



CONSTANTINE
HOUSING INITIATIVE



Risk Management
Foundation

Education • Prevention • Preservation



Sigma Chi International Fraternity

Advisory Board (AB) & House Corporation (HC)
Communications & Engagement Guide



Purpose:

The purpose of Sigma Chi International Fraternity is to cultivate and maintain the high ideals of friendship, justice, and learning upon which Sigma Chi was founded.¹

Chapter:

The Chapter is an association of members under the law where it is located. It selects officers, sets dues, and may operate a Chapter House. The Chapter recruits pledges, initiates members, fosters friendship, promotes education, participates in intramural sports, participates in campus and interfraternity programs, and sponsors candidates for school offices. It also sends delegates to the Grand Chapter, province conferences, Leadership Training Workshop, and other related events. The Chapter manages its own daily operations and is expected to follow all applicable rules and regulations of the college or university and with all applicable state and federal laws and Fraternity regulations.²

Chapter Advisor:

The Chapter Advisor is appointed by the Grand Praetor and serves as the Chairman of the Advisory Board, working directly with the Chapter's Officers and Executive Committee to provide education and resources. Along with the Grand Praetor, the Chapter Advisor serves as a liaison between the Chapter and local alumni, university officials, and the General Fraternity. He also helps the Chapter with submitting reports, forms, and fees, particularly in areas like finance, pledging, and initiation.³

¹ The Governing Laws, Article II (<https://sigmachi.org/governinglaws/>)

² The Definition of Relationship Between the Fraternity and Its Chapters (<https://sigmachi.org/home/resources-3/policies/definition-of-the-relationship-between-the-fraternity-and-its-chapters/>)

³ Leadership Resources – Sigma Chi (<https://sigmachi.org/home/leadership-resources/>)



Advisory Board (“AB”):

The mission of an AB is to develop values-based leaders committed to improving character, campus life, and the community. The AB is made up of alumni who: (i) share their Fraternity knowledge and experiences, (ii) offer guidance to the Chapter, (iii) support the Chapter in areas such as leadership, academics, recruitment, risk management, and financial management, (iv) emphasize intangible aspects of fraternalism, such as Ritual, brotherhood, motivation, unity, and caring for one another, and (v) stay informed on new ideas, tools, and fraternal programs.⁴

The AB exists as a separate entity from an alumni chapter, House Corporation, and International Fraternity. The AB’s core purposes are to: (i) provide continuity of vision and goals to the Chapter, (ii) act as a liaison between the Chapter and Fraternity’s International Headquarters, (iii) provide consistency in the advisement of Chapter officers, (iv) foster effective communication between alumni advisors, undergraduate members, community and campus leaders, the Fraternity’s International Headquarters, and other fraternal entities, (v) assist in officer transition, leadership retreats, Chapter operations, and membership education, (vi) and provide alumni members with an opportunity to serve the Fraternity and honor their lifelong commitments to Sigma Chi.⁵

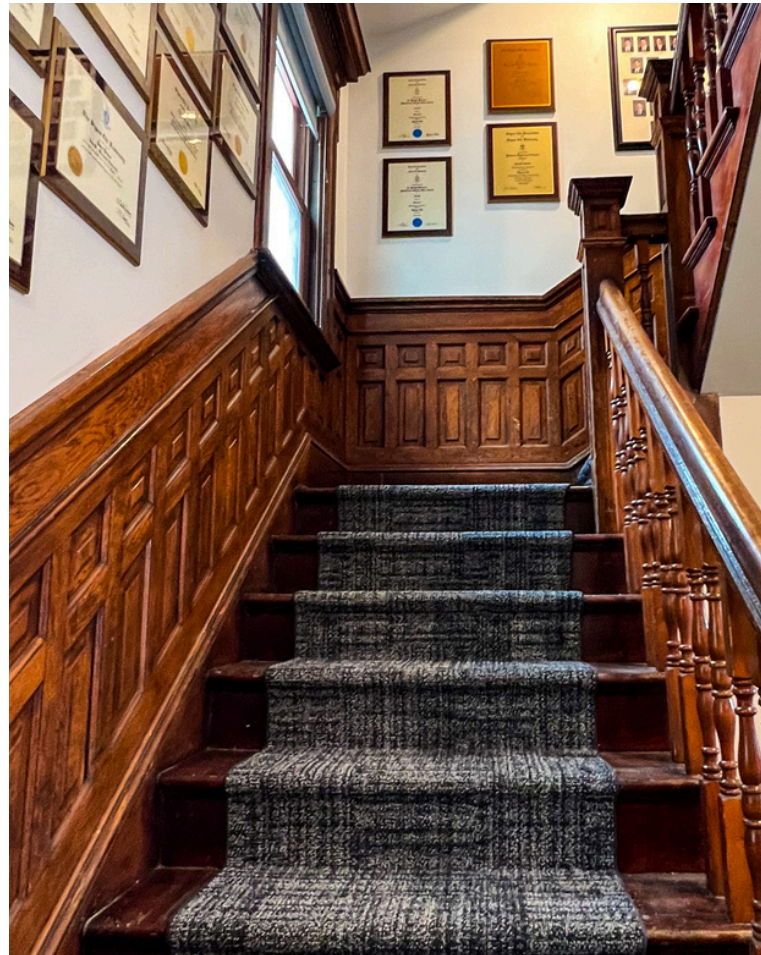
House Corporation (“HC”):

The House Corporation is a local incorporated entity that exists separately and distinctly from all other fraternal entities, including the International Fraternity and Chapter. It typically owns or leases the Chapter House and works with Chapter officers on maintenance, renovations, finances, and operations. The House Corporation can also help with local issues such as taxes, zoning compliance, fundraising, and investment-related decisions.⁶

It is important to understand the roles and responsibilities of the Chapter, AB, and House Corporation. Each has separate and distinct functions, but also serves complimentary roles for the betterment of each other and the Fraternity’s brotherhood.

Enhanced communication, sharing of information, and coordinated risk management efforts help support positive outcomes while also recognizing the personal responsibility, autonomy, and accountability expected of each entity. The Fraternity offers resources via the Grand Trustees, Constantine Housing Initiative, and Risk Management Foundation to all alumni considering appropriate distinctions and protections for our many critical volunteers and valuable assets.

To overcome the historical separation of entities and potential for misalignment, miscommunication or adverse actions, a series of “best practices” should be implemented. The best practices described below are derived from a thorough legal analysis; these practices allow integration and cooperation, while maintaining the autonomy essential to each entity’s individual success.



⁴ Leadership Resources – Sigma Chi (<https://sigmachicago.org/home/leadership-resources/>)

^{5/6} Leadership Resources – Sigma Chi (<https://sigmachicago.org/home/leadership-resources/>)

How the Chapter, AB, and House Corporation can work together

- AB members are expected to attend a Chapter meeting every four to six weeks during the school year, as doing so promotes effective communication between AB members and Chapter members;
- The Chapter should designate a member(s) to attend House Corporation meetings and regularly communicate with the House Corporation about maintenance or occupancy issues (e.g. Consul, House Manager, Risk Manager). This strengthens the relationship between the Chapter and House Corporation and provides for a healthy, well-functioning, and properly maintained Chapter House. Designees provide valuable insight to the House Corporation on occupancy, rent, and potential renovations. In turn, the House Corporation may offer designee(s) a scholarship to attend leadership training workshops and conferences;
- The Chapter Advisor and/or AB members should serve on the House Corporation as non-voting or ex officio members to ensure continuity in communication and coordination of efforts between the House Corporation and Chapter, where appropriate. However, the House Corporation's voting board members should be people who are not also a Chapter Advisor/AB member or serve on other Fraternity boards of directors/governors (Grand Trustees, Grand Praetors, etc.);
- The House Corporation should designate a Board member to attend a Chapter meeting at the beginning of each semester to remind members of Chapter House rules and expectations; additionally, all alumni are welcome at Chapter meetings throughout the year as normal course of operations.
- House Corporations should ensure their leases include provisions that prohibit tenants from using the Chapter House for any activity that violates federal, state, or local laws, university policies, or Fraternity policies, including, but not limited to, hazing, providing alcohol to minors/consumption of alcohol, or illicit drug use;
- ABs and House Corporations should identify talented undergraduate leaders who are graduating and recruit them to serve in the Fraternity.





Sigma Chi
EXPECT MORE.

Organization Bylaws - Language Recommendations

For Undergraduate Chapter Bylaws:

“The House Corporation is a local incorporated entity that exists separately and distinctly from all other fraternal entities, including the International Fraternity and Chapter. The House Corporation typically owns or leases the Chapter House and works with Chapter officers on maintenance, renovations, finances, and operations of the Chapter House. Depending on the needs and the House Corporation’s capabilities, the House Corporation may also be able to help with local issues associated with the Chapter House, such as taxes, zoning compliance, fundraising, and investment-related decisions. The Chapter may choose to designate a member to attend House Corporation meetings and regularly communicate with the House Corporation about Chapter House maintenance, rent, or occupancy issues.”



Organization Bylaws - Language Recommendations

For House Corporation Bylaws:

“The House Corporation is a local incorporated entity that exists separately and distinctly from all other fraternal entities, including the International Fraternity, Chapter, and Advisory Board (“AB”).

For example, the AB exists as a separate, unincorporated entity from the House Corporation and Chapter, and the AB’s core purposes are typically to: (i) provide continuity of vision and goals to the Chapter, (ii) act as a liaison between the Chapter and Fraternity’s International Headquarters, (iii) provide consistency in the advisement of Chapter officers, (iv) foster effective communication between alumni advisors, undergraduate members, community and campus leaders, the Fraternity’s International Headquarters, and other fraternal entities, (v) assist in officer transition, leadership retreats, Chapter operations, and membership education, (vi) and provide alumni members with an opportunity to serve the Fraternity and honor their lifelong commitments to Sigma Chi.

By way of another example, the Chapter is an unincorporated association of members under the law where it is located and exists separately from the House Corporation and AB. The House Corporation, on the other hand, is usually an incorporated entity that typically owns or leases the Chapter House and works with Chapter officers on maintenance, renovations, finances, and operations of the Chapter House. Depending on the needs and the House Corporation’s capabilities, the House Corporation may also be able to help with local issues associated with the Chapter House, such as taxes, zoning compliance, fundraising, and investment-related decisions.

While the House Corporation and AB exist as separate entities, the Chapter Advisor and/or AB members may serve on the House Corporation as non-voting or ex officio members to ensure continuity in communication and coordination of efforts between the House Corporation and Chapter where appropriate and desirable. However, the House Corporation’s voting board members should be people who are not also a Chapter Advisor/AB member or serve on other Fraternity boards of directors/governors.

For optimal operation, the Chapter may choose to designate a member of the Chapter to attend House Corporation meetings and regularly communicate with the House Corporation about Chapter House maintenance, rent, or occupancy issues. Additionally, if the House Corporation is utilizing leases, such leases should include provisions that prohibit tenants from using the Chapter House for any activity that violates federal, state, or local laws, university policies, or Fraternity policies, including, but not limited to, hazing, providing alcohol to minors, or illicit drug use. Finally, the House Corporation may want to designate a House Corporation board member, officer, or designee to attend a Chapter meeting at the beginning of each semester to remind members of Chapter House rules and expectations.”



Thank You!

Thank you, for taking the time to review this
Advisory Board (AB) & House Corporation (HC)
Communication & Engagement Guide

Understanding and applying this information will greatly assist the General Fraternity in supporting volunteers, staff and local House Corporations, as they strive to maintain and improve the quality of Sigma Chi housing.

For Additional Information:

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Sigma Chi International Fraternity