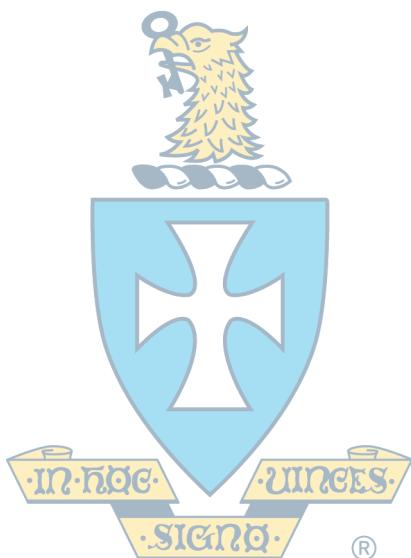


Carnegie Mellon University
2012

*Gamma Class Pledge
Ceremony*

February 3rd, 2012



FORMAL PETITION

Sigma Chi Alpha Colony

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LETTER OF FORMAL PETITION

Members of New Chapter Development Committee,

The Sigma Chi Alpha Colony has been hard at work over the past four semesters to become a chapter of Sigma Chi. Our brothers have grown into leaders and men through the arduous task of completing the chartering process to the best of our ability. We have been fully committed to moving forward as a colony and showing our worth to Sigma Chi international. In the past semester alone we held an alumni reception and a faculty and staff reception, both of which were very well received. In addition we have recently won our campus's Greek Sing competition, showing that we performed the best out of 6 fraternity-sorority pairs in signing, dancing and philanthropy. All of these events our brothers perform as a Sigma Chi should, not just doing a required activity to check it off a list, but rather passionately pursuing perfection in every activity. We have shown that we are a strong addition to our campus and can be an exceptional chapter for Sigma Chi. As such, the Sigma Chi Alpha Colony at Carnegie Mellon humbly requests that the NCDC accept our petition for a charter.

Wade Alford
Consul
Sigma Chi Alpha Colony
Carnegie Mellon University

MEMBERSHIP INFORMATION

CONTACT INFORMATION

No	Name	Campus Address ¹	Phone Number	Email @andrew.cmu.edu
1	Alford, Damon	4147	615 419 9666	dalford
2	Baldwa Vineet	2807	412 999 8263	v baldwa
3	Bender, Jon	2773	973 255 0542	jbender
4	Bernero, Greg	2731	908 566 6629	g bernero
5	Carroll, Nolan	4923	412 779 4371	ncarroll
6	Cartagena, Rafael	2868	917 495 7324	r cartage
7	Choo, Yang	2122	412 608 8224	ychoo
8	Cosio, Bengamin	2434	925 519 6544	b cosio
9	Frick, Joe	2498	412 965 2545	jjfrick
10	Gilbert, Kevin	6732	440 829 0190	kgilbert
11	Hogan, Patrick	1579	412 477 7897	patrickkh
12	Joraskie, Billy ²	1668	570 205 3797	wjoraski
13	Lo, Hector	1519	215 290 9248	halo
14	Medina, Juan	2223	954 562 1655	jmedina
15	Nedab, Oliver	1343	202 494 0446	obn
16	Orbegozo, Dan	3089	551 482 8795	dorbegoz
17	Shepard, Scott	3822	312 720 7567	sshepard
18	Shoup, John	1390	203 722 6606	johnshou
19	Valz, Jonathan	3318	972 369 3606	jvalz
20	Wadhwani, Rohan	3752	412 508 2307	r wadhwani
21	Wong, JR	7317	650 580 8588	jrwong1
22	Zakko, Phil	5167	860 869 7438	p zakko

CONTACT INFORMATION

No	Name	Campus Address ¹	Phone Number	Email @andrew.cmu.edu
23	Bai, Eddy	2683	310 404 4579	ejbai
24	Holliday, Chris	2060	740 444 3366	chollida
25	Leach, Bryan	4513	717 448 6086	bleach
26	Murby, Dan	4719	508 654 1693	dmurby
27	Shi, Jay	2970	814 392 9577	jiaxins
28	Vargo, Seth	2383	814 421 1811	svargo
29	Willig, Andrew	3510	516 776 8186	awillig
30	Chen, Stephen	5898	240 381 2020	srchen
31	Croughan, Bill	2138	337 581 5277	wcrougha
32	De Lucia, Francis	6437	516 659 1104	fxd
33	Fisch, Evan	4805	720 979 9128	efisch
34	Fulton, Kevin	1589	412 496 8643	kfulton
35	Hahm, Taeson	6756	845 300 7400	thahm
36	Hudson, Andrew	4896	484 888 0587	arhudson
37	Jackson, Lawrence	4485	410 370 2861	lmjackso
38	Kwon, Joon	3959	571 289 5465	yongjook
39	McCullough, Joel	4009	724 681 6292	jdmccull
40	Popa, Paul	2159	201 881 6976	ppopa
41	Sethi, Siddhant	4667	703 505 9310	siddhans
42	Singh, Anish	4489	630 618 0896	anishsin
43	Swen, Dylan	3409	401 439 2526	dswen
44	Tiwari, Arpit	7055	408 406 8619	arpittiw
45	von Stange, Robert	5223	516 587 2189	rvonstan
46	Beisswanger, Bryce	6824	818 667 2004	bbeisswa

CONTACT INFORMATION

No	Name	Campus Address ¹	Phone Number	Email @andrew.cmu.edu
47	Dave, Rushi	2947	973 893 1770	ryd
48	Narayan, Utkarsh	2470	412 916 0138	umn
49	Sclafani, Nick	6495	201 669 7973	nsclafan
50	Vijayraghavan, Varun	2300	215 858 2458	vvijayra

Note:

¹ Campus Addresses are of the format 5032 Forbes Avenue SMC XXXX, Pittsburgh, Pa 15213; where XXXX is the number shown

² Graduating

ACADEMICS

No	Name	Year	Major(s)
1	Alford, Wade	2013	Civil Engineering
2	Baldwa, Vineet	2013	Electrical and Computer Engineering & Economics
3	Bender, Jon	2013	Information Systems
4	Bernero, Greg	2013	Physics
5	Carroll, Nolan	2013	Information Systems
6	Cartagena, Rafael	2014	Chemistry
7	Choo, Yang	2014	Chemical & Biomedical Engineering
8	Cosio, Bengamin	2013	Mechanical Engineering
9	Frick, Joe	2013	Economics
10	Gilbert, Kevin	2014	Computer Science
11	Hogan, Patrick	2013	Mechanical Engineering
12	Joraskie, Billy	2012	International Relations and Politics & Philosophy
13	Lo, Hector	2013	Chemical & Biomedical Engineering
14	Medina, Juan	2013	Civil and Environmental Engineering
15	Nedab, Oliver	2014	Biochemistry
16	Orbegozo, Dan	2013	Civil and Environmental Engineering
17	Shepard, Scott	2013	Physics
18	Shoup, John	2013	Statistics
19	Valz, Jonathan	2013	Mechanical Engineering
20	Wadhwani, Rohan	2013	Business & Economics
21	Wong, JR	2013	Biomedical & Mechanical Engineering
22	Zakko, Phil	2014	Biological Sciences & Violin Performance
23	Bai, Eddy	2013	Psychology
24	Holliday, Chris	2014	Mechanical Engineering

ACADEMICS

No	Name	Year	Major(s)
25	Leach, Bryan	2014	Mechanical Engineering
26	Murby, Dan	2014	Mechanical Engineering & Public Policy
27	Shi, Jay	2014	Finance & Statistics
28	Vargo, Seth	2013	Information Systems
29	Willig, Andrew	2014	Mechanical Engineering & Physics
30	Chen, Stephen	2014	Materials Science & Biomedical Engineering
31	Croughan, Bill	2015	Mathematics
32	De Lucia, Francis	2015	Opera & Business
33	Fisch, Evan	2014	Civil Engineering
34	Fulton, Kevin	2014	Electrical and Computer Engineering
35	Hahm, Taeson	2015	Mechanical Engineering
36	Hudson, Andrew	2014	Materials Science Engineering
37	Jackson, Lawrence	2014	Electrical and Computer Engineering
38	Kwon, Joon	2014	Electrical and Computer Engineering
39	McCullough, Joel	2015	Architecture
40	Popa, Paul	2015	Physics
41	Sethi, Siddhant	2015	Electrical and Computer Engineering
42	Singh, Anish	2015	Economics
43	Swen, Dylan	2015	Electrical and Computer Engineering
44	Tiwari, Arpit	2014	Economics
45	von Stange, Robert	2015	Electrical and Computer Engineering
46	Beisswanger, Bryce	2015	Mechanical Engineering
47	Dave, Rushi	2015	Chemistry
48	Narayan, Utkarsh	2015	Electrical and Computer Engineering

ACADEMICS

No	Name	Year	Major(s)
49	Sclafani, Nick	2015	Electrical and Computer Engineering
50	Vijayraghavan, Varun	2015	Physics

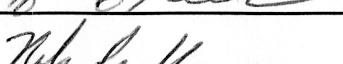
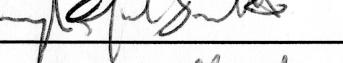
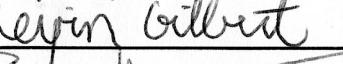
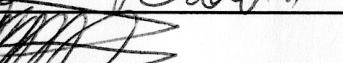
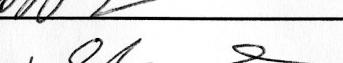
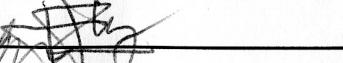
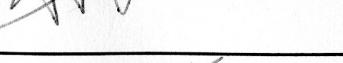
ALUMNI INFORMATION

No	Name	Permanent Address	Phone Number	Email Address
1	Adams, Jarrett	277 8th Street, #7 Jersey City, NJ 07302	240 472 3917	jarrettdadams@gmail.com

Graduated: 2011

Occupation: Business Systems Analyst at UnitedHealth Group

MEMBERSHIP SIGNATURES

	Name	Signature
1	Alford, Wade	
2	Bender, Jon	
3	Bernero, Greg	
4	Carroll, Nolan	
5	Cartagena, Rafael	
6	Choo, Yang	
7	Cosio, Bengamin	
8	Frick, Joe	
9	Gilbert, Kevin	
10	Hogan, Patrick	
11	Joraskie, Billy	
12	Lo, Hector	
13	Medina, Juan	
14	Nedab, Oliver	
15	Orbegozo, Dan	
16	Shepard, Scott	
17	Shoup, John	
18	Valz, Jonathan	
19	Wadhwani, Rohan	
20	Wong, JR	
21	Zakko, Phil	
22	Bai, Eddy	
23	Holliday, Chris	
24	Leach, Bryan	

25	Murby, Dan	Dan Murby
26	Shi, Jay	Jay Shi
27	Vargo, Seth	Seth Vargo
28	Willig, Andrew	Andrew Willig
29	Chen, Stephen	Stephen Chen
30	Croughan, Bill	Bill Croughan
31	De Lucia, Francis	Francis De Lucia
32	Fisch, Evan	Evan Fisch
33	Fulton, Kevin	Kevin Fulton
34	Hahm, Taeson	Taeson Hahm
35	Hudson, Andrew	Andrew Hudson
36	Jackson, Lawrence	Lawrence Jackson
37	Kwon, Joon	Joon Kwon
38	McCullough, Joel	Joel McCullough
39	Popa, Paul	Paul Popa
40	Sethi, Siddhant	Siddhant Sethi
41	Singh, Anish	Anish Singh
42	Swen, Dylan	Dylan Swen
43	Tiwari, Arpit	Arpit Tiwari
44	von Stange, Robert	Robert von Stange
45	Beisswanger, Bryce	Bryce Beisswanger
46	Dave, Rushi	Rushi Dave
47	Narayan, Utkarsh	Utkarsh Narayan
48	Sclafani, Nick	Nick Sclafani
49	Vijayraghavan, Varun	Varun Vijayraghavan
50	Vineet Baldwa	Vineet Baldwa

LETTER OF ACKNOWLEDGEMENT

Carnegie Mellon University

April 12, 2012

Student Life Office
Carnegie Mellon University
1060 Morewood Avenue
Pittsburgh, Pennsylvania 15213-3890

(412) 268-2142
Fax: (412) 268-8346

Sigma Chi
1714 Hinman Avenue
Evanston, IL 60201

Dear Brothers of Sigma Chi:

As you are well aware the men of the Sigma Chi colony at Carnegie Mellon University have been diligently working toward full chapter status. I write today to provide one last final letter of support for the chapter. As I have indicated in my four previous letters, the men of the chapter have worked hard to integrate the chapter into the Carnegie Mellon fraternal and campus community. The men have been successful at recruiting new members; educating the current membership on operations and chapter life; engaging in service and philanthropy in both on campus and within the greater Pittsburgh community and working to develop the legacy of the Sigma Chi chapter at Carnegie Mellon University. Since the chapter's initiation to the Carnegie Mellon campus community in September 2011 they have been an important part of the fraternal and campus community.

It is my hope that at this time the national fraternity will see all of the hard work and dedication that the men of the Sigma Chi chapter at Carnegie Mellon have done and will grant the chapter the ability to move from colony status to fully chapter status. Please contact me at (412) 268-2142 if you have any questions or would like to discuss any points in this letter.

Sincerely,

Monica McGee
Coordinator for Fraternity and Sorority Life

LETTER OF HOUSE CORPORATION

Tartan White Cross Foundation
Sigma Chi Alpha Colony House Corporation
1521 West Ingomar Road
Pittsburgh, Pa. 15237

April 17, 2012

Subject: Letter in Support of Sigma Chi Alpha Colony at Carnegie Mellon University

To: Sigma Chi General Fraternity Headquarters (c/o NCDC)

On behalf of the alumni serving on the Tartan White Cross Foundation, a nonprofit entity, supporting the local colony at Carnegie Mellon University (CMU), we wish to provide our excited support for their formal petition for chapter status in Sigma Chi.

In their short 1 1/2 years as a colony they have secured CMU housing and have currently 16 members living in the 3 story facility on campus. The colony has proven that they can house their members and function in the manner warranted of a Sigma Chi chapter. The physical plant of the house is secured by the members and governed by their operating bylaws which provide a very suitable house for members both living in and visiting from other apartments.

Fraternally,

David Jungling
House Corporation President
Pittsburgh '86

LETTER FROM CHAPTER ADVISORY BOARD

Sigma Chi Alpha Colony
Chapter Advisory Board

April 17, 2012

Subject: Sigma Chi Alpha Colony at Carnegie Mellon University Letter of Support

To: Sigma Chi General Fraternity Headquarters (c/o NCDC)

The alumni brothers of the Sigma Chi Alpha Colony at Carnegie Mellon University (CMU) are writing in support of the members of the local colony established on campus in October 2010. We strongly encourage the NCDC and the general fraternity to accept Sigma Chi Alpha as a Fall 2012 installed Sigma Chi chapter.

The chapter has much to be proud of over the last 18 months and excel in areas of Community Service, Greek involvement, and Campus Leadership. A few of the chapter's successes are as follows:

1. Chapter Community Service - Hours for the Fall 2011 semester exceeded 680 hours and the nearest fraternity community service time by 200 hours, certainly the leader across campus
2. Leadership - 20% of the members have leadership roles in other organizations (even more impressive given the amount of work the colony undertakes)
3. Chapter GPA - Chapter GPA meets the overall Greek average of 3.05
4. Chapter Size – at the average membership for the CMU campus after only 3 pledge periods.
5. Greek Involvement – Recently won the Greek Sing Award amongst a very competitive field

These men also have created a strong bond internally and demonstrate their friendships daily to the advisory board.

Fraternally,

David Jungling (Pittsburgh)

Erin Walker (Pittsburgh)

Peter Carr (Ball State)

JP Balfour (Johns Hopkins)

LETTER FROM ALUMNI CHAPTER

April 22, 2012

To: Sigma Chi General Fraternity Headquarters (c/o NCDC)

Re: Letter of Support for Sigma Chi Alpha Colony at Carnegie Mellon University

Dear Brothers:

As President of the Pittsburgh Sigma Chi Alumni Chapter, I am pleased to write this letter in support of the Sigma Chi Alpha colony at Carnegie Mellon University (CMU).

Over the period of colonization, Pittsburgh Alumni Chapter members have had the chance to participate in the selection of the colony at CMU and the recruitment of the Alpha class in October of 2010. Our members assisted the Headquarters staff who spearheaded the effort. After the initial pledging of the Alpha class, our members served the colony as advisors in various capacities. As it grew in membership, our alumni members were invited to join again in various recruitment, pledging, and alumni events over the last year and a half.

The colony has surpassed expectations in areas like community service, where members logged over 680 hours in last fall's semester alone, 200 hours more than any other fraternity on the Carnegie Mellon campus. Also, 20% of the colony's members have leadership roles in outside organizations, which will benefit their growth both in recruitment and in becoming a well-rounded chapter. Lastly, the colony is to be congratulated for its "Greek Sing" winning performance last month, a highly sought trophy at CMU.

As a member of the Board of Trustees at Carnegie Mellon, I take special pride in seeing a new worthy chapter installed. And on behalf of the members of the Pittsburgh Alumni Chapter of Sigma Chi, I encourage acceptance of their formal petition.

Fraternally,

Torrence M. Hunt, Jr.

President - Pittsburgh Alumni Chapter

Alpha Tau – University of North Carolina '70

Life Loyal Sig

Significant Sig

One Bigelow Square –Suite 1624

Pittsburgh, PA 15219-3030

Tel.: 412-391-1608

Fax: 412-391-1601

E: tmhuntjr@tmcmc.net

LETTER FROM BETA THETA CHAPTER

April 10, 2012

New Chapter Development Committee,

Please accept this letter as support for the Sigma Chi Alpha Colony at Carnegie Mellon University in Pittsburgh, PA. Being located only miles from CMU, I can attest to the fact that this colony is a group of outstanding young men who have already made their mark on Carnegie Mellon's campus. These gentlemen live up to every aspect of our ritual, and will be a great addition to our brotherhood. I look forward to continuing to help the CMU colony progress on their journey and becoming initiated men of Sigma Chi.

Please do not hesitate to contact me directly at 610.334.3891 or Hansen.Andrew4@gmail.com if I can be of further assistance.

Sincerely,

Andrew Hansen
The Sigma Chi Fraternity
Beta Theta Chapter
Consul

LETTER FROM ETA OMICRON CHAPTER

April 10, 2012

Dear Sigma Chi Fraternity,

Please accept this letter recognizing the Sigma Chi Alpha Colony at Carnegie Mellon University. This Colony is built of great men that are working hard to make the campus and neighboring communities a better place. I had the privilege of working with them at the 2011 Province Workshop and they have shown to be men of good character. I look forward to helping them advance and become initiated men of Sigma Chi.

If you have any questions regarding the above information please do not hesitate to contact me via cell phone or email. I can be reached at (412)-849-4665 or K.W.Pflumm@iup.edu.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Pflumm".

Kevin Pflumm
Consul of Sigma Chi Eta Omicron

LETTER FROM MU MU CHAPTER



April 24, 2012

David Jungling
Chapter Advisor
Carnegie Mellon Colony of Sigma Chi
Pittsburgh, PA

Dear Brother Jungling;

As Chapter Advisor for the Mu Mu Chapter of Sigma Chi at West Virginia University I am proud to write this letter on behalf of the colony members of CMU.

Several of our brothers met the colony members at Province workshop last fall and commented on the quality of men from CMU. Also, at our most recent House Corporation meeting, held last Saturday in Morgantown, one of our Board members, Nick Miller, talked a little about the colonization efforts at CMU and how excited he was about adding a Chapter of this quality to our Province.

I understand the colony has done wonderful things at CMU in terms of community service activity putting in over 680 hours, over 200 more than the next fraternity. 20% of the members have leadership roles in other campus organizations and the Chapter's GPA meets the Greek average of 3.05.

The House Corporation and the active brothers of Mu Mu Chapter fully support the efforts of the colony at Carnegie Mellon University and wish them the best in the future. If we can be of any assistance please do not hesitate to contact us.

Sincerely,



Harry Grandon
Chapter Advisor, Mu Mu

APPENDIX A: HOUSE CORPORATION BYLAWS

BY LAWS OF TARTAN WHITE CROSS FOUNDATION & HOUSE CORPORATION

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**BY LAWS
OF
TARTAN WHITE CROSS FOUNDATION
& HOUSE CORPORATION**

PREAMBLE

The purpose for which the Tartan White Cross Foundation / House Corporation (hereinafter called Corporation) is formed is to provide safe and effective housing for the active members of the Carnegie Mellon University Undergraduate Colony of Sigma Chi Fraternity, located at Carnegie Mellon University to buy, own, hold, lease, sell, and convey such real and or personal property as may be necessary or desirable in carrying out the full purpose of the Corporation. In addition, the Corporation is organized for non-profit purposes and no profits may inure to the benefits of any member.

Article I. MEMBERSHIP

Section 1. Election of Members. A person who is an alumnus of the Undergraduate Chapter of the Sigma Chi Fraternity, in good standing may become a member of the Corporation by written or oral application to the Board of Directors of the Corporation and the payment of Corporation fees and dues as required herein. Alumni of other chapters of the Sigma Chi Fraternity may become members of the Corporation as provided by the above requirements.

Section 2. Voting Rights. Each regular member shall be entitled to one (1) vote on each matter submitted to the members for a vote by the Board of Directors.

Section 3. Termination of Membership. The Board of Directors, may terminate the membership of any member for cause including, but not limited to, default in payment of dues as required herein.

Section 4. Resignation. Any member may resign by giving written or verbal notice to the Corporation Secretary. Such resignation shall not relieve the resigning member of the obligation to pay any dues, assessments, or other charges owed to the Corporation.

Section 6. Reinstatement. A former member of the Corporation may by written or verbal request to the Board of Directors be reinstated by affirmative majority vote of the Board upon such terms as the Board may deem appropriate.

Section 7. Transfer of Membership. Membership in the Corporation shall not be transferable or assignable.

Article II. MEETINGS OF MEMBERS

Section 1. Annual Meetings. The annual meeting of the Corporation shall be held on 3rd September of each calendar year at the Chapter House, or such other place as the President may determine. Notice of the annual meeting shall be sent by email at least 30 days in advance of the meeting.

Section 2. Special Meetings. Special meetings of the members of the Corporation may be held at a place and time determined by the Board of Directors or the President.

Section 3. Regular Meetings will be held at a place and time determined by the Board of Directors or the President.

Section 4. Quorum. The presence in person of 20% of the members of the Corporation entitled to vote shall constitute a quorum. No business shall be transacted unless a quorum is present.

Section 5. Order of Business. The order of business at all meetings of the Corporation shall be as follows:

- (a) Reading of the Minutes
- (b) Reports of Officers
- (c) Special Reports
- (d) Unfinished Business
- (e) New Business
- (f) Good of the Order

Section 6. Manner of Acting. A majority of the votes entitled to be cast on a matter to be voted on by Corporation Members at a meeting shall be necessary for the adoption thereof unless a greater proportion is required by these By-Laws.

Section 7. Proxies. No member of the Corporation shall be entitled to vote by proxy unless otherwise provided by the Board of Directors.

Article III. BOARD OF DIRECTORS

Section 1. General Powers. The affairs of the Corporation shall be managed by the Board of Directors. The Board of Directors may:

- (a) Pay bills and disburse the funds of the Corporation.
- (b) Carry on correspondence in the name of the Corporation.
- (c) Employ agents on behalf of the Corporation.
- (d) Appoint committees composed of Members of the Corporation to perform tasks for the Corporation.
- (e) Devise and execute such other measures as it deems proper to promote the objectives of the Corporation and to protect the interests of the Members.

Section 2. Number, Term and Qualifications. The number of Directors of the Corporation shall be a total of 3 members. Each Director shall hold office until a successor has been elected according to the procedure set out in these By-Laws. To be a Director, a person must be a Member of the Corporation in good standing.

Section 3. Election. Directors shall be elected for two (2) year terms by a vote of the Members of the Corporation at the Annual Meeting of Members.

Section 4. Regular Meetings. Regular meetings of the Board of Directors shall be held as called by the President.

Section 5. Special Meetings. Special meetings of the Board of Directors may be called by the President or any two (2) Directors.

Section 6. Quorum. A majority of the Board of Directors shall constitute a quorum. No business shall be transacted at a Board meeting unless a quorum is present.

Section 7. Manner of Acting. A majority vote of the Directors present at a meeting at which a quorum is present shall be sufficient to determine the manner of action by the Board, unless a greater number is required by these By-Laws.

Section 8. Vacancies. Vacancies occurring on the Board shall be filled as soon as possible by a majority vote of the remaining Directors of the Board. A Director appointed to fill a vacancy shall serve for the unexpired term of his predecessor in office.

Section 9. Removal. A Director may be removed with or without cause by a majority vote of the Board of Directors.

Section 10. Compensation. No Director shall receive compensation for services to the Board of Directors.

Article IV. BOARD OFFICERS

Section 1. Term and Qualifications. The Officers of the Corporation shall be a President, Vice-President, Secretary and Treasurer. Each officer shall hold office until a successor has been elected according to the procedure set out in these By-Laws. Officers shall be chosen from among the Members of the Board of Directors.

Section 2. Officer Elections. The Officers of the Corporation shall be appointed at the first Board of Directors meeting held after the Annual Meeting of the Members of the Corporation. Officers shall be elected by a majority vote of the Board of Directors.

Section 3. President. The President shall be the principal executive officer of the Corporation and shall supervise and control all Corporation business and affairs. The President shall preside at all meetings of Corporation and the Board of Directors. The President may sign, with proper authorization from the Board of Directors, any instrument required to be executed on behalf of the Corporation.

Section 4. Vice-President. In the absence of the President or in the event of his inability or refusal to act, the Vice President shall perform the duties of his office. When so acting, the Vice-President shall have all the powers and be subject to all the restrictions of the President. The Vice-President shall perform such other duties as the President or Board of Directors may assign to him.

Section 5. Secretary. The Secretary shall keep the minutes of the meetings of the Members and of the Board of Directors in a minute book, see that all notices are duly given in accordance with these By-Laws or as required by law, be custodian of the Corporation records in a register the address of each Member of the Corporation as they join the Corporation.

Section 6. Treasurer. The Treasurer shall have charge and custody of and be responsible for all funds of the Corporation, deposit all Corporation funds in bank accounts and perform all the duties of Treasurer as may be assigned by the President or Board of Directors.

Section 7. Officer Vacancies. Vacancies shall be filled without undue delay by a majority vote of the Board of Directors. An officer elected to fill a vacancy shall serve for the unexpired term of his predecessor in office.

Section 8. Removal from Office. Any officer may be removed with or without cause by a vote of the majority of the Board of Directors.

Section 9. Compensation. No officer shall receive compensation for services rendered to the Board of Directors.

Article V. COMMITTEES

Section 1. Committees. The President or the Board of Directors shall have the authority to appoint committees of the Corporation. The Committees shall perform such duties as the President or Board of Directors may direct.

Article VI. CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 1. Contracts. The Board of Directors may authorize any officer or agent of the Corporation to enter into any contract or execute any instrument on behalf of the Corporation.

Section 2. Checks. All checks or payments issued in the name of the Corporation shall be signed be the President and/or Treasurer.

Section 3. Deposits. All funds of the Corporation shall be deposited to the credit of the Corporation. In such banks or other depositories as the Board of Directors may select.

Section 4. Contributions, Donations, Gifts and Bequests. The Board of Directors may accept on behalf of the Corporation any contribution, donation, gift and bequest for any purpose of the Corporation.

Article VII. FISCAL YEAR

Section 1. Fiscal Year. The fiscal year of the Corporation shall begin on the first day of July 1 of each year.

Article VIII. BOOKS AND RECORDS

Section 1. Records and Minutes. The Treasurer shall keep correct and complete records of financial accounts. The Secretary shall keep minutes of the proceedings of the Members, Board of Directors, and committees. The Secretary shall also keep a record of the names and addresses of the Members of the Corporation entitled to vote.

Section 2. Annual Report. The President and Secretary shall file an annual report of the affairs of the

Corporation with the State of Pennsylvania each year in such manner and at such time as state laws require.

Section 3. Tax Filings. The Treasurer shall, in a timely fashion, file such tax forms as may be required by the State of Pennsylvania and federal law.

Section 4. Right to Inspect. All books and records of the Corporation may be inspected by any Member for any proper purpose at any reasonable time.

Article IX. PROHIBITIONS

Section 1. Distribution of Income. No part of the income or profits of the Corporation shall be distributed to or shall inure to Corporation Members, Directors, or officers.

Article X. DUES AND FEES

Section 1. Initiation Fees. The Board of Directors may determine an amount for an initiation fee, if any, that shall be paid before a person can become a Member of the Corporation.

Section 2. Annual Dues. The Board of Directors may determine an amount for annual dues for Members of the Corporation and the date on which said dues shall be payable.

Section 3. Default and Termination of Membership. When any Member of the Corporation fails to pay fees or dues for any period, the Member may be expelled from the Corporation pursuant to Article I, Section 3 of these By-Laws.

Article XI. STANDARD OPERATING PROCEDURES

Section 1. Standard Operating Procedures. The Board of Directors may establish and enforce any Standard Operating Procedures deemed necessary.

Article XII. WAIVER OF NOTICE

Section 1. Waiver of Notice. Whenever any notice is required under the Montana Nonprofit Corporation Act or these By-Laws, a waiver thereof in writing signed by the persons entitled to the notice at any time shall be equivalent to giving such notice.

Article XIII. AMENDMENTS

Section 1. Amendments. These By-Laws may be amended or repealed by a majority vote of the Board of Directors at any Board meeting.

APPENDIX B: VERIFICATION OF FUNDS

My Accounts Summary

Account List		?	
▼ Deposit Accounts			
	Account Type	Account Number	Balance ⓘ Available ⓘ
Sigma Chi	Checking	XXXXXX7378	\$23,271.01 \$23,271.01
		Deposit Account Totals:	\$23,271.01 \$23,271.01

Screenshot of Finances, taking on April 10th

APPENDIX F – LATEST BYLAWS OF SIGMA CHI

Bylaws of Sigma Chi - Alpha Colony

These Bylaws (referred to as “the Bylaws”) are written by the brothers of the Alpha Colony with reference to the Standard Operating Procedures Manual, henceforth referred to in the Bylaws as “the SOP.” It is available in another document. The Alpha Colony also adheres to several other documents, including (but not limited to) the Risk Management Policies & Procedures, the Fraternity and Sorority Housing manual, and the Carnegie Mellon Interfraternity Council Bylaws. It is the responsibility of the Constitutional Advisor to manage and distribute this document and any others deemed necessary.

The Alpha Colony will henceforth be referred to as “the Chapter” throughout these Bylaws. An officially scheduled meeting of the brothers will be referred to as “a Chapter Meeting.” Carnegie Mellon University will be referred to as “the University.” The International Sigma Chi Fraternity will be referred to as “the Fraternity.” The Ritual of the International Sigma Chi Fraternity will be referred to as “the Ritual.”

Throughout these Bylaws, the following definitions might be used. “Dues” shall be defined as the obligatory brotherhood payments that occur on a per-semester basis. This fee is then used to support the operations and programs of the Chapter. “Fees” shall be defined as disciplinary payment ordered by a punishment. “Bills” shall be defined as incidental expenditures that the Chapter incurs.

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Article I: Membership

Section 1: Recruitment

- A. The Recruitment Chairmen shall not extend a bid to any person who has not satisfied a 90% vote of the total Yay and Nay votes, only so long as the total number of Yay and Nay votes meets the quorum requirements of a Chapter Meeting on its own, in accordance with Statute No. 3.10 of the SOP.
- B. Quorum required to vote on membership, i.e. initiation is eighty (80%) of the most recently ratified active roster.
- C. No more than two (2) ballots shall be held on any candidate in a single Chapter Meeting.
- D. A prospective pledge must be a full-time male student in good academic standing at the University. The minimum QPA for a prospective pledge to be considered for membership at the Chapter shall be 2.5.
- E. Any potential candidate who has been a member of any other Fraternity of like character shall not receive a bid.

Section 2: Pledging

- A. Formal pledging shall begin at the discretion of the Magister, after formal pinning or after IFC 'formal' recruitment week.
- B. A pledge fee of \$90 shall be paid to the Chapter upon the commencement of the Leadership Development Program.
- C. Pledgeship may be terminated for any Pledge Brother, which is termed "de-pledging."
- D. No Pledge Brother may be de-pledged except by the following procedures and provisions:
 - a. Withdrawal from the Chapter prior to the Official Pledge Examination of the Sigma Chi Fraternity.
 - b. If found in any way to be in violation of the Federal, State, City, School, General Fraternity or Chapter regulations regarding the illegal use of drugs.
- E. It shall be assumed by the Chapter that the purpose of 1st and 2nd Review Sessions is to evaluate the Leadership Development Program and the pledges' progress.
 - a. Thus any Pledge Brother not meeting the mandatory requirements set forth in the pledge program to enter 1st and 2nd Review shall be automatically "held-over".
- F. During regular Sigma Chi Colony meetings, other than 1st and 2nd Review Sessions, any motion for a vote on membership will be automatically tabled until the next regular Colony meeting.
 - a. The Pledge Brother in question has the right to defend his actions at the next scheduled EC meeting.
 - b. All active brothers of the Chapter must be notified of the vote thus giving all brothers the opportunity to be present for the said vote.
 - c. The Magister must meet with the Pledge Brother(s) in question in order to directly address the Colony's concern with the said Pledge Brother(s).
 - d. Prior to a vote on membership a round must be held discussing the reasons for possible de-Pledging and the Pledge Brother(s)' progress since the motion for a vote in the preceding Colony meeting.
 - e. No Pledge Brother may be de-Pledged except by a vote of 30% of the Initiated Brothers present and voting at a regular or special Colony meeting.

Section 3: Initiation

- A. No person shall be initiated who has not satisfied a 90% vote of the Chapter.
- B. A person who has been voted into initiation must participate in an Initiation Ceremony before they will be considered a brother of the Chapter.
- C. Quorum required to vote on membership is 80% of the most recently ratified Chapter roster.
- D. No more than two (2) ballots shall be held on any candidate for initiation in a single chapter meeting.
- E. No person shall be initiated into membership unless the Chapter has written verification from proper college officials stating; said person has maintained a 2.5 grade point average or better, in all subjects carried for the semester prior to initiation.
- F. No person shall be initiated into membership as an undergraduate unless he has received a minimum six (6) weeks of instruction under the tutelage of the Magister and has passed the Official International Pledge Examination unless certification in writing is received from the Grand Praetor and Chapter Advisor that the person desiring has passed the said examination.
- G. Every Pledge Brother prior to his initiation shall pay the Quaestor, as specified by, and for use of the General Fraternity and shall receive upon payment, and upon completion of memorization requirements, a certificate of membership and an Initiation Badge, as stated in the SOP, Statute 3.15

Section 4: Affiliation

- A. An Initiated Brother of another Chapter of The Sigma Chi Fraternity may affiliate with the Chapter, only after written confirmation from his former chapter stating that he is in good standing, financially and otherwise.
- B. Any Affiliated Brother is subject to all the provisions of the Bylaws.
- C. Brother Affiliation(s) should follow these procedures:
 - a. Prior to affiliation, the requesting Brother shall attend at least three (3) consecutive regularly scheduled colony meetings.
 - b. The requesting Brother shall present to the EC a written request for affiliation along with the written confirmation of part A of this section.
 - c. The Brothers' formal request for affiliation shall require the approval of 50% plus one (50+1) majority of the Initiated Brothers present and voting at a regular chapter meeting.

Section 5: Termination and Resignation

- A. A pledge-ship may be terminated for any pledge for:
 - a. Withdrawal from Carnegie Mellon University prior to the official pledge examination of the Sigma Chi Fraternity.
 - b. If found to be in violation of National, State, Local, School or Chapter regulations regarding the illegal use of drugs.
 - c. Conduct unbecoming of a potential Fraternity member and must be voted on and passed by a 90% vote by the chapter.
- B. If a Brother has below a minimum QPA of 2.5, they will be sent under probation. Brothers under probation may not attend any Sigma Chi events and meetings. If a Brother has two consecutive semesters in probation, then their membership will be terminated.

Section 6: Hazing

- A. In accordance with the *Statement of Position Concerning Pledge Training*, in the SOP, no Brother of the Fraternity shall engage in any form or any act of hazing at any time. For all purposes related to the Fraternity, and unless otherwise defined, hazing shall be defined in the Sigma Chi Bylaws as well as defined in our Risk Management policies. An active zero tolerance policy regarding hazing of potentials, Pledge Brothers, Initiated Brothers, and Alumni Brothers shall not be tolerated in Sigma Chi.
- B. Pursuant to the zero tolerance policy on hazing, the Colony will adhere to the following procedures:
 - a. Pledge Brother: Immediate dismissal from the program following Judicial Board findings.
 - b. Active Brother: Immediate expulsion from Fraternity following Judicial Board findings.

Section 8: Non-Discrimination

- A. The Sigma Chi Fraternity is committed to nondiscrimination on the basis of race, color, ethnic or national origin, sexual orientation, religion, age, ancestry, disability, military status, veteran status, socioeconomic status or other non- merit reasons.

Article II: Meetings

Section 1: Chapter Meetings

- A. A regular Chapter Meeting shall be held every Sunday at 6:00pm.
- B. Special Chapter Meetings may be called by the Consul at any time and must be called by him on the written request of any five brothers.
- C. In any case, twenty-four (24) hours notice shall be announced by the Consul if there is a deviation from meeting schedule.
- D. All regular Chapter Meetings shall be conducted according to the provisions of the Ritual.
- E. All Chapter Meetings will end with a round-table discussion, where each brother will be allowed to speak, without interruption, on any topic he so desires.
- F. The Consul may order the Kustos to remove any present member who has disrupted the Chapter Meeting from the meeting space, whereby the member must either leave the room or enter a different room.

Section 2: Attendance

- A. In accordance with Ritualistic Statutes it is mandatory for all members to attend all regular Chapter meetings with the exception of excuses listed in Section 3.
- B. Attendance at the Initiation Ceremony is mandatory with the exception of excuses listed in Section 3.

Section 3: Excuses and Fines

- A. Legal excuses from meetings must be submitted prior to the meeting and shall include only:
 - a. Personal illness, emergency in immediate family, religious holiday, compulsory employment, or exams. Other excuses shall be legal only at the decision of the Top Five, subject to a two-thirds vote of appeal to the Colony. Missing meetings for study purposes shall not be considered an excuse.
- B. The Executive Committee shall issue fines and the Quaestor shall keep a record of fines imposed.
- C. A fine of one-hundred dollar (\$100.00) will be given if brother absent from Initiation Ceremony without legal excuse. Only the Top Five can excuse a brother from the Initiation Ceremony.
- D. A fine of ten dollars (\$10.00) shall be given if a brother absent from a colony meeting, pledge event, or rush event (if said brother's attendance is required), without legal excuse from a Top Five officer.
- E. A fine of twenty-five dollars (\$25.00) shall be given if a brother misses or is incoherent for his party duty or public relations event.
- F. A fine of fifty dollars (\$50.00) shall be given if a brother has consumed any alcohol and is a designated driver for that night.
- G. A system of checks has been instated dress code violations, discussed in Section 6, and missing house duty:
 - a. After first offense of failing to follow the meeting dress code a check will be issued and the brother in question shall receive a fine of five dollars (\$5.00). After second offense another check shall be issued and the brother will receive a

- fine of ten dollars (\$10.00). After the third check there shall be a fine of fifteen dollars (\$15.00), and all subsequent checks shall be fines of twenty dollars (\$20.00).
- b. After one missed house duty a check will be issued and the brother in question shall be given a warning. After a second missed house duty another check shall be issued and the brother shall receive a fine of five dollars (\$5.00). After the third check there shall be a fine of ten dollars (\$10.00), a fourth check shall be a fine of fifteen dollars (\$15.00), and all subsequent checks shall be a fine of twenty dollars (\$20.00).
- H. An Executive Committee officer absent from an Executive Committee meeting without legal excuse from the Executive Committee shall be given a fine of ten dollars (\$10.00).
- I. Any brother who has been fined by the Executive Committee must pay his fine in full by the following Chapter Meeting or by the date specified by an Executive Committee extension.

Section 4: Quorum

- A. Quorum shall be at least 50% plus one (1) member of the active roster in order for issues and/or amendments to be voted upon.
- B. Quorum must be met in order to hold Chapter Meetings or any other meeting that requires voting to take place.
- C. A two-thirds affirmative vote of the brothers present is needed for an amendment to be approved, if quorum has been met in the Colony Meeting.

Section 5: Voting

- A. All active members shall have the ability to vote unless he has not fulfilled his requirements.
- B. A majority vote shall decide all questions unless otherwise provided by these Bylaws.
- C. Any group of three (3) members may request a secret ballot.
- D. The Consul shall vote only to make or break a tie.
- E. Any brother who misses three (3) mandatory Colony functions and is unexcused for all three (3), shall have no vote on Colony business for the remaining of the semester.
- F. Any brother who is financially delinquent shall have a voice, but not a vote until the obligation is resolved with the Quaestor.
- G. There shall be no voting by proxy.
- H. Newly initiated brothers must learn and be able to recite a said portion of the ritual before they are able to gain their voting privileges, or after completing one semester as a brother, whichever comes first.
- I. In order for a rushee to be given a bid, he must receive approval votes from 2/3 of the active voting Colony.

Section 6: Dress Code

- A. As of January 22nd, 2012, the Chapter does not have a dress code.

Article III: Officers

Section 1: Chapter Officers

- A. The Officers of the Chapter shall be those prescribed in the Sigma Chi Ritual, and in addition, any such officers as are necessary to perform the administration of the Chapter.
- B. No Brother of the Chapter may hold an elected position nor be nominated for an elected position unless he has maintained, in the semester prior to his nomination, a cumulative QPA of 2.75 and be in good financial standing within the Fraternity and the University.
- C. The responsibilities of newly-elected Officers begin immediately after the meeting in which they are elected.
- D. The preceding officer is to instruct the newly-elected officer on how to accomplish his new responsibilities by passing on knowledge, experience, and any manuals collected during his term.
- E. The installation of Chapter officers will be conducted during the first week of the semester, or as required to fill a vacant office.
- F. Elected Officers:
 - a. Serve terms of two semesters, first in Spring and then in Fall.
 - b. Elected officers must be able to serve their whole term.
 - c. Return weekly comprehensive Officer Reports during Chapter Meetings to the Consul, describing the current situation of their responsibilities, discussion of any problems they have encountered, and any general operating information which may be valuable to the efficient and effective administration of the Fraternity.
- G. Appointed Officers:
 - a. Serve terms of one semester.
 - b. Are appointed by the Consul. The Consul must make his roster and present it by the first Chapter Meeting of each semester.
 - c. Return weekly comprehensive Officer Reports to the Pro Consul, describing the current situation of their responsibilities, discussion of any problems they have encountered, and any general operating information which may be valuable to the efficient and effective administration of the Fraternity.

Section 2: Elected Officers

In order of seniority, are required to:

- A. Consul
 - a. To be ultimately accountable for everything that the Chapter does or fails to do.
 - b. To maintain the integrity of the Chapter's respect for, and proper performance of, the Ritual.
 - c. To acquaint himself with all requirements pertaining to the Chapter, including the Ritual, the SOP, the Bylaws, and other University regulations, in order to ensure that these standards are strictly enforced.
 - d. To ardently guard the security of the Chapter, the Ritual, and ritualistic materials.
 - e. To preside over Chapter Meetings and such affairs as may be appropriate.
 - f. To maintain a broad knowledge of all Chapter activities and areas of operation.

- g. To work with the Grand Praetor, the Chapter Advisor, alumni, and the General Headquarters in guiding the affairs of the Chapter.
- h. To see that the Chapter's administrative affairs are handled promptly, and to see that orderly chapter administrative files are maintained.
- i. To watch for potential problems within the Chapter, and to affect such measure necessary to prevent their further development.
- j. To conduct himself so as to always deserve the respect and cooperation of all brothers.
- k. To cultivate and preserve the unity within the Chapter.
- l. To promote the Fraternity on the University campus
- m. To maintain a close relationship with University administrators, Chapter Advisors, and the Greek Advisory Board.

B. Pro Consul

- a. To assist the Consul in ensuring that the Chapter affairs and operations are conducted thoroughly and efficiently, that all Chapter activities are carried out in the best manner possible, and that all members and pledges conduct themselves always in the best interests of the Fraternity and Chapter.
- b. To assume full responsibilities of the Consul's position in the Consul's absence or incapacity.
- c. To preside over and administer the affairs of the Executive Committee of the Chapter.
- d. To direct and coordinate a program of Post Initiation Training immediately following each initiation.
- e. To direct and coordinate the work of all Chapter committees.
- f. To keep himself informed on the Chapter and Fraternity affairs and activities so as to advise the Consul and assist in the leadership of the Chapter.
- g. To carry out other such duties as the Consul directs.
- h. To hold himself and every other brother of the Fraternity accountable to the Sigma Chi Oath of Initiation.
- i. To acquaint all officers with the extent and importance of their duties, delegate authority and responsibility to these officers, and ensure that these duties and responsibilities are carried out.

C. Quaestor

- a. To collect and preserve all monies due the chapter, disperse money as the Chapter needs and directs, consistent with the requirements of good business, sound fiscal procedure, Fraternity policy, and Chapter resources, as the Chapter's treasurer.
- b. To prepare a budget prior to each semester, present it to the Finance and Executive Committee, the Chapter Advisor, and follow its provisions, ensuring that the Chapter operates within its means.
- c. To record all Chapter financial operations, using a legitimate bookkeeping system.
- d. To ensure that all dues and fees owed the Chapter and Fraternity by the members and pledges are paid on time, and to carry out specified enforcement procedures for overdue accounts.
- e. To ensure that the Chapter's financial obligations to the Fraternity, local merchants, the Housing Corporation and other are properly met.

- f. To provide the General Headquarters, Chapter Advisor, and Grand Praetor the specified monthly and semi-annual reports, as well as a yearly budget.
- g. To ensure that the required reports are provided to federal and state tax and Social Security officials.
- h. To maintain and enforce the Chapter Financial Policy.
- i. To suspend and expel financially delinquent members.
- j. To produce a bi-weekly budget report at the Chapter Meeting.
- k. To issue and collect all fines.
- l. To report fines in Executive Committee meetings.

D. Risk Manager

- a. To develop and implement the Chapter's Safety and Risk Management Program.
- b. To regularly review the Risk Management Policies and the Sigma Chi Alcohol and Drugs Policy found in the Standard Operating Procedures.
- c. To advise the Executive Committee and the Chapter Advisor of any measures necessary to prevent major problems or unfavorable situations from developing.
- d. To assist other officers of the chapter in incorporating safety and risk management into their own programs, offices, and committees.
- e. To conduct and coordinate the regular safety education of chapter members and pledges on topics including, but not limited to, alcohol, drugs, sexual conduct, natural disasters, house facilities, and hazing.
- f. To hold a relevant risk meeting prior to any public event the Chapter holds.

E. Magister

- a. To conduct a Chapter program designed to prepare the Pledge brothers for Initiation as committed, responsible active brothers.
- b. To plan, articulate, organize and lead the conduct of this program in the Chapter.
- c. To guide a Chapter program which instills pride in, and commitment to, the ideals of the Fraternity through learning, participation, and responsibility.
- d. To ensure the understanding, support, involvement, of all members of the active Chapter.
- e. To prevent all activities or occurrences which would be considered hazing.
- f. To ensure that the official Pledge initiation forms and fees are furnished on time to the General Fraternity.
- g. To direct and conduct the program based on a consistent following of the Sigma Chi Pledge objectives, programs and materials.
- h. To establish and guide the Pledge program to emphasize individual responsibility and motivation in scholastic achievement.
- i. To assist the Pro Consul with Post-Initiation Training.

F. Brotherhood Chairman

- a. To promote brotherhood within the Chapter.
- b. To organize and lead focused initiatives to serve the Chapter with relevant activities and experiences that will build brotherhood.

G. Recruitment Chairman

- a. To plan, organize and coordinate a year-round Chapter recruitment program.
- b. To assist the Chapter in measuring potential members against the requirements of the Jordan Standard and the ideals of the Ritual.
- c. To help the Chapter develop its own set of specific membership criteria in addition to the Jordan Standard and the Ritual.

- d. To ensure that every brother participates in membership recruitment.
- e. To coordinate all communications with potential new members, rush publications, and printed recruitment matter.
- f. To ensure adherence to the Fraternity and Carnegie Mellon rush regulations.
- g. To effectively rush all men recommended to the Chapter by fellow Sigma Chi's, and to acknowledge and thank any brothers making such recommendations.
- h. To sufficiently inform potential members of academic standards, financial obligations, and the ideals of the Sigma Chi Fraternity.

H. Social Chairman

- a. To schedule and organize all chapter social activities.
- b. To plan and execute the details of all chapter social functions.
- c. To stay within budget limits on all events.
- d. To register all chapter social functions with the Carnegie Mellon Student Life Office.
- e. To enforce all Risk Management Policies and campus regulations during chapter social functions.
- f. To maintain discipline at all chapter social functions.

Section 3: Appointed Officers

In no particular order:

A. Annotator

- a. To keep accurate records, reports, and minutes of Chapter meetings and other meetings and events as the Chapter may require, and to transcribe these records into the Chapter Minute Book.
- b. To furnish the Chapter officers and the Grand Officers with the information as they need and request it.
- c. To organize and maintain the Chapter's administrative files, records, and Bylaws.
- d. To maintain the Chapter's permanent record of member's personal data and information, including the Chapter's Role Book.
- e. To distribute Chapter Meeting minutes in an orderly manner.
- f. To perform roll call at meetings.
- g. To report attendance results to the Quaestor for fine processing.

B. IFC Representative

- a. To act as the Chapter's representative at all Carnegie Mellon University Interfraternity Council meetings.

C. Kustos

- a. To take the role of the Sergeant-at-Arms and keep order during Chapter Meetings.
- b. To assist the Consul in guarding the security of the Ritual and ritualistic materials.
- c. To assist the Consul in maintaining the Chapter's respect for, and proper performance of, the Ritual.
- d. To oversee the Chapter's preparations for and conduct of Indoctrination and Initiation activities with the Magister.

D. House Manager

- a. To coordinate chapter efforts regarding cleanliness, safety, care, and maintenance of the chapter house.
- b. To be responsible for the completion of daily house duties.
- c. To work with the Risk Manager to ensure that all safety measures are in order.
- d. To keep an up-to-date list of needed chapter repairs along with estimated costs.
- e. To be the liaison between the Fraternity and the Housing Corporation.
- f. To coordinate the chapter meal service and kitchen operations.
- g. To be responsible for the completion of daily kitchen duties.
- h. To maintain a series of House policies and ensure their execution.
- i. To monitor and order supplies, such as toilet paper, paper towels, trash bags, and cleaning solutions.
- j. To coordinate with the Swag Chair to better the inner and outer appearance of the House within University regulations.

E. Tribune

- a. To implement programs to involve and recognize alumni.
- b. To prepare and send all necessary Chapter correspondence.
- c. To assist the Consul and other officers in coordinating and submitting to the Fraternity all forms, fees, and reports in a timely manner.
- d. To prepare and publicize all of the Chapter's printed periodicals and materials, including a reasonably frequent newsletter, and, as specified by the Chapter, a rush brochure, event programs, and other brochures and publications.
- e. To supply quarterly articles that includes news and photos of Fraternity-wide interest about the active Chapter and its members. Further, to supply copies of all Chapter publications and other information as requested.
- f. To assist the Consul in the preparation of the Peterson Significant Chapter Award application, Balfour Award nominations, and other Fraternity award publications.
- g. To prepare and distribute news releases about Chapter events, public service projects, and member news to the campus and hometown media.

F. Historian

- a. To gather and make a permanent record of Chapter activities, events, and members, in a scrapbook, Chapter History, or similar volume.
- b. To care for and preserve the library and historical records and properties of the Chapter.
- c. To furnish any information the Grand Historian may request, and to assist in the preparation of Chapter historical material for General Fraternity publications.

G. Philanthropy Chairman

- a. To organize, plan, and execute all philanthropic and community service events that the chapter sponsors.

H. Scholarship Chairman

- a. To maintain an environment conducive to scholastic achievement among members and pledges, emphasizing the academic priorities of all Carnegie Mellon students.
- b. To provide information on learning resources available to active and pledge brothers, including those available in the chapter, through the General Fraternity, and through the University.
- c. To enforce the scholarship criteria of the Colony as outlined in the Bylaws.

- d. To seek out potential scholarships for members and pledges of the Chapter.

I. Swag Chairman

- a. "Swag" is defined as apparel or items purchased or created for brothers of the Chapter with the express purpose of being worn or owned.
- b. To design and distribute appropriate swag.
- c. To collect out-of-pocket money specifically for swag.
- d. To coordinate with relevant committees to order swag or subsidize swag costs.
- e. The Swag Chair cannot mandate a Brother to purchase a particular swag.

J. Intramural Chairman

- a. To create and manage all intramural teams associated with the University intramural league.
- b. To coordinate team members to arrive and play scheduled matches.
- c. To encourage non-players to attend and support their brothers.

K. Constitutional Advisor

- a. To maintain a copy of all important documents which the Chapter adheres to, and ensure the proper distribution of these documents to the Chapter.
- b. To advise the Executive Committee on how to amend current Chapter procedures in accordance with the Executive Committee's plans for Chapter programs.
- c. To help fellow brothers produce and motion changes they would like to amend into the Bylaws.
- d. To continuously review the Bylaws and propose his own changes as necessary.
- e. To be knowledgeable about the Bylaws and help identify the manner in which the Bylaws dictate how the Chapter should conduct its business.

L. Technology Chairman

- f. To maintain the Chapter's website with current information.
- g. To upload pertinent public documents in a digital format.
- h. To manage the @cmusigmachi email addresses.
- i. To support the Chapter's growing technological needs.

Section 4: Shadows

- A. A Shadow is a voluntary position that a member takes upon himself to learn more about Chapter leadership and administration.
- B. A member can shadow any elected or appointed officer (the "presiding officer") for any duration and at any time throughout a semester.
- C. The Judicial Chairman is specifically barred from having Shadows, due to the sensitive and subjective nature of his responsibilities.
- D. A member cannot opt to shadow any position not described by the Bylaws of Article 3 (Officers); namely, a member cannot shadow a committee.
- E. The presiding officer may not lay duties upon the Shadow.
- F. A Shadow may ask to optionally participate in his presiding officer's responsibilities, and may be granted at the discretion of the presiding officer and the Executive Committee.
- G. A Shadow is not to immediately replace his presiding officer unless his decision to do so has been approved by the Executive Committee.

- H. A member can only shadow one presiding officer at a time.
- I. A Shadow will observe his presiding officer's duties for the duration of his shadowing.
- J. No presiding officer may reject a Shadow, unless he already holds at least one Shadow.
- K. Any officer who wishes to accept more than three (3) Shadows must be granted permission by the Executive Committee to do so.

Section 5: Nominations

- A. At each Chapter Meeting two weeks before the last Chapter meeting of the Fall semester, the Kustos will call for nominations for each Elected Officer position in order of descending seniority.
- B. Any active brother may nominate a brother from the floor of the Chapter meeting who fulfills the qualifications of a Chapter Officer. Brothers are permitted to submit nominations in writing to the Consul, who will deliver the nomination to the Kustos.
- C. Any nominated candidate may accept or decline his nomination at any time prior to Elections.

Section 6: Elections

- A. At the Election, the Kustos will call the nominees for each position in order of descending seniority to appear before the Chapter. The Kustos will then take the nominees away from the meeting and allow each nominee to present their specific platform to the Chapter without the presence of the other nominees.
- B. After all nominees for a position have presented their platform to the Chapter, the Kustos will ensure that all nominees are removed from the meeting so that discussion of each candidate can begin without input from the nominees.
- C. A majority vote by the Chapter shall decide the winner for each position. If a majority is not reached, a runoff election will be performed.

Section 7: Vacancy

- A. If the position of an Elected Officer is made vacant during his term, nominations will be made at the next regular or special Chapter meeting, and an election will be held at least 24 hours after the nominations are made.
- B. If the position of the Consul is made vacant, the Pro Consul immediately takes his place, and appoints a new Pro Consul.
- C. The duties and responsibilities of the vacant position will be performed by the Consul, or an active brother appointed by the Consul as a temporary replacement, until the Chapter elects a new Officer.

Section 8: Impeachment

- A. Any Chapter Officer may be impeached for non-exemplary conduct or conduct not becoming of a Sigma Chi, financial delinquency, or serious neglect of duties.
- B. An active brother of the chapter must present the charges of impeachment to a regular or special Chapter meeting.
- C. The position held by any impeached Chapter Officer shall be declared vacant by a two thirds vote of the active membership held at least 24 hours after the impeachment charges have been presented.

Article IV: Committees

Section 1: Introduction

There shall be the following standing committees: Executive, Administrative, Ritual, Recruitment, Finance and the Judicial Board.

Special committees shall be appointed from time to time, as needed to plan and carry out certain special events, activities, or programs; said appointments to be made by the Consul, subject to the approval of the Executive Committee.

Section 2: Executive Committee

- A. The Executive Committee shall be composed of and ranked in the following order:
 - a. Consul
 - b. Pro Consul
 - c. Annotator
 - d. Quaestor
 - e. Magister
- B. The Pro Consul shall be the chairman and presiding officer of the Executive Committee. As such the Pro Consul will not have a vote unless in the event of a tie.
- C. The Executive Committee shall meet before every Chapter Meeting for the purpose of assisting the Consul in Chapter business.
- D. One member of the Executive Committee must volunteer to also serve as one of the Chapter's Interfraternity Council Representatives
- E. The Executive Committee may act on all chapter policies and programs as the official legislative and disciplinary body of the chapter by the request of the Consul. Action taken by the Executive Committee may be reconsidered by the Chapter at the next regular Chapter Meeting upon the request of any brother.
- F. If an officer is unable to attend, he must notify the Pro Consul ahead of time. Only absences qualifying Meetings section 3, 1a will be considered excused.

Section 3: Administrative Committee

- A. The Administrative Committee shall consist of all Committee Chairmen of the Chapter.
- B. Each member is tasked with the responsibility to submit a report to the Pro Consul each week.

Section 4: Ritual Committee

- A. The Ritual Committee shall be composed of the Magister, Past Magister, Kustos, and any other representatives appointed by the Magister.

Section 5: Recruitment Committee

- A. The Recruitment Chairman shall head the Rush Committee.
- B. The Recruitment Committee shall be composed of the Recruitment Chairman, House Manager, Annotator, Steward, Scholarship Chairman, one representative from each class and any other representatives appointed by the Recruitment Chairman

Section 6: Finance Committee

- A. The Finance Committee shall consist of the Pro-Consul, Quaestor, Quaestor's Assistant (at the Quaestor's discretion), the Chapter Advisor, and the alumni Financial Advisor.

- B. The Chairman of the Finance Committee shall be the Quaestor.
- C. The alumni Financial Advisor shall be appointed by the Consul.
- D. Quorum of the Financial Committee shall be three (3) members, one of which is an alumnus.
- E. Three (3) votes in the affirmative by members of the Finance Committee are required for all decisions of the Committee, regardless of attendance.
- F. The Finance Committee will require the appointment of a qualified person to audit the accounts of the Quaestor. The accounts will be audited at the termination of each Quaestor's term of office or more often as the committee shall direct. The accountants must be audited at least once each school year.
- G. The Finance Committee shall require that the Quaestor submit a copy of the budget and of all audits to the chapter, the Chapter Advisor, the Grand Praetor, and the General Headquarters Office of the Fraternity.
- H. The Finance Committee shall require that the Quaestor submit, in approved accounting form, a monthly written statement of profit and loss and income and expense breakdown to the chapter, to the Chapter Advisor, the Housing Corporation, the Grand Praetor, and the General Headquarters Office of the Fraternity, no later than the 30th of the month for the previous month's operations. This report shall also include a balance sheet, list of accounts payable, and accounts receivable as prescribed by the Sigma Chi Executive Committee.
- I. The Finance Committee shall require that the Quaestor submit to the Chapter Advisor, the Housing Corporation, the Grand Praetor, and the General Headquarters Office of the Fraternity, a yearly financial summary of operations for the entire school year, this report must be prepared and distributed no later than July 1 of each school year.
- J. The Finance Committee shall be responsible for the Financial Policy of the chapter and its fulfillment, and in addition, any brother who does not abide by the provisions mentioned in these Bylaws or hereinafter aforementioned for the payment of bills to the chapter shall be subject to such disciplinary actions as the Finance Committee deems best.
- K. Statute 7.02, the act that empowers the Fraternity's Executive Committee to initiate membership suspension, of the Sigma Chi Constitutions will be invoked whenever necessary. The Financial Policy, as adopted by the Finance Committee will take precedence over these Bylaws.
- L. The Financial Policy must be reviewed each semester by the Finance Committee with suggestions for alterations submitted by any member of the Chapter. All requests for amendments to the Financial Policy must be in writing.
- M. The Finance Committee has the sole responsibility for approval of an individual's financial payment plans and initiating financial expulsion proceeding.
- N. No member of the Chapter is permitted to enter into a binding contract with any person or company without the approval of the financial committee or financial officer.

Section 7: The Judicial Board

- A. The Judicial Board shall consist of 3 members and shall be headed by a Chairman.
- B. The elections for the members of the Judicial Board will be held yearly.
- C. The members will be nominated by the Pro Consul, and sent to the brothers for approval by a majority vote.

- D. Amongst the 3 members, the Consul will select one of the board members as the Chairman. The Chairman should not hold any of the Big 5 appointments to ensure the independence of the judicial board.
- E. The Judicial Board chairman will again be required to go through a round of vote before his position is affirmed.
- F. It is the responsibility of the Judicial Board members to be thoroughly familiar with Article VII of the Declaration, and they are expected to perform their tasks with the deepest sense of justice and personal responsibility.
- G. The Judicial Board shall discharge its duties as specified in Article VII.

Article V: Governing Rights and Procedures

Section 1: Constitutional Procedures

- A. To amend the Bylaws, a proposal must be presented to the Executive Committee in writing, after which the proposal shall be presented during the next Chapter Meeting.
- B. The proposal should not be voted on until the second subsequent Chapter Meeting following the proposal's introduction to the Executive Committee.
- C. In order to vote on a proposal, a quorum, as defined in these Bylaws, must be present at the formal Colony meeting.
- D. Two-thirds affirmative vote of the quorum is necessary for the approval of a proposal.
- E. Following the approval of a proposal, the proposal shall go into immediate effect as an amendment, unless otherwise stated.

Section 2: Governing Rights

- A. Sigma Chi Alpha is a Colony of The Sigma Chi Fraternity. As such, no bylaw, statute, or Executive decree shall supersede the Constitution, Statues, and Policies of The Sigma Chi International Fraternity, also known as General Fraternity. And as such, under the obligations of the Statue 6.02.b of The Sigma Chi Fraternity's Standard Operating Procedures, we adopt these Bylaws on our honor as Men of Good Character.
- B. In addition to Brothers, these Bylaws shall hold governance over pledges, alumni, and guests when on Colony property.
- C. The Bylaws shall be reviewed annually by the Executive Committee. The Executive Committee must present all recommendations to the Constitutional Advisor.

Section 3: Distribution of Bylaws

- A. A physical copy of the Bylaws should be available by request at the beginning of each semester.
- B. The Magister is responsible for ensuring that each pledge receives a physical copy of the Bylaws upon beginning the pledge process.
- C. Each brother is entitled to a physical copy of the Bylaws.
- D. Upon election or appointment, all officers shall receive a physical copy of the Bylaws.
- E. Physical copies of the Bylaws will be given to the Colony Advisor, the Grand Praetor, and the General Fraternity Headquarters.
- F. The Pro-Consul is responsible for the availability of the Bylaws.
- G. Several copies of the Bylaws will be placed in the Colony files. Said copies shall be made available to the active members, Colony advisor and advisory board and faculty advisors, and to the General Fraternity Headquarters.

Article VI: Judicial Policy

Section 1: Process

- A. Accusation
 - a. Can come from:
 - i. Eye witness
 - ii. Another brother
 - iii. IFC, University, or any other credible source
 - b. Immediate action of accusations listed below would be temporary suspension (15 days) of fraternity activities and position or until resolved.
 - c. If the accuser needs to attend other external trials, brother needs to attend to those trials before going through the fraternity's process.
- B. Investigation of incident
 - a. The Consul should contact the Judicial Board about an accused brother and the whole Judicial Board is responsible for investigating the incident
 - b. Chairman will the accused brother(s) immediately and have him (them) respond within 48 hours to the allegations.
 - c. Failure to reply within the 48 hours will result in plea of no contest. No contest does not imply guilty nor innocence.
 - d. If a member of the Judicial Board is accused, the trial will continue as per normal, with 2 members of the Judicial Board presiding instead of 3. If more than one member of the Judicial Board is accused, the Proconsul will decide on the replacements for the Judicial Board.
- C. Trial Proceedings
 - a. The Judicial Board Chairman explains all the facts, followed by the brother explaining his side of the story.
 - b. Decision will be made by the Judicial Board after testimonies from both sides.
 - i. If the level of offenses is Tier 3 and above, a decision of punishment will be made by Judicial Board and 3 other brothers in fraternity. The 3 other brothers will be drawn randomly.
 - ii. In the case of a tie, the Chairman has the power to break ties.
 - iii. For minor offenses, Tier 2 and below, punishment decisions are made by the Judicial Board.
 - c. After the decision has made, the brother will be notified by the Judicial Board within 24 hours of their decision.
 - d. If more evidence surfaces after the decision have been made, a retrial can be scheduled.

Section 2: Tiered sanctions

Across all Tiers:

- a) Open verbal reprimand during a fraternity meeting
- b) A signed letter of apology by the brother to the appropriate parties, stating that he will never commit that offence again.

*One or more additional sanctions will be given, to the Judicial Board's discretion.

Tier 1

- 1. A fine not exceeding \$25
- 2. A maximum of 5 hours of service, to the Colony, university, or appropriate institution.

Tier 2

1. A fine ranging from \$25 to \$50
2. 5 to 10 hours of service, to the Colony, university, or appropriate institution.
3. Social probation from next social event.

Tier 3

1. A fine ranging from \$50 to \$75
2. Cost of repairs, resources misused.
3. 10 to 15 hours of service, to the Colony, university, or appropriate institution.
4. No voting rights for next meeting.
5. Social probation from next 2 social events.

Tier 4

1. A fine ranging from \$75 to \$100
2. Cost of repairs, resources misused.
3. 10 to 15 hours of service, to the Colony, university, or appropriate institution.
4. No voting rights for rest of semester or year.
5. Social probation for rest of semester or year.

Tier 5

1. The Colony will initiate conduct expulsion proceedings pursuant to the Statute No. 7.01 of The Sigma Chi Governing Laws and International EC Regulations 7.01-1 through 7.01-8.

*Repeat Offence Rule:

A gentleman should never go against his word. On the third time the brother repeats the offence, the level of sanctions will increment by one each time this occurs within the same year.

Levels of Offences

Examples of Tier 1 offences

- To be late or not present for fraternity meetings and mandatory events without valid excuse.
- Not in proper colony meeting attire.
- Minor un-Gentlemanly conduct, going against principles taught in the Norman Shield.

Examples of Tier 2 offences

- Intentional disruption of fraternity meetings/events/designated study hours
- Minor misuse/destruction of fraternity resources. (< \$25 in value)
- Major un-Gentlemanly conduct, going against principles taught in the Norman Shield.

Examples of Tier 3 offences

- Misuse of alcohol
- Major misuse/destruction of fraternity resources. (< \$100 in value)
- Failure to attend major mandatory Recruitment or Philanthropic events without legal excuse.

Examples of Tier 4 offences

- Not following sanctions meted out by Judicial Board.
- Theft, fighting with another brother.

- Blatant misuse/destruction of fraternity resources. (>\$100 in value)

Examples of Tier 5 offences

- Drug use
- Hazing of a pledge
- Sexual assault
- Conduct unbecoming of a Sigma Chi

*The list is a guideline for the Judicial Board to follow.

If an offence does not fall within the examples provided here, then it is entirely up to the Judicial Board's discretion to determine the tier level of the offence.

Appeal

Any appeal shall be heard by the Executive Committee and Colony Advisor within 14 days of the decision of the Judicial Board

An appeal shall be submitted to the Judicial Board Chairman, who will forward the appeal to the deciding committees with the transcripts from the trial. The appeal has to be submitted within 3 days after the decision has been made.

APPENDIX B – OFFICIAL GRADE STATISTICS

Sigma Uni - Fall 2011

Initiated + New Members

Class Year	
Freshmen	10
Sophomore	17
Junior	17
Senior	1
5th Year, Grad, Phd	0

Total Members

Total Listed on Roster	45
Total (Total number on roster - less any deactivated / depledged)	45
Total Active + Inactive (for QPA calculations)	42
Total Inactive Member (Total Inactive + Study Abroad + Leave of Absence)	3
Total Disaffiliated	0
% Disaffiliated (Dis/total on roster)	0.00%

Grades

Semester Average	3.05
Cumulative Average	3.11
Number of 4.0 QPA (sem)	5
% of Total	11.90%
4.0 divided by active	1
Number < 2.0 QPA (sem)	2
% of Total	4.76%

Active Member Status

Active Member Status	
Active	42
Inactive (Only members listed as A)	0
Abroad	2
Deactivated/Terminated	0
Depledged	0
Transfer	0
Withdrawn	0

New Members Only

Class Year	
Freshmen	9
Sophomore	8
Junior	0
Senior	0
5th Year, Grad, Phd	0

Total New Members

Total New Members	
Total	17
Total Affiliated + Active	17
Total Affiliated + Inactive	0
Total Depledged	0
Total Initiated	17
% Initiated	100.00%
% Depledged	0.00%

Grades

Grades	
Semester Average	3.03
Cumulative Average	3.06
Initiated Average	3.03

New Member Status

New Member Status	
Active	17
Inactive	0
Abroad	0
Deactivated/Terminated	0
Depledged	0
Transfer	0
Withdrawn	0

Transfer	0
Withdrawn & Ac. Suspension	0
Leave of Absence	1

Involvement	
Organizations	Leadership
Average	Average
Individual Service Hours	Total
Average	
Total	
Chapter Service Hours	
Total Service Hours	
Graduate On Time?	

#	Last	First	Affiliation	Status	Sem. QPA	Cum. QPA	Year
1	Alford	Wade (Damon)	Sigma Chi	Active	4.00	3.86	3
2	Bai	Edward	Sigma Chi	Active	2.00	2.66	3
3	Baldwa	Vineet	Sigma Chi	Active	3.38	3.59	3
4	Bender	Jonathan	Sigma Chi	Abroad	x	x	3
5	Bernero	Gregory	Sigma Chi	Active	2.65	2.93	3
6	Carroll	Nolan	Sigma Chi	Abroad	x	x	3
7	Cartagena	Rafael	Sigma Chi	Leave of Absence	x	x	1
8	Chen	Stephen	Sigma Chi	New Member	3.79	3.86	2
9	Choo	Yang	Sigma Chi	Active	3.35	3.68	2
10	Cosio	Benjamin	Sigma Chi	Active	2.65	2.88	3
11	Croutighan	Bill	Sigma Chi	New Member	3.28	3.28	1
12	Delucia	Francis	Sigma Chi	New Member	1.85	1.85	1
13	Fisch	Evan	Sigma Chi	New Member	4.00	3.65	2
14	Frick	Joe	Sigma Chi	Active	2.69	2.92	3
15	Fulton	Kevin	Sigma Chi	New Member	2.00	2.64	2
16	Gilbert	Kevin	Sigma Chi	Active	2.57	2.49	2
17	Hahm	Taeson	Sigma Chi	New Member	3.07	3.07	1
18	Hogan	Patrick	Sigma Chi	Active	3.62	3.52	3

			Sigma Chi	Active	2.81	3.02		2
19	Holliday	Chris	Sigma Chi	New Member	3.25	3.28		2
20	Hudson	Andrew	Sigma Chi	New Member	1.93	2.45		2
21	Jackson	Lawrence	Sigma Chi	Active	3.60	3.45		4
22	Joraskie	Billy	Sigma Chi	New Member	3.59	3.59		1
23	Kramer	Gerard	Sigma Chi	New Member	2.00	1.91		2
24	Kwon	Joon	Sigma Chi	Active	2.29	2.60		2
25	Leach	Bryan	Sigma Chi	Active	2.69	2.88		3
26	Lo	Hector	Sigma Chi	New Member	4.00	3.45		2
27	McCullough	Joel	Sigma Chi	Active	2.93	2.76		3
28	Medina	Juan	Sigma Chi	Active	3.36	3.17		3
29	Murphy	Dan	Sigma Chi	Active	3.80	3.84		2
30	Nedab	Oliver	Sigma Chi	Active	2.00	1.82		2
31	Orbegozo	Dan	Sigma Chi	Active	2.93	2.76		3
32	Popa	Paul	Sigma Chi	New Member	2.00	2.00		1
33	Sethi	Siddhant	Sigma Chi	New Member	2.71	2.71		1
34	Shepard	Scott	Sigma Chi	Active	3.40	3.40		3
35	Shi	Jiaxin	Sigma Chi	Active	3.82	3.66		2
36	Shoup	John	Sigma Chi	Active	3.22	3.31		3
37	Singh	Anish	Sigma Chi	New Member	4.00	4.00		1
38	Swen	Dylan	Sigma Chi	New Member	3.50	3.68		2
39	Tiwari	Apit	Sigma Chi	New Member	3.61	3.61		1
40	Vaz	Jonathan	Sigma Chi	Active	3.43	3.23		3
41	Vargo	Seth	Sigma Chi	Active	4.00	3.86		3
42	von Stange	Robert	Sigma Chi	New Member	2.93	2.93		1
43	Wadhwanji	Rohan	Sigma Chi	Active	2.60	2.61		3
44	Willig	Andrew	Sigma Chi	Active	2.60	3.15		2
45	Zakko	Philip	Sigma Chi	Active	3.27	3.51		2

average = $\hat{3.05}$

3.11