fraternity which is a member of the North-American Interfraternity Conference. This prohibition may be waived by the Executive Committee. This prohibition is not applicable to membership in the Colony fraternity which is petitioning for a Sigma Chi charter
- Each undergraduate and alumnus member shall meet the standards of membership set forth by Founder Isaac M. Jordan, namely, that no man shall be admitted to membership who is not believed to be: a man of good character, a student of fair ability, with ambitious purposes, a congenial disposition, possessed of good morals, and having a high sense of honor and a deep sense of personal responsibility.

## **Acceptance of the Formal Petition**

Formal Petitions submitted for acceptance may be voted upon by the Executive Committee following a thorough review by the NCDC and a positive recommendation. The NCDC shall evaluate the Colony based on the Formal Petition and supporting materials, as well as the benefit to the Fraternity of admitting this Colony and its members into the Sigma Chi Fraternity. The expansion staff will notify the Colony of the Executive Committee's decision.

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## CHAPTER INSTALLATION PROCEDURES

NCDC, in conjunction with the Executive Director and Grand Praetor, will submit a proposed installation date to the Executive Committee. The Grand Consul shall serve as the chief installing officer when available, or should appoint a replacement, and will appoint honorary installing officers. The Grand Praetor will appoint the installing chapter(s). The Executive Committee will designate the new chapter's Greek letter name based on the precedent of following the Greek alphabet in its normal sequence. The Executive Director will assign the expansion staff or an explicitly recruited alumnus to serve as the Installation Director

### Facilities Inspection

The Installation Director will make an evaluation of the installation facilities and the Colony. At this time, the Installation director will make arrangements for the Installation Week, installation ceremonies, and the installation banquet. The Installation Director may recommend a delay in the installation date to the chief installing officer if appropriate facilities cannot be secured or if the Colony no longer meets the petitioning requirements, or has deceived the Executive Committee during its development.

### Preparation for the Installation Program

When the installation date has been finalized, the Colony is responsible for arranging the printing of an installation banquet program. The program shall include the banquet schedule, a list of the installing officers, the new chapter's charter members (both undergraduate and alumni), the installing chapters, and the Headquarters staff involved in the Ritual Bridge and installation. The Colony shall coordinate the completion of the installation banquet program with the installation director. It is the responsibility of the Colony to pay for the installation banquet program.

### General Fraternity Forms and Fees

*Pledge Forms and Fees:* To be eligible for Initiation, a member must be current in all financial obligations to the Colony and to the Sigma Chi Fraternity. If all the appropriate forms (Form 400A and Form 400B) and fees are not received by the Headquarters at least 30 days prior to the proposed start of the Ritual Bridge, the subsequent installation may be delayed by the chief installing officer.

*Initiation Report:* At least one month prior [minimum 21 days] to the proposed installation ceremony, the Magister of the Colony is responsible for completing the Request for Initiation (Form 400C), available online at [www.sigmachi.com](http://www.sigmachi.com) and submitting the required Initiation Fees in accordance with Statute 5.09. The Colony's online username and password can be obtained from Sigma Chi Headquarters. This report must include the names of all Colony members who will be participating in the installation ceremonies. To be eligible for Initiation, each member must be in good standing in all aspects with the host institution. The Request for Initiation (Form 400C) must be submitted at least two weeks prior to the initiation ceremonies. If the Request for Initiation (Form 400C) is not received by the Headquarters two weeks prior to the proposed start of the Ritual Bridge, the installation may be delayed/halted by the chief installing officer.

*Ritualistic Paraphernalia:* At least two weeks prior to the beginning of the Ritual Bridge, the Colony shall submit to the installation director the amount of \$5,000 as payment for the Ritualistic paraphernalia in accordance with ECR 4.03-1.g. The Ritualistic paraphernalia used for the installation ceremonies shall be the property of the newly installed Sigma Chi chapter.

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### Ritual Bridge

The installation director, with the assistance of other Headquarters staff members or alumni approved by the NCDC, will conduct the Ritual Bridge in which every undergraduate Colony member must participate. Alumni members of the Colony are not required to participate in the Ritual Bridge, but they are encouraged to do so.

### Installation Ceremonies and Ritual Director

The chief installing officer (Grand Consul or his appointee), after consulting with the Grand Praetor and the installation director, shall appoint a Ritual director to supervise the installation ceremonies. The Ritual director shall oversee the performance of the Ritualistic portion of the initiation ceremonies by the installing chapter(s) of the province. The Ritual director should be appointed and in place at least one month prior to the proposed installation. He should work closely with the installing chapter(s) to ensure proficiency with all aspects of the Ritual. The ceremonies shall be conducted in compliance with the Sigma Chi Fraternity Ritual, Ritualistic statutes, constitution and Fraternity Statement of Position Concerning Pledge Training and the Ritual. Any issues arising out of the Ritual Bridge or the installation ceremonies shall be brought before the chief installing officer, who shall have the authority to make decisions if such issues are not covered in the above mentioned governing laws of the Fraternity. Upon completion of the installation ceremonies, the members of the Colony shall be members of the Sigma Chi Fraternity and the Colony shall become an active chapter of Sigma Chi.

### Installation Banquet

The newly installed Sigma Chi chapter shall be responsible for hosting an installation banquet to be held in conjunction with the installation ceremonies. The installation director shall provide assistance to the chapter in preparing and conducting the installation banquet. At this banquet, the newly installed chapter shall receive its charter and commendations as appropriate. The chapter shall also be responsible for arranging a photographer for the installation banquet.

### Post-Initiation Training (P.I.T.)

The installation director will conduct a Post-Initiation Training session on the day following the installation ceremonies. At this session, the installation director or another designee of the NCDC shall conduct the first chapter meeting of the newly chartered chapter, at which time all Ritualistic officers shall be installed unless previously installed through the chartering ceremonies outlined in the Ritualistic statutes. Subsequent chapter meetings of the newly chartered chapter shall be conducted under the direction of the chapter's officers in accordance with the Sigma Chi Ritual, Ritualistic statutes, Constitution and the Fraternity's Statement of Position Concerning Pledge Training and the Ritual.

### Post-Installation Support

In the first year after installation, the chapter will be eligible to receive one or two visits from Headquarters staff members or alumni explicitly recruited by the NCDC. One visit could be scheduled to occur during the next Ritual Bridge, and the other could occur after elections so that a proper officer transition can be facilitated. This visit would also serve as a continuation of Post-Initiation Training.

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## DISCIPLINARY PROCEDURES FOR COLONIES

Sigma Chi colonies are expected to remain in good standing with their local institution, locality, alumni, and the NCDC during the colonization process. If a Colony or interest group violates the statutes of the Sigma Chi Fraternity or local institution, they will be immediately served a 7-Day Response letter jointly from the NCDC and Chapter and Member Accountability Committee. For full details on the proceedings of the CAMAC, consult the Sigma Chi SOP.

Additional procedures for colonies and interest groups are described below:

- Prior to submission of the DOI – if a hazing incident occurs prior to the DOI, the NCDC will immediately suspend the colonization. If an alcohol, drug, or other issue related to Colony misconduct occurs prior to a DOI, the NCDC will immediately consider suspension of the colonization.
- Phase I or Phase II – if a hazing incident occurs during Phase I or Phase II with the Colony, the NCDC will immediately suspend the colonization in conjunction with the CAMAC. If an alcohol, drug, or other issue related to Colony misconduct occurs during Phase I or Phase II, the colony will be referred to the CAMAC and be issued a 7-day letter. The CAMAC will recommend actions for the Colony and the NCDC reserves the right to take further actions as deemed necessary.
- Formal Petition - if a hazing incident occurs prior to the installation, the installation will be postponed until a formal investigation conducted by the CAMAC in conjunction with the NCDC. If an alcohol, drug, or other issue related to Colony misconduct occurs prior to installation, the colony will be referred to the CAMAC and be issued a 7-day letter. The CAMAC will recommend actions for the Colony and the NCDC reserves the right to take further actions as deemed necessary. The installation will be postponed until the investigation has been completed.
- The NCDC reserves the right to terminate the Colony's status as a Colony if it determines that the Colony has failed to uphold the standards of the Sigma Chi Fraternity or two years have transpired since the acceptance of the Declaration of Intent. A 2/3 majority vote by the NCDC will be required for termination.

## CHAPTER REHABILITATION AND REACTIVATION

A distinction shall hereby be made between a chapter eligible for rehabilitation and reactivation. The requirements to be eligible for rehabilitation will be as follows:

### Rehabilitation

The Executive Committee must have received express written permission from the host institution, granting permission to reestablish the chapter. The Executive Committee must receive the invitation from the host institution to return in a period of less than three years from the date of suspension. A chapter who qualifies for rehabilitation will be rehabilitated under the guidelines of the *Policy for Rehabilitation of Suspended Chapters* available in the Standard Operating Procedures Manual. The chapter will be rehabilitated at the direction of the Chapter and Member Accountability Committee (CAMAC) and the Executive Committee (EC).

### Reactivation

In the instance that Sigma Chi Fraternity acquires an invitation to return to the host institution in a period of more than three years from the date of suspension, the chapter will be reactivated under the following guidelines.

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The reactivation procedures—that is the procedures with which to reactivate a suspended or inactive charter—is, with several exceptions, identical to the standard expansion procedure. Therefore, the Reactivation Procedures and Guidelines are almost identical to the Expansion Policies and Procedures. For that reason, only those aspects of the policy unique to the reactivation of chapters are reproduced below. For more information on the expansion procedure, please refer to the Expansion Policies and Procedures.

## **Reactivation Procedures**

- Approval of the Institution by the Fraternity** – The New Chapter Development Committee (NCDC) will review and approve colleges and universities at which the reactivation of a Sigma Chi chapter is judged likely to be beneficial to the General Fraternity. The approval of an institution shall be determined by attaching appropriate weight to all factors listed here.
- Earliest Date of Return** – The process to begin selecting new members for a reactivation group cannot begin until all members of the suspended chapter have either left the institution or five years have passed, whichever comes first. Exceptions to the date of return policy may be made by the Executive Committee.
- Causes of the chapter’s charter suspension** – If the causes are not a result of irreversible external factors (i.e. environmental circumstances) then there must be an investigation to determine if any conditions were established by the Fraternity prior to the chapter qualifying for reactivation.
- Outstanding debt** – All outstanding debt owed to the International Fraternity by the previous chapter must be paid in full by alumni before conversations of a return may begin. A specific plan outlining how and when this debt will be paid must be submitted and approved by the Executive Committee.
- Grand Praetor consultation** – Determine if the Grand Praetor is in favor of returning to the institution.
- Approval of the college or university** – Determine if the institution provides an acceptable environment for Greek organizations. Evaluate the recent success or trends within the existing Greek environment. Give special attention to ongoing disciplinary situations affecting existing Greek organizations.
- Alumni chapter** – Determine if there is a functioning Sigma Chi alumni chapter willing to sponsor and support the reactivation.
- Investigating report** – After the NCDC receives the investigating report from the expansion staff, the committee shall consider the desirability of re-establishing Sigma Chi at the school, giving primary consideration to the chances for the chapter’s success in terms of the school’s environment and in view of the potential for a repeat of the problems that originally led to the charter suspension.
- Prioritization** – The selection of institutions that previously hosted a Sigma Chi chapter will be given special consideration.
- Ritual Paraphernalia Purchase** – At least six weeks prior to the beginning of Ritual Bridge, the Colony shall submit payment to the Fraternity Headquarters in the amount of \$5,000 for payment of Ritual Paraphernalia. In the event that the Colony or its alumni are still in possession of prior ritual paraphernalia, the Grand Praetor will need to inspect these items in order to determine whether or not they are in suitable and acceptable condition. If he determines that some or all of these items are acceptable, the Colony may petition the Executive Committee for an exemption from the requirement to purchase new items. Any exemptions will be at the explicit consent of the Executive Committee and will reduce the \$5,000 Ritual Regalia Fee by a proportionate amount.

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## **Sigma Chi Colony Development Fee Schedule**

The Sigma Chi colonization process can be costly. Use this document to assist in your financial planning as you continue on your journey to become a Sigma Chi chapter.

<u><b>Phases</b></u>	<u><b>Colony Cost</b></u>
<b>Declaration of Intent (DOI)</b>	\$500
<b>Phase I</b>	\$2,000
<b>Phase II</b>	\$3,500
<b>Formal Petition</b>	\$6,500
<b>*Installation Banquet</b>	\$10,000 – 15,000

- The \$500 paid during the submission of the Declaration of Intent (DOI) is a processing fee.
- \$5,000 of the Phase 1 and Phase 2 fees is for the chapter's regalia and the additional \$500 is for the chapter's Formal Petition processing fee.
- The \$6,500 paid during the submission of the Formal Petition covers the chapter's Installation fee.

\*Note: The expenses for the banquet vary wildly based on geographic location, venue, and options selected by the local chapter but \$10-\$15,000 is the approximate range that we would recommend.

### **International Fraternity Payments**

<u><b>Fee Description</b></u>	<u><b>Cost per man</b></u>
<b>Pledge Fee</b>	\$100 per man
<b>Initiation Fee</b>	\$200 per man
<b>Membership Dues Payment #1</b>	\$100 per man (due the semester following initiation)
<b>Membership Dues Payment #2</b>	\$100 per man (due the second semester following initiation)
<b>Colony Alumni Initiation Fee</b>	\$400 per man (due before initiation)
<b>*Leadership Programs Fee</b>	\$700 (once a semester)

- The Pledge Fee covers the cost of the Norman Shield and Pledge Pin for new members.
- The Colony Alumni Initiation Fee includes the \$200 Initiation Fee and the \$100 for both semesters following initiation.

\*Note: The Leadership Programs Fee is only paid once a semester and is not a per man fee.

### **Insurance Payments**

<u><b>Phase</b></u>	<u><b>Total Cost</b></u>	<u><b>Cost to the Colony</b></u>
<b>DOI Accepted</b>	\$125 per month (Fraternity pays half)	\$62.50 per month
<b>Phase I Accepted</b>	\$250 per month (Fraternity pays half)	\$125 per month
<b>Phase II Accepted</b>	\$335 per month (Fraternity pays half)	167.50 per month
<b>Formal Petition</b>	\$500	\$500 per month

\*Note: The above financial breakdown is for liability insurance only

\*\*Note: The charges listed are for the colony as a whole as opposed to each individual member

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