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to Bob Bryan of  
Student Development*

THE KAPPA SIGMA FRATERNITY  
BETA Upsilon CHAPTER

BY--LAWS

ARTICLE I  
Concerning the By-Laws

Section I

Any provision in these by-laws contrary to the constitution, by-laws, or code of Kappa Sigma shall be void.

Section II

Upon ratification of these by-laws by two-thirds(2/3) majority vote of the members of the chapter, any other by-laws or resolutions found in the minutes are null and void.

Section III

Any amendment to these by-laws must be proposed at one meeting before the amendment comes to an actual vote.

Section IV

A quorum must be present at the meeting that any amendments, social functions, or financial matters come to the house.

Section V

A quorum is defined as a 2/3 representation of all active members.

Section VI

No pledge shall be allowed to vote on any change or amendments to the by-laws.

ARTICLE II  
Meetings

Section I

The chapter shall convene at an hour determined by the GM. The GM should give the house 6-12 hours notice of the scheduled meeting.

Section II

The GM may call special meetings at any time, provided every active member shall have due notice of the time & place.

Section III

Roberts Rules of Order will be used in Kappa Sigma's meetings as pertaining to the needs of the chapter.

Section IV

At each meeting the GS should review the major points of the minutes for the last meeting before classifying them completed or noncompleted under old business.

ARTICLE III  
Elections

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Section I

Election of all officers and committee chairmen will be held at the second meeting in November of the fall semester. The purpose of the meeting shall be stated to the house two weeks in advance.

Section II

All officers will be installed before the first meeting after the meeting in which they were elected.

Section III

The term of office for all officers of the Kappa Sigma house runs from the first meeting of the spring semester to the last meeting of the fall semester.

Section IV Qualification for office

Part 1. All officers and committee chairmen must be active Brothers.

Part 2. All executive officers must live in the chapter house during their stay in office.

Part 3. A pledge may run for an office if he is initiated before installation.

Part 4. Pledges will not be allowed to vote in the elections.

Section V

The assistant GT will be elected one month before the general elections to insure that he learns the office before he is installed as GT.

Section VI

All retiring officers shall give verbal instruction and information concerning their respective duties and manner of performing the same to their successors in office not later than one week after the officers elect have been chosen.

Section VII

No undergraduate member shall be considered in good standing and entitled to vote if (a) he fails to pay his chapter bills within thirty days after they become due, or (b) charges are pending against him.

Section VIII

All voting for chapter officers and upon candidates for membership in the chapter shall be done by secret ballot.

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ARTICLE IV  
Executive Committee

Section I

Executive committee shall consist of the GM, GP, GT, GS, and GMC.

Part 1. The EC shall exercise those powers of office and responsibility as specified by the Kappa Sigma Constitution, By-laws, Code, and By-laws of this Chapter, and will become familiar with the same.

Part 2. Each member of the EC shall keep a notebook up to date on their term in office. Such a notebook shall include problems, solutions, new duties, etc.

Part 3. All members of EC must a member in good standing in accordance with Article III, Section VII at all times during his term of office.

Section II Grand Master

Part 1. The GM shall be the ranking and presiding officer of the chapter. He shall preserve order and compel attendance upon meetings.

Part 2. It is the GM's solemn obligation and responsibility to have personal knowledge of the status of reports, correspondence duties and functions of elective and appointive officers.

Part 3. The GM shall see that the buisness and affairs of the house are carried forth effectively and correctly as possible. He shall report any negligence and put forth any recommendations and resolutions.

Section III Grand Procurator

Part 1. The GP shall be the 2nd ranking officer of the chapter and shall train the future members of the chapter by acting as Pledge Master.

Part 2. The GP shall assist the GM in preserving order and gentlemanly conduct of every member by fines in accordance with the chapter by- laws.

Part 3. GP shall require all new men to aquaint themselves thoroughly with the contents of the pledge manual and he should examine them periodically as to their knowledge.

Part 4. The GP shall discourage any politics or any other actions to use the influence of this chapter's membership in any other way than the fraternal.

Part 5. The GP shall be the chairman of the Rules Committee and shall report all violations of the by-laws by a pledge or any active mamber to the committee. The GP must keep an update record of all violations turned in to him.

Part 6. The GP shall be chairman of the pledge policy committee and shall accept any interested active members of the chapter to be on the committee. This committee shall meet at the first of each semester to review pledge policies for the coming semester and at any other time the GP shall see fit.

Section IV Grand Master of Ceremonies

Part 1. The GMC shall have charge of the ceremonial property of the chapter, and shall see that proper care is taken of it.

Part 2. The GMC shall be responsible for arranging and setting up the place of meeting for regular meetings or formal meetings, and pledging and initiation ceremonies, and installation of officers.

Part 3. The GMC shall be responsible for arranging and setting up the explanatory lecture for the new initiates.

Part 4. The GMC shall be responsible for seeing that the chapter meetings follow the rituals and parliamentary procedures described by the by-laws, and that the solemnity and dignity of the meetings are preserved.

Part 5. The GMC shall see that all candidates are properly prepared for initiation.

Section V Grand Scribe

Part 1. The GS shall act as secretary to the chapter and he shall promptly attend to all correspondence that devolves upon him by virtue of his office.

Part 2. The GS shall write and forward at the proper time a chapter letter for the CADUCEUS, which he shall read in an open meeting before forwarding to the CADUCEUS.

Part 3. The GS shall keep an updated copy of the by-laws at all times by attaching to his copy and each officers copy any addition deletion or any other change in these by-laws.

Part 4. The GS shall read in open meeting any articles resolutions or suggestions which are of direct interest to this chapter.

Part 5. The shall report to National (if or when)

A. Allnew pledges that have been initiated in each semester within 10 days of initiation.

B. All names of undergraduate of the house in October between the twentieth and thirty-first.

C. Any member or pledge who has been suspended, resigned, or expeled within thirty days of such act.

D. All changes of officers the day following the change.

Part 6. The GS shall make an LI list at the first of each semester

Part 7. The GS shall be in charge of the bullitin board and will post jobs to be done by brothers and pledges.

Section VI Grand Treasurer

Part 1. The GT shall act as a custodian of the chapter funds and shall be responsible for the same.

Part 2. The GT shall have power to collect all bills owed by actives and pledges, but may delegate this responsibility to someone else if the house approves.

Part 3. The GT shall make a full financial report concerning the condition of the chapter at each regular meeting.

Part 4. The GT shall be the chairman of the financial committee and shall report all deliquent bills of the brothers, which are not paid by the 10th of the month, to the committee.

Part 5. The GT shall keep an accurate account of all the financial dealings of the chapter, and he will also have his records available for inspection by any brother at any time.



- Part 6. The GT shall remit to Memorial Headquarters
  - A. All pledge fees at time of pledging
  - B. The annual dues of all undergraduate members of the chapter on or before November 30th.
- Part 7. The GT shall set up and keep an account with a minimum of \$500 to cover emergencies.

ARTICLE V  
Ex-officio Officers and Duties

Section I

The ex-officio officers of Kappa Sigma shall consist of the Rush, Social, Athletics, and Scholarship Chairmen, Guards, House Manager, IFC Representative, Alumni Correspondent, and Little Sister Co-ordinator

Section II

Any Executive Officer or active brother may hold an ex-officio office.

Section III Rush Chairman

Part 1. The Rush Chairman shall have complete charge of the rushing program as long as his actions are in agreement with a majority of the chapter.

Section IV House Manager

Part 1. The House Manager shall have charge of keeping the house in proper order and condition. He shall see that all repairs and damages are accounted and cared for properly in the minimum amount of time.

Part 2. The House Manager shall see that the house is locked and taken care of during the holidays.

Part 3. The House Manager is responsible for a weekly check of all house fire extinguishers. He is responsible for their filling if fired, unless rules committee appoints someone else.

Part 4. The House Manager is the chairman of the house improvements committee. The committee members are to be appointed by the GM. The committee is responsible for proposals, designs, price, and material investigation, and action of house improvements.

Part 5. The House Manager is in charge of the heating and cooling systems in the house. He is responsible for the temperature of the house, and maintenance of the equipment.

Part 6. The House Manager is responsible for key distribution as follows:

- A. The GM, CRA, and HM get general house keys
- B. The GP, GT, social chairman, concessions man get their keys for their specific areas.

The House Manager is responsible for acquiring these keys from the old officers and distributing them to the new officers.

Part 7. The House Manager must hand in a report of expenses and present receipts to the GT every week or pay fine of \$5.

Section V Guards

Part 1. The Guards shall act as protectors of the chapter, and shall assist the GMC in arranging the place of meetings and for properly caring on the buisness.

Part 2. The Guards shall take the phone off the hook before each special meeting.

Section VI IFC Representative

Part 1. He shall have charge of the regular affairs concerning the chapter in the IFC as long as his actions are in agreement with a majority of the chapter.

Part 2. He shall be required to attend all IFC meetings or provide a substitute . In any case , if he misses a meeting, he shall be charged the fine imposed by the IFC.

Part 3. He shall be the head of all activities that the IFC sponsors in the chapter.

Part 4. He shall report all the minutes of the regular IFC meetings to the chapter.

Section VII Alumni Correspondent

Part 1. The Alumni Correspondent shall have charge of all affairs dealing with the alumni if he has the consent of the majority of the house.

Part 2. He shall have charge of organizing and forwarding a bi-annual newsletter to each alumnus of this chapter.

Part 3. The Alumni Correspondent shall keep up-dated files of all alumni donations and write a thank-you letter to each donor.

Section VIII Social Chairman

Part 1. The Social Chairman shall have charge of planning all social functions passed by a majority of the quorum of the chapter.

Part 2. He shall make a finacial report each meeting of income expenses, and balance on hand or have \$5 fine imposed on him.

Part 3. The Social Chairman shall have an account for all social expenses to which will be contributed \$10.00 per month per active brother, and pledge.

Part 4. The Social Chairman shall be responsible for a social callender to which the house has access.

Section IX Athletic Chairman

Part 1. The AC shall have complete charge of all athletic activities as long as his actions are in agreement with a majority of the house.

Part 2. He shall be responsible for making a report at each meeting of all past week's activities and future activities.

Part 3. He is in charge of picking up the activity sheet in the gym each week.

Section X Scholarship Chairman

Part 1. The scholarship chairman shall be in charge of keeping an up- date poop file. He shall be responsible for keeping a card file of the poop each brother has.

Part 2. The scholarship chairman shall collect poop from the transferring or graduating brothers.

Part 3. He shall be responsible for acquiring the grades of each pledge from the big brother at intervals of 6,9, and 12 weeks and then report them to the house.

Section XI Little Sister Coordinator

- Part 1. All stardusters are elected by 2/3 ballot
- Part 2. The coordinator will report all activities of Starduster program to the House

Section XII Kitchen Manager

- Part 1. The kitchen manager shall be responsible for keeping the kitchen in proper order & condition.
- Part 2. The kitchen manager shall oversee all kitchen orders and maintain stockroom inventory.
- Part 3. The kitchen manager shall be the house spokesman concerning the cook's duties and general attitude.

ARTICLE VI  
RULES AND FINANCIAL COMMITTEES

Section I Rules Committee

- Part 1. The members of the Rules Committee shall consist of the the members of the EC and one member from each of the classes of sophomore, junior, and senior.
- Part 2. The chairman of the rules committee shall be the GP who shall have no voting rights except to break a tie.
- Part 3. The Rules Committee shall meet whenever the GP desires and place shall be appointed by him.
- Part 4. The function of the Rules Committee shall be to make judgement on:
  - A. The violations of stated rules and by-laws
  - B. The appropriate action to be taken. The appropriate action may be classified as cost of object and/or fine, or stated fine in the rules.
- Part 5. Any fine set by the Rules Committee can be appealed by 2/3 majority vote of the House.

Section II Financial Committee

- Part 1. The members of the committee consist of the GT, GM, CA, and four other active brothers appointed by the GM.
- Part 2. The chairman of the committee shall be the GT who shall have no vote except to break a tie.
- Part 3. The financial committee shall meet at a time and place designated by the GT.
- Part 4. The function of The committee is to review:
  - A. All delinquent accounts not paid by the tenth of each month.
  - B. All large outstanding accounts not paid at the end of each semester.
  - C. Financial timetables set up to help a brother pay and to decide on the proper action. The committee may place anyone on social or food probation.
- Part 5. The GT shall report the proceedings of the committee meetings at the next House meeting.

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ARTICLE VII  
SALARIES, DUES AND CHARGES

Section I

The chapter shall charge each new pledge twenty-five(25) dollars pledging fee for National to be placed on the first months bill.

Section II

Each initiate shall pay Kappa Sigma National Fraternity through the GT the sum of \$75.00 and shall pay the charter \$25.00 .

Section III

The chapter shall charge each brother and pledge \$6.00 per month chapter dues which will go to the House account.

Section IV

The Chapter shall charge each brother and pledge living in the House room rent of \$190.00. If any additional money is needed after each resident has paid the remaining amount will be divided up among the active brothers and pledges to pay each month. (points)

Section V

Any brother not classified in article XII, Section III, Part 1 and moves out of the house will be made to pay double points: those classified in Section IV shall pay single points.

Section VI

The chapter shall charge each brother and pledge \$30.00 each month for social.

Section VII

All active brothers and pledges must pay social(30.00), parlor(\$35.00), chapterdues(\$6.00), sink(\$2.00), and retirement fund(\$1.00) totaling seventy-four(\$74.00) dollars each month. Active brothers living outside the House will only be required to pay social, dues, sink, and retirement.

Section VIII

Each active brother and pledge shall be charged for all meals unless he has a class that interferes with the entire lunch period.

Section IX

Each member shall pay all dues, assessments, and fines imposed on him by the by-laws of the Kappa Sigma Fraternity.

Section X NON-payment of any bill:

Part 1. Any bills that are delinquent after the tenth of each month shall be brought to the attention of the financial committee.

Part 2. Any bills not paid by the 10th of the semester shall have an automatic 10% charge added to their bill. An appeal may be made to the financial committee.

Part 3. After bills are posted, owing over \$250.00 after ten days of posting will be put on social probation.

Part 4. Members not paying their housebill by the 10th of the month shall be subject to food probation.



Section XI

Flowers shall be sent to all girls pinned or engaged to a brother and to funerals of persons closely related with the house. Flowers shall be sent at the discretion of the GT and are to be brought up at the next meeting. The cost of the flowers will be paid out of the dues collected.

Section XII

The GT shall be paid \$50.00 per month by the chapter during the semester.

Section XIII

The person in charge of running the house during the summer shall receive free room and board.

Section XIV

Each brother shall be assessed one dollar per month for the Little Sister program.

ARTICLE VIII  
Rules and Fines

1. Parking in an unmarked spot or in the fire lane --\$5.00
2. No illegal drugs in the house or on the premises for any reason. --~~\$10.00~~ \$100.00 - 2<sup>nd</sup> offense - expulsion from house
3. Firearms of any kind in the house or on the property. \$10.00
4. No pets are allowed unattended in the downstairs area.
5. Quiet hours: 7:00pm-7:00am . Violation from \$1-\$5 depending on the severity.
6. Breaking bottles. \$5.00 or more!
7. Parking in front of the dumpster so it cannot be dumped. \$5 plus the cost to come back to dump trash.
8. Discharging fire extinguisher \$5 and responsibility for re-filling within one day.
9. Breakfast is from 7:15-9:10am  
Lunch is from 11:00-1:00pm  
Dinner is from 5:00-6:15pm  
Saturday brunch is from 10:30-12:00 (when desired by KM)
10. Driving auto in the back yard. \$5.00
11. Late for announced meeting. \$2.50
12. Not paying for guest when he or she eats a meal. \$5.00
13. Any bills unpaid at the end of the semester will be subject to an additional charge of 10% of the unpaid amount.
14. Out of order during a meeting. \$2.50

- 15. No long distance phone calls. \$5.00 plus the cost of the call(except officers with official house business).
- 16. Bad checks written to the house. 10% fine or left to the discretion of the GT.
- 17. House bills not paid by the 10th of the month. 10% fine to the discretion of the GT.
- 18. Spilling anything without an attempt to clean up(in the tube room). \$2.00
- 19. Rushees can only be held twice, the third time his name is brought up he must be passed or scratched. His name cannot be brought up until the next semester.
- 20. House destruction. Fine set by the rules committee.
- 21. Room occupants are responsible for any damages done to their room upon moving out.
- 22. Any conduct which presents a bad image to Kappa Sigma may be turned in to the rules committee for a decision.
- 23. Any unauthorized entrance to the kitchen when locked to utilize its facilities is subject to fine. \$5.00
- 24. Fine for missing Constructive Criticism. \$5.00
- 25. There are no excuses for missing a required meeting or function. \$5.00
- 26. Required functions include:
  - a. Initiation- \$25.00
  - b. Pledge induction- \$5.00
  - c. Rat Court- \$5.00
  - d. B.S. - \$25.00
  - e. Rush functions- \$2.00
  - f. Functions must be announced one week in advance or at next Monday meeting.
  - g. PBB- \$25.00 plus the cost of the dinner.
- 27. Any broken windows, lamps, doors, etc. will be paid for by the breaker within one week(in cash). Any replacements should be made with the same quality as the original.
- 28. Missing house meeting. \$5.00
- 29. Any person buying anything in the name of the house must have the consent of the GM or GT, otherwise he must pay for it himself. Any expenditure of size must have a majority vote of the house.

30. Missing a financial committee meeting. \$2.50 plus automatic food and social probation until he meets with the financial committee.

31. Every active brother and pledge shall keep a copy of these by-law The GP shall keep a copy in the constitution folder in the filer.

32. Any chapter officer fined by national or IFC for neglect of duty shall pay the fine out of his pocket.

33. Having girls in the house during work week hours and pledge review or anything similiar. \$5

ARTICLE IX

Pledges

Section I. Pledges shall be permitted to vote on all social matters assessments that concern pledges. pledges shall not be permitted to vote on matters concerning only brothers.

Section II. Pledges shall be held responsible for all house fines.

Section III. Pledges late or absent from meetings shall be punished by the Pledge master.

Section IV. Pledges are required to come to one meeting every month.

Section V. Pledges are required to take three tests on the Bononia Docet, plan and complete pledge project, do a scrapbook, and visit Charlottesville and two other chapters.

Section VI. Pledges are required to have a study hall for three hours each day Sunday - Thursday.

Section VII The vote for whether the pledge class is to be initiated is to be a one ball system.

Section VIII. The fall semester pledge class is to be included in the composite made in late fall semester.

Section IX. No pledge can be initiated if they owe money to the house and/or they do not have the \$100.00 initiated fee, no ceptions.

ARTICLE X

Trials

Section I. All trials concerning suspension or expulsion from either the Fraternity or the Chapter shall be held in strict accordance to the Constitution, By-laws, and Code of the Kappa Sigma Fraternity as well as the by-laws of the chapter.

Section II. Members shall be tried by the Rules Committee, at which time the GP shall conduct the trial.

Section III. Any person wanting to bring a charge against someone must file the charge with the GP.

Section IV. The accused will have a week to appeal, and it shall take a 2/3 majority vote of the house to release a member after he has been convicted.

ARTICLE XI

Rushees

Section I. Each rushee shall have a sponsor appointed by the rush chairman, whose duty will be to inform the rushee of events at the house and to inform the house of the rushee's qualifications. He will be responsible that each meets the rushee.

Section II. A rushee's name may be brought up at any meeting on Monday or special called meeting announced two days in advance.

Section III. The vote for whether a rushee is given a bid runs on the one ball system. A rushee may be held until next meeting for a vote. Arushee's name can be held only twice, then he must be passed or scratched. A quorum must be present for a vote to occur.

Section IV. Any rushee that has been scratched by the one ball system may be brought up one semester later.

Section V. An absentee ballot on a rushee's name for a vote on a bid will be considered a white vote.

Section VI. Apledge that has been held over to the next semester will be allowed to on rushee bids.

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VOTE

ARTICLE XII

Status of Brothers

Section I. Active brothers are brothers paying current bills which includes at least social, parlor, dues and points in an amount established by the house. This also includes any additional fees and assessments. Married students pay only social.

Section II. Inactive brother is one not living in the house and not paying bills in Article XII Section I.

Section 3. House occupancy must include all active brothers until the maximum amount of 40 brothers is reached.

Part 1. The exceptions to Section III include active seniors married students.

Part 2. Priority for room selection will be given to the brother who accumulates most points. Point system is calculated by giving each brother 2 points for every semester he is a brother in the house or a brother will get 1 point for every semester he is an active brother outside the house.

Part 3. Anyone not in school, and living in the house for two consecutive semesters, shall not be allowed to live in the house for the third semester.

Part 4. Active brothers living outside the house, must pay social, double points, dues and sink.



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Part 5. Any 6th semester brother or senior may pay only single points social, dues, and sink to be active.