



# Sigma Chi International Fraternity

## Member Resources

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## Non-Student Initiation Packet

Thank you for your interest in the Non-Student Initiation process. The following packet contains information you will need in order to properly submit an organized request for a non-student Initiation.

### In this packet:

- Statute 3.08-1 (concerning non-student Initiations)
- Process for non-student Initiation
- Non-student Initiation fees and letters of recommendation
- Non-student Initiation candidate request form
- Statutes pertaining to membership eligibility
- Executive Committee regulations pertaining to membership eligibility

After reviewing the enclosed materials and gathering all necessary documents and payments, please send the completed packet(s) to the Sigma Chi Fraternity International Headquarters at the address listed below. Should you have any questions or comments, please contact the alumni and volunteer services coordinator at (847) 869-3655.

Your nomination will be processed upon the submission of the completed request packet.

Please send completed packets to the following address:

Sigma Chi International Fraternity Headquarters  
Alumni & Volunteer Services Coordinator  
1714 Hinman Ave.  
Evanston, IL 60201

## **STATUTE 3.08-1 (non-student Initiation)**

**3.08.1** – A chapter may initiate any male who is not currently a student at the institution where the initiating chapter is located, but who is otherwise qualified for membership and who is deemed worthy of membership in Sigma Chi with the approval of the General Fraternity's Executive Committee, and provided that he meets the qualifications set forth in Section 3.07(b) and 3.07(c), and further provided that he has not previously been found unsuitable for membership by an undergraduate chapter. The request for such Initiation should be received by the Executive Committee at least 60 days prior to the proposed initiation unless the time period is waived by the Executive Committee.

### **Process for non-student Initiation**

1. Any candidate for a non-student Initiation must first comply with all applicable statutes and ECRs, primarily Statute No. 3. (p. 6 of this packet)
2. The candidate must be recommended in writing by an active undergraduate chapter in good standing with the Fraternity. The letter should be sent to the executive director at Headquarters and include the following:
  - a. Non-student Initiation request form (p. 4 of this packet)
  - b. A check for pledge, Initiation, and member fees (currently \$600)
  - c. Signatures or letters of recommendation from the current Consul, Quaestor, Chapter Advisor, and Grand Praetor
  - d. Other recommendation letters are allowed
3. Upon receipt of the packet, Headquarters will forward the application to a subcommittee of the Executive Committee. The subcommittee will forward the application to the Executive Committee with a recommendation for the candidate.
4. After each meeting of the Executive Committee, the list of approved non-student Initiations is published in the minutes and notification will be sent to each chapter Consul that made an official request (the chapter advisor and Grand Praetor will be copied on this communication).
5. The non-student candidate for Initiation is then authorized to be initiated at the chapter's convenience and will be sent documentation to complete for the official Fraternity records.
6. Please direct any questions on this process to the alumni and volunteer services coordinator at Headquarters.

*Approved by the Executive Committee on September 9, 2006*

## **Non-Student Initiation Fees**

At the time a candidate for Non-Student Initiation is nominated, the chapter shall collect for the Fraternity from the candidate:

- A Pledge Fee of \$100,
- An Initiation Fee of \$300, and
- A Membership Fee of \$200

All fees, totaling \$600, shall be submitted to the Fraternity with the completed Non-Student Initiation Form available in this packet.

## **Guidelines for Letters of Recommendation**

Letters of recommendation from the nominating chapter Consul, Quaestor, chapter advisor, and Grand Praetor should be submitted with the completed form in order for the submission to be processed. The letters are to be written by these officers on behalf of the candidate(s) for non-student Initiation. Listed below are a few suggestions of some potential areas and topics to cover in the course of the letter.

- Describe your and the chapter's current interaction and relationship with the candidate
- Describe the circumstances that prevented the candidate from previously becoming an initiated member
- Name some specific examples of how the candidate has put his character/values into action
- Describe what you feel will be the candidates overall involvement in the chapter and General Fraternity if he were to be initiated

Additional supporting materials, letters, etc., submitted with the packet will be reviewed and taken into consideration as well, but are not required.

# Non-Student Initiation Request Form

<b>Sponsoring Brother</b>		<b>Sponsoring Chapter</b>	
Name: _____		Chapter: _____	
Chapter: _____		University: _____	
Year: _____		Consul: _____	
Phone Contact: _____		Sign: _____	
Email: _____		Quaestor: _____	
Letter(s) of Recommendation Attached?		Sign: _____	
Yes                  No		Ch. Advisor: _____	
Fees Submitted? (\$600.00)		Sign: _____	
Yes                  No		Gr. Praetor: _____	
		Sign: _____	
		Initiation date: _____	
<b>Potential Brother</b>			
First: _____		Middle: _____	Last: _____
Current Address: _____			
Email Address: _____			
Work Phone: _____		Home Phone: _____	
Cell Phone: _____	2 <sup>nd</sup> Email: _____		DOB _____
<b>Education</b>			
Bachelors Degree From (University): _____			Year: _____
Major: _____		Minor: _____	
Advanced Degree: _____			
<b>Other Greek Affiliations</b> (organization name, year initiated, university of initiation)			
<b>Has the candidate been disqualified from a previous Sigma Chi pledgship for any reason?</b>			
<b>Employment Information</b>	<b>Family Information</b>	<b>Sigma Chi Family</b>	
Company: _____	Spouse: _____	(name, chapter, relation) _____	
Title: _____	Children: _____	_____	
City: _____	_____	_____	
State: _____	_____	_____	

## Statutes and ECRs Pertaining to Member Eligibility

The following are a compilation of all statutes and ECRs (Executive Committee Regulations) pertaining to membership eligibility in Sigma Chi. Membership eligibility policies are found in Article 3 of the Statutes and in Section 3 of the ECRs.

In order for a candidate to be considered for a Non-Student Initiation, they must conform to the following policies and standards. These guidelines can also be found in the [Sigma Chi Standard Operating Procedure Manual](#).

### Statute No. 3 - Membership:

#### A. Designations

**3.01** – A person who has been duly initiated by an active chapter of the Fraternity shall thereafter be a member of that chapter, as well as a member of the Fraternity.

**3.02** – A member of any chapter may, upon enrollment as a student at another institution, become an affiliate member of a chapter at that institution under conditions set forth in the bylaws of the latter chapter.

**3.03** – The designation active member shall apply to any member who is enrolled as an undergraduate student at an institution at which an active chapter is chartered, and who is either a member or an affiliate member of the chapter. A graduate student who is otherwise eligible for active membership shall be designated an active member at his request.

**3.04** – The designation alumni member shall apply to any member who is not an active member.

**3.05** – The designation Life Loyal Sig, or Life Member, shall apply to any member who has paid, or is currently paying by installment, the Life Membership fee.

**3.06** – The designation active alumni member shall apply to any alumni member who is an active member of a General Fraternity alumni program, such as The Life Loyal Sig.

#### B. Eligibility

**3.07** – Except as provided in Section 3.08 and 3.08.1, each person initiated into membership in the Fraternity shall, at the time of his Initiation:

- a) 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 charter of the initiating chapter; unless his pledgship was interrupted by military service, or other circumstances as deemed acceptable by the Executive Committee, upon request of the initiating and pledging undergraduate chapter;
- b) Not be or have been a member of any other fraternity of like character, except as specifically approved by the Executive Committee;
- c) Be judged to 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 and
- d) Have satisfactorily completed the chapter's program of pledgship, including the official Fraternity examination.

**3.08** – The alumni of any group which is granted a Charter under the provisions of Section 4.03 may, if otherwise eligible, be initiated into membership in the Fraternity at the time of installation or subsequent thereto; provided that the Executive Committee shall have given prior written approval of each such initiate.

**3.08.1** – *A chapter may initiate any male who is not currently a student at the institution where the initiating chapter is located, but who is otherwise qualified for membership and who is deemed worthy of membership in Sigma Chi with the approval of the General Fraternity's Executive*

*Committee, and provided that he meets the qualifications set forth in Section 3.07(b) and 3.07(c), and further provided that he has not previously been found unsuitable for membership by an undergraduate chapter. The request for such Initiation should be received by the Executive Committee at least 60 days prior to the proposed initiation unless the time period is waived by the Executive Committee.*

**3.09** – The foregoing criteria shall not be construed as conferring a right to membership on any person.

### **C. Procedures**

**3.10** – A candidate for membership shall be pledged, i.e., accepted into the pledgeship program of an active chapter, only upon formal approval of not less than ninety (90) percent of the active members present and voting at a regular or special meeting of the chapter. Pledgeship shall begin with the Formal Pledge Ceremony.

**3.11** – The pledging of each candidate shall be promptly reported to the Executive Director.

**3.12** – Pledgeship shall be terminated only by the candidate's Initiation, by agreement between the candidate and the chapter, or by a vote of not less than 20 percent of the active members present and voting at a regular or special meeting of the chapter, unless the chapter bylaws prescribe some higher percentage.

**3.13** – Prior to his Initiation, each candidate's eligibility under Section 3.07 shall be affirmed by:

- a. A formal vote of final approval of not less than 80 percent of the active members present and voting at a regular or special meeting of the chapter, and
- b. The tacit approval of the Grand Consul, who shall disapprove only for a stated cause based on the provisions of Section 3.07.

**3.14** – The Initiation of each candidate shall be promptly reported to the Executive Director.

**3.15** – Each initiate shall receive an Initiation badge, a certificate of membership, and such other items as the Executive Committee may determine.

**3.16** – The Executive Committee shall summarily nullify the Initiation of any person who was not eligible therefore under Section 3.07 or 3.08 and may similarly nullify the Initiation of any person who was not pledged and initiated in accordance with Sections 3.10 through 3.14.

**3.17** – The Executive Committee may, under such conditions as it elects to impose, reinstate a suspended or expelled member or designate any active member an alumni member.

### **D. Responsibilities**

**3.18** – Each member shall be responsible to the Fraternity and to his own good conscience for his observance of:

- a) The oath and obligation taken at the time of his Initiation;
- b) The Governing Laws of the Fraternity and, when applicable, the bylaws of a chapter;
- c) The lawful decisions and orders of the Grand Consul and of any regularly constituted body of the Fraternity;
- d) The laws of the land;
- e) The laws, rules and regulations, when applicable, of the institution at which a chapter is located; and
- f) A personal code of ethics which shall preclude any conduct prejudicial to good order and discipline or unbecoming a member of the Fraternity within the meaning of its laws.

**3.19** – Each member shall faithfully discharge his financial obligations to the Fraternity and to any chapter thereof.

**3.20** – Alumni members, when on the premises of an active chapter, shall be subject to the bylaws of the chapter.

### **Executive Committee Regulations 3.04-1 – 3.17-2:**

**3.04-1** – At the discretion of the Executive Committee an alumni review board may be appointed with the intent of reviewing an active chapter's membership. The Executive Committee may, upon recommendation from the alumni review board, place members on Alumni Status. Undergraduate members placed on Alumni Status will remain in good standing with the Fraternity, but will not be allowed to participate in active chapter activities. Chapter activities may be defined by the Executive Committee, but in general would include, but not be limited to: chapter meetings, social events and intramural activities.

**3.07-1** – Each active chapter shall, with the approval of the Grand Praetor, adopt a bylaw or bylaws stating the chapter's criteria for declaring a student to be scholastically eligible for pledging and for declaring a pledge to be scholastically eligible for Initiation. The criteria shall include any scholastic requirement for pledging or Initiation imposed by the university or college at which the chapter is located.

**3.07-2** – To be eligible for pledging, a student must have attained an accumulated scholastic grade point average of at least 2.50 on a 4.0 scale or have a GPA at or above the all-men's average at the host institution specified in the charter of the initiating chapter. If the student, at the time of pledging, is a freshman who has not yet received college grades, then he must have attained one of the following academic standards: 1) graduated in the top twenty-five (25) percent of his high school (or equivalent) graduating class or 2) and must have a minimum high school GPA of 3.0. These academic standards shall be considered a minimum and, therefore, chapters may define higher academic standards. The recruitment committee should interview all candidates with the help of the scholarship chairman to explain Sigma Chi's academic requirements before extending bids to these students.

**3.07-3** – To be eligible for Initiation, a pledge must (i) have attained an accumulated scholastic grade point average of at least 2.50 on a 4.0 scale or have a GPA at or above the all-men's average at the host institution specified in the charter of the initiating chapter; (ii) be paid up and current in all financial obligations to the chapter and Fraternity, including any chapter dues as well as chapter and General Fraternity Pledging and Initiation fees; and (iii) must pass the General Fraternity official Pledge Examination during a closed book exam with a score of seventy-five (75) percent or better, as determined by the Grand Praetor. A pledge receiving a lower score may take the exam a second time prior to the scheduled Initiation only if authorized by his Magister and the chapter advisor due to extenuating or aggravated circumstances. These academic standards shall be considered a minimum and, therefore, chapters may define higher academic standards.

**3.07-4** – All chapters must achieve, for each grading term in the academic year, a composite grade point average (for brothers and pledges combined) of a 2.75 on a scale of 4.0 (or the equivalent on another grading scale) or be above the institution's undergraduate all men's average, whichever is lower. For those chapters whose host institutions do not employ an equivalent numerical grading system, the chapter must achieve, for each grading term in the academic year, a composite average (for brothers and pledges combined) greater than that mandated for graduation from the host institution in the charter.

**3.11-1** – Within ten (10) days of the Formal Pledge Ceremony, each active chapter shall submit to the Headquarters completed pledge forms, as may be prescribed by the Executive Committee, together with a check payable to the Fraternity covering the current pledge fees for each person pledged, provided that upon written notice of the Grand Praetor to the Executive Director such forms, for the chapters within his province, shall be forwarded directly to the Grand Praetor.

**3.14-1** – Not later than twenty-one (21) days prior to a proposed date of Initiation, each active chapter shall submit to its Grand Praetor completed report of Initiation forms. No chapter shall conduct an Initiation without the prior approval of its Grand Praetor. The Initiation form shall provide a space for a university official to verify that the men listed on the form are eligible for initiation into Sigma Chi, in accordance with the regulations of the institution. The Initiation form shall also provide a space for the Consul, Magister, and chapter advisor to verify that the men listed on the form as being proposed for Initiation are scholastically eligible for Initiation, as prescribed by the Sigma Chi Executive Committee.

**3.14-2** – Immediately following each Initiation, each active chapter shall submit to the Headquarters the report of Initiation on the forms prescribed by the Executive Committee, together with a check payable to the Fraternity covering the current Initiation fees for each person initiated, provided that upon written notice of the Grand Praetor to the Executive Director such forms, for the chapters within his province, shall be forwarded directly to the Grand Praetor.

**3.14-3** – If the forms and fees, as specified in Executive Committee Regulations 3.11-1 and 3.14-2, are not received as provided in said Regulations, the Executive Committee shall invoke the provisions of statute 7.03 and the applicable Executive Committee Regulations.

**3.17-1** – Consideration of reinstatement of a member suspended or expelled from membership for reasons other than financial delinquency will be conditioned upon the recommendation of the active chapter, if any, or alumni which had proposed his suspension or expulsion.

**3.17-2** – The reinstatement of any member shall be published as soon as practicable in *The Sigma Chi Bulletin*, unless otherwise directed by the Executive Committee.

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