



2006

National House Rules

X. RISK MANAGEMENT FOR COLLEGIATE CHAPTERS

E. Housing Safety

1. There shall be no conduct which is in violation of state law, college/university regulations or Sigma Kappa national policy on Sorority property at any time.
2. All new members, collegiate members and alumnae shall observe all house, lodge, suite, apartment or Sorority room rules.
3. All facilities shall be in compliance with all applicable laws, ordinances and regulations.
4. There shall be no possession or use of illegal drugs, alcohol, or firearms on Sorority property at any time. Pets of any kind shall not be permitted on chapter property.
5. Chapter participation in, or sponsorship of, any activities related to child care is not *approved*. In addition, individual members are encouraged not to engage in activities related to child care on Sorority property.
6. The chapter property to include a house, lodge, suite, apartment, or room shall be locked at all times. Propping open doors is strictly prohibited.
7. All chapters with housing shall schedule a disaster/fire drill at the beginning of each term to include practice of the posted evacuation plan. All facilities must follow appropriate fire and emergency procedures, must be periodically inspected, and must have a written evacuation and emergency plan.
8. The use of candles, incense, halogen lamps/lights, or oil burning items, including lamps, on Sorority property is prohibited. This includes common areas, individual member rooms and outdoors. Candles are also prohibited during recruitment and ritual events that are held on Sorority property. Electric or battery candles are recommended.
9. There shall be no access to or occupation of fire escapes or roofs except for their designated purposes.
10. The Sorority property is not open to the public. Non-members are allowed by invitation only and when accompanied by a member or new member.
11. Non-members shall be restricted to the public areas of chapter housing. Hours of visitation in the public areas are to be set by the chapter with the approval of the advisory board and in consultation with the corporation board.
12. Visitation in the private areas of sorority property may be petitioned to the advisory board and collegiate province officer and in consultation with the corporation board. A petition to include the rationale for the request, proposed hours of visitation, detailed hours of visitation for all other NPC groups on campus, and plans for enforcement of the requested visitation hours shall be sent each year to the collegiate province officer after obtaining the signature of the advisory board chairman. If no petition is received, there shall be no visitation allowed in the private areas of the chapter house.

13. Any member or new member who engages in disruptive, illegal or otherwise unacceptable behavior may be asked by the executive council, the advisory board and/or the corporation board to move out of the sorority property within seven days and will forfeit her room and board for the duration of the contract.

E. Standards Council

1. Each chapter shall establish a standards council for the purpose of upholding the chapter code of conduct and Sigma Kappa national policies. Further information on the standard's council may be found in the *Handbook for the Executive Vice President*.
2. A chapter who handles policy violations appropriately through their standards council will not be penalized in the Sigma Kappa standards of excellence process. Documentation may be requested to ensure appropriate action has been taken.
3. Failure to utilize the chapter's standards council may result in national council action.
4. Code of Conduct
 - a. Every chapter shall establish a Code of Conduct to be reviewed by the standards council and approved by a chapter vote on an annual basis. All amendments/changes to the Code of Conduct must be approved by a chapter vote. All members must sign a form indicating that they have read the chapter Code of Conduct and *National Policy Handbook X. Risk Management for Collegiate Chapters*. This would take the place of the annual hazing statement form.
 - b. Chapters may strengthen national policy in their Code of Conduct but never weaken it.

G. Risk Management Policy Violations

1. Sigma Kappa Sorority is a private, self-governed, single-sex organization. The *National Policy Handbook* is binding on all chapters, new members, and members of Sigma Kappa Sorority. This section specifically addresses violations of policies X. B. - X.F.
2. If the national vice president for collegiate chapters determines that a risk management policy has been violated, the collegiate district director and collegiate province officer for that chapter will assist the chapter in developing a plan to address the incident. Prompt acceptance of responsibility by the chapter for its actions and the actions of its members will result in more favorable treatment. Please note that not all risk management incidents are violations of risk management policy.
3. The collegiate province officer, collegiate district director, national vice president for collegiate chapters and national president must review the plan, and a copy of the plan must be sent to advisory board chairman, collegiate province officer, collegiate district director, and national vice president for collegiate chapters. In addition a copy must be sent to legal counsel to document the Sorority's response to the policy violation. Once approved, the chapter must comply with and submit monthly reports to legal counsel on the progress of the plan.
4. Sanctions for risk management policy violations not appropriately handled by the chapter's standards council, alone or through the approved plan, may include any or all of the following:
 - a. A letter of challenge to the chapter from national council.
 - b. The filing of regular reports on chapter and new members activities with the vice president for collegiate chapters, the collegiate district director, the collegiate province officer and/or the advisory board chairman.
 - c. National council probation for a period to be determined with restricted social privileges during this time.

- d. Ineligibility for national awards.
- e. A required workshop facilitated by a national council member or their approved representative with all travel and expenses paid by the chapter.
- f. Members involved in the incident disciplined as appropriate by national council.
- g. Withdrawal of charter by national council.

XI. HOUSING RELATED POLICIES

- A. All collegiate members and new members, unless college rules prevent, shall live in the sorority house when the chapter or corporation owns or rents a house, suite, or residence hall floor and there is space available. Members and new members living with their parents or guardians in the same city in which the university/college is located are exempt.
 - 1. A collegiate member or new member wishing to live out of the house when the house is not fully occupied may do so under the following conditions:
 - a. She must submit a written petition to and receive approval from the advisory board and the collegiate province officer.
 - b. She must pay the amount equivalent to the room rent each term to the house corporation in addition to adjusted local chapter obligations. This amount is to be credited against the rent due to the house corporation from the chapter.
 - 2. A member or new member not following this policy must withdraw or be expelled from the Sorority. Her badge and membership certificate must be returned to national headquarters by the chapter, or the new member pin returned to the chapter.
 - 3. Chapters not following this policy (XI., A.) are responsible for any resulting room rent for each term to the house corporation.

- B. Members who have withdrawn, been expelled, or placed on indefinite suspension, and new members who have terminated their membership may not occupy chapter quarters. A member or new member assuming a status listed above status's shall move off chapter property within seven days and forfeit her board and room payment for the duration of her contract, unless this space can be assumed by another member or new member of the chapter.

- C. House Directors
 - 1. All collegiate chapters with live-in housing shall have a house director.
 - 2. Collegiate chapter members are permitted and encouraged to express opinions and present recommendations to the corporation board/property committee with respect to the renewal of contracts and the hiring of a house director.
 - 3. Corporation boards may not hire male live-in employees except as required by law.

- D. Chapter House Insignia

Any exterior insignia for a chapter house, lodge, suite, or room shall be approved by the appropriate corporation coordinator or corporation liaison.

- E. Any collegiate member, new member, alumna, or guest who does not remain in good standing with the Sorority or the college/university may be asked to leave Sorority property. The advisory board and/or the corporation board reserves the right to refuse house occupancy to any applicant who has violated the Sorority standards, house, or university rules.

E Corporation Board, Property Committee and Decorating Committees

1. Personnel

- a. All corporation board, property committee, and decorating committee members shall have paid their lifetime membership fee and shall be dues paying members of a local Sigma Kappa alumnae chapter. If there is no local alumnae chapter, dues shall be paid to any alumnae chapter. While attendance at meetings is desirable, an alumnae chapter should not expect maximum participation from corporation board members because they are giving service to Sigma Kappa through the collegiate chapter.
- b. Two members of the collegiate chapter shall automatically be voting members of the corporation board. These may be any combination of the following: chapter president, vice president of finance, house manager. If the chapter president is not one of the two officers chosen, she attends the meeting as an ex officio member of the board.
- c. No alumna shall serve on the corporation board, property committee and decorating committee during the time her relative/step-relative (sister, daughter, granddaughter, niece) is a collegiate member or new member of that chapter.
- d. Mother-daughter or sister-sister combinations cannot serve on the corporation board, property committee and decorating committee at the same time.
- e. Corporation board and property committee members may not serve on the advisory board of the chapter in which she is a corporation board or property committee member. No alumna shall serve on both boards at the same time.
- f. All corporations and property committees shall participate in the national insurance program.

2. Management

- a. All plans and proposals for new construction, additions, or remodeling shall have the approval of the appropriate corporation coordinator or corporation liaison.
- b. All contracts for sale, conditional sales contracts, or other forms of conveyance shall be approved by the appropriate corporation coordinator or corporation liaison.
- c. All projects involving more than \$2,400 expenditure in living areas, dining rooms, or dormitory areas, or for the purchase of equipment of any kind or for construction shall be submitted to the appropriate corporation coordinator or corporation liaison for approval before any contracts are let or purchases are made.
- d. 990 (and 990T where applicable) shall be submitted to national headquarters by the 15th of the fifth month following the end of the fiscal year.
- e. The Articles of Incorporation and all amendments thereto for the corporation shall be filed with national headquarters.
- f. If the corporation is dissolved, all of its property remaining after payments and discharge of its obligations shall be transferred and conveyed to Sigma Kappa Sorority, a Maine corporation, pursuant to Article II, Section 3 a. of the Bylaws of Sigma Kappa Sorority. The national council may transfer that property to the National Housing Corporation to hold in trust should the chapter be re-established within ten (10) years pursuant to Article II, Section 3 b.
- g. When a local corporation does not maintain standing within their state; becomes insolvent; commits acts that cause substantial deterioration to property; fails to file appropriate tax returns (990, 1099, W-2, payroll deposits, etc.); or fails to hold annual meetings and conduct election of officers properly, the following procedure will be put into effect.

Procedures for Corporations in violation of National Policy

1. When a corporation liaison determines that a National Housing Corporation (NHC) non-participating corporation board is in violation of national policy as stated in Art. XI. E. 2.g, the national vice president for finance (NVPF) should be informed in writing detailing the specific violation(s) within one week of the determination.
 2. The NVPF will write the corporation board president to inform of the violation of national policy and to request that the matter be resolved immediately. The corporation liaison and executive assistant/legal counsel are copied on the correspondence. Within 30 days of the NVPF's letter, the corporation board must inform the NVPF in writing of all action taken to correct the violation and must send a copy to the corporation liaison and executive assistant/legal counsel.
 3. If the corporation board fails to correct the violation within 30 days or inform the NVPF of action being taken to correct the violation, the NVPF will notify the corporation board that a special meeting of the corporation must be called according to the Bylaws of the corporation. Additionally, all parents of current residents of the property must be invited to the meeting, although they will have no vote. At this meeting, all corporation members will be informed of the violation and asked to either instruct the corporation board to correct the violation within 30 days, or vote to begin the process to join the NHC. Either the NVPF or her designee will be present at the meeting to explain the situation.
 4. Failure to correct the violation within 30 days of the special corporate meeting (if the corporation did not vote to join the NHC) will result in notification from the NVPF that national insurance for the property will be canceled effective the beginning of the next semester or term and that authorization for use of the Sorority's trademarks will be withdrawn immediately.
3. Fire/Life Safety
- Entities providing housing and/or meeting space for Sigma Kappa collegiate chapters shall:
- a. Meet or exceed all Federal, State, Local, and University policies regarding Fire/Life safety.
 - b. Hold one fire safety meeting per semester with all residents to identify problem areas, maps, proper use of locks, kitchen safety rules, location of emergency numbers, etc.
 - c. All facilities should be equipped with an adequate security system with a monitoring service encouraged.
 - d. Post escape route maps in a visible location in all common areas indicating fire extinguishers, doors, windows, etc.
 - e. Provide written safety policies with each housing contract with signature required upon receipt. Name, address, and phone number of corporation board president, house director, and corporation coordinator or corporation liaison should be included.
 - f. Know and adhere to Sigma Kappa's emergency procedure for communication.
 - g. Maintain a current registry of residents and their room assignments, cell phone numbers, emergency contact names and phone numbers.
 - h. Schedule and maintain at least annually electrical and mechanical maintenance, cleaning, and inspections including all kitchen appliances, grease hood, and all electrical outlets. Chimneys should be inspected and cleaned annually. Extension cords should be avoided.

- i. Remove all unnecessary storage items from the building, i.e. old mattresses, furniture, clothing, paper products. Recycle bins for paper and combustible items must be removed from areas where heat-producing objects exist.
- j. Flammable items must be stored properly in original containers and in an appropriate location outside of the building.
- k. All indoor premises should be designated as nonsmoking. Fire resistant smoke containers must be located in all areas designated as smoking areas.
- l. Maintain and report to national organization updated inventory – pictures of additions should be included.
- m. Maintain sufficient exterior lighting around property parameter.
- n. Consider adding sprinkler systems to the five or ten year plans as the plans are developed. Also consider other important safety items to be added to the property such as hard wiring monitoring systems and auto battery-powered emergency exit lights.

G. National Housing Corporation

- 1. Any corporation is eligible to be a participant of the National Housing Corporation.
- 2. All collegiate chapters that are not incorporated must place their Housing/Furnishing Fees with the National Housing Corporation.
- 3. All new local corporations after July 1, 1994 must become a participator in the National Housing Corporation.
- 4. Any local corporation requesting a loan or guarantee must be a participator in the National Housing Corporation.
- 5. Any local corporation with an existing loan that becomes 90 days delinquent in their loan payments to the National Housing Corporation must become a participator in the National Housing Corporation.