

THETA PI EPSILON SORORITY INC.

**Code of Conduct**

V2.0 Revised January 2019

THETA PI EPSILON SORORITY, INC.

INTRODUCTION

THETA PI EPSILON Sorority, Inc., requires that its members exemplify and encourage high intellectual, and moral standards and that their actions mirror the behaviors that reflect the pillar principles and standards of the Sorority.

THETA PI EPSILON Sorority, Incorporated (“Theta”) has a zero - tolerance hazing policy. The policy expressly prohibits all acts and forms of hazing, before, during, and after the Membership Intake Process.

The Code of Conduct consists of two parts: the Code of Ethics, which states the types of conduct that the Sorority considers acceptable, and the Disciplinary Action Code, which sets forth the types of conduct that is unacceptable and the disciplinary actions of those actions. The principles of the Sorority’s Constitution and Bylaws, and other governing documents are embodied in the Code of Conduct which is accepts by each member in the Acknowledgement of Rights and Responsibilities of Members of THETA PI EPSILON Sorority Regarding Membership Intake Prohibitions (Anti-Hazing Policy), and the Applicant acknowledgements.

Revisions to this Code of Conduct, including the sanctions and fines to be assessed under this Code, shall be approved by the National Board of Directors.

CODE OF ETHICS

Believing in the dignity and human rights of all people Theta Pi Epsilon expects each member to recognize the importance of upholding a standard of excellence, and commitment to social responsibility. Each member is expected to live up to these ideals by embracing and adhering to the following ethical principles:

1. Each member shall uphold the Constitution and Bylaws of THETA PI EPSILON sorority, Inc.;
2. Each member shall maintain the highest of standards in their personal conduct;
3. Each member shall support and promote the goals, objectives, and programs of Theta Pi Epsilon Sorority;
4. Each member shall treat all persons with dignity and respect;
5. Each member shall be compassionate and courteous toward all persons at all times;
6. Each member shall refrain from making false or misleading statements about the Sorority to anyone;
7. Each member shall recognize her personal responsibility to assist with and promote the development, improvement, and execution of programs designed to strengthen the Sorority;
8. Each member shall refrain from engaging in or tolerating any exploitation or disparaging of the Sorority;
9. Each member shall maintain the confidentiality of all information deemed as such by the Sorority;
10. Each member shall refrain from using the Sorority’s property, including any derivative of its name, its symbols, and other trademarks and service marks, for personal and/or commercial use;
11. Each member shall refrain from engaging in illegal and unsisterly conduct (including any form of hazing);
12. Each member shall support the Sorority’s programs through the payment of all dues and fees approved by the Grand Chapter;
13. Each member shall demonstrate her commitment to public service by participating with her local chapter or nationally.
14. Each member shall refrain from any actions or behaviors that would be morally unacceptable to theirselves and the sorority.

DISCIPLINARY ACTION CODE

1. The Disciplinary Action Code is embodied in the Applicant Acknowledgement of Rights and Responsibilities of Members of Theta Pi Epsilon Sorority, Inc. Regarding Membership Intake Prohibitions (No Hazing Contracts). It sets the types of improper conduct, on the part of members, candidates, applicants, and chapters that are unacceptable and, prohibited. Such improper and unacceptable conduct is subject to sanctions, including financial penalties.
2. Sanctions may be applied from any section of the code regardless of the category where it is specifically located. The Disciplinary Code clearly defines the types of conduct and activities that constitute a violation of the Code and, thus, are unacceptable and prohibited conduct and activities. The enumerated sanctions and fines are designed to address the consequences of a chapter, a member, an applicant, a candidate, engaging in unacceptable and prohibited conduct. Conduct and activities that violate a state or federal law may result in consequences beyond those delineated in this Code.
3. Applicants as well, shall be barred from membership for participating in, and/or failing to report any type of conduct that is deemed unacceptable and in violation of the Sorority’s approved Membership Intake Program, including those policies which are summarized in the Applicants Acknowledgement and detailed in numerous other documents provided to the applicants.
4. Any applicant shall be barred from membership at any point in the process in which the Sorority discovers, through any means, that the applicant has engaged in conduct or activities at any point, that would, as determined by the Sorority in its sole discretion, defame the Sorority or diminish its respect or goodwill; injure its reputation; or are inconsistent with the high ideals and morals of the Sorority.
5. Members or chapters upon whom fines or restitution has been imposed may not participate in any activities of the Sorority until said obligation has been fully satisfied. During the period of individual suspension, the member, nor any of its members who have been disciplined shall participate in any activity of the sorority except community service initiatives.
6. To be reinstated, a suspended member must satisfy all financial obligations imposed as a result of the suspension. If a member has not satisfied her fine or financial obligation within six (6) months of the ending of the period of sanction, she shall be required to submit a request for reinstatement as well as meet all of the requirements for reinstatement. The Executive Board also has the authority to revoke a member’s privileges if their fines or financial obligations have not been satisfied within six-month period.
7. When the Sorority imposes discipline of any kind upon a member or chapter, it shall provide the disciplined member or chapter with written notice of the charge (prohibited conduct or activities) and the reason for the sanction imposed. The written notice shall specify the member’s or chapter’s appeal rights, the time for filing the appeal, and the procedure for computing the filing time.
8. Any public display or use of the Sorority’s property that may create embarrassment for the Sorority or any individual member is a violation of the Disciplinary Action Code. This includes but is not limited to, using various derivatives of the Sorority’s name and its symbols, trademarks and service marks for shows, presentations, performances or for personal use.
9. Any member who repeatedly violates the Code of Conduct will be expelled.

TERMINOLOGY

**Barred** - one has been disqualified from seeking membership in Theta Pi Epsilon sorority, Inc. and applies specifically to any applicant whose privilege of becoming a member of the Sorority has been revoked because she violated the Sorority’s Code of Conduct. The applicant may be barred for a time certain or permanently, depending on the nature of the violation.

**Expulsion** - the permanent removal of a member from membership in Theta Pi Epsilon sorority, Inc.

**Member** - any person initiated into the Sorority who pays dues and fees, unless exempt as stated in Article X – DUES AND FEES, Section 15, EXEMPTION FROM PAYMENT

**Probation** - A member that has been given a specified period of time to improve or undertake corrective action; it may involve the loss of specified privileges.

**Soror** - a woman who has. been duly initiated into the Sorority.

**Suspension** - sanction that terminates the individual’s membership privileges in Theta Pi Epsilon sorority, Inc. for a specified period of time. Satisfactory completion of specified stipulations, including completion of a plan, and full payment of fines are required for reinstatement.

**Underground** - Underground means any unauthorized, unsanctioned or illegal membership intake activity occurring before, during or after the approved membership intake process.

Section 1: Violation of Sorority Governing Documents

**Failure of chapter and/or individual member to adhere to the stated policies and procedures detailed in any of the governing documents of the Sorority shall result in sanctions, as specified in this Section of the Code**.

1. **Unexcused absence from two consecutive National Conventions**.
* Probation for 1 Year and Required completion of Regulations and policy course

1. **Failure to comply with written rulings based on the Constitution and Bylaws as decreed**
	* Suspension for 1 Month and mandatory 25 hour community service Plan
2. **Failure to provide evidence of participation consistent with the national programs.**
	* Probation for one semester (3 months) and mandatory attendance in the Program Planning and Development course/meeting.

1. **Failure to submit required forms, reports and records (Chapter)**
	* **First Offense**: Warning
	* **Second Offense**: $25 Sanction
	* **Third Offense**: Suspension and $50 sanction
2. **Failure to comply with any policies, procedures, rules and/or regulations of the Sorority**. **(Chapter/Individual)**
	* **First Offense**: Warning
	* **Second Offense**: $25 Sanction
	* **Third Offense**: Suspension and $50 sanction
	* **Final**: Expulsion

**Failure to follow Membership Intake policies and procedures will result in more severe sanctions**

Section 2: Intellectual Properties

**Theta Pi Epsilon Sorority, Incorporated owns its Intellectual Property, sorority assets, including word marks, logos, symbols, crest/seal, are made available for use by the general membership and shall be utilized in the best way possible. Improper or illegal use of the Sorority’s intellectual properties is not acceptable**.

1. **Improper or illegal use of the Sorority’s intellectual property (including any derivative of its name, other word marks, logos, symbols, Crest/Seal)**
	* **First Offense**: $25 Sanction
	* **Second Offense**: Suspension and $50 sanction
	* **Third Offense:** Constitutes as a final warning, further incidents will result in expulsion
2. **Misuse of Official Sorority information, symbols, emblems or regalia**
* **First Offense**: Suspension and completion of Regulations and policy course prior to reinstatement, also constitutes as a final warning.
* **Second Offense** : Expulsion
1. **Chapters/Individuals that use unapproved paraphernalia items. (i.e have not been approved by the Executive Board for public use) at sorority functions, public events/trade shows etc.**
	* **First Offense**: $15 Sanction
	* **Second Offense**: Suspension for one semester; completion of Regulations and policy course prior to reinstatement, Constitutes as a final warning, further incidents will result in expulsion.

Section 3: Information and Communications

**Publicly displaying of any information related to the chapter, chapter members and any member of Theta Pi Epsilon Sorority, Inc. via any form of media such as, but not limited to, website, Facebook, YouTube, Twitter, LinkedIn, email, etc.**

**All forms of communication must adhere to the official Internet/Social Media guidelines.**

1. **Violations of the Sorority’s Internet/Social Media Guidelines.**
	* **First** **Offense**: Warning
	* **Second Offense**: $15 Sanction;
	* **Third Offense**: Suspension for one semester; Also Constitutes as a final warning, further incidents will result in expulsion
2. **Unauthorized release of Intake/membership roster or other proprietary Sorority information**.
	* **First Offense**: Suspension for One semester and completion of Regulations and policy course prior to reinstatement, also constitutes as a final warning.
	* **Second Offense:** Expulsion

**Unauthorized acquisition, disclosure, or distribution of confidential membership or financial information. Improper use of the organization’s membership data and information through misuse of proprietary computer software (e.g., Online Dues, Online Registration, or Membership Verification).**

* + **First Offense**: Expulsion
1. **Unauthorized access, use, or exporting of electronic proprietary computer software (e.g., Online Dues, Online Registration, Membership Verification) via any method.**
	* **First Offense:** Expulsion

1. **Origination or circulation of any false or misleading information, obscene language, or patented material that violates or is contrary to the Internet Guidelines.**
	* **First** **Offense**: $50 Sanction and
	* **Second offense:** Expulsion

**5. Use of social media (such as chat rooms, Twitter, Facebook, You Tube and other virtual conversation media\*) to defame, slander, or otherwise embarrass/humiliate the sorority or other organizations:**

\*Includes, but is not limited to, pictures, videos, images of any kind, etc.

* + **First** **Offense**: Expulsion
1. **Use of mass communication (e.g., email, social groups, chat rooms, Twitter, Facebook) to disseminate and discuss confidential information such as decisions made at national or chapter meetings, and voting on applicants, etc.**
	* **First** **Offense**: Expulsion

Section 4: Ethical Responsibility

 All sorors are expected to uphold the highest ethical standards, including, but not limited to, those standards encompassed in this Code of Conduct. The responsibility to act ethically means that sorors will at all times display integrity; act respectfully towards other sorors as well as acting respectfully to members of other organizations.

1. **Misuse of Sorority’s letterhead**.
	* **First Offense**: Suspension and completion of Regulations and policy course prior to reinstatement, also constitutes as a final warning.
	* **Second Offense:** Expulsion
2. **Unauthorized use of Sorority records or properties.**
	* **First Offense**: Suspension and completion of Regulations and policy course prior to reinstatement, also constitutes as a final warning.
	* **Second Offense:** Expulsion
3. **Disclosing Sorority rituals or secrets**
	* **First Offense**: Suspension and completion of Regulations and policy course prior to reinstatement, also constitutes as a final warning.
	* **Second Offense:** Expulsion

**Failure to adhere to guidelines of the Code of Conduct while suspended or on probation is prohibited and constitutes expulsion from Theta Pi Epsilon permanently.**

Section 5: Fiduciary Responsibility

**Failure to have and follow good internal control procedures is a violation of the Sorority’s Code of Conduct.**

1. **Failure to perform the duties of a fiscal officer as outlined in the constitution and bylaws, and other governing doctrine of the Sorority.**
	* **First Offense**: $25 sanction.
	* **Second Offense:** Suspension for one semester and completion of Regulations and policy course prior to reinstatement.
	* **Third Offense:** 2 year Suspension from serving on a Chapter/National level.
2. **Failure to follow Executive Board of Directors financial policies and procedures that may or may not result in loss or misappropriation of Sorority funds.**
	* **First Offense**: Suspension and completion of Regulations and policy course prior to reinstatement, also constitutes as a final warning.
3. **Theft, fraud, embezzlement of funds, destruction of property of others, or the aiding and abetting of these acts.**
	* **First Offense**: Expulsion, and the appropriate local law enforcement agency will be contacted.

Section 6: Dereliction of Duties

**Dereliction of duties is the willful or negligent failure to perform assigned duties and responsibilities. Dereliction of duties also includes the failure to perform the duties and responsibilities of an officer**

1. **Failure to perform the duties of the office or position to which you have been elected, including elected officers, committee chairs, committee members, and advisors**.
	* **First Offense**: $25 sanction
	* **Second Offense**: Removal from position; Suspension from serving on level any chapter/National position for a period of up to two years.
2. **Failure to follow directives given by the Executive Director or Asst. Executive Director**
	* **First Offense**: $25 sanction
	* **Second Offense**: Removal from position; Suspension from serving on level any chapter/National position for a period of up to two years.
	* **Third Offense**: Permanent suspension from serving in any chapter/national position

Section 7: Inappropriate Behavior

**Inappropriate behavior include public and personal behavior or actions that are not representative of the pillar principles and ethics of the Sorority and that may damage the reputation of the Sorority or damage or injure another person. Such behavior and actions include, but are not limited to those mentioned below**.

1. **Fighting (Except in matters of self-defense)**
	* **First Offense**: $25 Sanction
	* **Second Offense**: $35 sanction and Suspension for one semester
	* **Third Offense:** $50 sanction and Suspension for one semester and completion of Regulations and policy course prior to reinstatement, also constitutes as a final warning.
2. **Defamation, Slander, or any verbal assault that attacks the character of another member or person**.
	* **First Offense**: $25 Sanction
	* **Second Offense**: $35 sanction and Suspension for one semester
	* **Third Offense:** $50 sanction and Suspension for one semester and completion of Regulations and policy course prior to reinstatement, also constitutes as a final warning

1. **Verbal abuse: threats, foul or demeaning language that is aggressive and insulting and/or is delivered in a hostile tone and/or volume**.
	* **First Offense**: $25 Sanction
	* **Second Offense**: $35 sanction and Suspension for one semester
	* **Third Offense:** $35 sanction and Suspension for one semester and completion of Regulations and policy course prior to reinstatement, also constitutes as a final warning
2. **Forgery, falsification, cheating, alteration or misuse of Theta Pi Epsilon documents, records or identification cards.**
	* **First Offense**: $35 sanction and Suspension for one semester
	* **Second Offense:** $35 sanction and Suspension for one semester and completion of
3. **Fraudulent acts such as dishonesty, false representation by words or conduct, misleading statements, concealment of information, deception**.
	* **First Offense**: $50 sanction and Suspension for one semester and completion of Regulations and policy course prior to reinstatement, also constitutes as a final warning

1. **Disorderly/Disruptive Conduct that disturbs the peace such as public drunkenness, loitering, harassing phone calls**.
	* **First Offense**: $35 sanction
	* **Second Offense**: $50 and Suspension for one semester and completion of Regulations and policy course prior to reinstatement, also constitutes as a final warning

Section 8: Membership Intake Violations

Violations of the Membership Intake process include improper and unacceptable conduct such as, but not limited to, physical or psychological abuses (which constitute hazing) by individual chapter members before, during, and after the Membership Intake Process, and violation of processes and procedures that are set forth in the Sorority’s governing documents.

 If an applicant participates in any way in improper conduct, including allowing herself to be physically or mentally abused, and fails to report such abuse to appropriate Sorority officials she will be barred from membership in the Sorority.

1. **Participation in pre-initiation and/or post initiation activities identified as illegal membership intake and/or underground activities by members, sorors, and applicants.**
* **First Offense**: $50 sanction and Suspension for one semester and completion of Regulations and policy course prior to reinstatement, also constitutes as a final warning
1. **Holding or Attending meetings/gatherings/information sessions of any kind with a prospective applicant(s), candidates(s) or Pyramids(s) for any reason not approved and/or inconsistent with the procedures of the Membership Intake process**.
	* **First Offense**: $50 sanction and Suspension for one semester and completion of Regulations and policy course prior to reinstatement, also constitutes as a final warning

1. **Beginning any Membership Intake preparatory activities without authorization from the Board of Directors to proceed with any Membership Intake activities.**
	* **First Offense**: $100 sanction and Suspension for one semester and completion of Regulations and policy course prior to reinstatement, also constitutes as a final warning

1. **Failure to follow prescribed guidelines of the Membership Intake Program after having been approved to conduct Membership Intake**.
	* **First Offense**: $50 sanction and Suspension for one semester and completion of Regulations and policy course prior to reinstatement, also constitutes as a final warning
2. **Forgery, falsification, cheating, alteration or misuse of any materials required for membership into the Sorority**.
	* **First Offense**: $50 sanction and Suspension for one semester and completion of Regulations and policy course prior to reinstatement, also constitutes as a final warning.
3. **Any public display that may create embarrassment for the Sorority by a member, soror, or applicant including, but not limited to shows, presentations, social media postings or performances of any kind.**
	* **First Offense** : $50 sanction and Suspension for one semester and completion of Regulations and policy course prior to reinstatement, also constitutes as a final warning

Section 9: Hazing

**Hazing is an abusive or humiliating action that endangers the psychological or physical health of a person**.

**Physical Hazing such as paddling, beating, slapping, kicking, pushing, extreme sleep deprivation, , tearing of clothes, damaging hair, consuming alcohol forcing the use of drugs and/or alcohols, eating of any substances, restricting personal hygiene , consuming vile substance or smearing of such on one’s skin, burning, branding, and or bruising of skin, binge drinking, drinking games, displaying nudity with physical endurance, creating excessive fatigue, water intoxication, exposure to cold weather or extreme heat, etc.**

**Soror or applicant that participates in any way in physical hazing and does not report it to the Executive Director is in violation and shall be sanctioned**.

1. **Failure to Report Hazing activities in writing whether you were present or not present.**
	* **First Offense** : $50 sanction and Suspension for one semester and completion of Regulations and policy course prior to reinstatement, also constitutes as a final warning

1. **Refusal to cooperate or being non-responsive to inquiries regarding investigations.**
	* **First Offense** : Suspension for one semester and completion of Regulations and policy course prior to reinstatement, also constitutes as a final warning