



GRAND PROCURATOR

KAPPA SIGMA FRATERNITY EXECUTIVE COMMITTEE MANUAL

FELLOWS



LEADERSHIP



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

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- 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.