

SECTION 3

Ethical Standards

Privacy & Confidentiality
Application of Ritualistic Statutes
Competence
Training & Continuance

1. Privacy & Confidentiality

The office of Quaestor requires the gathering and maintaining of personal and private information of Sigma Chi members, affiliates, vendors and other persons. Quaestors are expected to respect the privacy and confidentiality of all persons and entities with which the Chapter interacts.

- 1.1 Maintaining Confidentiality
 - 1.1.1. Quaestors shall take reasonable measures to maintain confidentiality with regard to information of Sigma Chi members and others.
 - 1.1.2. Information is considered confidential if an individual can reasonably expect information will not be shared with unauthorized users or made public with personal identifiers.
 - 1.1.3. Transmission of confidential information to authorized users should be done using reasonably secure services, such as the United States Postal Service (USPS). Electronic transmissions should be performed over private networks and sent only to authorized users through reasonably secure services, such as e-mail.
- 1.2 Limits of Confidentiality
 - 1.2.1 Through normal execution of the duties of Quaestor, information may be obtained that could be threatening to an individual. Quaestors should seek ethical action with respect to the best interest of the individual and the organization. Additional consideration should be given to the Ritualistic statutes and Standard Operating Procedures of the fraternity, Chapter bylaws, and applicable local, state and federal laws.

2. Application of Ritualistic Statutes

It is incumbent upon Quaestors to understand the role of their office as prescribed by the Ritual and the Standard Operating Procedures of the Sigma Chi Fraternity

- 2.1 Monies
 - 2.1.1 Quaestors shall collect and distribute funds as the chapter may direct.
- 2.2 Records
 - 2.2.1 Accurate records are to be maintained to reflect receipts and disbursements of chapter funds.
- 2.3 Reporting
 - 2.3.1 Accurate reports, reflecting the current financial status, are to be provided to the Chapter on a minimum monthly basis.
 - 2.3.2 Quaestors are to deliver all monies and financial records at the request of an audit committee, at the end of each term, or at the conclusion of their term of office.
 - 2.3.3 All reporting and obligations to the Grand Quaestor shall be completed in a timely manner.

3. Competence

Oversight of chapter monies requires Quaestors to have particular competencies in financial management. Quaestors should already possess or have the desire to obtain the following competencies pertaining to the duties of their office.

- 3.1 Financial Management
 - 3.1.1 Quaestors should have a general understanding of handling monies and working with financial institutions.
 - 3.1.2 Quaestors should understand the purpose and function of proper budgeting, including the determination of assets and liabilities of the Chapter.
 - 3.1.3 Quaestors should have a basic understanding of cash flow to project necessary inflows and outflows of monies to maintain responsible and timely cash management.
 - 3.1.4 When receiving money from members or other income sources, Quaestors should promptly deposit collected funds and be able to update member or other general ledger accounts to maintain reporting accuracy.
 - 3.1.5 Monies owed to persons or other entities should be paid in a timely manner and the Quaestor should have the ability to update vendor, member or other general ledger accounts to maintain reporting accuracy.
 - 3.1.6 Quaestors should be able to reconcile and audit cash and other general ledger accounts to maintain accuracy.
- 3.2 Boundaries of Competence
 - 3.2.1 Quaestors are to understand the limits of their competence and seek training, supervision, or consultation in areas beyond their current abilities.
- 3.3 Delegation of Duties
 - 3.3.1 Quaestors accept responsibility for duties of their office which they delegate to others.
 - 3.3.2 Quaestors should only delegate duties to others who have the competency to perform those duties completely.
 - 3.3.3 Quaestors shall oversee and ensure competent and complete performance of delegated duties.
 - 3.3.4 Quaestors observe their obligations to privacy and confidentiality in the delegation of duties to others.
- 3.4 Conflict Resolution
 - 3.4.1 Quaestors do not engage in practices or activities that could be compromised by their personal problems.
 - 3.4.2 Quaestors will resist persuasion by others to engage in practices or activities that conflict with the Ritualistic Statutes, Standard Operating Procedures, Chapter bylaws, and applicable local, state or federal laws.
 - 3.4.3 Should Quaestors become aware of conflicts that may interfere with their ability to perform their duties, they should seek appropriate consultation to determine proper course of action.

4. Training & Continuance

Quaestors are responsible for effectively and efficiently transitioning into and out of their duties of office. They are to obtain the appropriate knowledge and experience required to perform those duties. Quaestors follow, adapt and develop procedures that provide continuity from one Quaestor to another.

4.1 Transitioning

- 4.1.1 Quaestors will make themselves familiar with the duties of their office prior to their officer installation.
- 4.1.2 Quaestors-elect will work with the outgoing Quaestor to become familiar with current financial operations and status of the chapter
- 4.1.3 Quaestors will keep accurate records of the finances of the chapter as well as previous, current and new financial procedures and systems used for effective transitioning of future officers into the position.
- 4.1.4 Quaestors will train their successors on current financial procedures and systems prior to vacating their office.