

Preface

The purpose of Sigma Kappa is to provide women lifelong opportunities and support for social, intellectual and spiritual development by bringing women together to positively impact our communities. As members of this organization, we strive to live out our values of personal growth, loyalty, service, and friendship each and every day.

This code is written and enforced with a purpose of protecting the chapter, along with the individual rights of the members themselves. A Sigma Kappa, whether an initiated member or new member, has the responsibility to the sorority and should be on guard to protect her reputation.

Being a member of Sigma Kappa implies responsibility to the National Organization, Gamma Tau chapter, each sister, Midwestern State University, and the member herself. Membership proudly signifies a woman who is spiritually sincere, morally conscious, and financially responsible. Each member recognizes that being a Sigma Kappa is a privilege and an honor, and not a right. Each member must keep in mind the promises they made during initiation and strive to live out Sigma Kappa values each day.

With the well-being of the individual and the sorority in mind, this Code of Conduct was created to guide each member to further her potential in all areas of life. In addition to the National Policy Handbook, federal, state, and local laws, and the university policy, this Code of Conduct must be followed to stay in good standing with Sigma Kappa, Gamma Tau chapter.

CODE OF CONDUCT ΣK -ΓΤ Chapter: Revised Fall 2018

A. GREEK SPIRIT:

1. The chapter will promote a spirit of cooperation among fellow Greeks. Do not speak or act in a derogatory manner concerning another chapter or their members.

B. GENERAL PRINCIPLES:

1. Sigma Kappa members promote and strive for high academic achievement.
2. Sigma Kappa members strive to develop leadership and participation in chapter, campus, and community activities.
3. Sigma Kappa members promote a spirit of cooperation among all Greeks.

C. INDIVIDUAL DEVELOPMENT AND COURTESY:

1. If a member breaks the same section in any policy three times, they will be called to a Standards Meeting and face any disciplinary actions deemed necessary by Standards Council.
2. Active and new members shall STAND when alumnae enter the room. The President or a designee shall officially introduce the chapter to any alumnae present at any function.
3. Meetings and rituals are sacred and CONFIDENTIAL business among sisters and may be discussed only in the chapter meetings with initiated members.

D. SOCIAL STANDARDS AND CONDUCT:

1. If a sister tells a sister she has had too much to drink and needs to leave, SHE is responsible for calling a sober sister and staying with her until her ride arrives.
2. There shall be no possession or use of illegal drugs, alcohol, smoking, or firearms in the Sigma Kappa Chapter Suite at any time.
3. There will be NO DRINKING OF ALCOHOL, SERVING OF ALCOHOL, OR SMOKING, INCLUDING E-CIGARETTES, WHILE WEARING THE SIGMA KAPPA LETTERS, BADGE, CREST, OR ANY ITEM WITH SIGMA KAPPA'S NAME OR ASSOCIATION.
 - a. No letters will be worn at any establishment where the selling of alcohol is the primary purpose (bars, clubs).
 - b. No letters will be worn to gatherings where alcohol is being consumed.
4. No new member is allowed at a fraternity house without an active accompanying her. This is for everyone's protection and safety.
 - a. Members and new members are discouraged from going into any establishment or private dwelling where the primary objective is consuming and or selling alcohol without another member. There is safety in groups.
5. No mixer where alcohol is being served can be held in a fraternity house.
6. There is to be no drinking before, during, or after any Sigma Kappa event. Drinking for mixers or formals will be voted on by secret written ballot, but is prohibited during philanthropic events.
7. If a member comes to any Sigma Kappa event visibly intoxicated, or under the influence, even over the age of 21, she will be asked to leave. This will result in a Standards Meeting.
8. Use of a fake ID will result in a standards council meeting.
9. A member is responsible for their guests and their guest's behavior at Sigma Kappa events including but not limited to mixers, and formals.

10. All sisters are required to be respectful to all new members, actives, and alumnae.
11. Sigma Kappa does not condone the use of vulgar language, either orally or written. Violations are subject to disciplinary actions as prescribed by the Standards Council.

E. SCHOLARSHIP:

1. All members are encouraged to be attending their classes on a regular basis. If a member is not doing so, they will be called to a Standards Meeting to discuss an attendance plan with the Standards Council and VP of Scholarship.
2. New members must meet the requirements of a 3.2 GPA (based on a 4.00 grading system) from high school and 3.00 GPA from college to be eligible to pledge. Actives members and new members must be enrolled in at least 9 hours. New Members and active members dropping below this hourly requirement will meet with Standards Council and the VPS to determine if they should remain as new members or actives.
 - a. Any exceptions to this must be approved by the Advisory Board Chairman and the Collegiate Province Officer.
3. Individual members must maintain a 2.50 cumulative and semester GPA (based on a 4.00 grading scale) to be considered in good standing with the chapter.
4. Grades are to be carried out to the 1st decimal place. (Ex: 2.483 = 2.5)
5. Any girl who is in good academic standing and fails to complete her proctored study hours has ONE week to make up the incomplete hours or will result in a Standards Meeting.
6. An active member's required study hours will be determined by their previous semester's GPA.
 - a. 4.0 GPA: 0 hours required per week
 - b. 3.99-3.50 GPA: 2 hours required per week
 - c. 3.49-3.0 GPA: 3 hours required per week
 - d. 2.99-2.50: 4 hours required per week
 - e. 2.49-2.30: 5 hours required per week
 - f. 2.29-2.0: 6 hours required per week
 - g. 1.99 & below: 7 hours required per week
7. Members must maintain at least a 2.50 GPA each semester as well as cumulatively to be considered in good academic standing with the chapter. Final probation statuses will be determined by Advisory Board Supervisor and VP of Scholarship.
 - a. Failure to comply with assigned study hours and her scholastic program will result in being called to Standards Council. This could result in definite suspension.
 - b. Study hours assigned for a member on academic probation must be completed weekly without any grace periods.
 - c. While on academic probation, a member may attend one mixer or date party per semester but will not be allowed to attend formal or semi-formal. The member will be given the opportunity to appeal her probation and attend formal or semi-formal pending scholastic improvement and adherence to scholarship plan as outlined at the member's Standards Meeting. The member cannot be a big sister or heart sister. She is still allowed to go to bid day and sisterhood events due to those being mandatory events for all chapter members. The member is still required to attend Chapter Meetings.
 - d. While on academic probation, a member must give the VPS her course syllabi and she will be required to be dry 24 hours prior to an exam.

8. When a member falls below a 2.5 cumulative GPA for the second consecutive semester, the member will appear before the Standards Council and will be placed on suspension for the following semester. The terms of suspension for not making semester grades are as follows:
 - a. The member will not be able to attend any Sigma Kappa functions. This includes social events, meetings, or any other event relating to Sigma Kappa, even as a guest of another member.
 - b. The member does not pay monthly dues for the semester that she is on suspension. She is not allowed to order shirts or favors. However, the member is still responsible for paying national collegiate dues, Panhellenic dues, communication fees and insurance.
 - c. If the member does not achieve a 2.5 cumulative GPA at the end of the suspension period, the member will then face expulsion procedures (See National Policy Handbook)
9. When a member receives a 1.0 GPA for either their semester GPA or cumulative GPA, she is considered to be “not in good academic standing”. She must meet with the VP Scholarship and Standards Council. She will be placed on definite automatic suspension for the next full semester.
 - a. Even if the member takes summer or mini-semester classes at MSU to meet the minimum 2.50 cumulative GPA, she will not be allowed back into “good academic standing”. If her grades do not meet the minimum standards of a 2.50 cumulative GPA at the end of the mandatory suspension semester, she must again meet with the VP of Scholarship and Standards Council and she will remain on definite suspension for the upcoming semester.
 - b. After the mandatory suspension semester, the member may take summer or mini-semester classes AT MSU to meet the minimum 2.50 cumulative GPA, IF her cumulative is above a 1.0 for the mandatory suspension semester.
 - c. If her grades still do not meet the minimum standards of a 2.50 cumulative GPA, after the second suspension semester, she will be expelled on the basis of poor academic standing. She will also have the option to request Voluntary Withdrawal. This must occur within one month of the chapter’s receiving the official grade report from Midwestern State University.
 - d. If a member was put on academic probation the previous semester before falling below a 1.0 GPA cumulative or semester, she will only have 1 semester on academic suspension to meet the minimum standard of a 2.5 cumulative GPA. If she still does not meet the minimum standard she will be expelled on the basis of poor academic standing or will have to option to request a Voluntary Withdrawal.
 - e. Members on academic suspension will not have access to the chapter room, Facebook page, or ANY official Sigma Kappa events.
10. Exception to the rule in #7 above will be:
 - a. If the member’s cumulative GPA is above a 3.0, even with the semester GPA below 1.0, the member will then be considered to be “not in good academic standing” and therefore on “probation” for the following semester.
11. Study hours will be tracked by the VPS using the GIN system study hour tracker. The VPS will manage the location and times where members can obtain study hours during the semester. At the end of the week, the VPS will check all members’ study hours to make sure they are meeting their required number of hours.

- a. All members must log into their GIN system and log their hours using the study hour tracker in order for their required study hours to be counted. At the beginning of each semester, the VPS will enter each member's required hours under the "goal" column.
 - b. Members who are having trouble with the GIN system must get in contact with the VPS to develop a different way to proctor their hours.
 - c. If a member forgets to track their study hours using the GIN system, they must contact the VPS before the week ends
12. All members are required to complete proctored study hours based on the program being used by the VP Scholarship. Study hours must be completed during the week for which they are assigned. Failure to complete required study hours two weeks consecutively or three weeks total, will result in a meeting with the VPS and Standards Council. Members "not in good academic standing" are required to complete assigned study hours every week, with no "grace periods".
 13. Only summer school grades, online courses and mini semester course from Midwestern State University will be calculated into the cumulative GPA when it is permitted by the Scholarship Program.

F. FINANCIAL RESPONSIBILITIES:

1. All dues and fees are to be paid using Billhighway.com. New members must activate their Billhighway account within 1 day of receipt of their Billhighway New User Welcome email.
2. Dues and fees are payable by the 5th of every month or upon receipt of the statement. The balance is past due after 11 pm on the 26th of the month. A monthly late fee of \$15.00 will be assessed for all past due balances. Billhighway will assess additional late fees after 30 days.
3. Billhighway charges a \$25.00 fee for payments that are returned. This fee is the responsibility of the member whose payment is returned.
4. The only person authorized to use the Billhighway Prepaid Card is the cardholder whose name appears on the face of the card. Under no circumstances may a cardholder allow another individual to use her Billhighway Prepaid card.
5. A receipt must support each purchase. Cardholder should submit documentation to the VPF within 2 business days from time of transaction.
 - a. If no receipt is submitted to the VPF after 14 days, the cardholder will become personally responsible for the purchases.
6. The VPF is responsible for ensuring all Billhighway Prepaid Card transactions are coded within 5 business days from time of transaction.
7. Every Sigma Kappa is responsible for all debts they incur. If a member thinks she will have a problem fulfilling her financial obligations, she should contact the VPF personally and promptly. The VPF, her advisor, and the member in question will meet to discuss the problem and sign a payment plan. Failure to uphold the details of the agreed upon payment, without explanation, will result in AFS.
8. While on AFS NO social functions may be attended, nor may a member order party favors or T-shirts.
9. If an active or new member leaves the sorority for any reason, she is still responsible for any debts owed to the chapter. If a member is on Suspension or Leave of Absence, she is not required to pay monthly dues, but is still responsible for per capita, Panhellenic, communication and insurance fees.

10. If a member is going through Order of the Triangle she must have the entire semester's dues paid before participating.
11. If a member is in arrears, then she may not order any shirts or party favors, etc. Any money paid into Billhighway will go toward the member's dues that are in arrears.
12. All shirts and party favors must be paid for in full prior to ordering. No extra shirts or favors for social events will be ordered. If a member does not receive a party favor she ordered, she should immediately contact the Vice President of Finance to ensure the refund.
13. No chapter funds will be used to purchase alcohol.
14. Sigma Kappa maintains a budget. Expenses must stay within the budgeted amount or the member will be held responsible for debts she incurs on behalf of the chapter that are in excess of the budgeted amount.
15. Members selected as delegates to Leadership Conference/Convention are expected to attend. If there are any changes in the delegate's status which results in a loss of chapter money, the member will be responsible for full repayment of the lost/additional funds.
16. Any supplies or meals purchased by a member must be PRE-APPROVED and in the budget.
17. To receive a reimbursement for approved items purchased with personal funds, a member must submit a receipt with the following information: date of purchase, member's name, description of the purchase, and the approved budget category. This information must be submitted within 14 days of the purchase date. If a receipt is submitted after 14 days of the purchase date, the member is not eligible for reimbursement.
18. The Executive Council reserves the right to set any fines for special events. Members must be notified of all mandatory functions at least two weeks in advance, unless voted on and passed by the chapter by a 3/4 majority vote.
19. All members must be current on all dues in order to attend all social functions.
20. Standing fines for Unexcused absences are as follows:
 - a. Founder's Day \$50
 - b. Sisterhood Retreat \$25/\$50/\$25
 - c. Initiation Ceremony \$100
 - d. Model Meeting \$50
 - e. Initiation Brunch \$50
 - f. All other ritual events including Order of the Triangle, Pinning, and Inspirations \$15
 - g. Each hour missed of a Recruitment Workshop, Work Week, and Polish Week Day \$10
 - h. Any Day of Recruitment \$75
 - i. Bid Day \$25
 - j. Walk to End Alzheimer's \$50
 - k. Any mandatory event \$15
 - l. Failing to help committee \$10
 - m. Formal/Informal meeting
 - If wrote a note and didn't get excused: \$15
 - If it's found out the note is not true, and the member made up an excuse, so they didn't have to pay a larger fine, they will be called in for a Standards Meeting as well as having to pay the \$30 fine
 - If didn't write a note at all: \$30
 - n. Standards meeting \$15

- o. Each uncompleted service hour \$10
 - p. Failure to complete mandatory report for position \$50
21. All fines must be paid no later than the due date indicated on the statement.

G. MEETINGS AND CONDUCT DURING MEETINGS:

1. Members who cannot refrain from talking during meeting may be asked to leave the meeting and be counted unexcused, resulting in being fined for not attending meeting.
2. Members should be on time for meetings. No member shall enter into a formal meeting late. If it is an informal meeting, members have the first 10 minutes of meeting to arrive before being counted unexcused.
3. The President and/or The Vice President of Programming will set the agenda for meeting.

H. DRESS CODE:

1. All members must be cautious of their attire since they are always representing Sigma Kappa as well as themselves. Be sure to act respectfully and maturely especially when wearing Sigma Kappa letters.
2. Pin attire for formal meetings includes a dress or skirt, or dress pants with a blouse. Attire for informal meetings includes jeans and a Sigma Kappa shirt, unless otherwise specified by the President or Advisory Board Supervisor. Leggings worn as pants are **unacceptable**. Leggings worn under a dress of appropriate length are acceptable. Big shirts/ sweaters **DO NOT** count as a dress unless they are at an appropriate length. Dressy sandals with heel straps, heels, and dressy flats are acceptable. Bare feet, flip flops, athletic shoes, Keds or tennis type shoes, and boat shoes are not acceptable. If a member is not in the right attire, she will be asked to leave and it will result in an absence for meeting.
3. No member who has voluntarily withdrawn or been expelled shall wear or display Sigma Kappa any longer unless it is on a PR shirt. These items and items with the Sigma Kappa insignia should be returned to the EVP upon losing membership status, whether voluntarily or not. Member will only be allowed to keep PR shirts.
4. Badges should always be worn on the outermost layer of clothing positioned closest to your heart and above all other fraternity jewelry or pins.
5. Dress for ritual, "all white" events shall be an "All White" dress. There are to be NO decorations, trims, sequins, rhinestones, or buttons which are not white. Off- white is not acceptable for ritual dress. **White shoes must be worn**. No flip-flops, house shoes, or bare feet can be worn. Proper undergarments are also required.
6. Due to Model Meeting not being a ritual ceremony, members do not have to wear all white and can put on a jacket or sweater if needed.
7. Failure to dress appropriately will result in being asked to leave the meeting or the ritual event.

I. ATTENDANCE POLICY:

1. Members are required to attend all chapter meetings. All events deemed mandatory are NOT options.
 - a. Work is not an excuse for missing a mandatory event.
 - b. Members should plan their school work accordingly in order to attend chapter meetings and mandatory functions.
 - c. If a member has signed up for or volunteered or an event, she has made it mandatory for herself. She must find her own replacement if she cannot attend.

2. Members must submit a written excuse to the Vice President of Communication or the excuse box **at least one week PRIOR to any event** she knows that she is going to miss. The VPC will then review excuses and will determine if the absence is excused or unexcused. Once the event has passed, **no excuse notes will be accepted** unless the member becomes sick before the event.
 - a. If a member has to miss a mandatory event at the last minute because she is ill, she must call or text an executive council member during the executive council meeting or call or text someone on Executive Council who will be attending the function to tell them why she will not be attending the function. If a member does not alert an Executive Council member she will automatically be counted as unexcused.
 - b. A follow up **written excuse must** then be given to the VPC or placed in the excuse box; at least one hour prior to the next executive council meeting. Failure to follow this procedure will result in an automatic “unexcused absence” and an automatic fine.
3. Members with excessive absences (2+ missed mandatory events in succession or 3+ meetings overall) will be called before the Standards Council.
 - a. Executive Council must provide members a minimum of 2 weeks prior notice before making an event mandatory.
4. All new members are required to attend ALL new member meetings as scheduled by the Vice President of New Member Education. They are also required to attend Informal Chapter meetings.
5. All new initiates are required to attend new initiate meetings as scheduled by the Vice President of New Member Education.
6. Members are strongly encouraged to attend all mixers, social functions, and formals if they can do so.
7. Committee members shall attend all committee meetings. Any preparation for an event that is scheduled by the committee head is required attendance for all members of that committee. Failure to attend or help your committee will result in a fine.

J. INTERNET AND RELATED TECHNOLOGY POLICY:

1. Chapter and **Individual** Web Sites must:
 - a. Portray the image of Sigma Kappa in a positive manner. For example, photographs, text, and graphics must not be defamatory. They should not depict or reference vulgar or offensive material, foul language, nudity, criminal activity, alcohol, or drugs. If an inappropriate text or photo is posted that portrays you and/or other Sigma Kappa members in a defamatory manner, then it is the Sigma Kappa member’s responsibility to see that it is promptly removed or blocked.
 - b. All members are required to accept “MARY LOW CARVER” on Social Media and let the account follow them as well as see their social media posts.
 - c. If a member is asked to remove a post on Social Media by the EVP or another member of Standards Council, it must be removed within two hours or a Standards Council meeting will result.
 - d. EVP and Standards council will have FINAL say on what should be removed from social media.

e. All social media postings shall comply with all applicable federal, state, provincial and local laws, University policies, Panhellenic rules, Sigma Kappa Sorority National Policy, and these requirements.

g. Only of age members may post tasteful pictures containing alcohol. The definition of tasteful will be determined by Standards Council. If a member must be asked to take down posts 3 times, they will be called in for a Standards Meeting.

K. INITIATION POLICY:

1. During the new member period, maintain acceptable scholastic achievement.
2. Complete the New Member Promise Program in full and pass the initiation test.
3. Initiation – During the 24-hour period prior to the Initiation Ceremony and the 24 hours following the Initiation Ceremony, including Model Meeting, there will be NO consumption of alcohol by any member of the chapter. This is to show respect for our ritual.

L. RECRUITMENT:

1. All members are required to attend all recruitment workshops during the semester.
 - a. The member will be responsible for ALL material covered during the workshop she misses and still has the potential of not participating in recruitment if the Vice President of Membership and the Recruitment Advisor feel like she is not adequately prepared. At any time, the Recruitment Supervisor has the final say on Recruitment participation and activities.
2. Polish Week and Work Week are MANDATORY. The times of these events will be adjusted to assure that they will not all be during one time of the day (alternating morning, daytime, and evening so members can work, etc.). If a member misses any part of workshop unexcused, she will be fined accordingly.
3. If a member cannot attend Polish Week or Work Week, it will be up to the VPM to decide if they will be allowed to have a speech.
4. Members are required to know and understand ALL Panhellenic Recruitment Rules. If a member breaks a rule and Sigma Kappa receives a rush infraction, that member will be responsible for the resulting punishment that takes place.
5. If a member shows up late to a Recruitment Workshop, Work Week day, or Polish Week day, they are required to either stay after the amount of time they missed to help clean up the Chapter Room, or help the VP of Membership with anything she needs help with that would be equal to the amount of time the member missed workshop.
6. Recruitment Workshop days are dry, with days and time durations at discretion of the VP of Membership.
7. Members who are on academic suspension or taking a Leave of Absence for the Spring Semester will participate in all recruitment activities during the spring semester, summer months and fall semester, including Bid Day.

M. CHAPTER OFFICERS:

1. Having an office in Sigma Kappa is not a guarantee and if a member does not fulfill their responsibilities, it will result in a Standards Meeting.

2. To be eligible to hold and maintain any Executive Council office, a member shall have a 2.70 cumulative GPA as well as at least a 2.70 previous semester GPA, and be enrolled in at least nine hours. This excludes summer grades as they only affect the cumulative GPA.
3. If an officer/chairman turns in a report late and it results in loss of funds or a fine, then that officer or chair must pay the fine for that report, not the chapter. **If an officer consistently fails to complete paperwork as required by Standards of Excellence, she will be called to attend a Standards meeting, which will result in a \$50 fine and possible termination of her office.**
4. T-shirt chair is required to have a 2.50 cumulative GPA and a 2.50 semester GPA. This chair will be in charge of ordering all t-shirts and apparel for the chapter. She will consult with the office organizing the event on designs. ABS approval on apparel is needed before presenting the apparel to the chapter. Apparel that is strictly for Sigma Kappa active members will not be given to non-active members. T-shirt chair will work with EVP to determine what shirts are available to alumnae.
5. MSU SOE chair is required to have a 2.50 cumulative GPA and a 2.50 semester GPA. This chair will be in charge of combining the binder for MSU Standards of Excellence. She will work closely with all officer positions.
6. Homecoming/Greek Week chair is required to have a 2.50 cumulative GPA and a 2.50 semester GPA. This chair will be in charge of organizing Homecoming activities during homecoming week during the Fall semester. During the Spring semester, this chair will be in charge of organizing Greek Week activities. This chair can be shared by two people.
7. Intramural chair is required to have a 2.50 cumulative GPA and a 2.50 semester GPA. This chair will be in charge of signing Sigma Kappa up for intramural sports throughout entire year. She will organize practices for sports as well.

N. STANDARDS COUNCIL:

1. An active or new member may be invited to a Standards Council meeting for positive or negative recognition. Any member who feels that another member has misrepresented Sigma Kappa may request a Standards meeting with the offending member. The same is true if a member feels that another member deserves positive recognition.
 - a. Any active or new member may refer someone to Standards by contacting the Executive Vice President.
2. Anything discussed in Standards Council meetings must be kept **CONFIDENTIAL**. A member reporting to the Standards Council will be told why she is there and explained any recommendations made.
3. A member invited to a Standards Council Meeting must attend. If she is unable to attend the scheduled meeting she should contact the EVP **at least 24 hours in advance** to reschedule. Failure to attend standards meeting will result in a fine. Failure to attend a Standards Council meeting after two chances may result in the member receiving a sanction without giving her side of the story.
4. If a new member is called to Standards Council the VPNME should attend. If she is not available, the new member's Big Sister should attend.

O. MEMBERSHIP STATUS: (See also National Policy, Membership Status)

1. Members leaving school before graduation automatically become alumnae members if all debt to the chapter and to National Headquarters is paid in full.
2. Members who have been absent for more than one year may petition the chapter to return to active status. Time spent on Leave of Absence and suspension does not count toward the number of active semesters.
3. Indefinite suspension can last up to 2 years. When the member can show documentation of specific behavior change, she may apply for reinstatement. A 3/4 vote is required. If a member is not reinstated within two years, the badge and membership certificate is forfeited and the member is considered withdrawn.

P. PHILANTHROPY

1. All actives must complete 15 hours of Volunteer work per semester.
 - a. Evidence must be turned into the VPPS for proof of service
 - b. This DOES NOT INCLUDE Sigma Kappa philanthropies that are required by the Code of Conduct.
2. All actives are required to attend House of Hope at least once a semester unless given permission by the VPPS.

Q. COURTESY AND GIFTS:

1. A floral arrangement, plant, or gift card will be sent to any new mother on the Advisory Board, with the cost not to exceed \$25.00. All other alumnae that are new mothers shall be sent a card.
2. A floral arrangement, plant, or a memorial donation will be sent to an active member, new member, or Advisory Board member for the death of an immediate family member. The cost should not to exceed \$25.00.
3. Any other occasions that warrant a special gift must be pre-approved by the Executive Council.

R. EMERGENCY POLICY:

1. The chapter will be informed of and follow a specified Risk Management Guide in case of any emergency.
2. A copy of the policy will be displayed in the chapter room.

S. CHAPTER ROOM POLICY:

1. **No furniture and/or decorations shall be removed from the chapter room for any use by any member or alumna.** This shall include, but is not limited to, folding chairs, tables, recruitment items, wall photos, room decorations, and/or room accessories, etc.
2. No painting and/or spray painting can be done in the chapter room. Any damage to the floor, carpet, walls, and furniture will be the responsibility of the member who caused the damage to have repaired and/or cleaned.
3. Any member wishing to move picture frames and bulletin boards, etc. around with any hardware tools must have permission from the Advisory Board Chairman or the Property Committee. No nails or tape may be used to attach any object to the walls of the Chapter Room. Wall colors and paint colors may not be changed in any way without the permission of the Advisory Board Chair and/or the property committee.
4. It is the responsibility of anyone using the chapter room for any activity to thoroughly clean the room immediately after the activity, returning it to the normal condition. If the activity is an

Active Chapter Activity, then the Officer or Chair and her committee that is in charge of the activity is responsible for cleaning the room immediately after the activity. i.e.: If the activity is a New Member activity, then the VPNME must assure that the room is cleaned or if the activity is a Sisterhood activity, then the Sisterhood Chair is responsible for cleaning the room.

5. Remember that the furnishings, etc. in the chapter room belong to all members and care should be taken to ensure that everything is well cared for. Protect wood surfaces from water circles and carpets and upholstery from stains and spills. Clean up after yourselves. Your House Chairman is NOT your maid!
6. If using the room for study, then make sure to clean up after yourself. Put the room back to original. Wash, dry and put away any dishes or glasses used.
7. If in doubt, then ask any Advisory Board member for clarification. Check the “Chapter Room Rules” posted in the kitchen.
8. Cleaning committees will be assigned each week to complete the list of cleaning duties in the Chapter room. If the committee does not complete their cleaning duties by 5pm on Sunday, the entire group will be required to stay after meeting and complete their duties.

T. The Points System

1. The purpose of the positive points system is to promote involvement, encourage high moral standards, and recognize members who go above and beyond their membership duties.
2. Any officer may award positive points with the prior approval of the Executive Council.
3. Positive Points may be awarded for, but are not limited to the following:
 - a. GPA:
 - i. 4.0: 8 points
 - ii. 3.75-3.99: 6 points
 - iii. 3.5-3.74: 4 points
 - iv. 3.25-3.49: 2 points
 - v. 3.0-3.24: 1 point
 - b. Events:
 - i. Ritual Ceremonies: 1 point/ceremony
 - ii. Alumnae Events: 2 points
 - iii. Founder’s Day: 1 point
 - iv. Sisterhood Events: 2 points
 - v. Recruitment Workshops: 2 points/workshop
 - vi. Panhellenic Meetings: 2 points
 - vii. Sigma Kappa Hosted Philanthropy Events that are not mandatory: 2 points
 - viii. Social Events (Mixers, Date Parties, and Formal): 1 point
 - ix. Inspirations (nights that are not mandatory): 2 points
 - x. Open Exec meeting: 1 point
 - xi. Other Organization/Community sponsored Philanthropy Events: 2 points
 - c. Other:
 - i. Attendance at Committee Meetings: 1 point
 - ii. Required Community Service: 2 points
 - iii. Additional Community Service: 2 points
 - iv. Each \$50 raised for the Walk to End Alzheimer’s: 1 point
 - v. Serving as a big sister: 1 point
 - vi. Participation in Intramurals: 3 points
 - vii. Attending an Intramural Game: 1 point

- viii. Attending an MSU Event/Game: 1 point
 - ix. Volunteering for Sorority: 2 points
 - x. Sister of the Week: 2 points
 - xi. Extra Study Hours (only 5 extra hours per week will get points): 1 point
 - xii. Tutoring a Sister: 2 points
4. There will be events reserved throughout the semester (mixers and social events, formals and semi-formals, and Order of the Triangle) for members with a certain percentage of the possible positive points for the semester at a given date. Notification of the point requirements to attend will be given to chapter members with three week's notice.
 5. The Vice President of Programming and others that points pertain to (VPE, VPC, VPS, etc.) will be responsible for the recording of the points into GIN system and the monitoring of each member's points.
 6. Members that do not submit enough positive points one week before reserved events are not be eligible to attend the reserved event.