

**Sigma Kappa Sorority  
Indiana University Tau  
Code of Conduct  
2019**

Sigma Kappa Sorority is an organization of collegiate and alumnae women committed to promoting the ideals of lifelong friendship, intellectual and spiritual fulfillment, and service for the greater good.

As members of Sigma Kappa Sorority, we commit ourselves to unite as sisters and uphold the Standards of Excellence through academic achievement, philanthropic endeavors, and personal integrity.

This code is written and enforced with the purpose of protecting the chapter as a whole and the rights of the individual members. As Sigma Kappa women, we are responsible for upholding the purpose of this sorority as stated in the *Bylaws* of Sigma Kappa.

Initiation into Sigma Kappa confers upon each of us an honor and responsibility to the national organization, the chapter, our sisters, the university, the community, and ourselves. As a Sigma Kappa, each member has the responsibility to protect the Sorority's reputation. Each member should strive to further her goals both academically and socially. We are the living representation of our chapter's values and high ideals of achievement, which we share with our family, friends and community. Good manners and proper behavior are never out of place, and it is wise to remain conscious of these courtesies and good habits that are essential in the Sorority and everyday interactions.

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

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

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## **I. Academic Excellence**

- A.** The chapter shall work to encourage high academic excellence and develop an atmosphere, which will achieve this goal.
- B.** All members must be degree-seeking students at Indiana University. *A chapter must maintain at least a 3.0 grade point average or be above the all sorority women's average (based on a 4.0 scale).*
  - a.** *See the Collegiate Chapter Scholarship Policy (NPH, Article VI.) for more information regarding the chapter minimum GPA.*
- C.** Potential new members must have a 2.8 GPA to participate in the recruitment process.
- D. Supplemental Academic Excellence Program for New Members**
  - a.** In addition to new members participating in all activities, including academic activities planned for initiated members, the supplemental program is designed to support them during the Promise program.
  - b.** The Vice President of Academic Excellence works closely with the Vice President of New Member Education to educate new members on Sigma Kappa academic excellence policies and to assist new members in academic progress.
  - c.** New members meet with a member of the academic excellence committee to discuss the importance of academic success and to answer any questions regarding the academic excellence program.
  - d.** A new member who appears likely to achieve below the minimum GPA for initiation is brought to the attention of the Vice President of Academic Excellence and her advisor.

### **E. Collegiate Member Academic Excellence Policy**

A member must maintain a 2.8 cumulative or prior semester grade point average (based on a 4.0 scale).

- 1. All members considered as being in good academic standing must complete 3 study hours per academic week.*
2. There will be proctored study hour opportunities held each week, times and locations will be announced on a weekly basis
3. Test Files- Obtaining study materials from members as an additional resource for studying
4. All members are encouraged to update their classes on the GIN system at the beginning of each semester.

5. Additional forms including tutoring on and off campus as well as other academic resources can be found on the GIN.
6. When a member falls below a 2.8 cumulative grade point average she is considered to be "not in good academic standing" by the advisory board and the collegiate coordinator for that term.
7. *The terms of cumulative "not in good academic standing" are as follows:*
  - a. *Limited social events – two (2) per term (Social events include fraternity parties)*
    - i. *One event allowed per Mom's and Dad's weekend social events*
    - ii. *May attend formal/semi formal/date party if point eligible*
  - b. *Must complete a minimum of 5 study hours per week as well as attend one proctored study session per semester.*
  - c. *Participate in the National Academic Excellence Program for members "not in good academic standing" as outlined in the Handbook for the Vice President of Academic Excellence.*
    - i. *Complete the scholarship academic self-assessment.*
    - ii. *Meet with a member of the academic excellence committee to determine academic goals for the term and develop a personalized study program. This meeting should occur within one week of being considered "not in good academic standing."*
    - iii. *Meet with an academic advisor in the college/university academic assistance office within two weeks of being considered "not in good academic standing."*
    - iv. *Meet with the professors or teaching assistants of the member's classes within three weeks of being considered "not in good academic standing."*
    - v. *Meet at least bi-weekly with a member of the academic excellence committee to discuss progress towards academic goals.*
  - d. *As an initiated member, not eligible to serve as a Big Sister or Heart Sister.*
  - e. *As an initiated member, are eligible to vote on new business*
  - f. *The academic excellence committee or Vice President of Academic Excellence shall meet with the member individually and confidentially to analyze the problem and develop a personal structured study program*

within one week of being not in good academic standing. This program may include: study schedule, weekly study hour minimums, study hour proctors, study sisters, campus tutoring, attendance at professor's office hours, group study session participation, peer review of papers and other assignments, test file reviews, library or research assistance. At this meeting, the member will receive an Academic Assistance Plan form.

- g. The member shall meet with an academic counselor in the college/university academic office within two weeks of being not in good academic standing. The goal of this activity is to become aware of all academic resources on campus – tutoring centers, writing centers, peer counseling, study buddies, etc. The member should ask the faculty/staff member to sign her Academic Assistance Plan form.
  - h. The member shall meet with her assigned academic advisor to discuss academic progress, course load, course selection and academic major selection within three weeks of being not in good academic standing. The member should ask the faculty/staff member to sign her Academic Assistance Plan form.
  - i. A member of the **academic excellence** committee shall meet confidentially with the member on a **weekly basis** to monitor progress. At this meeting, the member shall provide the **academic excellence** committee member with an assessment of her progress over the last week. The member of the **academic excellence** committee shall provide support, encouragement, and resources in these weekly meetings.
  - j. Members not in good academic standing who fail to follow the study program as set forth by the Vice President of **Academic Excellence** should be referred to the Standards Council for possible disciplinary action.
  - k. Members receiving below a cumulative 2.8 GPA for two or more consecutive semesters will be asked to attend a standards council meeting
    - i. This may result in warning, suspension, expulsion, and/or other sanctions that may pertain .
8. When a member falls below a 2.8 prior semester GPA she is considered to be "not in good academic standing" by the advisory board and the collegiate coordinator for that term. In this situation, if she has above 2.8 cumulative GPA, she will follow an adjusted academic program with the Vice President of **Academic Excellence**.
9. The terms of semester "not in good academic standing" (refer to I.E.8)
- a. *Limited social events – (Social events include fraternity parties)*
    - i. All events allowed during Mom's and Dad's weekend
    - ii. May attend formal/semi-formal/date party if point eligible
    - iii. The sister's social privileges may be adjusted based on the

following:

1. Meeting all below criteria listed in the Code of Conduct
  2. Academic assessments at bi-weekly meetings with the VPAAE
- b. *Must complete a minimum of 5 study hours per week as well as attend one proctored study session per semester.*
  - c. *Participate in the National Academic Excellence Program for members "not in good academic standing" as outlined in the Handbook for the Vice President of Academic Excellence.*
  - d. *As an initiated member, not eligible to serve as a Big Sister or Heart Sister.*
  - e. *As an initiated member, are eligible to vote on new business*
  - f. The academic excellence committee or Vice President of Academic Excellence shall meet with the member individually and confidentially to analyze the problem and develop a personal structured study program within one week of being not in good academic standing. This program may include: study schedule, weekly study hour minimums, study hour proctors, study sisters, campus tutoring, attendance at professor's office hours, group study session participation, peer review of papers and other assignments, test file reviews, library or research assistance. At this meeting, the member will receive an Academic Assistance Plan form.
  - g. The member shall meet with an academic counselor in the college/university academic office within two weeks of being not in good academic standing. The goal of this activity is to become aware of all academic resources on campus – tutoring centers, writing centers, peer counseling, study buddies, etc. The member should ask the faculty/staff member to sign her Academic Assistance Plan form.
  - h. The member shall meet with her assigned academic advisor to discuss academic progress, course load, course selection and academic major selection within three weeks of being not in good academic standing. The member should ask the faculty/staff member to sign her Academic Assistance Plan form.
  - i. A member of the academic excellence committee shall meet confidentially with the member on a **bi-weekly** basis to monitor progress. At this meeting, the member shall provide the academic excellence committee member with an assessment of her progress over the last week. The member of the academic excellence committee shall provide support, encouragement, and resources in these weekly meetings.
  - j. Members not in good academic standing who fail to follow the study program as set forth by the NCC/ academic excellence advisor should be referred to the Standards Council for possible disciplinary action.
  - k. Members receiving below a prior semester 2.8 GPA for two or more

consecutive semesters will be asked to attend a standards council meeting

- i. This may result in warning, suspension, expulsion, and/or other sanctions that may pertain.
10. Sigma Kappa acknowledges that the motivation to study is largely internal and is dedicated to assisting chapter members in finding a suitable location and time to study according to their needs.
- a. Members of the **academic excellence** committee, and other interested members, will hold study hours at the Sigma Kappa House. The schedule of these hours will be made available before the beginning of the week. The purpose of these study hours is to provide a supportive environment free from noise and distraction.
  - b. All members are encouraged to attend study hours and develop an individualized study plan according to their academic needs.
  - c. Members seeking additional support and accountability may request to meet with a member of the **academic excellence** committee to formulate a study plan.
    - i. Part of this study plan may include turning in documentation of attending these study hours, if the member desires an additional layer of accountability.
    - ii. Attending study group meetings, visiting tutors or academic assistance programs, and library research may be included in study hours as well.
    - iii. Methods of accountability, deadlines, and consequences for not meeting the deadlines are to be determined and agreed upon by the individual member and **academic excellence** committee member.

*11. When new members are not initiated because they do not meet the minimum requirements on that campus, they will also be considered "not in good academic standing."*

#### **F. New Member Academic Requirements**

1. To be eligible to join Sigma Kappa, a woman shall have a 2.8 GPA from high school or a 2.8 GPA from college. All exceptions require approval from the advisory board supervisor and collegiate coordinator.
2. New members are expected to participate in the same academic activities as initiated members.
3. The Vice President of **Academic Excellence** is to present to the new members during a new member meeting an explanation of the chapter's support systems and expectations regarding **academic excellence**. She and members of her committee shall make themselves available to the new members to

assist them in formulating a study plan, if they desire.

4. New members will be paired with another new member in a related major and serve as each other's Study Buddy. New members may also be paired with initiated members in related majors. Study Buddies provide motivation, support, and assistance.
5. New members will complete an academic progress report two weeks before Initiation and submit it to a member of the **academic excellence** committee. A new member who appears likely to achieve below the minimum grade point average for Initiation is brought to the attention of the **academic excellence** advisor. They may take remedial action.

### **G. Initiation Requirements**

1. When Initiation occurs after a grading period (semester, quarter, etc.), the new member must maintain at least a 2.8 cumulative grade point average or higher.
2. When Initiation occurs before a grading period ends, the new member must have a midterm GPA of at least a 2.8, as determined by the academic progress report completed two weeks before Initiation.
3. New members who do not maintain a 2.8 cumulative GPA will be considered a holdover new member. They will be initiated as soon as they receive a cumulative GPA of a 2.8. During this time, they will be considered "not in good academic standing" and will be required to fulfill the requirements of the national and chapter **academic excellence** programs. If any new member's grades fall below a 2.8, she will be asked to de-pledge.

### **H. Academic Excellence Awards and Recognition**

1. At each chapter meeting, the **academic excellence** committee will recognize members who have achieved significant academic accomplishments since the last meeting.
  - a. Members will be given small gifts, gift cards, and/or certificates.

## **II. Social Standards**

### **A. General**

1. Any clothing, logos, and themes using Sigma Kappa's letters, insignia, and emblems must be in good taste.
2. If Sigma Kappa apparel is worn it must be designed by the apparel committee and approved by the advisory board supervisor.
3. Any member or new member acting in a manner unbecoming of a Sigma Kappa may be asked to leave any social function, or a social function sponsored or co-sponsored by Sigma Kappa. She will be asked to leave by one of the designated advisory board representatives and must do so immediately.
4. If IFC is on social probation, then Sigma Kappa's are not to be at the fraternity houses

during a social event. Members suspected of participating in unsanctioned events will be called to standards council.

5. All members and new members are to leave any function sponsored or co-sponsored by Sigma Kappa at the time designated on the Social Function Review Form.
6. Each member or new member will be held responsible for their approved guest and their actions while at a Sigma Kappa Event
  - i. This includes Mom's weekend, Dad's Weekend, and Formals
7. Members and new members must be financially current in order to attend any social function.
8. Members, new members, alumnae and their guests must remain in the designated area during a function.
9. No alumnae may attend Sigma Kappa social functions unless they are formally invited by the executive council or asked to serve as an advisory board representative by the chapter and/or advisory board.
10. All members are expected to follow all Sigma Kappa policies at all times (even if is not a Sigma Kappa sponsored or co-sponsored event).
11. Lewd, unethical or inappropriate behavior will never be tolerated, as Sigma Kappa members should act in a way becoming of the Sigma Kappa values at all times and in all places.
12. In an attempt to prevent possible injury, women of Sigma Kappa should never mount, climb on, swing from, stand on, or hang on any surface, object, or person that is higher than the knee during a social function.
13. Wrist Band Policy
  - i. When checking into a social function, all Sigma Kappa members and their guest (if applicable) must show their valid driver's license ID and will be given a wrist band based on if they are above or under 21.

1. A member, and their guest if applicable, will not be admitted without their driver's license ID to the social event.

ii. A member, and guest if applicable, have to check into the social function to receive their wrist band and must check out at the end of the social function.

### **B. Risk Incident Policy (NPH, Article VII.)**

1. All risk incidents must be reported to the national organization per the risk incident procedure outlined in the *National Policy Handbook*. Individuals with first-hand knowledge of the incident should make the report, but if that person cannot or will not, then the member with the most knowledge of the incident should make the report.
2. Each member should familiarize herself with the Risk Incident Policy in the *National*

*Policy Handbook* and be prepared to report risk incidents and act appropriately when necessary.

3. All incidents should be reported immediately to the chapter president.

#### **C. Hazing Policy (NPH, Article VII.)**

1. *Sigma Kappa Sorority considers hazing to be a destructive and degrading activity which is inconsistent with our ideals and standards. The dignity of every individual is recognized, and all forms of hazing are opposed.*
2. *Every chapter shall follow the Promise new member education program as outlined in the Handbook for the Vice President of New Member Education without additions, deletions or alterations. This program is designed to educate new members in the purposes and ideals of Sigma Kappa.*
3. *Hazing is defined as any action, activity, or attitude directed toward a new member, member or any individual because of his/her relationship with Sigma Kappa or any other campus organization with or without their consent which ridicules, humiliates, embarrasses, confuses, frustrates or causes undue stress as well as any action that may cause physical or mental discomfort and has the potential to cause bodily injury or psychological damage. This includes the harassment, intimidation, degrading or lack of respect from one member(s) to other member(s) and may include verbal, written, implied, physical or through email, text, and/or any type of social media.*
  - a. For more information about activities that may constitute hazing, see the *National Policy Handbook*.
4. *Auxiliary groups such as big brothers, little sisters, or fraternity dads are prohibited in support of the 1967 NPC Unanimous Agreement. For further clarification, see NPH XVIII. A.*
5. *As a general rule, a member or new member who hazes shall be suspended or expelled from the organization following the appropriate procedures. This applies to alumnae as well as collegiate members. Failure to sanction individuals involved in hazing activities may result in sanctions of the chapter as outlined in national policy section VII.G.*

#### **D. Social Events and Functions Policy**

1. The Tau Chapter must submit a petition to Sigma Kappa National Headquarters by May 1<sup>st</sup> for the following academic year. This petition outlines the

ways in which the Tau Chapter will follow the Indiana University Greek agreement instead of some of the selected Sigma Kappa national policies. The President and VPSV will work together to write and submit the petition until it is approved. Once approved, the chapter will follow the Indiana University Greek Agreement and Sigma Kappa National Policies related to hosting social events unless otherwise petitioned. For general policies, see NPH .

### *1. General Policies*

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

- a. All members, new members, alumnae, and guests must be in compliance with state laws, university regulations, local ordinances, and national policies.*
- b. In compliance with the 1979 NPC resolution, all Sigma Kappa social events with other organizations or non-members shall not involve overnight accommodations.*
- c. In compliance with the NPC resolution on alcohol-free functions, all Sigma Kappa events held at a men's fraternity facility must comply with the fraternity's national/local rules and resolutions and any campus-wide alcohol-free initiatives. (See NPH XVIII.F. for further clarification.)*
- d. Open parties are prohibited. There shall be a defined and restricted guest list available at every sponsored or co-sponsored Sigma Kappa event. Anyone visibly intoxicated should not be allowed admittance to a Sigma Kappa event.*
- e. Pre- and post-social function parties are never approved. Such parties and the attendance by Sigma Kappa members and new members are not condoned.*
- f. Co-sponsored social function attendees are limited to members and new members of both sponsoring groups and their dates or guests.*
- g. Each chapter shall have adequate liability and other acceptable insurance protection through the national organization.*
- h. A chapter may not sponsor or co-sponsor a function or event with an alcohol distributor or bar/tavern where alcohol is given away, sold, or provided nor may a chapter except as a prize or raffle for fundraising projects.*
- i. A chapter may not sponsor or co-sponsor a function or event where*

*firearms will be made available for use.*

- j. Social functions that involve traveling to multiple venues, i.e. bar crawls, are prohibited.*
- k. For more information regarding proper implementation of the social events and functions policy, see the *National Policy Handbook*.*

## *2. Events Involving Alcoholic Beverages*

- a. Underage drinking is prohibited.*
  - b. Sigma Kappa sorority has zero tolerance for illegal drugs; any instance of illegal drug consumption, supply, use, etc. will result in an automatic standards council meeting.*
  - c. A ~~photo~~ driver's license ID is required for admittance to all social functions. Those members and guests that are over twenty-one (21) years of age will be clearly identified through a bracelet, mark, or stamp.*
  - d. Sigma Kappa social events held outside the city in which the college/university is located require the use of common carrier such as buses, taxis, hotel shuttle, university transportation, etc. Events held in the same city as the college/university may use common carrier or the designated driver program.*
  - e. Chapter funds shall not be used to purchase alcoholic beverages.*
  - f. Activities/themes must be tasteful and not promote alcohol use/abuse. Drinking games, toga parties, the purchase or use of alcohol in bulk quantities (kegs, etc.), and/or use of drink tickets are strictly prohibited.*
  - g. Non-alcoholic beverages and food/snacks shall be available and served throughout the duration of the event.*
  - ~~*h. BYOB events are strictly prohibited:*~~
  - i. For more information regarding properly executing events involving alcoholic beverages, see the *National Policy Handbook*.*
  - j. Women should remain in the designated areas for all social functions. If women wish to leave they should either 1) sign out and take a ride away from the event or, if they wish to stay with a friend, 2) the woman must sign out near the end of the event and should not return to the function for the rest of the night.*
3. Below includes Indiana University, Bloomington Social Standards and Policies
- a. The Housing Greek Organization must abide by the following provisions to*
    - i. Foster a safe and educational environment for all within the*

University community. The HGO must register all social functions and events that include non-members and involve alcohol with SLL 10 business days prior to the event. The Vice Provost and Dean of Students Office reserves the right to prohibit any discriminatory or dangerous activities at a proposed function or event.

ii. The HGO may not have functions and events with alcohol that are open to the public unless the Vice Provost and Dean of Students Office gives specific approval to do so.

iii. At any function or event with alcohol held by the HGO, the HGO must provide sober monitors/ABR's for the event at a minimum ratio of 1 monitor for every 25 attendees. The sober monitors/ABR's must be non-first year members of the HGO and must act without the use of any alcohol, illegal drugs, or any other substance that might impair the member's awareness. If a function or event is co-sponsored by multiple student organizations, each organization will provide sober monitors/ABR's to assist in protecting the safety of that organization's members.

E. For more information regarding the Indiana University Greek agreement reference <https://studentaffairs.indiana.edu/doc/sll/greek-vision/2017-2018-greek-agreement-final.pdf>

#### ***E. Advisory Board Representative/Sober Monitor Policy***

1. *All sober monitors/ABR's will sign the advisory board representative agreement. Signed agreements are to be included with the Social Function Review Form for the event.*
  2. There will be one (1) sober monitor/ABR for every twenty (20) Sigma Kappa members in attendance at events where alcohol is or may be present.
  3. Every social function where alcohol is or may be present will have at least one sober monitor/ABR from the executive council. This member will be the "head sober monitor"/"head ABR" for the entire function.
  4. Sober monitors/ABR's must arrive at least fifteen minutes before the start of a social function to evaluate the setting and determine if any obvious risks are evident.
  5. All sober monitors/ABR's but the head sober monitors/ABR's and one (1) other monitor of her choosing will remain until every member has signed out from any social event. All other sober monitors/ABR's must remain until five (5) chapter members remain at the social event.
  6. All chapter members are expected to work AT LEAST two (2) sober monitor/ABR's shift per semester.
  7. The sober monitoring/ABR sign-up sheets must be completely filled 24 hours prior to the start time of the social function.
- i. Women with poor academic standing are still required to be sober monitor/ABR at least twice, which will not count against their social restriction for the semester.

8. Sober monitors/ABR's can have one of four jobs: working the table (checking in, confirming ages, arranging rides), roaming (monitoring the various rooms of the event), bar duty (monitoring the members who come to the bar), or stay at the Sigma Kappa house to wait for the social event to end. Sober monitors/ABR's might be given other tasks that are assigned to them by the "head sober monitor"/"head ABR."
  - i. Though it is a requirement that at least one sober monitor/ABR must remain behind any bar serving alcohol at a social event, that sister is never to touch alcohol, cups, or drinks of any kind, leaving that task to the designated bartender/s.
  - ii. If a member is sent home, then a sober monitor/ABR will leave with the women to take her back to the Sigma Kappa house and the designated sober monitor/ABR will assist her as needed.
9. Member disrespect of sober monitors/ABR's will not be tolerated.

#### ***F. Transportation Policy***

1. *When transporting members to and from Sigma Kappa events, the use of appropriate safety precautions is required, including using such modes of transportation where the driver has not been consuming alcohol and no alcohol is being consumed during transportation.*
2. *Common carrier, such as a taxi, bus, and/or university or hotel transportation, is the preferred method of transportation to and from all Sigma Kappa events, whether the event is a social function, a sisterhood event, or other chapter gathering.*
3. *If a designated driver program is coordinated by the collegiate chapter for a chapter event, all participants must comply with the chapter's designated driver guidelines and responsibilities. The model designated driver guidelines can be found in the chapter president's annual supplies.*
4. *Collegiate chapter coordination of transportation to or from a non-Sigma Kappa event is prohibited.*
5. *Collegiate chapter participation in a designated driver program implemented by the university or other organizations for non-Sigma Kappa events is prohibited.*
6. Members of Sigma Kappa **must** utilize the rides provided for all social functions and events. The only women allowed to arrange alternate transportation are sober monitors/ABR's, who will drive themselves to social functions.

7. If a member of Sigma Kappa must be transported to the hospital or doctor's office, the president will accompany her. In this instance, the role of head sober monitors/ABR's will be transferred to the oldest sober monitors/ABR's in attendance.

### ***G. Housing Safety Policy***

1. *There shall be no conduct which is in violation of state law, college/university regulations, or Sigma Kappa national policy on Sorority property at any time.*
2. *All new members, collegiate members, and alumnae shall observe all house, lodge, suite, apartment, or Sorority room rules.*
3. *All facilities shall be in compliance with all applicable laws, ordinances, and regulations.*
4. *There shall be no possession or use of alcohol, firearms, explosive devices, marijuana (even if permitted by state law), illegal drugs, or illegal use of prescription drugs on Sorority property at any time. Pets of any kind shall not be permitted on Sorority property.*
5. *Chapter participation in, or sponsorship of, any activities related to child care is not approved. In addition, individual members are encouraged not to engage in activities related to child care on Sorority property.*
6. *The chapter property to include a house, lodge, suite, apartment, or room shall be locked at all times. Propping open doors is strictly prohibited.*
7. *All chapters with housing shall schedule a disaster/fire drill at the beginning of each term to include practice of the posted evacuation plan.*
8. *The use of candles, incense, halogen lamps/lights, or oil burning items, including lamps, on Sorority property is prohibited. This includes common areas, individual member rooms, and outdoors. Candles are also prohibited during recruitment and ritual events that are held on Sorority property. Electric or battery candles are recommended.*
9. *There shall be no access to or occupation of fire escapes or roofs except for their designated purposes.*
10. *The Sorority property is not open to the public. Non-members are allowed by invitation only and when accompanied by a member or new member.*
11. *Non-members shall be restricted to the public areas of chapter housing.*
12. *Any member or new member who engages in disruptive, illegal, or otherwise unacceptable behavior may be asked by the executive council, the advisory*

*board and/or the corporation board to move out of the sorority property within seven days and will forfeit her room and board for the duration of the contract.*

13. For a more complete rules and guidelines please reference the Sigma Kappa Tau Chapter Housing Rules and Guidelines Document

#### **H. Social Media**

1. All social media including Twitter, Facebook, Snapchat, Instagram, and Tumblr, should represent Sigma Kappa in a respectful manner.
2. There should be no reference to underage drinking in your photos/videos/posts.
  - i. i.e. plastic cups, beer cans/bottles, alcoholic glassware, champagne/wine bottles, attending venues that are strictly 21 and over
  - ii. All photos/videos/posts should have no signs of underage intoxication.
3. Should use appropriate language in captions/posts.
4. Should only tag locations on posts when appropriate.
5. If told by an executive council member to take down a social media post, you must do so within 24 hours.

#### **III. Financial Responsibility**

- A.** Each semester bills will be issued the first of every month/school term.
- B.** All bills are due in full on the 26<sup>th</sup> of each month.
- C.** If payment is going to be late, the member/new member must inform the vice president of finance (VPF) five days prior to the due date and provide the VPF with a definite payment date.
- D.** A fine is levied on any member/new member that has not made prior arrangements by the due date and this fine is compounded monthly on her outstanding balance.
- E.** All payments shall be made via Billhighway, or by check or money order. No cash will be accepted.
- F.** Any member/new member will be assessed a \$35 fine for any Non-Sufficient Funds (NSF) checks written to the chapter in addition to any bank charges. If this occurs more than two (2) times during the academic year, the member will be expected to pay with a cashier's check or money order for the remainder of the year.
- G.** No member will be allowed to take a leave of absence or withdraw unless they are in good financial standing. When on leave, she shall continue to pay her national collegiate dues, communication fee, and national insurance assessment.
- H.** When a member does not pay her bills, she is placed on automatic financial suspension. To learn more about this, see Automatic Financial Suspension,

Article V., Section A.

- I.** Any member/new member that signs up for an apparel order or RSVPs for an event is 100% financially obligated to pay the amount, regardless if the member picks up the apparel or attends the event.
- J.** Members may contest a fine if they believe it was made in error.
- K.** Fines for mandatory meetings not already specified will be determined by the executive council and announced to the chapter two weeks in advance.
- L.** Fines already determined:
  - 1. Formal chapter - \$20
  - 2. Informal chapter -\$10
  - 3. Founder's Day - \$50
  - 4. Ritual workshop - \$50
  - 5. Recruitment workshop - \$50
  - 6. Recruitment – \$100 a day
  - 7. Initiation/model meeting - \$50
  - 8. Order of the Triangle - \$50
  - 9. New member ceremony - \$50
  - 10. Participating in one Greek Organization Philanthropy- \$10
  - 11. Nursing Home Visit- \$10
  - 12. Participating in the Walk to End Alzheimer's- \$25
  - 13. Sisterhood Retreat- \$15

**L.** Prepaid Card

- 1. The only person authorized to use the Billhighway Prepaid Card is the cardholder whose names appears on the face of the card. Under no circumstances may a cardholder allow another individual to use her Billhighway Prepaid card.
- 2. A receipt must support each purchase. Cardholder should submit documentation to the VPF within 2 business days from time of transaction, unless otherwise approved by the VPF
- 3. If no receipt is submitted to the VPF after 14 days, the cardholders will become personally responsible for the purchase, unless otherwise approved by the VPF
- 4. The VPF is responsible for ensuring all Billhighway Prepaid Card transactions are coded within 5 business days from time of transaction.
- 5. If the Billhighway Prepaid Card is abused in any way, the advisory board supervisor and/or advisor to the VPF has the authority to cancel the card.

**M.** The VPF must be provided an estimated spending plan for events or programs including, but no limited to, fundraisers, philanthropy events, socials, alumnae events, recruitment workshops, **academic excellence** programs, and sisterhood events. Each spending plan must be approved by the VPF before any purchases are to be made. Any expenditure made in excess of the total budget amount allowed are to be the personal

responsibility of the officer/chairman in charge, unless otherwise approved by the VPF.

#### **IV. Attendance Policies**

- A.** Attendance at all meetings, ritual events, Inspiration week events (this attendance is up to the discretion of the VPCO), and chapter functions are essential to the success of the chapter. Chapter members are expected to arrive on time.
- B.** All ritual ceremonies, recruitment practices and workshops, recruitment events, Founders' Day, ritual practices, sisterhood retreats, and formal and informal meetings are considered mandatory and must be attended by each member.
- C.** Sisters who have other leadership responsibilities that conflict with Sigma Kappa events need to write a letter to the Executive Council to approve their absence from Sigma Kappa events, so they do not lose points or get fined.
  - a.** Any absent member, regardless of approved or unapproved absence, is responsible for information at the event she misses.
- D.** Executive council, standards council and committee meetings are mandatory for the members of those councils and committees.
- E.** Other events may be made mandatory for all members, provided the chapter has voted to make the event mandatory. The event will be noted as mandatory on the chapter calendar.
- F.** For an event to be considered mandatory, members and new members must be given a minimum of 14 days notice. This does not include Panhellenic events and house meetings.
- G.** Members and new members are encouraged to attend all non-mandatory events.
- H.** It is the responsibility of each member to manage their time so that studying can be done prior to meetings or other activities.
- I.** A member shall be allowed three (3) unexcused absence and three (3) excused absences each semester for mandatory meetings and events, with the exception of ritual and recruitment events.
  - a.** If you take an unexcused absence, it will still result in a fine.
- J.** If a member has two or more conflicting mandatory Sigma Kappa related events, contact the Vice President of Communication and Operations to handle on the case-by-case basis.
  - a.** This will not infringe on your allotted absences, fines, and point total if communicated properly.
- K.** If a member exceeds the number of excused or unexcused absences, the member will be asked to attend a standards council meeting.
- L.** Excuses are due to the Vice President of Communication and Operations, 24 hours prior to a mandatory event. Excuses must be submitted through the VPCO email and include proper documentation. No excuses will be accepted after the event unless it is in the case of an emergency.
- M.** After an event occurs, a member or new member will have ONE WEEK to refute

her points/absence for that event. After one week has passed, the points or absences will stand as they are.

- N. Excused absences may include illness (if the woman provides a doctor's note), medical, family emergencies, religious holidays, and religious services (members are expected to attend any part of the required event before and after their religious service). Work is not considered an excuse for Sigma Kappa events. Members should attempt to alter their work schedule to be a full participating member of the chapter.

a. Permanent job or internship interviews may be considered for excuse/ However, excuses may not be granted for events such as, but not limited to, chapter, ritual and recruitment events/workshops. Excuses are up to the discretion of the VPCO.

- O. Class and labs do not count towards a woman's excused or unexcused attendance count.
- P. If a sister arrives more than 15 minutes after an event (meetings, new member meetings, ritual ceremonies, recruitment) has started or leaves more than 15 minutes prior to the end, she will be considered absent and unexcused.
- Q. If there is a reason why a member must leave a meeting/event early, she must notify the VPCO prior to the event.
- R. When members and new members attend meetings, they shall conduct themselves in a professional manner; if they do not comply they may be asked to leave. If asked to leave, the member will be considered absent, unexcused, and fined (if applicable).
- S. Each member is responsible for being aware of all business that is conducted within each meeting, whether the member is present or not. The VPCO will post each meeting's minutes on the GIN system and it is the responsibility of the absent member to read the minutes. Not knowing about something that is in the minutes due to an absence will not be an acceptable excuse.
- T. Ritual is the foundation upon which the Sorority stands. Thus, attendance at all ritual ceremonies and practices is mandatory. **No member shall be admitted into a ceremony once it has started.** She will be counted as unexcused. A fine of \$50 per event will be assessed for each unexcused absence at the following ritual events: new member ceremony, Initiation/model meeting, and Order of the Triangle.
- U. Committee Assignments and Participation
  - a. Committees will be assigned by the VPP at the start of each semester
  - b. Committee requirements are as follows:
    - a. Members must be present and attend all meetings scheduled by the chair unless they have notified the chair with a legitimate excuse 24 hours prior to the scheduled meetings.
    - b. Members should regularly communicate with the chair and respond when the chair needs help and input from the committee.

- c. One member of the committee should send meeting minutes to the VPP within 24 hours of the meeting.
  - d. Members should carry out the task assigned to them by the chair or the ones that they are volunteer to do.
  - e. Members should treat the chair and fellow committee members with the utmost respect
- V. Recruitment is one of the most important events on the chapter's calendar. As such, attendance is mandatory.
- 1. Should a member be required to miss a recruitment workshop or event, she must submit an excuse to the chapter's recruitment supervisor for approval. Prior to recruitment events, the recruitment supervisor will establish the date to turn in excuses. The recruitment supervisor will decide whether or not to approve excuses and or assess fines.
  - 2. Failure to attend formal and informal recruitment workshops and events will result in the following fines:
    - a. Recruitment workshops – \$100 per day
    - b. Recruitment events – \$100 per day
  - 3. All members are expected to participate in recruitment training unless otherwise approved by the advisor to the vice president of membership.
    - a. Women who will not attend recruitment, because they were granted an approved leave of absence or are graduating the semester of the workshop, will not be required to attend recruitment training.
  - 4. Events and workshops hosted by NHQ are considered mandatory and will warrant a \$50 fine if an unexcused absence occurs.

## **V. Point System**

- A. Members of the chapter will participate in a Point System. The Point System will be overseen and maintained by the VPCO on the GIN System.
- B. Points will be awarded each week for academic excellence. Members who are required to complete study hours must complete their study hours either on the GIN System or at the study hours provided at the Sigma Kappa House week in order for them to earn those points. Members who are not required to turn in study hours will receive their weekly academic excellence points automatically.
- C. Members who have extenuating circumstances, including, but not limited to, members who are athletes, on Panhellenic Executive Council, IUDM Executive Council, Rho Gammas, or have medical disabilities will petition to the VPCO at the beginning of the semester to discuss their circumstances if interested in possible percentage/point alterations.
- D. New members are required to maintain 75% of the points that are available to them. They will be expected to follow the point system expectations that initiated members are held to. These absences must be submitted 24 hours prior to the start of the event.

- E. If proof is needed for points to be awarded, a photo must be emailed to iuskvpc@gmail.com within 48 hours of the start of the event.
- F. The Vice President of Communications and Operations is responsible for adjustments to the point system. Point allotment for events will be decided on by the VPCO with the advisement of Standards Council.
- G. Each member is required to attain 75% of the points at the time of the event in order to attend the end of the semester formal/semi-formal/date party. The required point amount will be stated to the members at the beginning of each semester, as some events pertain to only one semester and not another.
- H. Members who are unexcused from a Sigma Kappa event will earn 0 points for the event.
- I. If a member is below 75% by the 28<sup>th</sup> of that month, the following procedure will be followed:
  - a. The first month they are below they will be given a warning by the Vice President of Communications and Operations.
  - b. The second month they are below they will be on social probation for the rest of the month and will be notified by the Vice President of Standards and Values. This means **no social functions** except for the following: Dad's weekend, Mom's Weekend, Homecoming, and Little 500 events.
  - c. If a member gets off of social probation but then is below the 75% of their points another month, they will NOT receive a warning but be on social probation for another month.
  - d. If the member is below the Sunday before the Sigma Kappa sponsored formal/date party the member can't attend regardless if it is the first or second month of falling below.
  - e. At the end of the semester, the percentage of points will roll over. If the member is below 75% then she will be given either a warning or be on probation depending on if she has been below before. The 75% will determine your social standing but the points will not all rollover giving women a chance to raise their points again. For example, if in December you are below 75%, then January will be when you receive your social probation/warning.
- J. Members may earn points the following ways:
  - a. Philanthropy
    - i. 15 points for attending Sigma Kappa's philanthropy events
    - ii. 10 points for attending another Greek philanthropy event
  - b. Service
    - i. 10 points for participating in Inherit the Earth
    - ii. 25 points for participating in the Walk to End Alzheimer's
    - iii. 10 points for volunteering at Bloomington Nursing Home
  - c. Ritual
    - i. 10 points for every chapter attended
    - ii. 50 points for every ritual workshop attended

- iii. 10 points for attending Inspiration Week
- iv. 50 points for attending Initiation
- v. 50 points for attending New Member Ceremony
- vi. 50 points for attending Order of the Triangle
- vii. 50 points for attending Founders' Day Events
- d. Recruitment
  - i. 50 points for every recruitment workshop attended
  - ii. 10 points for every day of formal recruitment attended, including Bid Day
- e. Sisterhood
  - i. 15 points for attending sisterhood retreat
- f. Academic Excellence
  - i. 15 points for completing study hours each week on GIN
- g. Dues
  - i. 10 points for paying dues on Billhighway by the 26<sup>th</sup> of the month
    - 1. Unless you have a payment plan set up with the VPF
- h. Mandatory Events facilitated by NHQ
  - i. 50 points for attending all mandatory workshops and events from NHQ
- K. Members will be fined:
  - a. Missing recruitment events and workshops
    - i. \$50 per each workshop day
    - ii. \$100 per each event day
  - b. Missing mandatory events from NHQ
    - i. Fine decided by Executive Council
  - c. Missing Ritual events
    - i. \$50 for any ritual event, refer to section IV.T
  - d. Missing Founder's Day
    - i. \$50

## **VI. University and Greek Spirit**

- A.** All chapter members will promote a spirit of cooperation among fellow fraternities, sororities, and their members. No member is to speak poorly of another sorority, fraternity or campus group.
- B.** The chapter will support and participate in their college Panhellenic Association.
- C.** If Sigma Kappa has a social function with an IU fraternity, there should be no indication on any member's social media that the member attended a function at another/different fraternity.
- D.** *All collegiate members are expected to participate in at least one co-curricular activity.*

## **VII. Courtesy**

- A. Meetings, ritual events and membership selection MUST be kept confidential. Sorority business is private and must be discussed among **members present** in the meeting only.
- B. Members and new members should stand when an alumna enters the room.
- C. Visitors and guests of the chapter shall be introduced to members and shall have a hostess assigned to them for the duration of the event.
- D. Respect for members and new members are a necessity. Protect the privacy of members and new members at all times by using discretion when discussing personal matters.
- E. Respect for the property and privacy of all members should be shown.
- F. Damaging any Sigma Kappa property will not be tolerated and will result in a standards council meeting
- G. Negative behavior towards Sigma Kappa that undermines chapter spirit will not be tolerated and may result in suspension of the member.
- H. There shall be no smoking, drinking or eating at formal chapter meetings or ceremonies.
- I. Cell phones must be placed in silent mode and out of sight for all Sigma Kappa meetings and ritual ceremonies.
- J. Members will be on time whenever they are representing Sigma Kappa in any capacity.

## **VIII. Dress Code**

### **A. General**

1. Appearance on campus affects Sigma Kappa's image and reputation. Members are expected to present themselves as polished and well-put together at all times in attire appropriate to the activity.

### **B. Formal/Promise for New Members meetings**

1. Appropriate dress shall be business attire to include: suits, dresses, dress pants, skirts, nice tops and dressy shoes.
2. Badges must be worn.
3. Examples of inappropriate dress include: anything unnecessarily tight or revealing, jeans, t-shirts, tennis shoes, flip flops, UGG footwear, baseball hats, leggings and workout clothes.

### **C. Ritual**

1. All ritual events (new member ceremony, Initiation/model meeting, Order of the Triangle) require an all-white dress or skirt and top with appropriate undergarments and white dress shoes. White sweaters and cardigans may be worn over the white dress if necessary. Dress pants are not acceptable. Clothing that is off-white is not acceptable.
2. Badges must be worn.

#### **D. Insignia and Badges**

1. Badges and new member pins are worn on the left side of the chest over the heart. These must be worn above all other jewelry (such as badges from honorary societies).
2. The badge and new member pin should only be worn when dressed in formal meeting attire. It is not appropriate to wear the badge or new member pin when dressed in jeans or other casual attire.
3. Any questions regarding appropriate attire may be brought to the ritual chairman or the Vice President of Standards and Values.

#### **E. Social**

6. No matter the theme or official dress code, all members should dress in a tasteful fashion at all social events.

### **IX. Membership Status**

*A. See the Collegiate Members Policy (NPH, Article IV.) for information regarding membership status.*

#### **B. Leave of Absence Reiterations**

1. Members granted a leave of absence shall assume the same privileges and responsibilities as an alumna member. Unless otherwise invited or approved by the executive council and/or advisory board supervisor, members granted a leave of absence may not attend the following events:
  - i. Weekly Social Pairs, Formals/Informals, Little 500 Pairs, Homecoming Pairs, Sisterhood Events, Bid Day, Big/Little Reveal, Philanthropy Events, Rituals, Workshops, Formal Chapter, Alumnae Events, Founder's Day, Inspiration Week, Mom's/Dad's Weekend.
2. If granted a leave of absence, members who hold an executive council or officer position must resign.
3. *In order for the application to be approved, the member shall be a fully participating member of the chapter and in good financial standing. She shall pay her national collegiate dues and national insurance assessment.*
4. LOA Requests must be emailed to [juskpres@gmail.com](mailto:juskpres@gmail.com) by the following dates:
  - i. For Fall LOA: April 20<sup>th</sup>
  - ii. For Spring LOA: December 1<sup>st</sup>
5. In order for a member's LOA request to be approved by the Executive Council, she must:

- A. Be paid in full for all prior dues and fees.
- B. Provide payment for all National dues and fees that apply to the semester the leave of requested for.
- C. Email reason and proof to VPF at [iuskvpf@gmail.com](mailto:iuskvpf@gmail.com)

## **X. Termination/Suspension of Membership**

### ***A. Automatic Financial Suspension***

- 1. *Applies only in case of failure to pay bills. Any member 30 days in arrears to the chapter or the corporation board shall be automatically suspended.*
- 2. Refer to the *National Policy Handbook*, Article V. for details regarding the Automatic Financial Suspension procedure.

### ***B. Suspension***

- 1. *A disciplinary sanction imposed for the reasons set out below. Suspension requires the setting of a time limit of no more than 12 months from the time of the chapter vote. Any of the following constitutes reason for suspension:*
  - a. *Suspension by the university.*
  - b. *Failure to attend chapter meetings without being excused by the executive or senior council.*
  - c. *Contempt of authority.*
  - d. *Misconduct.*
  - e. *Undermining the chapter spirit.*
  - f. *Other valid reasons.*
- 2. *A chapter may place a member on suspension by a two-thirds (2/3) affirmative vote of the chapter followed by a Petition for Special Dispensation approved by the advisory board and collegiate coordinator.*
- 3. Refer to the *National Policy Handbook*, Article V. for details regarding suspension and reinstatement.
- 4. During the member's time on Suspension, the member is required to pay all dues in full--this includes National Sigma Kappa dues, IU Panhellenic dues, Tau Chapter dues, Housing and Furnishing fees, Parlor fees, and other mandatory expenses stated by the VPF.

### ***C. Expulsion***

- 1. *For all reasons, except financial, expulsion is the complete, final and permanent severance of relations, participation, and mutual obligations between Sigma Kappa and one of its members. There is no reinstatement.*
- 2. *The national council may withdraw the privilege of membership from any collegiate member upon recommendation of the collegiate coordinator, collegiate district director, and the unanimous vote of national council.*
- 3. *A collegiate chapter may withdraw the privilege of membership from one of*

*its members by a two-thirds (2/3) affirmative secret written ballot of the chapter followed by a Petition for Special Dispensation approved by the advisory board, the collegiate coordinator, collegiate district director, and unanimous vote of national council.*

4. Refer to the *National Policy Handbook*, Article V. for details regarding the expulsion procedure.

#### **D. Voluntary withdrawal of membership**

1. *The severance of relations, participation, and mutual obligations between Sigma Kappa and one of its members at the voluntary request of the member.*
2. *The member shall be in good standing with the chapter including all local and national financial obligations. Pending approval by the chapter and the advisory board supervisor, the member will not be responsible for any local financial obligations accruing after the request for withdrawal, the badge and the membership certificate have been received by the chapter.*
3. *The member shall request withdrawal through a dated written letter to the chapter, accompanied by her badge and membership certificate.*
4. *A two-thirds (2/3) affirmative secret written ballot vote of the chapter is necessary followed by a Petition for Special Dispensation approved by the advisory board supervisor. The original letter of request from the member wishing to withdraw shall accompany the petition to the national headquarters along with her badge and membership certificate.*
5. Refer to the *National Policy Handbook*, Article V. for details regarding withdrawal of membership.

#### **E. Depledging**

1. *The releasing of a new member from her pledge prior to her initiation.*
2. *A new member who has participated in the new member ceremony shall request depledging through a dated written letter to the vice president of new member education.*
3. *A chapter may depledge a woman by two-thirds (2/3) affirmative secret written ballot vote with the consent of the advisory board and collegiate coordinator.*
4. *The national council may depledge a woman upon the recommendation of the collegiate coordinator, collegiate district director, and the unanimous vote of the national council.*
5. Refer to the *National Policy Handbook*, Article V. for details regarding depledging.

### **XI. Executive Council, Officers, and Chairmen (NPH, Article X.)**

- A. *No member may hold an office whose grades are not satisfactory. To be eligible*

*to hold and maintain any executive office, a member shall have a 3.0 overall GPA as well as a 3.0 the prior school term. To be eligible to hold any other office, a member shall have a 2.8 overall GPA as well as a 2.8 the prior term.*

- 1. Any exceptions to this policy require written approval from the advisory board, collegiate coordinator, and collegiate district director.*
- B. Each member selected for office shall realize the seriousness of her obligations and be prepared to resign if she does not perform her duties.*
- C. The chapter president, Vice President of Standards and Values, and vice president of finance should be upper class members of the chapter and have been initiated for at least one year. The ritual chairman shall be a member that has been initiated for at least one year. Any exceptions to this policy require written approval from the advisory board, collegiate coordinator, and collegiate district director.*
- D. No member shall hold a major office whose financial obligations to the chapter or the national organization are in arrears.*
- E. The advisory board and the collegiate coordinator may remove an officer from office for failure to perform her duties.*
- F. A member running for a position may not be slated if she has any overdue balance on Billhighway at the time the Slating Committee meets.*

## **XII. Standards Council**

### **A. General**

1. The purpose of standards council is to strive for the betterment of the chapter by praising members who exhibit high levels of dedication to their sisters or Sigma Kappa as a whole, by enforcing chapter standards and upholding the *National Policy Handbook, Constitution and Bylaws*, and the chapter's Code of Conduct. The council assists the VPSV with reviewing, editing and modifying the chapter Code of Conduct as needed, at least once each academic year.

### **B. Qualifications and selection of standard council members**

1. Members of the standards council are the VPSV, a representative from each academic class (sophomore, junior, and senior), and a member of the advisory board.
2. Standards council members may not be executive council officers with the exception of the VPSV.
3. Representatives are chosen by the VPSV with the approval of the president and advisory board supervisor.
4. Members of the standards council must have a 3.0 cumulative GPA.
5. Each member of the standards council must possess and use discretion, trustworthiness and confidentiality. They should dedicate themselves to the preservation of the reputation and high standards of the chapter.
6. Any standards council member known to have discussed business pertaining

- to a standards council meeting outside of the meeting will be replaced and may be sanctioned by the standards council.
7. If a standards council member has one unexcused absence from standards council meetings, she will be at risk of being removed from her position on the council.
  8. Standards council representatives shall serve for a term of one calendar year. This may be reduced to one school term/semester if necessary.

### **C. Standards Council Procedures**

1. To call a member or new member before the standards council, a letter/email must be submitted to the VPSV. The letter should include the complaint and the section of the Code of Conduct or national policy that was violated, if applicable.
2. Concerns or infractions which may be directed to the standards council include but are not limited to:
  - a. Violations of the Sigma Kappa *National Policy Handbook* and/or Sigma Kappa *Constitution and Bylaws*.
  - b. Violations of the Code of Conduct
  - c. Grievances between sisters
  - d. Excessive unexcused absences from chapter meetings or activities.
  - e. Members not in good academic standing.
3. If a new member is asked to attend a standards council meeting, the vice president of new member education shall accompany her, if the new member desires. The VPNME serves as moral support, not to provide her opinion on the situation.
4. The accusing member may be asked to present her case in front of the standards council. According to due process, those being accused have the right to face their accuser so anonymous complaints cannot be accepted.
5. The standards council shall discuss any problems or concerns within the chapter and its members, as well as recommend methods to eliminate current problems and avoid future issues.
6. The standards council will meet at least twice a month.
7. Standards council meetings will include designated time to recognize members for positive displays of Sigma Kappa standards, hear disciplinary cases, and discuss special projects.
8. Standards council meetings and the business discussed therein are private and shall be kept confidential.

### **D. Code of Conduct Procedures**

1. The Code of Conduct will be revised at least once an academic year and be presented to the chapter for approval via a two-thirds (2/3) affirmative chapter vote.
2. If approved, the new changes to the Code of Conduct will be effective

- immediately, unless otherwise noted in the chapter minutes.
3. To propose an amendment to the Code of Conduct, a written petition shall be presented to the standards council for consideration. The petition shall include:
    - i. The section of the Code of Conduct to be changed.
    - ii. Suggestions on how it should be changed.
    - iii. Supporting comments/evidence for the change.
  - b. Standards council will review all proposed amendments and, if appropriate, present the change to the chapter for approval.
  - c. *All members must sign a form indicating that they have read the chapter Code of Conduct and National Policy Handbook VII. Risk Management for Collegiate Chapters*

### **XIII Philanthropy**

1. All members must complete 12 service hours each semester. These must be submitted through the google form provided on the GIN System
  - a. Must include evidentiary photo
    - b. \$15 fine if not done
2. Must attend the one nursing home event
  - a. 10 points
  - b. \$10 fine if not done
- c. Must go to at least one Greek Organization sponsored service event
  - d. 10 points
  - e. \$10 fine if not done
- f. Must attend all philanthropy events held by the Tau Chapter
  - g. \$15 fine if not done
- h. Must participate in the Walk to end Alzheimer's
  - i. 25 points
  - j. \$25 fine if not done

### **XIV: New Members**

1. All new members are required to attend the new member meetings that are set by the VPNME. Determining whether or not the absence is excused is up to the discretion of the VPNME.
2. New members are required to maintain 75% of the points available to them (i.e. study hours, informal chapters, philanthropy, recruitment workshops, etc.). New members are not permitted to attend events involving ritual (i.e. formal chapter, ritual workshops, etc.) and will not be penalized for not attending before being initiated.
  - a. All absences from Sigma Kappa events should be submitted to the **VPCO** and follow the procedure outlined in section IV subsection L.
3. All new members are subjected to all other fines, point losses, and

potential standards council meetings as outlined in section IV.

#### **XIV: Indiana University Compliance**

1. **Statement of University Compliance:** This organization shall comply with all Indiana University regulations, and local, state and federal laws.
2. **Anti-Hazing Policy:** Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
3. **Personal Gain Clause:** This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

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

This Code of Conduct shall be in effect for the 2018-2019 academic year.

**Code of Conduct Acknowledgement**

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

\_\_\_\_\_  
Signature      Date

\_\_\_\_\_  
Printed name