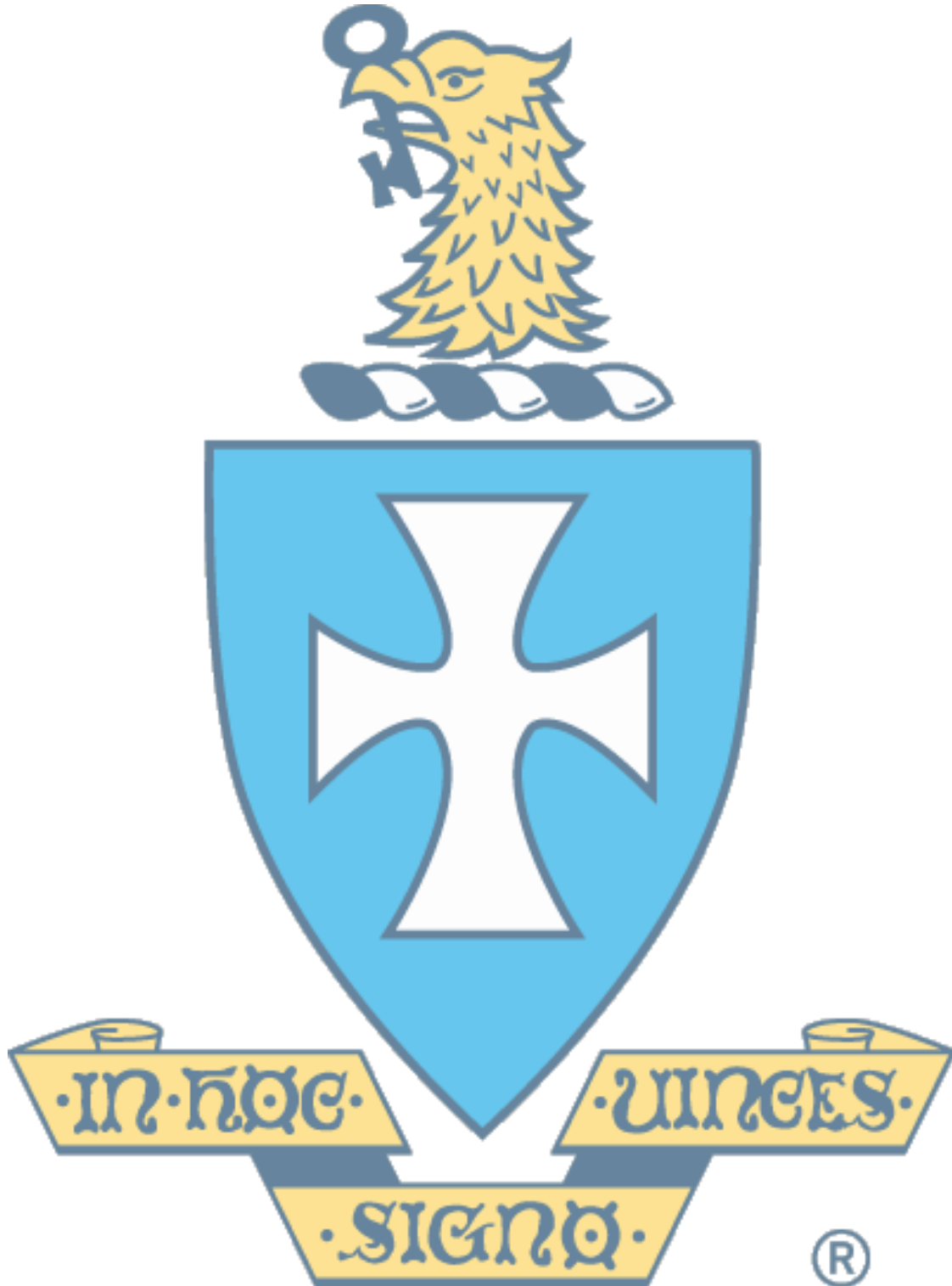


SIGMA CHI FRATERNITY

Expansion and Petitioning Procedures
GUIDE FOR PROSPECTIVE INTEREST GROUPS

Updates to Guidelines Approved by the Sigma Chi Executive Committee 5.13.22



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Message from the New Chapter Development Committee

Greetings,

The New Chapter Development Committee (NCDC) of the Sigma Chi International Fraternity, welcomes your interest in becoming a part of the pre-eminent collegiate leadership development organization!

Our committee is here to support you and provide guidance throughout the expansion process. This guide is a reference to assist you in thinking about your group and its journey to becoming a chapter of Sigma Chi. Note that all interest and active expansion 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 eight committed Sigma Chi alumni who have extensive experience in new chapter development and support. We are here to help you navigate this process successfully to the betterment of your own undergraduate experience and your campus community. Becoming a chapter of Sigma Chi will be an enlightening journey. You will see firsthand that starting a new organization is filled with great challenges as well as exciting opportunities. We look forward to working closely with you as you learn to apply the Sigma Chi principles of Friendship, Justice, and Learning in your daily life.

Among the many resources at your disposal are our outstanding Headquarters staff members. The men listed below typify Sigma Chi's focus on excellence in both their character and deep commitment to helping you learn and grow:

[William Scott](#), Associate Executive Director
[Desmond Robinson](#), Director of Fraternity Growth
[Jorvis McGee](#), Associate Director of Expansion
[Derrick McBee](#), Expansion Coordinator
[Devin Murphy](#), Expansion Coordinator

As you review this document and come to better understand all that you need to accomplish in order to become a chapter of Sigma Chi, remember that there are many brothers ready and willing to support your efforts if you simply ask for their assistance.

We all wish you well as you embark on this exciting journey!

Best regards,

[Ryan Temby](#)
Chairman, New Chapter Development Committee
Sigma Chi International Fraternity

P.S. References throughout this document may refer to other sources, including Executive Committee Resolutions (ECRs), the Standard Operating Procedures (SOPs), and other Fraternity policies. These are available at sigmachi.org or by contacting Headquarters staff.

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Definitions

Alumni Advisory Board: Associate Chapters and Active Chapters require a strong alumni advisory presence to help the group grow. The alumni advisory board for an Associate Chapter must contain at least three members, appointed by the Grand Praetor. We recommend a broad-based advisory board containing a new member education advisor, a financial advisor, a recruitment advisor, a scholarship advisor, a risk management advisor, and a faculty advisor.

Chapter Advisor: The alumni advisor of record who will manage the Alumni Advisory Board and serve as a key role model and supporter for the Associate Chapter during the expansion process.

Associate Chapter: An interest group that has been approved by the Sigma Chi Executive Committee (EC). Associate Chapters are permitted to use the Sigma Chi likeness and wordmark with the permission of the Sigma Chi Fraternity International Headquarters. Associate Chapters also begin paying for and receiving general liability insurance coverage under the Risk Management Foundation.

Declaration of Intent (DOI): The first official document submitted in the expansion process. The DOI expresses the intent of an interest group to become an Associate Chapter of Sigma Chi.

Formal Petition: The document that an Associate Chapter submits making the case for their readiness for chapter installation and seeking final approval from the Fraternity. The Formal Petition needs to be approved by the NCDC, then by the EC, and in the case of an entirely new charter, is subject to a full vote of all the undergraduate chapters of Sigma Chi.

Grade Report: During the expansion process, groups are periodically 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 Fraternity and Sorority Life (FSL) Advisor or another authorized university representative that the information is accurate.

Grand Praetor: Regional governor responsible for management of a “province” or geographical subdivision of Sigma Chi. Grand Praetors provide oversight of undergraduate and alumni chapters in their assigned area.

Grand Trustee: Volunteer alumnus responsible for managing and guiding chapter housing corporations within their assigned geographical area. The Grand Trustee serves as a resource for an Associate Chapter if it wishes to pursue and develop a plan for chapter housing.

Interest Group: Term for a group of men established for the sole purpose of becoming an Associate Chapter of The Sigma Chi Fraternity or an extent local fraternity group seeking affiliation with the Sigma Chi Fraternity. Associate Chapters are interest groups that have been approved by the EC to participate in the Associate Chapter development process.

New Chapter Development Committee (NCDC): The group of members appointed by The Sigma Chi International Fraternity to manage the growth and development of the international organization and its expansion process. The NCDC will assign a representative to every associate chapter to support them throughout the process and provide valuable insight and advice.

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

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Beginning the Process

Institutional Viability Assessment

The New Chapter Development Committee (NCDC), under the direction of the Executive Committee (EC), reviews and approves colleges and universities for expansion. Institutions may be nominated by interested Sigma Chi undergraduates, alumni, or an existing group of unaffiliated students at a university that wish to affiliate with Sigma Chi. The interested person or people should contact a member of the expansion staff or a member of the NCDC. The NCDC will then evaluate the institution(s) to determine its viability. Once the institution is placed on the approved institution list, Sigma Chi will work with the Fraternity and Sorority Life (FSL) staff to discuss the possibility of starting or associating with a chapter on the desired campus.

* Please note that it is not guaranteed the university will be open for expansion at the requested time, but Sigma Chi will submit an interest letter to all institutions on the approved list to be notified when the institution opens for expansion.

The process for starting or restarting a chapter with no prospective new members, often referred to as a New Chapter Initiative (NCI), is different from starting the process with an interest group and will consist of the following:

New Chapter Initiative (NCI)

If a university from the approved institution list sends out an invitation for expansion via the North American Interfraternity Conference (NIC) or directly contacts Sigma Chi HQ with an expansion opportunity, the Director of Expansion will submit an application and follow the expansion guidelines as outlined by the institution. If Sigma Chi is selected to expand, the Director of Expansion will work with the FSL staff to determine the best time for the new expansion effort to take place and notify all interested parties.

An NCI can also start by reaching an agreed upon return date via a memorandum of understanding/agreement with an institution where Sigma Chi previously hosted a charter. However, if the agreement does not explicitly state that Sigma Chi can begin recruitment efforts upon that date, the director of expansion may have to follow the institution's expansion process which can include an application submission, presentation, and no guarantee that Sigma Chi will be invited to expand. This process is called reactivation, it is used to reactivate a suspended or inactive charter, but with several exceptions, it is identical to the standard expansion process. To see the information that is unique to the reactivation process please consult [the Reactivation Procedures](#) on the last page of these guidelines.

During an NCI, an expansion team of two or more Sigma Chi staff members will spend a minimum of six-weeks recruiting and training the new members of the Associate Chapter. At the conclusion of the recruitment effort, the new member education program will start immediately, and a **Declaration of Intent should be submitted no longer than 30 days** after the start of the new member education period or the group could face action including but not limited to: the halt of their expansion process. The initial recruitment and training period will be followed by two, week-long visits conducted in the same semester.

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Interest Group

An interest group is a group of unaffiliated men that have come together with the sole purpose of becoming an Associate Chapter of Sigma Chi, or an extent local fraternity group that is seeking association with Sigma Chi.

Exploratory Visit

Once an institution is found to be viable, the Sigma Chi expansion staff will visit campus and conduct an exploratory visit which will consist of meeting with the FSL staff, Interfraternity Council (IFC) officers, potential alumni advisors, and undergraduate students. The purpose of these visits are:

1. To explore, vet, and potentially recommend the interest group membership to the NCDC and the EC while also explaining the responsibilities of associating with the Sigma Chi Fraternity.
2. To begin the development of a formal and collaborative partnership with the university/college administration and IFC.
3. To provide information about the Sigma Chi Fraternity and its expansion process to the university/college partners.
4. To discuss and setup details about future communication and the possible expansion effort.

If it is determined that an association between the two parties would be beneficial, then the interest group can seek official recognition from the General Fraternity by submitting a Declaration of Intent (DOI). Only upon the approval of the DOI, by the NCDC and EC, can the recognized group move forward in the expansion process.

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Declaration of Intent

The Declaration of Intent (DOI) expresses the intent of an interest group to become an Associate Chapter of Sigma Chi. Additionally, the Declaration of Intent is designed to demonstrate that an interest group has the support of the institution, provincial leadership, and local alumni. A DOI must be submitted via email in PDF format to an HQ expansion staff member, who will then deliver it to the NCDC. To ensure that a high-quality submission is made, the interest group should work with their NCDC representative and an expansion staff member prior to submitting a DOI for the Fraternity's approval.

CHECKLIST OF ITEMS TO INCLUDE IN THE DECLARATION OF INTENT

- **Formal Declaration of Intent Letter**
 - The formal letter from the interest group should express:
 - Their interest in becoming an Associate Chapter of Sigma Chi,
 - The reason for forming as an interest group, and
 - The vision and goals for the Associate Chapter.
 - This letter should not exceed one page in length.
- **Statement of Understanding**
 - The interest group must provide a statement confirming that they have read, understand, and agree to abide by each of the following:
 - [The Fraternity Code of Conduct](#),
 - [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 Risk Management Foundation Policy](#), and
 - [The Mission Statement](#)
- **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 requesting names that are Sigma Chi + one additional Greek letter. (Ex: Sigma Chi Alpha, Sigma Chi Omega, etc.)
- **Letter from the Institution**
 - This letter must be on university letterhead, and it should include:
 - The names of all the members of the interest group (verifying that they are enrolled in the institution),
 - And confirming that each member is in good standing with the institution.
 - If the institution does not recognize fraternities, the DOI should include a page that explains the school policy along with supporting documentation.
- **Chapter Roster**
 - This list must match the verified roster of the institution and show the following:
 - A membership of at least 15 members or 50% of the average on-campus fraternity size. (**Interest Group requirement ONLY**)
 - Full names, local & home addresses, phone numbers, email addresses, grade, major(s), and chapter positions (if applicable).
- **Alumni Advisory Board**
 - A list of the alumni advisory board members should be shared, including:
 - Full names, advisory board positions, addresses, phone numbers, and email

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addresses.

- The Chapter Advisor must be indicated on this list.
- **Letter of Support from the Grand Praetor**
 - The Grand Praetor should write a letter in support of the operation and viability of the Associate Chapter.
 - The letter should also pledge his commitment to mobilize the resources, undergraduates, and alumni chapters of the province in supporting the development of the Associate Chapter through installation.
- **Interest Group Bylaws**
 - Model bylaws will be provided by the Headquarters expansion staff.
 - A copy of these bylaws must be submitted with the DOI.
- **Declaration of Intent Processing Fee**
 - \$1,000 check for the non-refundable DOI processing fee must be received by Sigma Chi Headquarters before the DOI can be considered by the NCDC.

DOI APPROVAL

- Once the DOI is approved, the interest group can officially be considered an Associate Chapter of Sigma Chi.
- The newly recognized Associate Chapter members may start the Preparation for Brotherhood pledge education program.

AFTER DOI APPROVAL

- **Liability Insurance** – Associate Chapters must obtain liability insurance coverage that names the Sigma Chi Fraternity as an additionally insured entity in accordance with ECR 6.02-i-4, **within 30 days after the submission of the Declaration of Intent.** [The Risk Management Foundation \(RMF\)](#) will provide coverage at a rate of \$150 per member, per year as displayed in the Associate Chapter Fee Schedule. All approved Associate Chapters will be charged for RMF coverage effective on the date of the DOI approval.
- **Supplies from Headquarters** – Each Associate Chapter will receive:
 - A [Norman Shield](#) and a pledge pin from Headquarters for each member after the \$100 per man pledge fees are paid.
 - The [Magazine of Sigma Chi](#) on a quarterly basis.
- **Member Reporting** – The Expansion Coordinator or Alumni Magister must enter the new members into the Chapter System upon the approval of their DOI. The Associate Chapter members must **claim their accounts, within 24 hours, and the Associate Chapter must pay the \$100 pledge fee for each of its new pledge members 10 days after the Formal Pledging Ceremony.**
- **Personal and Group Accountability** – The Associate Chapter must not be on any kind of probation at any time during its expansion process. If an Associate Chapter is placed on probation, they will undergo disciplinary procedures as outlined in [the Disciplinary Procedures](#) of these guidelines. This will include a mandatory meeting with the Chapter and Member Accountability Committee (CAMAC) and could result in the suspension of the Associate Chapter.
- **Expansion Support Visits** – The Associate Chapter will be eligible to receive two to three visits per academic semester from their Expansion Coordinator and may also receive some visits from an alumnus recruited by the NCDC. The Grand Praetor will also provide regular assistance to the Associate Chapter.

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ON-SITE ORIENTATION AND SUPPORT

First Semester

Throughout the four-week recruitment period for an NCI, the expansion team will start holding brotherhood events and team building activities. The final two weeks of the six-week NCI process, will serve as the starting point for an interest group, that has had a DOI approved, as this period is the beginning of the orientation process. In the same semester, the Associate Chapter will receive two additional week-long visits, furthering their orientation. The expansion team in collaboration with the alumni advisory board will begin orienting the Associate Chapter members on the following:

1. Completing any steps required by the school to become a registered student organization.
2. Building a positive chapter culture and brotherhood by hosting brotherhood events and team building activities.
3. Instructing the new members in the manner of conducting efficient and proper chapter meetings.
4. Launching the new member education program, Preparation for Brotherhood (P4B), that will familiarize the membership with the history, values, ideals, and programs – as well as understanding Sigma Chi’s commitment to the Greek-letter world, campus, and community.
5. Introducing the officer roles, duties, and responsibilities to the individual members of the Associate Chapter.
6. Overseeing the election of the initial officers and familiarizing them with all the Sigma Chi resources, systems, and their advisory board counterparts.
7. Instructing the new officers in the manner of conducting productive executive committee meetings.
8. Introducing the Associate Chapter executive committee to the strategic planning process.
9. Establishing chapter dues, budgets, and financial literacy.
10. Establishing an open and collaborative, working relationship between the Associate Chapter, alumni advisory board, and institution FSL staff.
11. Assisting the Associate Chapter with integrating into the IFC.
12. Implementing a foundation of accountability by having the entire membership engage in the Sigma Chi Leadership Institute’s (SCLI) Values Based Decision Making (VBDM) core curriculum and True Brotherhood hazing prevention elective.
13. Developing the entire membership’s values-based recruitment skills by introducing the Mission 365 recruitment core curriculum.
14. Plan and participate in the Associate Chapters first community service event.

Second Semester

In the second operational semester, the Associate Chapter will receive two 3–5-day development visits from the expansion staff, one of which will be focused on recruitment, and one that will be focused on the areas of improvement identified through conversations with the undergraduate executive committee. Typical development visits have been focused on areas such as strategic planning, brotherhood/culture development, risk management, and other area aspects of effective chapter operations.

The Associate Chapter will also receive two educational visits from a Sigma Chi Leadership Institute (SCLI) certified facilitator: One will address sexual disrespect and assault and is called Healthy

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Relationships, and the second will teach proactive and positive decision-making skills in environments where the use of alcohol is present and is called Drinking Smart.

Following Semesters

In the following semesters, the Associate Chapter will continue to focus on the chartering expectations, receive two 3-5-day development visits from the expansion staff, and two educational visits focused on the curriculum within the [SCLI Transformational Leader program](#).

*The Associate Chapter will also participate in all provincial and international educational conferences and workshops that are held throughout its existence as an organization.

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The Path to Chartering

Chapters in Sigma Chi are encouraged to not just settle at being good, but instead are pushed to “Expect More.” Associate Chapters are introduced to this concept through the expectations of The Expect More Program. The expectations within The Expect More Program are meant to introduce Associate Chapters to the difficult, but achievable, standards of performance that Sigma Chi expects from its active chapters in all their major areas of operation and programming, as they pursue the Fraternity’s highest distinction, The Peterson Significant Chapter Award.

By utilizing the Fraternity’s standards of excellence as the basis of the expectations for chartering, Sigma Chi can build a culture that Expects More and transitions Associate Chapters into active status with the confidence that they embody the dedication, idealism, and achievement we seek throughout our membership. When an Associate Chapter exhibits excellence in all operational and programming categories, as documented through the annual reporting process, it will receive recognition as “installation ready,” triggering the appointment of a Recommending Officer. The Recommending Officer will visit campus and personally evaluate the Associate Chapter before making the final recommendation for installation to the NCDC, who will then allow the Associate Chapter to submit a Formal Petition to be considered by the EC. Additionally, the Associate Chapter will be eligible for the highest Associate Chapter award, The Varela Award and will earn progress towards The Peterson Significant Chapter Award upon chartering.

On average, the path to chartering has taken Associate Chapters 18-24 months to complete. However, the time of completion is ultimately up to the commitment and dedication of the undergraduate members to developing exceptional chapter practices and a positive culture within their brotherhood. Associate Chapters should use the standards and expectations within The Expect More Program to achieve operational excellence across all categories and as a guide to progress towards earning a charter.

The Expect More Program

Sigma Chi Associate Chapters are evaluated on a total of fourteen categories which are assessed throughout their quest to become an operationally excellent chapter, including:

- Chapter Operations
- Recruitment
- Pledge Education
- Member Education and Development
- Scholastic Performance
- Alumni Relations
- Risk Management
- International Fraternity Relations
- Campus Engagement
- Financial Responsibility
- Philanthropy and Community Service
- Conduct and Accountability
- Chapter Culture
- Housing (If Applicable)

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1. *Expecting More in Chapter Operations*

Expectations

- The chapter meets or exceeds the average chapter size on campus.
- The chapter regularly conducts weekly chapter meetings that utilize literary exercises and candle passes to strengthen its brotherhood.
- The chapter's executive committee regularly conducts weekly meetings to handle business and shares reports with its membership.
- Officer manuals detailing officer roles, responsibilities, policies, and procedures are maintained for each office. The manuals should be updated regularly and passed down to incoming officeholders to ensure effective officer transitioning.
- The chapter utilizes a committee structure that provides support for each officer and the committees meet at least monthly to discuss chapter business in their area of responsibility.
- Minutes for all executive committee and chapter meetings are distributed to all members and advisors.
- The chapter utilizes Robert's Rules of Order to conduct its chapter meetings.
- The chapter maintains a current set of bylaws and reviews them annually.
- The chapter conducts an officer transition program or retreat for new officers.

Required Documentation

- Chapter bylaws, with notated edits (if any)
- Chapter committees and rosters
- Officer manuals

2. *Expecting More in Recruitment*

Expectations

- The chapter has displayed healthy growth through its recruitment efforts.
- The chapter maintains a 365-day recruitment philosophy and practices diverse, values-based recruitment.
- The chapter builds and maintains a list of potential new members exhibiting the characteristics we seek in Sigma Chi.
- The chapter makes an effort to involve alumni in the recruitment process.
- The chapter adheres to all applicable recruitment regulations including conducting recruitment without the use of alcohol.
- The chapter conducts practice recruitment sessions in order to enhance the social skills and capabilities of its members.
- The chapter has established practices to accept and consider potential new member referrals, including from active brothers and alumni.
- The chapter conducts individual interviews with potential new members in order to get to know them.
- The chapter articulates new member expectations, academic, and financial obligations before extending bids.

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- The chapter can articulate the type of men that it seeks during recruitment and how they identify these students before and during the recruitment process.

Required Documentation

- Chapter 365-day recruitment program/plan
- Chapter recruitment objectives/goals
- Chapter Mission 365 attendance sheet with facilitator confirmation

3. *Expecting More in Pledge Education*

Expectations

- The chapter crosses over 100% of the pledges that accept bids (excluding those that are de-pledged due to disciplinary reasons).
- The chapter informs all pledges of the expectations of the Preparation for Brotherhood program and the Membership Commitment Statement.
- The chapter conducts a maximum 5-week, Preparation for Brotherhood program as designed by the Sigma Chi Leadership Institute.
- The chapter invites alumni and university officials to meet with the pledges and/or participate in P4B.
- The chapter ensures that all pledges have met their financial obligations before crossing into active membership.
- The chapter distributes at least one letter – reviewed in advance by HQ staff – to parents regarding pledgship.

Supporting Documents

- List of expectations that was given to pledges
- Letter that was sent to the parents of pledges
- List of pledge fees collected with date(s) of payment

4. *Expecting More in Member Education and Development*

Expectations

- All required executive committee officers (Consul, Pro Consul, Quaestor, Magister, Recruitment Chairman, and Risk Manager) attended the Sigma Chi Officer Training Academy.
- The chapter sends at least 3 members to the Krach Transformational Leaders Workshop.
- The chapter sends at least 5 members, or the recommended number set by the Grand Praetor, to the annual province conference.
- The chapter has requested or completed the Mission 365 Recruiting Men of Character Micro Certificate.
- The chapter has requested or completed the True North Certificate.
- The chapter has requested or completed the Living Well curriculum.
- The chapter has requested or completed the Risk Essentials program (Delivered by the Risk Management Foundation.)

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- The chapter attends campus or Interfraternal educational programs such as UIFI, IMPACT, and officer training programs.
- The chapter has requested or participated in an officer transition visit with its expansion coordinator.

Required Documentation

- Verification of all requested and completed Sigma Chi curriculum and programs by the facilitator or expansion coordinator.
- Verification of all completed university educational and leadership programs by the facilitator.

5. *Expecting More in Scholastic Performance*

Expectations

- The chapter earned a GPA above the all-men's and all-fraternity average.
- The pledge class earned a GPA above the all-fraternity pledge class average.
- The chapter set a minimum cumulative GPA for pledges to join that is in line with or above the General Fraternity requirement of a 3.0 out of high school or a 2.5 in college.
- The chapter set a minimum cumulative GPA for active members to remain in good standing that is in line with or above the General Fraternity requirement of a 2.5.
- The chapter set a minimum cumulative GPA for officers that is higher than that of the general members.
- The chapter encourages and endorses its membership to pursue honor programs and academic honor societies.
- The chapter has a written scholarship plan with defined chapter goals, incentives and recognitions for members that do well scholastically, and ways to connect members to campus and Fraternity resources to improve academic performance regardless of current ability.
- The chapter scholarship plan explains how the members that are struggling academically will be held accountable and how the scholarship committee and Faculty/Scholarship Advisor will individually support them to improve their grades.

Required Documentation

- Chapter grade report for active members and pledges from the previous semester
- Chapter scholarship plan
- Report from Faculty/Scholarship Advisor on their involvement with the chapter

6. *Expecting More in Alumni Relations*

Expectations

- The chapter maintains an alumni email distribution list that receives at least one (1) update email per month on the chapter's operations.
- The chapter maintains an active website that includes content for alumni.
- The chapter has a positive and active social media presence with sites that are updated and maintained regularly.
- The chapter responds promptly to all alumni communications including those that recommend

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legacies for recruitment.

- The chapter produces and distributes at least four newsletters aimed at alumni each academic year.
- The chapter submits at least three entries to The Magazine of Sigma Chi – Campus Chronicles.
- The chapter hosts at least two alumni events each academic year.
- The chapter works with its alumni to conduct at least one networking event each academic year.
- The Chapter Advisory Board is active and multiple advisors regularly attend chapter meetings.
- The chapter hosts at least one event targeted towards parents/families.

Required Documentation

- Copies of chapter communication (emails and newsletters) with alumni
- Social media write up of the hosted alumni events
- Calendar or dates of planned/hosted alumni events
- Chapter website and social media handles

7. *Expecting More in Risk Management*

Expectations

- The chapter has a detailed risk management plan that ensures that all Fraternity-related-or-sponsored activities are in compliance with all applicable federal, state, provincial, and local laws.
- The chapter risk management plan should also conform to all regulations, codes of conduct, standards or policies that are or may be established by the host university/college.
- The chapter should develop crisis management protocols with a well-maintained emergency contact list.
- The chapter reviews and educates its members on the risk management plan and crisis management protocols at the beginning of each academic semester.
- The chapter maintains a list of members that are trained in CPR and First Aid and takes under advisement any specially reported medical needs such as rescue inhalers or epi pens.
- The chapter utilizes a third-party vendor and provides non-alcoholic beverages and food at social functions where alcohol is present.
- The chapter has not violated any of the policies of the host institution, Sigma Chi Fraternity, or [Risk Management Foundation](#).

Required Documentation

- Chapter comprehensive risk management plan
- Chapter crisis management protocols with up-to-date emergency contact information
- Letter from the university/college FSL Advisor or Chapter Coach stating that the chapter has not been cited in violation of any policies in the past year.

8. *Expecting More in International Fraternity Relations*

Expectations

- The chapter interacts with other Associate Chapters and active chapters within the province and/or Fraternity.

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- The chapter sends a representative to Grand Chapter.
- The chapter regularly updates and communicates with the Grand Praetor.
- The chapter regularly updates and communicates with its Expansion Coordinator.

9. *Expecting More in Campus Engagement*

Expectations

- The chapter actively assists its members in becoming involved in other student organizations and campus programs.
- The chapter has at least 90% of its membership involved in other student organizations.
- The chapter has members that serve as officers in other student organizations.
- The chapter regularly sends representatives and displays a high-level of involvement in campus-sponsored and IFC-sponsored activities and leadership programs.
- The chapter has received recognition for its involvement on campus through the university/college or IFC awards program.
- The chapter sponsors or host at least one campus-wide event or program.
- The chapter has developed a positive relationship and regularly communicates with its FSL advisor or chapter coach and other campus administrators.
- The chapter sponsors or host at least two university/college faculty and staff appreciation events in an academic year.
- The chapter regularly has a representative attending IFC meetings.
- The chapter co-hosts at least 2 events, an academic year, with non-IFC or NPC organizations.

Required Documentation

- Chapter roster of members with extracurricular activities and officer positions held
- Social media write up of the chapter sponsored or hosted campus-wide event or program
- Social media write up of the chapter sponsored or hosted university/college faculty and staff appreciation event

10. *Expecting More in Financial Responsibility*

Expectations

- The chapter operates on an annual/semester budget structure and its accounts payable and accounts receivables are less than five percent.
- The chapter tracks all financial records electronically.
- The quaestor, financial committee, and financial advisor distribute written, itemized invoices for dues at the beginning of each academic semester and remind members of their financial obligation.
- The chapter offers payment plans for its members.
- The chapter has a financial discipline policy for members that become financially delinquent that includes suspension or expulsion.

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- The chapter has no outstanding fees owed to the General Fraternity or Risk Management Foundation past 30 days.
- The chapter maintains a savings account to cover the \$6,500 installation fee.
- The chapter collects \$500 per member for their initiation fees and places it into their savings account until initiation.
- The Quaestor produces monthly income statements and balance sheets.
- The chapter has its financials audited every year by a person or company that is not a member of the chapter.
- The Quaestor, financial committee, and financial advisor file and maintain all chapter tax forms (e.g., for U.S.-based chapters, IRS Form 990 for tax-exempt organizations).
- It is recommended that the chapter utilizes an outside financial service to collect dues (e.g., GreekBill, certified CPA, etc.).

Required Documentation

- Copy of the chapter annual/semester budget(s)
- One copy of the written invoice that was distributed to members at the beginning of each academic semester.
- Copy of a dues payment sheet with collection dates for all members and pledges
- End of year/semester financial statements
- Copy of tax documents

11. Expecting More in Philanthropy and Community Service

Expectations

- The chapter host at least one philanthropic event, an academic year, benefitting the Huntsman Cancer Foundation.
- The chapter tracks the contributions that are made to the Huntsman Cancer Foundation.
- The chapter host at least one philanthropic event, an academic year, benefitting a local philanthropy.
- The chapter tracks the contributions that are made to local philanthropies.
- The chapter conducts at least four community service events an academic year.
- The chapter participates in a community service event on or near September 15th, which is recognized as The Merlin Olsen Day of Service throughout Sigma Chi.
- 100% of the chapter membership completes at least seven hours of community service each academic semester.
- The chapter host a joint community service or philanthropy event with another campus student organization.

Required Documentation

- Social media write ups for all service-oriented chapter events
- Attendance list of all community service events with the service hours per member for each event
- Social media write up of joint community service or philanthropy event
- Social media write ups for all philanthropic events and a list of the non-profits that the funds were

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donated to

12. *Expecting More in Conduct and Accountability*

Expectations

- The chapter Judicial Board utilizes the judicial process in the bylaws to hold members accountable for their actions.
- The chapter Judicial Board documents all member trials and disciplinary sanctions.
- The Pro Consul, or another member of the Judicial Board, reviews and educates the members of the chapter on the bylaws and judicial process at the beginning of each semester.
- The chapter bylaws are up to date.
- The chapter documents all approved changes to the chapter bylaws.
- An advisor is present at all Judicial Board meetings and hearings.

Required Documentation

- A list explaining all disciplinary action taken against any active chapter members, pledges, or the chapter by the chapter Judicial Board, CAMAC, or university/college
- A list of all approved changes to the chapter bylaws.

13. *Expecting More in Chapter Culture*

Expectations

- The chapter can explain how it supports the development and growth of its members as men and leaders.
- The chapter has accountability measures in place to hold officers accountable to the roles and responsibilities they have voluntarily taken upon themselves.
- The chapter provides a welcoming and collaborative environment for members of diverse backgrounds and viewpoints.
- The chapter can explain what is meant by true brotherhood and what sets it apart from mere friendship and association.
- The chapter and its members demonstrate resilience in the face of adversity, maintaining a positive outlook and working to overcome challenges in life and on campus.
- Chapter members exhibit depth of character and can describe how specific acts of community service and philanthropic giving have made them feel what they have learned in serving others.
- The chapter and its members show maturity and personal responsibility, owning up to mistakes and actively working to understand and improve on shortcomings.

14. *Expecting More in Housing (If Applicable)*

Expectations

Associate Chapters are not allowed to live in chapter houses until after they are installed. However, proposals may be submitted to the Executive Committee for an Associate Chapter to use an existing house or lodge for recruitment and meeting purposes.

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Established House Corporation that owns or has owned Property:

- The chapter can provide verification of an established house corporation and compliance with housing requirements. (ex: non-profit organization document)
- It is recommended that the chapter has an alcohol-free housing policy for any structure that is considered to be the chapter house.

Plans to Pursue Housing

- If an Associate Chapter is interested in pursuing housing, it must first consult with [Constantine Housing Initiative \(CHI\)](#) and its Grand Trustee.
 - It must supply a plan that includes:
 - A brief articulation of long-term housing goals which touch on the issue of finance and administration.
 - A plan to establish and incorporate a house corporation within 12 months of installation, which should also address the function of the house corporation.
- If the chapter does not have a structure considered to be the chapter house, it utilizes a 3rd party location with professional bartenders and security.

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Submission of Formal Petition

The Associate Chapter may submit a Formal Petition requesting installation into the Sigma Chi Fraternity only after being deemed “Installation Ready” through the chartering expectations, and upon the recommendation of the Recommending Officer to the NCDC.

The Formal Petition must be submitted via email in PDF format to a Headquarters expansion staff member who will forward it to the NCDC. Once the NCDC has reviewed the Formal Petition, the Chairman of the NCDC, will forward the recommendation to the Executive Committee for their review and final determination.

In accordance with ECR 4.03-1 (f), upon the approval 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 the Associate Chapter’s 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 Associate Chapter’s installation.** The Associate Chapter must receive a vote in favor of installation from at least 75% of the undergraduate chapters that submit a vote. **These Associate Chapters are required to submit their Formal Petition to the NCDC at least sixty (60) consecutive days prior to the scheduled start of the Associate Chapter installation.** This regulation will not pertain to those Associate Chapters that are at institutions where Sigma Chi previously hosted a charter.

Associate Chapters **that are seeking to restore a previously inactive charter for their institution must have their Formal Petition submitted to the NCDC at least forty (40) consecutive days prior to the scheduled start of the Associate Chapter’s installation.** This allows time for the NCDC and Executive Committee to vote. These Associate Chapters do not require a vote of all undergraduate chapters.

CHECKLIST OF ITEMS TO INCLUDE IN THE FORMAL PETITION

- **Formal Petition Letter**
 - A formal letter to the NCDC and EC requesting consideration for a charter.
- **Full Active Associate Chapter Membership List**
 - The full Associate Chapter should include:
 - An active undergraduate membership of at least 35 members or 95% of the average on-campus fraternity size)
 - Full names (must accurately reflect the names on the official institution membership list)
 - Addresses, phone numbers, and email addresses
 - Years of graduation
 - Major(s)
 - Identification of those that expect to graduate at the end of the current academic semester
- **Associate Chapter Alumni List**
 - This list must include the names of all the alumni that have graduated after being active members of the Associate Chapter.
 - Addresses, phone numbers, and email addresses
 - Occupations

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- **Letter from the Institution**
 - This letter must be on university letterhead, and it should include:
 - The names of all the members of the Associate Chapter.
 - Verification that the group is recognized, and its individual members are in good standing with 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.**
 - If the university **will not** release grade statistics, the Associate Chapter must submit:
 - A letter from the Dean of Students or FSL Advisor, if possible, stating that they do not release grades, and
 - The Associate Chapter should provide copies of each member's unofficial grade reports, including their cumulative GPA, in order to determine the Associate Chapter's scholastic standing and indicating that the member is currently enrolled at the institution.
- **Finances**
 - Fiscal responsibility is essential for all Associate Chapters and Active Chapters, and as such the NCDC will not approve an Associate Chapter's Formal Petition if they have any current outstanding debt to Headquarters or RMF.
 - The Associate Chapter must provide written verification from the financial institution that houses their account with the following:
 - A minimum of \$6,500 in a savings account to cover the Associate Chapter's Installation fee.
 - Approximately \$10,000 for costs related to the installation banquet that the Associate Chapter is required to host.
 - A payment sheet displaying that the Associate Chapter has collected \$500 per undergraduate member to cover their initiation fees.
 - A payment sheet displaying that the Associate Chapter has collected \$500 per Associate Chapter alumni to cover their initiation fee and General Fraternity membership fees.
- **Letters of Support**
 - The Associate Chapter must submit letters of support for their chartering from the following:
 - Letter of support from the Grand Praetor.
 - Letter of support from the Chapter Advisor.
 - Letter of support from each of the undergraduate chapters in the province. This letter shall be solicited by the Grand Praetor and provided to the Associate Chapter for inclusion in the Formal Petition.
 - Letter of support from the Sigma Chi alumni chapter president(s) that have been working with the Associate Chapter, if applicable.
 - Letter of support from the House Corporation president, if applicable.
- **House Corporation (If Applicable)**
 - The Associate Chapter should provide verification of an established house corporation and compliance with housing requirements, if applicable.
 - Ex: Documents such as non-profit organizational status
- **Charter Roster**
 - The Associate Chapter should include a charter roster template with the alumni and active member names in the order that they would like for them to appear on the official charter. **"To Inspire and Empower Our Brothers to Positively Impact the World"**

- This template will be provided by the Associate Chapter's expansion staff member.

MEMBER ELIGIBILITY REQUIREMENTS FOR INITIATION

Only those members and pledges of the Associate Chapter whose names are submitted with and approved on the Formal Petition 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 Associate Chapter must meet the following 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 institution 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 Preparation for Brotherhood program.
- Each alumnus must have completed the Preparation for Brotherhood program while he was a student at the institution or must have served or assisted the Associate Chapter 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 and Executive Committee.
- Each undergraduate and alumni member shall be current in all financial obligations to the Associate Chapter and the Fraternity, including any Associate Chapter dues and Fraternity pledge, initiation, or semi-annual fees.
- 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.
- 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

Upon the approval of the Formal Petition by the Executive Committee, the expansion staff will notify the Associate Chapter, Grand Praetor, Chapter Advisor, House Corporation (if applicable), and FSL staff.

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CHAPTER INSTALLATION PROCEDURES

Date Proposal

The NCDC, in conjunction with the Executive Director and Grand Praetor, will submit a proposed installation date to the Executive Committee.

Chapter Greek-Letter Designation

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.

Installation Roles

- **Chief Installing Officer**
 - Shall be the Grand Consul when available, or he will appoint a replacement.
- **The Ritual Director**
 - The Grand Consul, after consulting with the Grand Praetor, Ritual Committee, and installation director, shall appoint a Ritual Director to supervise the installation ceremonies.
 - The Ritual Director should be appointed and in place at least one month prior to the proposed installation.
 - The Ritual Director shall oversee the performance of the Ritualistic portion of the initiation ceremonies by the installing chapter(s) of the province.
 - 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 statues, constitution and Fraternity Statement of Position Concerning Pledge Training and the Ritual.
- **The Grand Praetor**
 - Shall appoint the installing chapter(s) and participating alumni or Ritual Team.
 - Ensure that the chapters in the province are aware of the installation, deliver his expectations for their participation in the installation, and details surrounding the banquet.
 - Recommend a list of alumni, undergraduates, and/or installing chapter(s), to receive a Grand Consul Citation or Certificate of Appreciation.
- **The Chapter Advisor**
 - Shall identify suitable locations for the ceremonies.
 - Find one large group meeting space for the Ritual Bridge meetings.
 - Obtain a list of legacies and coordinate with the corresponding alumni to do the pinning.
 - Assist the chapter in organizing an Installation Banquet.
- **Installation Director**
 - The Executive Director will assign the expansion staff, or an alumnus recruited to serve in this role.

Facilities Inspection

The Installation Director will make an evaluation of the installation facilities and arrangements for the Installation Week, initiation ceremonies, and installation banquet. **The Installation Director may recommend a delay in the installation date to the chief installing officer if the appropriate facilities cannot be secured.**

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Preparation of the Installation Program

When the installation date has been finalized, the Associate Chapter is responsible for arranging and paying for the printing of an installation banquet program. The Associate Chapter shall coordinate the completion of the installation banquet program with the Installation Director.

- 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 HQ staff involved in the Ritual Bridge and installation.

General Fraternity Forms and Fees

Pledge Fees

To be eligible for initiation, a member must be current in all financial obligations to the Associate Chapter and to the Sigma Chi Fraternity. **If all pledge fees are not received by HQ 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 of 21 days) to the proposed installation ceremony, the Installation Director is responsible for reinstating the Associate Chapter members, that are participating in the installation ceremonies, from their installation hold in the Chapter System, allowing the initiation fees to be billed for each member.

- To be eligible for Initiation, each member must be in good standing in all aspects with the host institution.
- The Request for Initiation must be submitted at least two weeks prior to the initiation ceremonies. **If the request is not received two weeks prior to the proposed start of the Ritual Bridge, the installation may be delayed/halted by the chief installing officer.**

The Consul and Quaestor are responsible for submitting the required Initiation Fee payment in accordance with Statute 5.06. The Associate Chapter's online username and password can be obtained from Sigma Chi HQ.

Ritualistic Paraphernalia

At least two weeks prior to the beginning of the Ritual Bridge, the Associate Chapter shall submit to the installation director the amount of \$5,000 as payment for the Ritualistic paraphernalia in accordance with ECR 6.02-a-1.

- The Ritualistic paraphernalia used for the installation ceremonies shall be the property of the newly installed Sigma Chi chapter.

Ritual Bridge

Every pledge class of the associate chapter shall go through the Ritual Bridge with a hard stop after the Letters to the Chapter activity. During the associate chapter's installation week, the Installation Director, with the assistance of other HQ staff or alumni approved by the NCDC, will conduct the Ritual Bridge for

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the current pledge class. The alumni and active members of the Associate Chapter will only be required to attend and participate during Friday night of the Ritual Bridge, during the week of the installation.

Installation Week Conduct

If an Associate Chapter is exhibiting conduct unbecoming of a Sigma Chi, has deceived the Executive Committee in any aspect of its development, or no longer meets the petitioning requirements during the Ritual Bridge or ceremonies of initiation; the Installation Director will immediately consult with the Ritual Director and Chief Installing Officer, to determine whether the installation should be delayed or halted.

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 the chapter leadership, Grand Praetor, and Chapter Advisor with the Chapter Installation Banquet Guide to assist the chapter in preparing and conducting the installation banquet.

- At this banquet:
 - The newly installed chapter should receive its charter,
 - Receive commendations as appropriate, and
 - Arrange that a photographer be present to document the event.

Post-Initiation Training – Ritual for Life (R4L)

The Installation Director and/or Ritual Director will deliver the first two sessions of the R4L curriculum, on the day following the ceremonies of initiation.

- At this session:
 - The Ritual Director, Installation Director, and/or another designee of the SCLI, 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

Upon installation, newly installed chapters will be transitioned to the care of the Regional Chapter Support team. The goal of Chapter Support for these newly installed chapters is to provide them with greater support than what is necessary for a more experienced chapter. Specifically, the Fraternity will seek to ensure that brand new or reactivated chapters effectively incorporate their newly acquired Ritualistic knowledge into the successful administration of the organization. The Chapter Support team will provide a minimum of two chapter visits annually in addition to potential additional visits as requested by the newly installed chapter. Chapter Support will endeavor to be available during any initiations that the chapter is scheduled to perform, and if needed, will come early to aid the chapter in initiation rehearsals and provide better understanding and application of the Ritual. This will be the team's approach for new chapters

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within their first two years – and at the two-year mark, a review will be conducted with the chapter’s executive team to determine if further supplemental assistance is required.

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Disciplinary Procedures for Associate Chapters

Sigma Chi Associate Chapters are expected to remain in good standing with their local institution, locality, alumni, and the NCDC during the expansion process. If an Associate Chapter 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 Member Accountability Committee. For full details on the proceedings of the CAMAC, [consult the Sigma Chi SOPs](#).

Additional procedures for Associate Chapters and interest groups are described below:

- **Prior to the submission of the DOI**
 - If a hazing incident occurs prior to the DOI, the NCDC will immediately suspend the expansion.
 - If an alcohol, drug, or other issue related to chapter misconduct occurs, prior to the DOI, the NCDC will immediately consider the suspension of the expansion.
- **During the Expansion Process**
 - If a hazing incident occurs during the expansion process, the NCDC will immediately suspend the expansion in conjunction with the CAMAC.
 - If an alcohol, drug, or other issue related to chapter misconduct occurs, the chapter will be referred to the CAMAC, and issued a 7-day letter.
 - The CAMAC will recommend actions for the Associate Chapter and the NCDC reserves the right to take further actions as deemed necessary.
- **Formal Petition Period**
 - 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, is completed.
 - If an alcohol, drug, or other issue related to chapter misconduct occurs prior to installation, the chapter will be referred to CAMAC, and issued a 7-day letter.
 - The CAMAC will recommend actions for the Associate Chapter 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 an Associate Chapter's status if:
 - It determines that the Associate Chapter has failed to uphold the standards of the Sigma Chi Fraternity or
 - Three years have transpired since the acceptance of the Declaration of Intent.
 - A 2/3 majority vote by the NCDC will be required to continue as an Associate Chapter.

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Reactivation Procedures

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 are 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. The chapter will be rehabilitated at the direction of the CAMAC and the EC.

Reactivation

In the instance that the 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 these guidelines.

The reactivation procedures, that is the procedures with which to reactivate a suspended or inactive charter, is nearly identical to the standard expansion procedures. The reactivation requirements unique to reactivating chapters are listed below:

Reactivation Requirements

- **Approval of the Institution by the Fraternity:** The 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 the factors listed in the viability assessment.
- **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 with the approval of 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 Fraternity and/or Risk Management Foundation by the previous chapter must be paid in full by the alumni before significant planning for a return may begin. A specific plan outlining how and when this debt will be paid must be submitted and approved by the EC.
- **Grand Praetor Consultation:** Determine whether the Grand Praetor is in favor of returning to the institution.
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- **Approval of the College or University:** Determine if the institution provides an acceptable environment for Greek-letter organizations. Evaluate the recent success or trends within the existing Greek-letter environment. Give special attention to ongoing disciplinary situations affecting existing Greek-letter organizations.
- **Alumni Chapter:** Determine if there is a functioning Sigma Chi alumni chapter willing to sponsor and support the reactivation.
- **Institutional Viability Report:** After the NCDC receives the institutional viability 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 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 the Ritual Bridge, the Associate Chapter shall submit a \$5,000 payment to the Fraternity Headquarters for Ritual Paraphernalia. In the event that the Associate Chapter 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 condition. If he determines that some or all of these items are acceptable, the Associate Chapter may petition the EC for an exemption from the requirement to purchase new items. Departure from the standard new paraphernalia order requirements for Associate Chapters will only occur with the express support of the EC and may only reduce the \$5,000 Ritual Regalia fee by a proportionate amount to the extent the EC or its designee determines is appropriate.

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Sigma Chi Associate Chapter Development Fee Schedule

It is important to recognize that the Sigma Chi expansion process is costly for the Fraternity and its members. A portion of these costs are passed on to the Associate Chapter in stages as its development makes appropriate. Use this document to assist in your financial planning as you continue your journey to become a Sigma Chi chapter.

<u>Phases</u>	<u>Associate Chapter Cost</u>
Declaration of Intent (DOI)	\$1,000
Ritual Regalia Deposit	\$5,000
Formal Petition/Installation	\$6,500
*Installation Banquet	\$10,000 – 15,000

- The \$1000 paid during the submission of the Declaration of Intent (DOI) is a processing fee.
- The chapter is responsible for buying its own regalia, which is a \$5,000 cost, however the associate chapter may break this into two payments of \$2,500 to cover the cost.
- The \$6,500 paid during the submission of the Formal Petition will cover everything that is needed for the chapter's Installation.

*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 saving for.

International Fraternity Payments

<u>Fee Description</u>	<u>Cost per man</u>
Pledge Fee	\$100 per man
Initiation Fee	\$300 per man (due 30 days before initiation)
Membership Fee	\$200 per man (due 30-days following initiation)
Associate Chapter Alumni Initiation Fee	\$500 per man (due 30 days before initiation)
**Leadership Programs Fee	\$700 (March 15 & October 15)
**Grand Chapter Deposit	\$125 (March 15 & October 15)

- The Pledge Fee covers the cost of the Norman Shield and Pledge Pin for new members.
- The Associate Chapter Alumni Initiation Fee includes the \$300 Initiation Fee and the \$200 membership fee that is due following initiation.

*Note: The Leadership Programs Fee and Grand Chapter Deposit are only paid once a semester and are not per member fees.

Insurance Payments

<u>Status</u>	<u>Total Cost</u>	<u>Cost to the Associate Chapter</u>
After Declaration of Intent Approval	\$150 per man, year (Fraternity pays half)	\$75 per man, year

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

**Note: The charges listed are for the Associate Chapter as a whole as opposed to each individual member.

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