



# KAPPA SIGMA FRATERNITY

A **BROTHERHOOD** LIKE NO OTHER

## EXECUTIVE COMMITTEE MANUAL

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KAPPA SIGMA FRATERNITY VOLUNTEER GUIDE





# A LETTER FROM BROTHERS IN ACTION COMMITTEE

Dear Brother,

Congratulations! Your Chapter has elected you to a position on its Executive Committee. This is one of the highest honors that a Chapter can bestow on a Kappa Sigma. You are now following in a long line of leaders. Men who have served as you are about to have gone on to many great things - Presidents of Fortune 500 companies, world-renowned philanthropists, great military leaders, giants in medicine and science, and members of the U.S. Congress.

Without exception, they will each tell you that their experience as a Kappa Sigma and an Executive Committee Officer paved the way for their future success.

While serving on the Executive Committee is a great honor, it is also a great responsibility. For the next year, you and your fellow officers have been entrusted with the stewardship of the Chapter. In many cases, the Chapter will succeed or fail based on the actions and decisions of the Executive Committee. We have great faith in your abilities, and know that you will lead your Chapter to greatness.

This manual will guide in your role, and will help you along the way. It is not a "cure-all" of the many of challenges that you will face - rather it is a roadmap that will help you navigate many of them.

Whatever you do, do well, and may success attend your efforts.

A.E.K.Δ.B.

Brothers in Action Committee

"The skills you learn while serving as Grand Master are very similar to what running a business is all about. You are dealing with alumni who are like stockholders, the Brothers in the Chapter house who are similar to employees or investors, and with parents and the university president, you have public relations situations. You have a budget, you have sales, and you have marketing. These are all the different things that it takes for you to start your own business or to be an entrepreneur."

**Todd R. Wagner (Beta-Theta, Indiana University, '80)**

**2003 KAPPA SIGMA MAN OF THE YEAR**





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**Article V, Section 4, Sub-Section 1 of the By-Laws:**

"Eligibility of Officers: No member shall be elected as an officer, nor continue as such, unless he is a member in good standing. The election of all officers shall be at such time as will facilitate the orderly transition of responsibilities from their predecessors"

**Article V, Section 3, of the Constitution:**

"Members in Good Standing: All regular initiated members of this Fraternity shall be members in good standing, except:

- A.** Any Member who has been expelled.
- B.** Any Member who has been suspended and not reinstated.
- C.** Any Member who owes any sum of money to this Fraternity or any Undergraduate Chapter, more than thirty (30) days past due.
- D.** Any Member who is considered not in good standing under any provisions of the Constitution, By-Laws, Rules and Enactments of the Grand Conclave of this Fraternity.
- E.** Any Undergraduate member who is considered not in good standing under any provisions of the By-Laws or other Enactments of his Chapter.

*Only members in good standing shall be entitled to attend chapter meetings, Grand Conclaves, and other business meetings and social affairs conducted in the name of Kappa Sigma. Every member in good standing shall enjoy perpetual membership in this Fraternity, including the continuing right to attend meetings of the chapter by which he was initiated and vote on all questions, except that only undergraduate members shall be eligible to vote on the election of candidates for initiation or pledging, the suspension or expulsion of an undergraduate member, the election of officers, and assessments applicable to undergraduate members."*

**Article IV, Section 7, of the Constitution:**

"Chapter Officers: Each chapter shall elect a Grand Master, Grand Procurator, Grand Master of Ceremonies, Grand Scribe, Grand Treasurer, who shall constitute the chapter Executive Committee. They shall respectively have such powers and perform such duties as may be provided in the By-Laws and Rules.

*Each chapter shall also elect two Guards, and they shall have such powers and duties as may be provided in the By-Laws and Rules. Each Chapter may also elect one or more Assistant Grand Scribes and one or more Assistant Grand Treasurers, and they shall have such powers and perform such duties as may be provided in the By-Laws and Rules."*



## **Article V, Section 2, Sub-Section 2 of the By-Laws:**

*"Secret Ballots: All voting for chapter officers and upon candidates for membership in the chapter shall be by secret ballot."*



# OFFICER TRANSITION AND TRAINING

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**Who Should Be Involved in an Officer Transition?**

- District Grand Master
- Alumnus Advisor and Assistants
- Newly elected Executive Officers
- Past Executive Officers
- Key Committee Chairmen

**What Type of Documents Should Be Reviewed Prior?**

- Constitution, By-Laws and Rules of Kappa Sigma Fraternity
- Code of Conduct
- Fraternity, University Policies and the "Laws of the Land"
- Kappa Sigma Executive Committee Manual

**When Should The Transition Be Held?**

After elections and ideally before the new Officers are installed.

**When Should The Transition Be Held?**

It should be in an environment that is both comfortable and conducive to the needs of the entire group. This will help in promoting a creative atmosphere. Go to a place where you will be free from disturbances or distractions.

**How Long Should This Officer Transition Retreat Last?**

A transition can be ongoing if the old officers are around to answer questions. However, for the length of time in the meeting, the Brothers should plan on spending an entire day.

**What Should Be Accomplished?**

- Reviewing the duties and responsibilities of the individual officers and the Executive Committee as a whole.
- Reviewing the past term (goals, problems, accomplishments, etc.
- Setting goals and a calendar for the next term and reviewing/updating long-term Chapter goals.
- Making sure the new officers have name, addresses and phone numbers of key people.
  - District Grand Master
  - Alumnus Advisor
  - Assistant Alumnus Advisor



# OFFICER TRANSITION AND TRAINING

- Fellow Executive Committee Officers
- Greek Advisor and Faculty Advisor
- House Corporation Officers
- Alumni Chapter Officers
- Headquarters' Staff

## NOTES:

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## SPECIFIC AREAS TO COVER

**MAJOR INITIATIVES:** A Greater Cause, Brothers in Action and Champion Quest.

- |                                   |                              |
|-----------------------------------|------------------------------|
| • Big Brother Program             | • Ritual                     |
| • Chapter By-Laws                 | • Parliamentary Procedure    |
| • Code of Conduct                 | • Scholarship Program        |
| • Committees                      | • Risk Management            |
| • Constitution, By-Laws and Rules | • Chapter Calendar of Events |
| • Finances                        | • Awards Manual              |
| • Recruitment Planning            |                              |
| • Reporting to Headquarters       |                              |



**BROTHERS  
IN ACTION**



Arrival at destination.....	9:00 a.m.
Overview of what each hopes to accomplish.....	9:00 a.m. - 9:30 a.m.
Individual Officers (old and new) breakout sessions.....	9:30 a.m. - 11:30 a.m.
Lunch.....	11:30 a.m. - 12:30 p.m.
Old/New EC and Alumnus Advisor as a group (New GM Facilitating).....	12:30 p.m. - 3:00 p.m.
Break (new Committee Chairmen arrive) .....	3:00 p.m. - 3:30 p.m.
Discuss expectations of committee chairmen (meetings, reports, delegation) .....	3:30 p.m. - 5:00 p.m.
Fellowship dinner with Advisors (DGM has budget allowance for this meal) .....	5:00 p.m.

### **Agenda** (12: 30 p.m. - 3:00 p.m.)

- Discuss past term
- Duties and Responsibilities as an Executive Committee
- Goals for ensuing term
- To do Calendar
  - Community Service    ○ Social
  - Founders' Day        ○ Pledge and Initiation Dates
  - Fundraising            ○ Homecoming
  - Recruitment          ○ Additional Items
- Committees

## **NETWORKING**

### **NETWORKING** with Greek & Faculty Advisor

- Grand Master and/or all EC Officers meet with campus advisor to introduce new chapter officers
- Grand Master should visit campus advisor at-least once per month.

## **ITEMS YOU NEED**

### **ITEMS** needed for Transition Retreat

- Calendar (Large Wall Calendar Preferred)
- Chapter By-Laws
- Constitution, By-Laws and Rules of Kappa Sigma
- Copies of Code of Conduct
- Flipchart and Markers
- Planners, Notepads, Pens



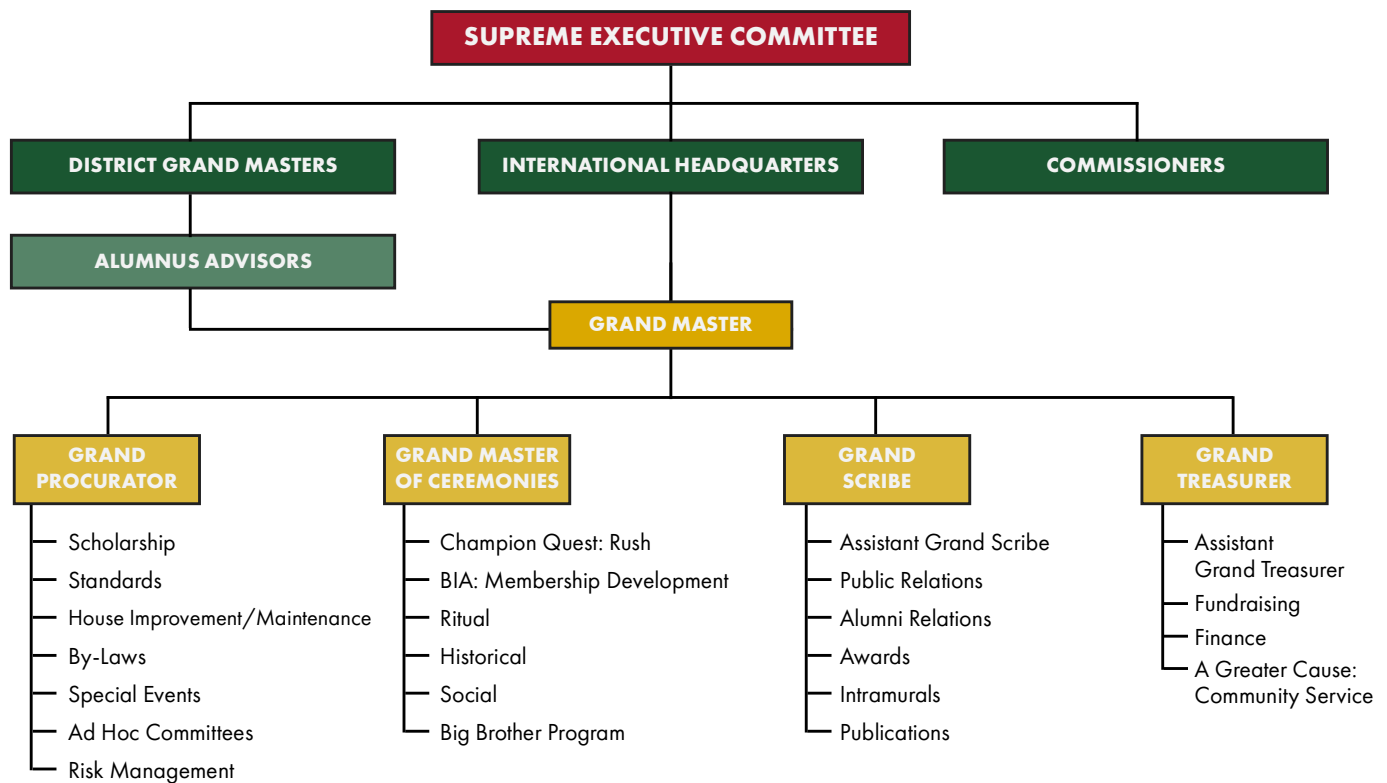
# ORGANIZATIONAL CHART

KAPPA SIGMA FRATERNITY EXECUTIVE COMMITTEE MANUAL

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*This is an example of how a typical Chapter organizational structure might look.*



# RUNNING AN EFFECTIVE MEETING

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*"Notice of Meetings: Notice of regular and special meetings of the chapter shall be given as required by the By-Laws of the chapter."*

### **Rule 2.8, Sub-Section 2.8.3. of the Rules**

"Chapter Meetings: All undergraduate chapter meetings should be opened, conducted and closed in Due Form as exemplified by the Ritual of Kappa Sigma. This shall not be construed to prohibit occasional or special meetings in which the Chapter may elect to have without the Ritual ceremony in order to accommodate pledges or other non-initiates with whom the chapter may desire to meet."

### **Recommendations for Running an Effective Meeting**

- Plan and post an agenda of topics to be considered at the meeting. This means holding an Executive Committee meeting at least a day prior to the Chapter meeting. Allow issues to be discussed among the Executive Committee before the chapter meeting. The EC should be in accord with their decisions and display that unity to the Chapter.
- Circulate the agenda and committee reports at-least 24 hours before the meeting.
- Make sure the meeting room is clean, comfortable, and large enough to accommodate everyone.
- Know parliamentary procedures; "Robert's Rules of Order".
- Start the meeting on time.
- Make sure only one Brother is speaking at a time. The Grand Master should recognize the person with permission to speak in the meeting.
- Do not spend too much time on any one topic. If neccessary, refer to a committee or recommend a motion.
- Make sure you speak to the entire group and not just an individual.
- Have a plan of action and policy for discipline when dealing with disruptive Brothers.
- Allow everyone a chance to participate.
- Minutes should be taken at every meeting, and the minutes of the previous meeting should be read at the next ..... meeting or posted online in the chapter files on KappaSig.Net.
- Know the Constitution, By-Laws, and Rules of Kappa Sigma, and the Chapter By-Laws. Always have a copy accessible.
- At least once a month, have "Good of the Order" so everyone has a chance to speak at the end of the meeting.
- Always end the meeting on a positive note.



# RUNNING AN EFFECTIVE MEETING

- Chapter meetings should be no longer than 1 hour excluding ritual ceremonies. If more time is needed for an item of business, refer it to a committee or table the matter until next meeting.
- Listen to what everyone is saying.

## Chapter Meetings

(Every Week)

- Opening Ceremony
- Roll Call
- Minutes of Preceding Meeting
- Officer Reports
- Committee Reports
- Reading of Communications
- Unfinished Business
- Installation of Officers \*
- New Business
- Committee Appointments
- Special Program
- Ceremony of Balloting \*
- Ceremony of Affiliation \*
- Ceremony of Pledging
- Ceremony of Initiation
- Explanatory Lecture \*
- Good of the Order
- Closing Ceremony

## EC Meetings

(Every Week)

- Call to Order
- Approval of Agenda
- Officer Reports
- Committee Chairmen Reports
- Review of Membership
- Pledges
- Recruitment
- Delinquent Accounts
- Attitude Report
- Review of Progress
- Old Business
- New Business
- Grand Master's Comments
- Approve Agenda for Next Meeting
- Good of the Order
- Adjournment

## Committee Meetings

(Every Week)

- Call to Order
- Explanation of Committee Purpose
- Review of Progress
- Identifying Needs
- Creative Time
- Appointments
- Deadlines
- Prepare Progress Report to Chapter (weekly)
- Good of the Order
- Adjournment

# COMMITTEES

\* = Where applicable

- Create Ad Hoc Committees when needed.
- When an Ad Hoc Committee has reached its goal, dissolve it.
- Have each pledge serve on a committee of his choice.
- Set written goals and objectives.
- Set long and short term deadlines. Short term goals should be no longer than one month.
- Make sure committees meet weekly.
- The GP is the administrator of the committee system. Delegate whenever possible.
- Teach the committee chairman to delegate authority to the committee members.
- Keep good committee notebooks.
- Recognize good work done in committees at Chapter meetings.



# GRAND MASTER

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## INTRODUCTION

The Grand Master faces a variety of responsibilities and challenges, which can roughly be broken down into two categories: leadership and administration. He is the Chief Executive Officer of his chapter. Inasmuch as the GM represents the chapter in all aspects, both internally and externally, he is usually regarded as the most informed and responsible member of the chapter. With this office comes the responsibility for making sure chapter members are aware of all Kappa Sigma and university policies and rules, as well as all applicable federal, state, and local laws. It is ultimately his responsibility to see that all goes well.

In addition to being responsible for the internal management of the chapter, the Grand Master is to be a role model for all members and pledges, as well as a liaison to the chapter alumni, International Headquarters, university officials, parents, neighbors, and other fraternities and sororities. The initiative he displays and his leadership of the chapter should set a good example. In doing this, the Grand Master will ensure that the other officers and committee chairmen are doing their jobs.

### **Job Description According to the Constitution, By-Laws and Rules of Kappa Sigma Fraternity**

#### **Article V, Section 4, Sub-Section 2 of the By-Laws**

*"The Grand Master shall be the Chief Executive Officer of the chapter and as such will be conversant with the duties and responsibilities of all other Officers of the chapter, both elective and appointive. While he shall not usurp the duties of the remaining Officers as outlined hereinafter, nor as covered in the Chapter By-Laws, it is his responsibility to have personal knowledge of the status of reports, correspondence and functions of all other chapter officers. The Grand Master shall be the presiding Officer of the chapter. He shall preserve order and compel attendance at meetings."*



## **Recommendations for the Grand Master**

- Follow the Code of Conduct
- Become familiar with the Kappa Sigma Constitution, By-Laws and Rules.
- Become familiar with ALL duties of the Executive Officers.
- Become familiar with "Robert's Rules of Order."
- Hold weekly chapter meetings at a habitual time and place; limit the meetings to one hour or less.
- Always call the meeting to order promptly at the scheduled starting time.
- Strictly follow a pre-planned agenda for each meeting and expect all committee chairmen to report to the chapter.
- Consciously set the tone of the meeting by being enthusiastic while still maintaining order throughout.
- Plan a chapter goal-setting retreat prior to the beginning of each academic term. Utilize Executive Committee retreats.
- Utilize the Chapter's AA and AAAs, both during chapter meetings and outside the meeting.
- Encourage every member and pledge to be involved with at least one committee or project.
- Plan to meet formally with the campus official in charge of Greek affairs on a monthly basis.
- Keep the Alumnus Advisor, the District Grand Master, and the International Headquarters' staff abreast of all chapter developments.
- Be sure the chapter participates fully in Grand Conclaves, Leadership Conferences, and District Conclaves.
- Set a good example for your chapter by being involved in all chapter activities.
- Help the chapter maintain a strong image within the Interfraternity Council and the Greek Council by attending all meetings and becoming a leader in Greek affairs.
- Make sure the chapter plans alumni functions and communications well in advance. A chapter's alumni are its greatest resource.
- Through a public relations committee, ensure that the chapter receives all the recognition and awards it deserves.
- Make sure the Grand Master's part is performed from memory for all ritual ceremonies.
- Evaluate past procedures and activities in order to find the most successful ones for the future.



- Remember that chapter morale depends on you and the Executive Committee productivity and attitude.
- Remember that the Grand Master is, first and foremost, a student, and must always lead by example academically.



# GRAND PROCURATOR

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# INTRODUCTION

From chapter to chapter the responsibilities of the Grand Procurator vary more than those of any other officer. In some instances, this position is not utilized to its fullest extent. This section is not meant to imply that the duties discussed are the only ones this Officer has, but is intended to suggest the basic responsibilities he should maintain in order to ensure a proper balance in the Executive Committee.

As second in the chain of command, the Grand Procurator must look to the future. All the duties of this Officer require an understanding of where the chapter is with respect to Fraternity standards, and where the chapter needs to be one to two years from now. In short, goal-setting is his indispensable duty. Being the overseer of scholarship, Code of Conduct, Chapter By-Laws, discipline, and house maintenance, the Grand Procurator must strive to hone his leadership skills. Because he works with so many different people, communication and organization are essential if he is to be effective during his term of office.

## **Job Description According to the Constitution, By-Laws and Rules of Kappa Sigma Fraternity**

### **Article V, Section 4, Sub-Section 3 of the By-Laws:**

*"The Grand Procurator shall report any conduct by the members of the chapter, not in strict accordance with the Constitution, By-Laws and Rules of this Fraternity or the Chapter's By-Laws to the chapter at its next regular meeting. The Grand Procurator shall also respond to the Scholarship Commissioner's request for grade information."*

### **Rule 2, Sub-Section 2.7.1. of the Rules**

*"Duties of Grand Procurator. The Grand Procurator of each chapter shall be responsible for the submission of the Scholarship Report as part of each reporting booklet."*

### **Rule 3.1. of the Rules**

*"Code of Conduct. All chapters and individual members shall abide by the Kappa Sigma Code of Conduct. [Appendix #2]"*



## **Code of Conduct**

- Conduct a Code of Conduct session each semester.
  - Code of Conduct session should review the policies of Kappa Sigma Fraternity.
  - Each member should sign paperwork verifying attendance. See the Annual Report.
  - Advisors should be in attendance to answer questions and further explain policies.
  - Every Fall Semester requires Code of Conduct verification online via KappaSig.Net.

## **Scholarship**

- Maintain and uphold minimum GPA requirements for Pledges and Initiates.
- Coordinate a Scholarship seminar once per year.
- Oversee that study hours are maintained for all members, not just the pledges.
- The goal of the Chapter should aim to beat the All-Men's average GPA on their campus.

## **By-Laws**

- Chapter By-Laws should be included in the Annual Report due to Headquarters by May 1 of each year.
- Always check the By-Laws for conflict with college or university, local, state, province, federal, or Fraternity laws.
- Distribute copies of the By-Laws to all Brothers and Pledges and post a current copy to the Chapter files on KappaSig.Net.
- Discuss the By-Laws with the Chapter and make sure they have a clear understanding of the points.
- Include a By-Law that pertains to officer transition.
- Be sure the Chapter By-Laws are in accordance with Article IV, Section 4 of the Constitution, By-Laws and Rules. The Chapter should consider corrective action for members not in good standing.
- Members who are not in good standing should be disciplined. They should not be allowed to be a Big Brother, hold office, participate in intramurals, or participate in social events.

## **Ad-Hoc Committees/Special Events**

- Create on a need basis only.
- Set specific goals for the committee.
- Designate the time this committee will be in existence.

## **Discipline**

- Create on a need basis only.
- Set specific goals for the committee.
- Designate the time this committee will be in existence.



### **Judicial Board (Standards)**

- Create a "jury of peers."
- Remember the G.P. is responsible to present the facts and provide support. Otherwise he needs to remain silent unless needed to break a tie.
- Punishment should be in accord with the Chapter and Fraternity By-Laws.



# GRAND MASTER OF CEREMONIES

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## INTRODUCTION

The Grand Master of Ceremonies is responsible for all of the Ritual and secret work of the chapter. In addition, he is responsible for the proper Ritual education of the Brothers and for the preparation of pledges before initiation. The success of the chapter is determined by the recruitment and education of new members. The GMC is responsible for these facets of chapter operations. While recruiting new members is crucial to the success of the chapter, initiating these men becomes the next priority. Building better Brothers does not occur without a strong program designed around the four cornerstones: Fellowship, Leadership, Scholarship and Service. The effectiveness of the Grand Master of Ceremonies will usually determine whether or not the Ritual will be used properly and effectively in a chapter. The Ritual binds together all members of Kappa Sigma and allows for the common bond of all Brothers. Thus, his duties are important not only for his chapter but to the Fraternity in general. His responsibilities toward Ritual and secret work are outlined below.

### **Job Description According to the Constitution, By-Laws and Rules of Kappa Sigma Fraternity**

#### **Article V, Section 4, Sub-Section 4 of the By-Laws:**

*"The Grand Master of Ceremonies shall have charge of the Ritual property of the chapter and shall see that proper care is taken of it. He shall see that all candidates are properly prepared for initiation."*



## Ritual

- Conduct meetings with those interested in obtaining a Ritual Proficiency Award. By working with a group, it can enhance ability to memorize material. Appoint a Ritual Chairman to assist with this duty.
- Utilize the Grand Master of Ceremonies report during the Chapter meetings to educate Brothers on the Ritual.
- At the closing of a chapter meeting, turn to a Brother in attendance, who is not an officer, and challenge him on the Ritual. This will stress the importance that it is every Brother's responsibility to memorize portions of the Ritual.
- Replace any deteriorating ritual equipment (Ritual orders can be made via KappaSig.Net).
- Ensure all ceremonies can be done from memory and all appropriate equipment is available.

## Historical

- Maintain a log of events, pictures and awards.
- Ensure important chapter events and accomplishments are documented and submitted with the Annual Report (Due May 1) for the Chapter's archive at HQ.

## Rush

- Appoint and empower a rush chairman and committee from day one of each semester.
- Education of our members on procedures and techniques is the best step in strengthening one's rush program. Motivation is the key.
- Organize and plan rush well in advance of the rush effort. Set goals and deadlines.
- If assistance is needed, do not hesitate to ask. Use resources from Champion Quest Commission, Area Recruitment Manager, or Headquarters.

## Pledge Education

- Educating our Pledges (new members) is of the utmost importance. Make this the highest priority.
- Every Chapter in Kappa Sigma must follow a BIA Pledge Program. From date of pledging to initiation, should not exceed 60 calendar days. BIA Pledge Program Manual with different timelines is offered online at KappaSig.Net.
- Kappa Sigma Fraternity is hazing free. See the Code of Conduct.
- A strong Big Brother is a must in any successful Pledge Education Program.
- Alumni mentoring is also a great aide in producing great Brothers. Employ an Alumni Big Brother Program in addition to the Big Brother Program.
- Encourage Pledges to join chapter committees as soon as possible.
- Develop a post-initiation program as part of the Membership Development Program to integrate these initiated Brothers.
- If assistance is needed, do not hesitate to ask. Use resources from the Brothers in Action Commission, the ADGM for BIA/Ritual, or Headquarters.

## Social

- Oversee the Social chairman; it is GMC's responsibility that he follows the Code of Conduct.



# GRAND SCRIBE

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## INTRODUCTION

The Grand Scribe is the backbone of the Executive Committee and of the chapter. He is responsible for all paperwork, reporting of new pledges and initiates, minutes of chapter meetings, correspondence and annual alumni newsletters. Organization is a vital skill required in this position. The Grand Scribe is also responsible to have copies of the Constitution, By-Laws and Rules of Kappa Sigma.

### **Job Description According to the Constitution, By-Laws and Rules of Kappa Sigma Fraternity**

#### **Article V, Section 4, Sub-Section 5 of the By-Laws:**

*"The Grand Scribe shall keep the minutes of the chapter and in all other respects act as its Secretary and to that end shall be provided by the Headquarters with a suitable book in which shall be kept a full record of the proceedings of all chapter meetings, regular and special. He shall read each communication in the first chapter meeting held after its receipt and note its receipt and readings in the minutes of that meeting.*

*He shall make a report to the Executive Director of all new pledges or previously reported pledges within ten (10) days of pledging giving full names, dates of birth and other such information as required on the proper form as applied by the Executive Director. For each failure to report an initiation within ten (10) days of date thereof, his chapter shall be fined. He shall also report from time to time to the Executive Director as to the general condition of the chapter and the name and offices of all chapter officers on the day following the elections.*

*He shall, on or before the date prescribed by the Supreme Executive Committee, report to the Executive Director the names of all undergraduate members of the chapter. The Grand Scribe shall within thirty (30) days after any expulsion, suspension, or the acceptance of a resignation of a member of his chapter by said chapter, forward the original charges or resignation and a copy of the minutes of such meetings, covering the said case, and the address of such member to the Worthy Grand Scribe for record on the rolls of the Fraternity, upon receipt of which the Worthy Grand Scribe shall*



*forthwith advise such expelled or suspended member of his right to appeal to the Supreme Executive Committee."*

#### **Article V, Section 4, Sub-Section 8 of the By-Laws:**

*"The chapter may elect one or more Assistant Grand Scribes and Assistant Grand Treasurers to hold office for not more than one (1) year and whose duties it shall be to assist the Grand Scribe and Grand Treasurer in the performance of the duties of their respective offices. The assistance thus rendered shall be of such nature as to enable the assistants to become thoroughly conversant with the duties of the Grand Scribe and Grand Treasurer, respectively."*

#### **Report of New Pledges**

Pledges are reported to Kappa Sigma Headquarters by:

- Completing "Report New Pledges" on KappaSig.Net.
- You will need each new pledges' first, middle and last name and email address.
- Collecting \$45 per Pledge (this will be billed to the Chapter after the KappaSig.Net report)
- **Best Practices:** Report New Pledges immediately for liability purposes. Collect the \$45 Fee as soon as possible.

Bononia Docets are automatically sent to the chapter's address after reporting new pledges. If any of the items above are incomplete or not received, a delay in new Pledges receiving Bononia Docets will occur.

The report must be submitted within ten calendar days from the date of the ceremony and sent to the Headquarters; if not, a late fee per Pledge will be assessed. See Addendum-pg. 63.

**PLEDGE PINS ARE NOT INCLUDED IN \$45 FEE.** Contact the Headquarters to order.

#### **Depledging Reports**

Any time a pledge is no longer associated with the chapter, the Grand Scribe needs to report his name by using the same online mechanism used to report the pledge. This should include the date he was released from his pledge along with reason.

#### **Report of New Initiates**

Initiates are reported to Kappa Sigma Headquarters by:

- Completing "Membership (Lifetime Caduceus Subscription) Cards" for each new Initiate.
- Cards are located in the back of the Bononia Docet



- Collecting \$150 per Initiate (the chapter will be billed after completing the report on KappaSig.Net)
- Completing the “New Initiate” Report on KappaSig.Net

If any of the items above are incomplete or not received, a delay in new Brothers receiving initiation certificates will occur.

The cards must be post-marked within ten calendar days from the date of the ceremony and sent to the Headquarters; if not, a late fee will be assessed. See Addendum-pg 63.

### **Report of New Executive Officers**

New Executive Officers are reported to Kappa Sigma Headquarters by:

- Completing the “Reporting of Executive Officers” or updating the officers on KappaSig.Net.

The report must be post-marked within ten calendar days from the date of the ceremony and sent to the Headquarters, if not, a late fee will be assessed. See Addendum-pg. 63.

## **REMEMBER TO**

- See the “**Reporting Deadlines and Due Dates**” document in the Addendum.
- Avoiding fines for reporting and over-billing for incorrect roster are GS responsibilities.

### **Certificate of Transfer**

A Certificate of Transfer form must be completed prior to any Brother affiliating with another chapter. The transferring Brother is responsible to get the signatures of the Grand Master and Grand Scribe of the chapter where he was initiated. This will affirm the Brother was initiated, and in good standing with that chapter. After this has been completed, the Brother will go through the affiliation requirements as described in The Ritual. The Grand Scribe of the chapter that he is affiliating with should sign the form and send it to the Executive Director. Other information can be found in the Constitution, By-Laws and Rules of Kappa Sigma, Article V, Section 3, Sub-Section 3 of the By-Laws.

### **Chapter Roll Book**

The Chapter Roll Book is a book kept with the names of all Brothers that were initiated into the Chapter. After the Brother is initiated into the chapter, the Grand Scribe should have the new Brother sign and date the Roll Book. The Roll Book can be purchased through the Headquarters.



## **Minutes of Chapter Meetings**

The Grand Scribe should keep very accurate minutes of all chapter meetings. This is the record of permanent and official acts of the chapter. It will also constitute the chapter's history. Every motion passed by the chapter, the substance of important decisions, and the record of those present, the disposition of charges, the initiation of new members, and the names proposed and the result of the ballot, a statement of what is referred to a committee, and the names of

committees are all to be recorded. The minute binder may be obtained from the Headquarters and the minute sheets can be downloaded from the website.

## **Alumni Newsletter**

A chapter newsletter should be sent out every year by the chapter to all alumni of the chapter. The names and addresses of all chapter alumni can be obtained through the Headquarters. The Headquarters also has a printing service that will print the newsletter and send it to the alumni. A cost of the printing services may be obtained through the Print Shop of the Headquarters.

## **Awards**

- Recognize outstanding work in the Chapter, on the campus, in the community, and internationally.
- Kappa Sigma Awards applications or [nominations] are due at the end of each Spring Semester.  
See Addendum for listing and exact due dates.

## **Communication**

- See the Services Manual, Public Relations Manual, and Alumni Relations Manual in the Appendix.
- See the "Reporting Deadlines and Due Dates" document in the Addendum.
- Avoiding fines for reporting and over billing for incorrect roster are GS Responsibilities.

## **EXPULSIONS, SUSPENSIONS, AND RESIGNATIONS:**

### **RESIGNATIONS**

1. The individual wishing to resign must submit to the undergraduate Chapter a written resignation.
2. The written resignation is read at an open Chapter meeting and tabled until the following meeting.
3. At the next meeting, the Grand Treasurer shall report whether or not the individual wishing to resign is in good financial standing with the Chapter. At that time, the undergraduate Chapter may accept the resignation by a majority vote of the Chapter.



4. The Grand Scribe of the Chapter **MUST** submit to Kappa Sigma Headquarters

- A. a copy of the minutes of the meeting in which the resignation was initially submitted.
- B. a copy of the minutes of the meeting in which the resignation was accepted (which should outline the vote which was taken).
- C. a letter from the Grand Treasurer indicating that the individual is in good financial standing with the Chapter and
- D. a Copy of the written resignation.

## **EXPULSIONS & SUSPENSIONS**

1. The accused must be charged in writing (signed by one or more members of the Chapter) and the charge should be submitted to the Chapter at a regular meeting. These charges should be read aloud at the meeting and written clearly into the minutes of the Chapter meeting.
2. The charges must lay-over until the next regular meeting after the one which the charges were filed. The accused should be notified at the date and time of the meeting at which the trial will take place. A copy of the written charges should be given to the accused so he may prepare his defense.
3. Three-fourths (75%) of the undergraduate members of the Chapter shall constitute a quorum for purposes of such trial.
4. During the New Business portion of the meeting, the charges should once again be read to the entire Chapter so that all members can be informed of the exact reason for which the individual Brother is being tried. Each party should have ample time to present his cause and the accused shall be entitled to make any defense that he chooses to produce testimony both oral and written in his behalf.
5. To expel the accused member shall require a four-fifths (80%) vote, calculated upon the number of undergraduate members present when the vote is taken exclusive of the accused. To suspend the accused member for a definite period of time, shall require a majority vote, calculated in the same manner. This vote should be clearly represented in the minutes of the Chapter meeting.
6. Each of the following materials must then be sent to Headquarters for processing via KappaSig.Net:

## **EACH OF THE FOLLOWING MATERIALS MUST THEN BE SENT TO HEADQUARTERS FOR PROCESSING:**

- a copy of the written charges (copy of actual letter(s) sent to the Brother)
- a copy of the minutes of the meeting at which the charges were initially read
- a copy of the minutes at which the trial took place
- any additional backup material



# GRAND TREASURER

KAPPA SIGMA FRATERNITY EXECUTIVE COMMITTEE MANUAL

FELLOWS



LEADERSHIP



## INTRODUCTION

The proper regulation and allocation of chapter finances is vested in the responsibility of the Grand Treasurer. Financial stability of the chapter depends on the Grand Treasurer's performance of his duties; specifically, the organization of his reports and accounts, and the responsibility of follow-up in collecting from the members and paying the vendors. The Grand Treasurer's office can be broken down into four steps: The proper budgeting of funds, collection of those funds, disbursement of fund and recording the entire transaction.

### **Job Description According to the Constitution, By-Laws and Rules of Kappa Sigma Fraternity**

#### **Article V, Section 4, Sub-Section 6 of the By-Laws:**

*"The Grand Treasurer shall act as a custodian of the chapter funds and shall pay out no money except by a check countersigned by the Grand Master, or in his absence, by another officer expressly authorized by the chapter.*

*He shall remit to Headquarters(a) all pledge fees at the time of pledging, (b) the membership fees of all initiates at the time of initiation, (c) the Annual Dues of all members of the chapter on or before the date prescribed by the Supreme Executive Committee, and (d) any other fees, dues, or assessments due with respect to the chapter or members thereof. Failure to remit any such amounts may result in a penalty on the delinquent chapter. A budget shall be submitted each school year on a form provided by the Executive Director.*

*The Grand Treasurer of each undergraduate chapter shall be elected to hold office for a period of one (1) year. The*

## NOTE

*"The Grand Treasurer shall act as a custodian of the chapter funds and shall pay out no money except by a check countersigned by the Grand Master, or in his absence, by another officer expressly authorized by the chapter."*



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*Grand Treasurer elected by the undergraduate chapter shall assume office and shall serve only with the consent of*

*the Alumnus Advisor and District Grand Master. If, in the opinion of the Alumnus Advisor, the Grand Treasurer is not satisfactorily performing the duties of his office, the Alumnus Advisor may remove said Grand Treasurer from office with a written report of such action being made to the chapter and to the District Grand Master and to the Supreme Executive Committee, whereupon the undergraduate chapter shall proceed as expeditiously as possible to elect a satisfactory successor.*

*After the Worthy Grand Treasurer has notified a Grand Treasurer, or his chapter, of his failure to perform his duties and such failure still continues, the Supreme Executive Committee may remove such Grand Treasurer from his office, and the one so removed shall thereafter be ineligible for election to the office of Grand Treasurer."*

### **Budget Preparation (Best Practices)**

- Allow a reasonable amount for "uncollected fees".
- Insist on a comfortable year end excess when possible.
- Any member who incurs an obligation to the chapter or expense without authorization is personally responsible for its payment.
- Post the budget on the chapter's bulletin board and/or distribute to the membership.
- Post monthly a statement of variances of income and expense from budgeted amounts, and review monthly with members during meetings.

### **Policies and Recommendations for Collection of Fees and Assessments:**

**Prepayment:** In order to ensure that the money due is collected, the policy should encourage that each member pays before incurring his debt.

**Discounts:** Prepayment may be encouraged by offering a discount on the monthly bill. For example under this plan the house bill is set \$5.00 to \$10.00 higher than the normal monthly charge. Those members who pay their bills by the first of the month receive a discount for the same amount. Others pay the full amount of the bill.

**Suspension of Privileges:** If a Brother does not pay his bills, his privileges should automatically be suspended. Privileges include the right to vote in meetings, participate in intramurals, attend social activities, take part in ritual activities, eat meals, and live in the chapter house.

**Parents:** After a bill has become overdue and the chapter has tried to work with the individual with no results, his parents should be notified. Write, call, or visit them and explain the situation directly with them. Request their help in clearing up the matter. These actions should be taken only after the individual is made aware that this step will take place. Often, the problem will be resolved when the individual realizes you plan to approach his parents.

**Legal Action:** If at this point the bill is still uncollected, seek legal action. Contact the University or College lawyer or an alumnus with a legal background and they should be able to tell you how to proceed within your state.



**Expulsion:** The Constitution, By-Laws and Rules of Kappa Sigma Fraternity provides for and details the procedure

for expulsion of a member from the Fraternity. Indebtedness of a member to a chapter or to the Fraternity constitutes unworthy conduct as defined by Article IV, Section 10, Sub-Section 3, of the Constitution, and such a member may be expelled from the Fraternity.

Any chapter with an accounts receivable problem should consider this course of action. Expulsion proceedings are not to be taken lightly. Care must be taken to observe the procedures outlined in the Constitution and By-Laws of the Fraternity. The effect of one expulsion on the level of the chapter's accounts receivable can be surprising.

**Chapter Meeting:** Read the entire list of accounts receivable at each chapter meeting. Note those Brothers that are delinquent. Provide a hard copy to pass around in the meeting.

**Posting:** Posting a list of those who owe money may encourage several to pay.

**Bills:** Each month give each member an itemized bill on a billing form. This enforces the idea that it is a legal obligation and increases the professional image of the chapter. It will have a definite effect on the accounts receivable.

Educate Your Members: Education is the best way to prevent members from accumulating debts to the chapter. Through rush, pledge, and chapter education programs, the members should become aware of their financial obligations.

**Fines:** If the fines are not enforced, members may learn disregard for the rules, thereby weakening the organization. The use of fines may also cause interpersonal problems between the person fined and the person enforcing or collecting the fine. At any rate, if the chapter uses fines, the fines should be automatically levied. If the person wishes to appeal the fine, he should do so to the Appeals Board or Executive Committee, NOT the Grand Treasurer. Similar to a traffic ticket, a deadline should be set whereby a fine must be paid.

**University:** Make yourself aware of what the University/College can offer. Many times an institution will withhold grades and transcripts until the member meets his obligations. Policies and Recommendations for Payment of Chapter Bills.

**Distribution of Funds:** The Grand Master and Grand Treasurer will coordinate together the distribution of chapter funds. Neither should be unaware when an expense is paid

**No Credit Accounts:** The chapter will not setup credit accounts with any place of business. All monies owed should be paid at the time of the transaction or when service is rendered.

**Pre-Approved Purchases:** A member should only make purchases on behalf of the chapter with pre-authorization from the Grand Master and Grand Treasurer. The Grand Treasurer should reimburse the member directly or apply a credit towards his chapter account.



**Pay bills on time! If necessary, setup payment reminders.**

**KappaSig.Net:** Through Kappa Sigma's mobile and desktop App, you may pay chapter invoices and see current assessments. The list of features changes frequently so be sure to check <http://KappaSigma.org> for updates.

**Greek Capital Management:** Kappa Sigma Fraternity partners with Greek Capital Management who provides the most effective tools for officers to manage the day-to-day operations of their Chapters or Colonies at the best price possible. Most importantly, under this new partnership GCM will help both stay current with the IRS for all of their tax needs including the annual 990 filings.

Greek Capital Management provides a wide range of communication tools to become the Chapter's or Colony's

## REMEMBER TO

- **IRS FORM 990 is due to the IRS on October 15.** Download the form from [www.irs.gov](http://www.irs.gov).
- Contact Headquarters and speak with the Accounts Payable Clerk for general questions.



# CODE OF CONDUCT

KAPPA SIGMA FRATERNITY EXECUTIVE COMMITTEE MANUAL

FELLOWS



LEADERSHIP



*Membership in Kappa Sigma is a privilege. Each member, pledge or initiate, undergraduate and alumnus, is bound by this Code of Conduct.*

*Each member of Kappa Sigma Fraternity is responsible for seeing that he: acts as a gentleman, setting an example of moral behavior; conducts himself as a good student, good neighbor, and good citizen; and obeys the laws, rules and regulations of his country, state or province, city and county, and college or university.*

## **I. HAZING.**

*Hazing is contrary to the principles and teachings of Kappa Sigma Fraternity and against the law in all jurisdictions in which Kappa Sigma has chapters.*

### **A. Definition.**

**1.** Hazing is any action, behavior or situation created by any Kappa Sigma chapter or by any member undergraduate, or alumnus - to produce or result in mental or physical discomfort, embarrassment, harassment or ridicule as a prerequisite to or as a requirement for membership or initiation in the Fraternity, or which is otherwise prohibited by federal, state, provincial, local or host institution policies, rules, regulations, statutes or ordinances.

**2.** Prohibited actions, behaviors and situations constituting hazing include, without limitation, the following in any form or of any kind:

- a.** paddling, branding, or physical abuse in any form;
- b.** calisthenics or other exercises;
- c.** creation of fatigue including sleep deprivation;
- d.** physical or psychological shocks;
- e.** kidnapping;
- f.** scavenger hunts;
- g.** personal servitude, including required driving, errands, cleaning, event setup and takedown, or any other activity required of a pledge but not an initiated member,
- h.** verbal abuse;
- i.** required uniforms or costumes;
- j.** degrading, humiliating or harassing games and activities;
- k.** lineups;
- l.** "Hell Week" or any other pre-initiation or intensive or condensed programming prior to, following, or in connection with any Kappa Sigma ceremony;
- m.** the use of pledge requirements such as signatures or interviews as a means of harassment;
- n.** activities a prerequisite to or as a requirement for membership or initiation in the Fraternity which exposes any initiate(s) or pledge(s) to any type of physical danger regardless of degree;
- o.** activities involving the required consumption of any beverage or food;



- p.** chapters performing programming or activities not included in their documented Pledge Education, Membership Development or Brothers In Action Programs shall be in violation of these Standards. This includes variances from any program submitted in the Chapter's biannual report, unless those variances are approved by the District Grand Master.
- q.** activities which would disrupt public order or tend to bring the Fraternity into disrepute in the local community; and,
- r.** other activities not consistent with Kappa Sigma Fraternity principles, or otherwise not in accordance with federal, state, provincial or local laws, ordinances or the regulations or policies of the host college or university.

## **II. ALCOHOL & CONTROLLED SUBSTANCES**

*Each member of the Fraternity is responsible for seeing that he abides by the letter and spirit of applicable laws governing use and possession of alcohol and controlled substances. Where local laws may permit certain conduct, but federal, provincial or state laws prohibit that conduct, the applicable federal, provincial or state law shall govern individual conduct.*

*In addition to abiding by applicable federal, provincial, state, and local laws governing or regulating the use, possession and distribution of alcohol and controlled substances, and complying with the rules, regulations, policies and standards set by its host institution, the following standards apply:*

### **A. Additional Standards Pertaining to Alcohol & Controlled Substances.**

- 1.** Chapters shall take reasonable steps to prevent the unlawful use, possession, or consumption of alcohol or controlled substances, including underage consumption of alcohol, by any person, member or non-member, undergraduate or alumnus, at any chapter house, lodge, or similar facility or location occupied by or used for or on behalf of the chapter for any of its activities.
- 2.** No chapter of the Fraternity is authorized to apply for or hold any license for the sale, distribution, pouring or dispensing of alcoholic beverages or other controlled substances.
- 3.** No member shall use or possess any controlled substance or any paraphernalia for the consumption, delivery or administration of any controlled substance in any form at any Kappa Sigma function or at any facility occupied or used by a Kappa Sigma chapter. A member having a valid prescription is not in violation of this Standard.
- 4.** Members using recreational or medicinal marijuana in jurisdictions where such use is legal shall not be in violation of these Standards providing such use does not occur before, during, or after a chapter event, at a chapter house or anywhere that the chapter members gather.



- 5.** No chapter funds may be used to purchase alcohol directly or indirectly. "Passing the hat," taking up a collection, charging admission or accepting donations to purchase alcohol is a violation of these Standards.
- 6.** No member may possess hard liquor, defined as distilled beverages exceeding 30% alcohol by volume, at a Social Event (as defined by the Code of Conduct), or at a chapter house or anywhere that the chapter members gather, with exception of hard liquor purchased by a member at a Social Event hosted at a third party venue (e.g. a bar, restaurant, hotel, or similar), which venue is fully licensed and insured for the distribution of hard liquor.
- 7.** No member may possess kegs or oversized containers of alcohol.
- 8.** No alcohol may be present at any activity, function or event when rushees or prospective members are present. All rush and recruitment events shall be alcohol-free.
- 9.** No alcohol may be present at any activity, function or event when rushees or prospective members are present. All rush and recruitment events shall be alcohol-free.
- 10.** No alcohol may be present preceding, at, or following any activity that is part of the Pledge Education Program, including initiations, bid day functions and big brother/little brother events.
- 11.** A chapter may not fundraise with, or profit from, the sale of alcohol. A Chapter or a number of its members may receive compensation for working at an event, unassociated with the Chapter, at which alcohol is present, to support Chapter operations or raise funds for a bona fide charitable organization (e.g., working concession stands at a sporting event or concert venue). A Chapter may participate in such activity only upon the prior authorization by that Chapter's District Grand Master or the Supreme Executive Committee.

## **B. Additional Standards Pertaining to Social Events**

- 1.** A Social Event is a party or any other gathering approved, sponsored, hosted, or arranged by a chapter or its members, in the name of the chapter, or perceived to be in the name of the chapter, where alcohol is present.
- 2.** No chapter is authorized to sell tickets, sell cups, collect cover charges, charge admission, vend alcohol from machines, or engage in any other activity that is, or creates the impression that the chapter is, selling alcohol or permitting access to alcohol in a manner inconsistent with these Standards.
- 3.** Chapters shall take reasonable steps to prevent the unlawful consumption of alcohol at Social Events.
- 4.** "Open parties" are a violation of these Standards.



5. The number of guests (including dates) at any Social Event shall not exceed two guests for each member in attendance. Alumni, spouses and parents invited by the Chapter are not counted as guests for purposes of this Standard.

6. A Social Event consisting of a mixer or exchange with a maximum of three additional national men's or women's fraternity or sorority chapter may occur without regard for the limitation of Standard II.B.5 of these Standards when attendance is limited to members and pledges of all chapters and hosted at a third party venue, licensed and insured for the distribution of alcohol.

### **III. LITTLE SISTERS AND AUXILIARY ORGANIZATIONS**

*The Kappa Sigma Fraternity does not recognize or approve the existence of "Little Sister/Starduster" or similar chapter programs or organizations, or approve chapter affiliation with like auxiliary organizations not authorized in writing by the Supreme Executive Committee.*

*No organization, unless authorized in writing by the Supreme Executive Committee or as otherwise permitted by the Constitution, By-Laws and Rules of Kappa Sigma Fraternity, shall use the words, letters, logos or symbols of Kappa Sigma, or otherwise represent affiliation with the Fraternity.*

### **IV. INTERNET USE**

*Internet Use, through media including, among others, email, websites, and social networking or discussion groups, is a valuable tool for education and communication. All members of the Kappa Sigma Fraternity are responsible for using these media in an appropriate and lawful manner.*

#### **A. Definition.**

Internet Use includes any communications on the internet (as generally defined and understood from time-to-time by the general public), whether through establishment or maintenance of a website, discussion board, social networking group, page, or site, or chat room or the submission of any data, whether in graphic, video, audio or written form to any site on the internet, or the linking to any site on the internet that contains such data.

#### **B. Standards of Conduct.**

1. No chapter or member shall host, sponsor, post, or link to any inappropriate content on the internet. This includes any explicit or implicit reference to or promotion of illegal alcohol use or alcohol abuse, the unlawful use of controlled substances, possession of drug paraphernalia, Hazing or any other illegal behavior.



2. Each chapter or member shall delete inappropriate content upon demand by the Kappa Sigma Fraternity or its authorized representatives, including the chapter in which any undergraduate member is initiated or affiliated.

## **V. ASSAULT AND HARASSMENT**

*No chapter or member shall permit or participate in any form of sexist or sexually abusive behavior, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location, which are demeaning, including but not limited to verbal harassment and sexual assault, by individuals or members acting together.*

## **VI. RESPECT FOR FLAG**

*No Chapter or Member shall desecrate, burn, or destroy in any form or fashion outside of proper etiquette for disposal the Kappa Sigma Fraternity flag, or any national flag representing a nation in which a Kappa Sigma Chapter exists.*

## **VII. ENFORCEMENT**

### **A. Reporting Procedure**

1. Any member of the Fraternity who receives information regarding a potential violation of the Code of Conduct must immediately report the alleged activity and all available information to the chapter's Alumnus Advisor and District Grand Master or the Supreme Executive Committee or Executive Director;
2. If the allegations warrant, the member disclosing the violation, Alumnus Advisor and District Grand Master (or officer of the General Fraternity designated by the Supreme Executive Committee) must ensure charges are proffered against the offending chapter and member(s) in accordance with these Standards, the Code of Conduct generally, and the Constitution, By-Laws and Rules of Kappa Sigma Fraternity.
3. During any investigation of alleged chapter violations of the Code of Conduct, all chapter activities shall cease until the investigation is complete, the results reported to the SEC, and the Chapter authorized by the Supreme Executive Committee, or their designee, to resume such activities.

### **B. Violations**

*Any member or chapter found to have violated any standard in the Code of Conduct may be subject to penalties.*

1. Any chapter Executive Committee member actively or passively involved in or having knowledge of any violation



Code of Conduct or advocates or encourages the non-compliance or interference with any such investigation shall be deemed in violation of the Code of Conduct.

**3.** Any member witnessing or having knowledge of violations or potential violations of the Code of Conduct who does not report said violations to an Alumnus Advisor or District Grand Master of the chapter or to the Supreme Executive Committee or Executive Director shall be in violation of the Code of Conduct and shall be subject to the same penalties as those members actively involved in the violation of the Code of Conduct.

**4.** Any chapter found not upholding any individual penalty or other sanction imposed on any member or members for violation of the Code of Conduct shall be in violation of the Code of Conduct.

### **C. Penalties**

**1.** Chapter. Upon violation of the Code of Conduct deemed by the Supreme Executive Committee, or their designees appointed for inquiry, to be chapter-wide, sponsored or tolerated by the chapter or its membership, such chapter and its members may be subject to one or more penalties deemed appropriate by the Supreme Executive Committee, in accordance with the Constitution, By-Laws and Rules of Kappa Sigma Fraternity.

**2.** Individual. Any individual member participating in any activity in violation of the Code of Conduct may be subject to immediate suspension by the Worthy Grand Procurator as authorized by the Constitution, By-Laws and Rules of Kappa Sigma Fraternity, and subject to charges for discipline, suspension, or expulsion in accordance with Constitution, By-Laws and Rules of Kappa Sigma Fraternity.

**3.** Other Penalties. The Kappa Sigma Fraternity may seek civil or criminal actions against members violating the Code of Conduct.