

Bylaws of Theta Upsilon Chapter of Alpha Chi Omega

Effective August 1, 2007 July 31, 2008

ARTICLE I. NAME

Section 1. The name of this organization is Theta Upsilon Chapter of Alpha Chi Omega.

ARTICLE II. PURPOSE

Section 1. **Alpha Chi Omega Fraternity.** The purpose of Alpha Chi Omega Fraternity, as stated in *The Heritage of Alpha Chi Omega Fraternity* is to encourage the spirit of true sisterhood, to develop through personal effort a high moral and mental standard, and to advance the appreciation and practice of the fine arts among its members."

Section 2. **Alpha Chi Omega Collegiate Chapters.** The purpose of Theta Upsilon chapter is:

- to represent Alpha Chi Omega on the campus of University of South Carolina.
- to enjoy all of the privileges and to carry out the responsibilities granted to Theta Upsilon Chapter by Alpha Chi Omega Fraternity.

ARTICLE III. RELATIONSHIP WITH NATIONAL FRATERNITY

[Reference: National Policies C1, C2, C4]

Section 1. **Charter.** The chartering of a collegiate chapter and the revocation of a charter are the responsibility of the National Fraternity. Theta Upsilon chapter was chartered on 27th of March, 1987.

Section 2. **Self-Governing.** Theta Upsilon chapter is self-governing. The National Fraternity assigns to Theta Upsilon chapter the responsibility for executing the National Fraternity's laws and policies, adhering to its principles and enforcing its standards.

Section 3. **Responsibilities.** Additionally, Theta Upsilon chapter is responsible for the recruitment of collegiate members, discipline of collegiate members and the collection of dues and fees from collegiate members. The chapter also is responsible for member education programs and initiatives.

Section 4. **Accountability.** Should Theta Upsilon chapter fail to uphold these assigned responsibilities, the National Fraternity will do so on behalf of the chapter.

ARTICLE IV. RESPONSIBILITIES OF INDIVIDUAL MEMBERS

Section 1. **Statement of Obligation.** All New and Lifetime Members of Alpha Chi Omega are required to abide by the Alpha Chi Omega Fraternity Member Code of Conduct. Each member of the chapter annually signs a Statement of Obligation to that effect.

Section 2. **Alpha Chi Omega Fraternity Member Code of Conduct [National Policy M1]**

Alpha Chi Omega was founded in 1885 as a women's fraternity. Since its inception, Alpha Chi Omega has offered lifetime affiliation to its members, encouraging them to develop to their fullest potential as educated women as expressed in the Fraternity's open motto: "Together let us seek the heights."

The objects of Alpha Chi Omega are to encourage the spirit of true sisterhood, to develop through personal effort a high moral and mental standard, and to advance the appreciation and practice of fine arts. All members of Alpha Chi Omega, as beneficiaries of the heritage and history of the Fraternity, strive to be both true to, and worthy of, the legacy and principles of Alpha Chi Omega.

Women voluntarily become members of Alpha Chi Omega through a mutual selection process. Women choose to join Alpha Chi Omega because they value and share the standards for membership in the Fraternity. Women are invited to membership based on five membership standards: academic interest, character, financial responsibility, leadership ability, and personal development. In accepting membership in Alpha Chi Omega, each member agrees that her conduct will bring honor and integrity to her chapter and to the Fraternity and that by her conduct she will demonstrate respect for herself, her sisters and her Fraternity.

Women become members of Alpha Chi Omega by becoming part of a chartered collegiate chapter. A chapter offers members an opportunity to experience self-governance within the parameters of the standards of Alpha Chi Omega. Each chapter, through its bylaws, articulates to its members the chapter's expectations. Members indicate acceptance of the Fraternity's and the chapter's standards and expectations by signing a Statement of Obligation to live by these standards of conduct and to abide by the chapter bylaws.

Membership in Alpha Chi Omega is a privilege. If an individual member's conduct is inconsistent with the standards of Alpha Chi Omega and/or the chapter bylaws, that conduct will be addressed and the member will have a choice. She may adapt her conduct to the standards and bylaws of Alpha Chi Omega or resign, be released from her membership, or have membership action taken that alters her good standing in Alpha Chi Omega.

Alpha Chi Omega offers its members sisterhood for a lifetime, based on the precepts contained in The Ritual of Alpha Chi Omega. The Bond of Alpha Chi Omega provides lifelong inspiration, encouragement and support to all who pledge their oath of allegiance.

Section 3. Required Participation. All active collegiate members are required to attend chapter meetings, initiation ceremonies, and recruitment and membership selection functions. All active collegiate members are also required to log on to the chapter's members only website at least once daily during regular academic semesters.

ARTICLE V. MEMBERSHIP AS AN ACTIVE COLLEGIATE MEMBER

~~-(Reference: National Policy M2)~~

Section 1. Undergraduate Member. An undergraduate member is regularly enrolled at the University of South Carolina as a full-time student as defined by the school.

Section 2. New Member. An undergraduate new member is an active collegiate member upon completion of the First Degree of Initiation. Undergraduate new members attend chapter business meetings and are entitled to vote on chapter business. Participation in Closed Ceremonies [see *Ceremonies of Alpha Chi Omega*] by new members is at the invitation of the lifetime members currently active in the chapter.

Prior to participation in the Second Degree of Initiation, a new member is required to:

- Attend New Member orientation activities
- Participate in Chi Connection meetings
- Attend all informal chapter business meetings.
- Complete the National Initiation Examination
- Pay required dues and fees all of new member (\$214.00)
- Sign Statement of Obligation

Section 3. Lifetime Member. A new member becomes a lifetime member upon completion of the Second Degree of Initiation. A lifetime member is afforded all of the privileges and responsibilities of membership for the remainder of her life so long as she remains in good standing. Lifetime members are subscribers to and receive subscriptions of *The Lyre of Alpha Chi Omega*.

Section 4. Absence for a Portion of the School Year. If an active collegiate member is enrolled in a course of study that requires absence from the University of South Carolina for only part of a school year, she is considered an active collegiate member and is required to pay all national dues and fees due for the entire year. The chapter is billed for national per capita dues on a semester basis. Dues for the entire year are \$140. A chapter member will be responsible for the \$70 billed during her absence as well as the \$70 billed the following semester should she remain an active collegiate member in the chapter upon her return to school.

Section 5. Absence for Whole School Year. If an active collegiate member is enrolled in a course of study that requires absence from the University of South Carolina for the entire school year, she is considered an alumna member for that year and is not required to pay national dues and fees for that period of time.

Section 6. Undergraduate Education Beyond Four Years. An undergraduate student whose undergraduate education extends beyond four years may be an active collegiate member if she requests and receives permission from the chapter to do so. The request must be made during the spring semester of the undergraduate's fourth year to the Chapter Relations and Standards Board. The Board considers the request at a regularly scheduled meeting before the end of the member's fourth year as an undergraduate student.

Students whose undergraduate education extends beyond four years who do not request or who are not granted active collegiate member status are considered alumna members and are not included on the chapter's roll of members.

- Section 7. Special Status for Extreme Personal Circumstances.** An active collegiate member who has extreme personal circumstances she believes may warrant a temporary hiatus in her status as an active collegiate member may request special status from her chapter through the CRSB.
- CRSB considers the worthiness of the request and, if approved, sets the terms of the Special Status. These terms address participation in chapter activities, payment of financial obligations in addition to national dues and fees, length of status, and details related to living in the house.
- The affected member meets with CRSB to acknowledge acceptance of the terms of her Special Status. The terms are signed by the member and CRSB members and entered into CRSB minutes.
- No more than 3% of the active collegiate members may be granted special Status for extreme personal circumstances at the same time.
- Senior Status.** Those who qualify for this designation are often in their final semester of collegiate study. Once again, this status is granted by appearing at a regularly scheduled CRSB meeting. All social dues and parlor fees are required to be paid in full; however, these women are not required to participate fully in other chapter activities. Attendance is required for Recruitment, Initiation practices, Initiation, and Sisterhood Retreats.

- Section 8. Affiliated Member.** An active collegiate member in good standing who transfers to the University of South Carolina may be affiliated by Theta Upsilon chapter, provided that both the member and affiliating chapter have followed all procedures of the National Fraternity. Both the transfer and the chapter must agree to the affiliation. The Chapter President contacts National Headquarters to discuss National Fraternity affiliation procedures. The chapter also follows College Panhellenic regulations that pertain to the affiliation of members.
- Members who affiliate have all the rights and privileges of active collegiate members and are expected to meet financial obligations to the chapter and to the National Fraternity and to uphold the standards of the National Fraternity and the bylaws of the chapter.

ARTICLE VI. INDIVIDUAL MEMBER ACCOUNTABILITY AND DISCIPLINE OF INDIVIDUAL MEMBERS

[Reference: National Policies M3, M4, M5]

- Section 1. Individual Accountability.** The National Fraternity and Theta Upsilon chapter believe that actions have consequences and that every effort must be made to hold individual members accountable for their actions that cloud the integrity and image of the National Fraternity, its members and its chapters.
- Section 2. Discipline of Members.** A member who fails to observe and maintain the standards of Alpha Chi Omega may be disciplined in accordance with the policies of the Fraternity. The chapter has jurisdiction to discipline individual active collegiate members of the chapter.
- Section 3. Responsibility in Chapter.** The Vice President Chapter Relations and Standards and the Chapter Relations and Standards Board members are responsible for maintaining the standards and Member Code of Conduct of the National Fraternity, enforcing the bylaws of the chapter, and following a process of procedural fairness in dealing with individual chapter members.
- Section 4. Authority of Chapter Relations and Standards Board.** Following the National Fraternity's policies and procedures, the Chapter Relations and Standards Board has the authority to:
- Release a new member from membership.
 - Financially suspend an active collegiate member. *
 - Place an active collegiate member on a disciplinary contract.
 - Submit a recommendation to the National Council that an active collegiate member be placed on Disciplinary Suspension.
 - Submit a recommendation to the collegiate chapter that the National Council be requested to expel a member.
 - Accept member resignations.
 - Remove a chapter officer from office.
- *The Chapter Relations and Standards Board assigns to the Vice President Finance the duty to financially suspend lifetime active collegiate members as set forth below in Section 5 of this Article.
- Section 5. Financial Responsibilities.** New and lifetime active collegiate members are required annually to complete a Financial Negligence Statement, Form C150, and to pay all financial obligations to the chapter by the stated deadlines.
- **Lifetime Active Collegiate Member.** A lifetime active collegiate member is placed on Financial Suspension automatically by the Vice President Finance on behalf of the Chapter Relations and

Standards Board when full payment of all monies owed to the chapter by that member is not received within thirty [30] days after the payment is due.

A member placed on Financial Suspension is not in good standing and may not participate in any alumnae, collegiate or National Fraternity activities while Financial Suspension is in effect.

A member who wishes to be reinstated from Financial Suspension is required to pay the reinstatement fee plus the entire amount of outstanding indebtedness to the chapter and the National Fraternity. An active collegiate member is not eligible for reinstatement during the school year in which she is placed on Financial Suspension.

- **New Member.** A new member is released from membership automatically by the Chapter Relations and Standards Board when full payment of all monies owed to the chapter are not received within thirty [30] days after the payment is due.

Section 6.

Procedural Fairness. A member whose conduct is questionable is entitled to a process of procedural fairness. That process includes:

1. **Education about Expectations.** All members are educated about the expectations of Alpha Chi Omega contained in the National Fraternity's governing documents, collegiate chapter bylaws, Member Code of Conduct, Statement of Obligation, and any other required documents.
2. **Notice of Conduct Inconsistent with Expectations.**
 - A member is called to a regularly scheduled Chapter Relations and Standards Board meeting when there is evidence that the member has not met the expectations of membership. The member receives at least 24 hours advance notice of this meeting/
 - The member's conduct in question is described and the member has an opportunity to state her case. If a member cannot be present for her scheduled meeting the member's right to state her case is forfeited after two consecutive meetings.
 - The Chapter Relations and Standards Board determine disciplinary action, if any, and inform the member.
 - The decisions of the Chapter Relations and Standards Board are documented in writing in a disciplinary contract, which is a form provided by Alpha Chi Omega Headquarters, and signed by everyone who attends the meeting.
3. **Action if Conduct Continues to be Inconsistent with Expectations.** When a member's conduct is inconsistent with member expectations in Alpha Chi Omega (for the second or more time), time, she is notified to attend a regularly scheduled meeting of the Chapter Relations and Standards Board. The member has an opportunity to state her case. The Chapter Relations and Standards Board has the authority to initiate Disciplinary Suspension or Expulsion proceedings or accept a member's voluntary resignation as set forth below.

Section 7.

Disciplinary Actions. Based on the circumstances of her actions, a member who fails to observe and maintain the standards of Alpha Chi Omega may be placed on Disciplinary Contract, Temporary Suspension, Disciplinary Suspension, or may be expelled from Alpha Chi Omega.

[National Fraternity procedures relating to the following disciplinary actions are contained in Alpha Chi Omega Policies.]

1. **Disciplinary Contract.** A member placed on a disciplinary contract receives a copy of the contract's terms and conditions. The conditions shall include the consequence(s) of noncompliance. A member placed on a disciplinary contract is responsible for all National Fraternity and chapter financial obligations during the term of the contract. The time period for a disciplinary contract may not exceed one [1] calendar year. When a member meets all of the terms of her disciplinary contract, all of her privileges and responsibilities as an active collegiate member are in effect. When a member does not meet the terms of her disciplinary contract, proceedings are initiated to alter her status as a member in good standing.
2. **Temporary Suspension.** A National Council officer, a designated representative of the National Fraternity, Chapter Advisor, Chapter President, Vice President-Chapter Relations and Standards, or Vice President-Education may place a new or lifetime active collegiate member on Temporary Suspension if the member's behavior requires immediate action. Temporary Suspension remains in effect during an investigation of the behavior or actions of concern, and is not to exceed three weeks. A member on Temporary Suspension is responsible for all National Fraternity and chapter financial obligations during the time of the suspension. Her status as a member in good standing is suspended pending the results of the investigation.
3. **Disciplinary Suspension.** Only the National Council has the authority to enact Disciplinary Suspension. A Petition for Disciplinary Suspension involving an active collegiate member may be submitted to the National Council through Alpha Chi Omega Headquarters, by CRSB, Province Collegiate Chair, National Council member, or a designated representative of the National Fraternity. A member named in a petition

for Disciplinary Suspension shall be advised of the circumstances resulting in the petition and given the opportunity to prepare a statement for the National Council to consider in connection with the petition. The member will be advised of the National Council's decision. A member placed on Disciplinary Suspension is not in good standing and may not participate in any alumnae, collegiate or National Fraternity activities. To regain her good standing, she must request and receive reinstatement from the National Council, following the National Fraternity's procedures as outlined in "Policies of Alpha Chi Omega Fraternity".

4. Expulsion. A member expelled from Alpha Chi Omega is not in good standing and may not participate in any alumnae, collegiate or National Fraternity activities.

There is no reinstatement from expulsion.

Section 8. Resignation. Resignation is the only change in member status that can be initiated by the member. To initiate a resignation, an undergraduate member requests a *Request for Resignation*, Form C5-D, from the Chapter Advisor, CRSB, or Alpha Chi Omega Headquarters. The form must be completed and submitted per its instructions. Alternatively, a member may send a written statement of her desire to resign her membership to the National Fraternity or to the chapter. Voluntary resignation by a member does not relieve or release her from financial obligations incurred while still an active collegiate member, including completion of a housing contract.

ARTICLE VII. SELECTION OF NEW MEMBERS [Reference: National Policy Section R. Recruitment of Members]

Section 1. Eligibility. To be eligible for membership, candidates meet the following criteria:

- **National Membership Standards-**
 - Academic Interest**-intellectual advancement and sound scholarship.
 - Character**-moral integrity, dignity, and loyalty.
 - Financial Responsibility**-prompt payment of dues and fees and other financial obligations.
 - Leadership Ability**-participation in campus and community activities.
 - Personal Development**-social awareness, poise, personal presentation and cultural appreciation.
- **Full-time Student-** To be eligible for membership, an undergraduate woman must be a full-time student as defined by the University of South Carolina. A full-time student carries a minimum set forth by the University of 12 credit hours per semester.
- **Recommendation.** A favorable recommendation for a prospective member is required before an invitation to membership is extended to that individual.
Alpha Chi Omega alumnae members are eligible to provide recommendations for membership to the chapter. The Collegiate Recruitment Information Board [CRIB] is authorized to prepare recommendations for prospective members.

Timing. A favorable recommendation must be received:

- prior to the issuing of an invitation to the preference party during the formal recruitment process.
- prior to issuing an invitation to membership during the informal or continuous recruiting process.

Required Invitation. When the chapter receives a favorable recommendation for a prospective member; the chapter invites that individual to at least one invitational party.

Negative Recommendation. The Collegiate Recruitment Information Board investigates negative information received about a prospective member and makes the final decision regarding that individual's eligibility for membership.

- **Scholastic Requirement**
 - First Semester Freshmen.** To be eligible for membership, first semester freshmen are required to scholastically rank in the upper one third of their high school graduating class or have a 3.0 cumulative high school grade point average. Exceptions may be granted only by the Chapter Advisor, Province Collegiate Chair or a National Fraternity representative prior to issuing invitations to the final or preference party during formal recruitment or prior to issuing an invitation to membership during informal or continuous recruitment.

Upperclass Students. Prospective members with prior university grades are required to have a minimum requirement of a 2.5 grade point average. [NOTE: The National Fraternity requires at least a "C" cumulative average. The chapter is encouraged to set a higher requirement.] There are no exceptions to this requirement.

Section 2. Participation by Active Collegiate Members. All active collegiate members are required to attend membership selection meetings and vote on prospective members.

Section 3. Method of Voting on Prospective Members. The National Fraternity's Tally Plan, an affirmative rating scale based on the National Membership Standards, is used to determine the prospective members who receive invitations to membership in the formal recruitment process.

In the informal or continuous recruiting process, a majority affirmative vote of chapter members permits the issuance of an invitation to membership, or chapters can vote to allow CRIB or a designated committee to issue invitations to membership.

ARTICLE VIII. ELECTED EXECUTIVE OFFICERS

[Reference: National Policy C6]

Section 1. Elected Executive Officers. The elected executive officers of this chapter are: Chapter President, Vice President- Chapter Relations and Standards, Vice President- Communications, Vice President- Education, Vice President- Finance, Vice President- Recruitment, Vice President- Fraternity Relations, Vice President- Intellectual Development, Vice President- Membership Development, Vice President- Risk Management, Panhellenic Delegate, and House Manager.

Members may hold only one executive position at a time. Exceptions may be granted only by the Chapter Advisor, Province Collegiate Chair or a National Fraternity representative.

Section 2. Qualifications for Office.

A chapter officer must have a cumulative grade average above or equal to the minimum GPA required by their major or a 2.5 whichever is higher. The chapter officer must also be in good standing with the Chapter Relations and Standards Board. These requirements must be met the semester prior to and during their term in office.

Freshmen, Sophomores, Juniors, and Seniors holding Non-executive offices must have a cumulative GPA of a 2.3. Freshmen can only hold the Panhellenic Delegate office, unless by vote of the chapter due to circumstances.

Section 3. Individual Duties of Elected Officers. Chapter officers perform duties as defined in the Governing Documents of Alpha Chi Omega Fraternity, National Fraternity collegiate officer materials, chapter bylaws and by the parliamentary authority, *Robert's Rules of Order Newly Revised*.

Section 4. Executive Board Duties. The elected executive officers serve on the chapter's Executive Board, responsible for the overall management and direction of the chapter. The Executive Board prepares recommendations for action to be considered during chapter business meetings.

The Executive Board meets prior to chapter business meetings and at other times as necessary.

If a chapter officer missed two or more unexcused Executive Board meetings or is not in good standing with the Chapter Relations and Standards Board, the chapter officer will be brought up for review before the chapter Standards board and her ability to continue serving in her position may be called into question.

Section 5. Order of Command. The order of command if the Chapter President is incapacitated is:

Vice President-Chapter Relations and Standards
Vice President-Finance
Vice President-Fraternity Relations
Vice President-Education
Vice President-Intellectual Development
Vice President-Communications
Vice President-Membership Development
Panhellenic Delegate
Vice President-Recruitment
Vice President-Risk Management
House Manager

Section 6. Election of Nominating Committee. The role of the Nominating Committee is to educate the chapter about and to oversee the officer election process.

The Nominating Committee is elected two weeks prior to the beginning of the election process.

- No active collegiate member running for an office may serve on the Nominating Committee.
- The Nominating Committee shall consist of one member from each academic class, and one to two members-at-large.
- Each academic class elects its representative to serve on the Nominating Committee.
- The Chairman of the Nominating Committee is elected by the other members of the Nominating Committee.

- The Chapter President serves as an ex-officio member of the Nominating Committee with voice and vote unless she is a candidate for office. In that case, the next executive board member not running for an office serves as the ex-officio member of the Nominating Committee with voice and vote.
- The members of the Nominating Committee promise to keep confidential all deliberations of the committee.
- The Chapter Advisor attends Nominating Committee meetings, having voice but no vote.
- In order for business to be conducted, at least 75% of the members of the Nominating Committee must be present at the committee's meetings.

Section 7. Election of Officers. All steps in the election process take place during regularly scheduled chapter meetings.

Time of Elections:

Chapter officers and standing committee chairpersons shall be elected approximately one month before assuming their duties. The date for the elections is at the end of Fall 2006 semester.

Election Procedure:

- 1.) Week One: Prepare Officer Interest Survey
 - The Nominating Committee creates a list of all the Executive offices and other elected offices to be filled in the election process.
- 2.) Week Two: Distribute Officer interest survey and prepare election grid and ballot.
 - The Officer Interest Survey is distributed to each member. Each member can designate two executive offices, any number of other elected offices, or black out positions she will not accept.
 - The Nominating Committee meets to review the information on the Officer Interest Survey. VP Chapter Relations and Standards, VP Finance, and VP Intellectual Development will be asked to verify the eligibility of all candidates and provide that information to the nominating committee.
 - The Nominating Committee then prepares an Election Grid. The Election Grid is a list of all the Executive offices and other elected offices. It also contains a list of all individuals who are eligible and willing to serve in the offices.
 - The Nominating Committee Chair posts the Election Grid 4-7 days before the next regularly scheduled formal chapter meeting.
- 3.) Week Three: First Vote: Double Slate
 - Election Grid and Ballot are distributed to each collegiate member in attendance. Voting is done individually.
 - Any questions should be directed to the Nominating Committee or Chapter Advisor.
 - The chapter members should not discuss individual candidates on election night.
 - All Nominating Committee members should complete a ballot.
 - Each member votes for two candidates for each office.
 - The ballots are collected by the Nominating Committee Chair and held for tabulation immediately following the regular formal chapter meeting. Ballots are tabulated by the Nominating Committee.
 - The two candidates receiving the most votes win positions on the double slate.
 - If there are ties, the Nominating Committee places the most qualified candidates on the slate.
 - Nominating Committee Chair posts the final slate of candidates 4-7 days prior to the next regularly scheduled formal chapter meeting.
- 4.) Week Four: Second Vote: Double Slate
 - Candidates for executive board positions may address the chapter at this time or at a forum held prior to this meeting.
 - Double Slate and ballot are distributed to each collegiate member in attendance.
 - Each member votes for one candidate in each office.
 - The ballots are collected by the Nominating Committee Chair and held for tabulation immediately following the regular formal chapter meeting. Ballots are tabulated by the Nominating Committee.
 - The candidate receiving the most votes wins a position on the slate.
 - If there is a tie, the Nominating Committee places the most qualified candidate on the slate.
 - Nominating Committee Chair posts the final slate of candidates 4-7 days prior to the next regularly scheduled formal chapter meeting.
- 5.) Week Five: Approve Slate
 - The final slate is presented to those collegiate members present for a vote on the slate as a whole. The slate must pass by a simple majority of 50% +1. If the slate passes the election process is complete.
 - If the slate does not pass by a simple majority of 50% +1, the petition process begins.
 - Candidates, who have previously met qualifications, can be nominated.
 - Nominating Committee Chair prepares a petition for each candidate.

- Members have 48 hours to sign a petition that is in the possession of the Nominating Committee Chair.
 - Nominating Committee reviews all petitions. Any candidate, who has a signature from 2/3 of the membership, replaces the previously slated candidate.
 - If the petitioner does not receive the necessary 2/3 signatures, the original candidate remains on the slate.
- 6.) Week Six: The final slate (original or revised) is presented to the chapter and recorded in the minutes. The election process is complete.

- Section 8. Term of Office.** The elected officers assume their duties at the close of the installation meeting and serve for a term of one year or until their successors are elected and installed.
- Section 9. Training of Officers.** Each outgoing officer is responsible for the training of her successor. This training includes a review of duties, current plans, manuals and other resources, and forms. A three week notice of the date of transition is mandatory.
- Section 10. Vacancy in Office.** A vacancy occurring in any elected office, including that of Chapter President, is filled promptly by election.
- Section 11. Removal from Office.** A chapter officer may be removed from office by a 2/3 affirmative vote of the chapter members at a regular business meeting, by the Chapter Advisor upon consultation with the Province Collegiate Chair, by the Province Collegiate Chair or by a National Fraternity representative. Alternatively, a chapter officer may be removed from office by CRSB in accordance with Article VI of these bylaws.

ARTICLE IX. OTHER ELECTED OFFICERS

- Section 1. Other Elected Officers.** The elected non executive officers of this chapter are: Publications Chair, Secretary, Assistant VP Education, Chi Connections Coordinator, KRONM Coordinator, Mystagouge Coordinator, Alumnae Chair, Chaplin, Philanthropy Chair, Fundraising Chair, Warden, Cultural Development Chair, Social Chair, Assistant Social, Song leader, Assistant Recruitment Chair, PACE, Round 1 Head, Round 2 Head, Round 3 Head, Preference Night Chair, CRIC, Assistant CRIC, Assistant 1st Round, Assistant 2nd Round, Assistant 3rd Round, Assistant Preference Night, Bid Day, Intramural Chair, T-Shirt Chair, Personal Development, Homecoming Chair, Homecoming Awards Chair, Spurs and Struts Chair, Cockfest Chair, Parade Chair, Costume Chair, KAOS Chair, Parent's Dinner Chair, Recognition Chair, Sisterhood Social, Assistant Housing, Orientation Chair, Choreographer, Homecoming Banner Chair, Homecoming Float Chair, Greek Week, Sorority Philanthropy, Fraternity Philanthropy, Derby Days Chair, Moral Leader, Community Service Chair, Assistant Philanthropy, Assistant Finance, Assistant Communications, and Assistant Intellectual Development.
- Section 2. Qualifications for Office.** A chapter officer must have a cumulative grade average of a 2.3.
- Section 3. Duties.**
- Alumnae Chair: In charge of handling chapter relations with alumnae and working with publications chair for the Alumnae newsletter.
 - Publications Chair: Produces and distributes Alumnae Newsletter and or any other publications the chapter may produce.
 - Community Service Chair: Organizes Community Service activities for members to participate in.
 - Assistant Philanthropy: Assists Philanthropy Chair.
 - Parent's Dinner: In charge of planning parent's dinner.
 - Mystagouge: Pairs matches of new members with big sisters and plans for revealing.
 - Assistant VP Education: Works with VP Education to plan events that "keep rushing our new members".
 - Chi Connections Coordinator: Makes the list of all Chi Connection groups as well as proposing discussions to be held in the monthly Chi connections.
 - Assistant Intellectual Development: Assists VP Intellectual Development.
 - Assistant Social: Assists the Social Chair in event planning.
 - Social Chair: Plans Chapter Social Events in Close Relation with the Risk Management Chair
 - Homecoming Chair: In charge of coordinating the events of Homecoming.
 - Homecoming Awards Chair: In charge of completing Awards Packet for Homecoming.
 - Choreographer: In charge of choreographing the dances for events.
 - Homecoming Banner Chair: In charge of making the banners for Homecoming.
 - Homecoming Float Chair: In charge of building the float for Homecoming.
 - Spurs and Struts Chair: In charge of coordinating Spurs and Struts and assisting with all details pertaining to the event.
 - Cockfest Chair: In charge of coordinating Cockfest and assisting with all details pertaining to the event.
 - Parade Chair: In charge of coordinating and assisting with all details pertaining to the parade.
 - Costume Chair: In charge of organizing and making costumes for events.
 - Greek Week Chair: In charge of coordinating and encouraging participation in Greek Week.
 - Sorority Philanthropy Chair: In charge of being a liaison for other sorority's philanthropy events.

- **Fraternity Philanthropy Chair:** In charge of being a liaison for fraternity's philanthropy events.
- **Personal Development:** Promotes awareness of personal development issues, maintain a positive and creative attitude to provide programming on personal development through speakers and activities, and to provide continuous education on personal development.
- **Cultural Development Chair:** Informs the Chapter of Cultural events and encourages appreciation of the arts.
- **Song leader:** Responsible for keeping and updating file of songs and leading during practice.
- **Assistant Communications:** Assists VP Communications.
- **Assistant Recruitment Chair:** Assists VP Recruitment. Assistant Recruitment will be elected as a roll-up position. The woman elected as assistant recruitment will henceforth automatically rollup to the position of VP-Recruitment the year following her term. This roll up will be subject to chapter approval during the approval of the slate during elections the following year. Therefore, Assistant Recruitment will need to make a speech in order to be elected.
- **CRIC:** In charge of computerized statistics during formal recruitment
- **Assistant CRIC:** Assists CRIC.
- **PACE:** Encourages members to display their pride in Alpha Chi, helps officers promote chapter events, promotes year-round advertising and recruitment, and helps the chapter develop a marketing plan to assist with chapter publicity and recruiting.
- **1st Round (Scholarship):** In charge of planning the party for the first round of Rush.
- **Assistant 1st Round:** Assists in planning the party for the first round of Rush.
- **2nd Round (Philanthropy):** In charge of planning the party for the second round of Rush.
- **Assistant 2nd Round:** Assists in planning the party for the second round of Rush.
- **3rd Round (Skit):** In charge of planning the party for the third round of Rush.
- **Assistant 3rd Round:** Assists in planning the party for the third round of Rush.
- **Preference Night:** In charge of planning Preference Night.
- **Assistant Preference Night:** Assists in planning Preference Night.
- **Bid Day:** In charge of planning the events of Bid Day.
- **Assistant Housing:** Assists the Housing Chair.
- **Secretary:** Records the minutes at all chapter meetings and keeps the roll.
- **Chaplain:** Takes prayer requests and leads the chapter spiritually.
- **Philanthropy Chair:** In charge of coordinating Philanthropy Events.
- **Fundraising Chair:** In charge of coordinating events to raise funds for the Chapter's needs.
- **Warden:** Oversees behavior and appropriate dress at chapter meetings guard the door during ritual.
- **KRONM Chair:** Works with VP Education to plan chapter related sisterhood events.
- **KAOS Chair:** (Keep Appreciating Our Seniors): Plans special events for the seniors.
- **Intramural Chair:** Arranges intramural games and players for the chapter.
- **T-shirt Chair:** Designs t-shirts for chapter functions.
- **Recognition Chair:** To recognize sisters with awards at chapter meetings.
- **Sisterhood Chair:** Plans sisterhood events.
- **Assistant VP Finance:** Assists VP Finance.
- **Derby Days Chair:** Plans chapters involvement in Derby Days
- **Moral Leader:** Leads the moral of the chapter.
- **Orientation Chair:** Helps with the orientation of new members.

- Section 4. Election of Officers.** All steps in the election process take place during regularly scheduled chapter meetings and follow the previously stated format. See Article 8, Section 7.
- Section 5. Term of Office.** The elected officers assume their duties at the close of the installation meeting and serve for a term of one year or until their successors are elected and installed.
- Section 6. Training of Officers.** Each outgoing officer is responsible for the training of her successor. This training includes a review of duties, current plans, manuals and other resources, and forms.
- Section 7. Vacancy in Office.** A vacancy occurring in any elected office is filled promptly by election.
- Section 8. Removal from Office.** A chapter officer may be removed from office by a 2/3 affirmative vote of the chapter members at a regular business meeting, by the Chapter Advisor upon consultation with the Province Collegiate Chair, by the Province Collegiate Chair or by a National Fraternity representative. Alternatively, a chapter officer may be removed from office by CRSB in accordance with Article VI of these bylaws.

ARTICLE X. COMMITTEES

[Reference: National Policy C6, R4]

- Section 1. Standing Committees.** The chapter has the following standing committees:
- Chapter Relations and Standards Board
 - Collegiate Recruitment Information Board
 - Communications Committee
 - Education Committee
 - Fraternity Relations Committee

Intellectual Development Committee
Membership Development Committee
Nominating Committee
Panhellenic Committee
Recruitment Committee
Risk Management Committee
Housing Committee

Section 2. Committee Chairs. The chapter follows the election procedures described in ARTICLE VIII. ELECTED EXECUTIVE OFFICERS of these bylaws in electing officers who serve as chairs of the standing committees, with the exception of the Collegiate Recruitment Information Board and Nominating Committee Chairs.

The members of the Nominating Committee select the Chair of the Nominating Committee.

Chairs of special committees may be elected by the chapter or appointed by the Chapter President.

Collegiate Recruitment Information Board is chosen by a chapter vote at the time of regular elections.

Section 3. Special Committees. The chapter may establish other committees and sub-committees as needed to carry out the plans and activities of the chapter.

Vacancy in Office. A vacancy in the position of chair of a special committee is filled in the same manner as the original selection, either by election or appointment.

Removal from Office. A special committee chair may be removed from office by a 2/3 affirmative vote of the chapter members at a regular business meeting, by the Chapter Advisor upon consultation with the Province Collegiate Chair, by the Province Collegiate Chair or by a National Fraternity representative. Alternatively, a special committee chair may be removed from office by CRSB in accordance with Article VI of these bylaws.

Section 4. Chapter President as Committee Member. The Chapter President is an ex-officio member, with voice and vote, of all standing and special committees. She attends meetings as needed.

Section 5. Responsibilities of Standing Committees.

If a committee member is not in attendance at two or more committee meetings or does not meet the duties required in the National Officer Handbook, the committee member will be called into the Chapter Relations and Standards Board for review.

Chapter Relations and Standards Board

Composition:

Vice President Chapter Relations & Standards, Chair
Vice President Education
Vice President Finance (when needed)
One representative elected from each academic class
Chapter Advisor or her representative
Chapter Relations and Standards Advisor
Vice President Intellectual Development (when needed)

Basic Function: To promote adherence to the Alpha Chi Omega Fraternity Member Code of Conduct by chapter members through education, positive programming, and disciplinary action.

Meetings: Meets on a regular schedule provided to chapter members and at the call of the chair.

Responsibilities:

Annual bylaw review and preparation of revisions as needed for chapter consideration.
Development and administration of a positive point system for chapter activities and member participation. The Board may appoint a special committee to handle the positive point system.

Can review Executive Officers and Non-executive Officers if called into the Chapter Relations and Standards Board.

Collegiate Recruitment Information Board

Composition:

Collegiate Recruitment Information Chair as Chair
Vice President-Recruitment
Member at Large appointed by the Chapter President
Assistant Member at Large
Recruitment Advisor or her representative
National Recruitment Visitor, if present.

Basic Function: To solicit and process Recruitment Information Forms; to prepare recommendations as needed as outlined in the National Fraternity's governing documents; to investigate and verify negative information received.

Meetings: Meets on a regular schedule provided to chapter members and at the call of the chair.

Communications Committee

Composition:

Vice President Communications, Chair
Publications Chair
Recording Secretary
Chapter Advisor or her representative
Assistant Communications

Basic Function: To develop and maintain clear, concise channels of communication for intrasorority and intersorority relations.

Meetings: Meets on a regular schedule provided to chapter members and at the call of the chair.

Education Committee

Composition:

Vice President Education, Chair
Assistant Vice President Education
KRONM Chair
KAOS Chair
Orientation Chair
Bid Day Chair
Chi Connections Chair
Mystagogue Coordinator
Education Advisor
Assistant Education

Basic Function: To develop, implement, promote and evaluate a comprehensive education program for all chapter members and involve all chapter members in new member orientation.

Meetings: Meets on a regular schedule provided to chapter members and at the call of the chair.

Fraternity Relations Committee

Composition:

Vice President Fraternity Relations, Chair
Alumnae Chair
Chaplain
Fundraising Chair
Publications Chair
Warden
Fraternity Relations Advisor
Community Service
Philanthropy
Assistant Philanthropy
Parent's Dinner

Basic Function: To plan and implement the Chapter's Fraternity education, fundraising, collegiate-alumnae relations, ritual appreciation, and Parent's Club programs.

Meetings: Meets on a regular schedule provided to chapter members and at the call of the chair.

Intellectual Development Committee

Composition:

Vice President Intellectual Development, Chair
Intellectual Development Advisor
Assistant Intellectual Development

Basic Function: To plan and implement an intellectual development program based on Alpha Chi Omega's expectations for intellectual development and the basic academic expectations of members.

Meetings: Meets on a regular schedule provided to chapter members and at the call of the chair.

Membership Development Committee

Composition:

Vice President-Membership Development, Chair
Cultural Chair
Personal Development Chair
Social Chair
Assistant Social
Song Chair
Membership Development Advisor
Sisterhood Social
PACE Chair

Special Events:

Homecoming
Spurs and Struts Chair
Cockfest Chair
Parade Chair
Costume Chair
Float
Choreographer
Awards Chair
Banner Chair
Greek Week
Derby Days Chair

Intramurals
T-Shirts
Pictures

Basic Function: To promote the moral, social, cultural and personal development of collegiate members through the organization and implementation of a balanced chapter calendar.

Meetings: Meets on a regular schedule provided to chapter members and at the call of the chair.

Nominating Committee

Composition:

Members are elected by vote of the chapter. See ARTICLE VIII, ELECTED EXECUTIVE OFFICERS, Section 6 of these bylaws.

Basic Function: To educate the chapter about and to oversee the chapter officer election process.

Panhellenic Committee

Composition:

Panhellenic Delegate, Chair
Sorority Philanthropy Chair
Fraternity Philanthropy Chair
Panhellenic Advisor

Basic Function: To represent Alpha Chi Omega in the College Panhellenic Association; to represent the Association to the chapter; to develop, promote and oversee chapter involvement in the Association; and to assure chapter adherence to the binding agreements of the National Panhellenic Conference.

Meetings: Meets on a regular schedule provided to chapter members and at the call of the chair.

Recruitment Committee

Composition:

Vice President Recruitment, Chair
Assistant Formal Recruitment Chair
Collegiate Recruitment Information Chair
Recruitment Advisor
Assistant CRIC
Morale Leader
Round 1 Chair
Assistant Round 1
Round 2 Chair
Assistant Round 2
Round 3 Chair
Assistant Round 3
Bid Day Chair

Basic Function: To develop, promote and oversee recruitment activities of the chapter.

Meetings: Meets on a regular schedule provided to chapter members and at the call of the chair.

Risk Management Committee

Composition:

Vice President Risk Management, Chair
Representative from each academic class
Risk Management Advisor

Basic Function: To ensure that sound risk management planning and practices are implemented at all chapter-sponsored or co-sponsored events.

Meetings: Meets on a regular schedule provided to chapter members and at the call of the chair.

Housing Committee -

This committee will assist the Housing Manager in any facet.

ARTICLE XI. MEETINGS

[Reference: National Policy C4]

- Section 1. Chapter Business Meetings.** Regular business meetings are held Monday evenings and are conducted in accordance with National Fraternity closed ceremonies and *Robert's Rules of Order Newly Revised*.
- Section 2. Chapter Member Education Meetings.** Three all-chapter member education meetings are held each year:
1. Strategic Planning Workshop (Semester or Quarterly goal setting)
 2. Risk Management Education
 3. Educational Programs (i.e. Etiquette, Self Defense, Leadership Skills, etc.)
- Section 3. New Initiate Education.** New initiated education meetings will be held on Sundays weekly in the spring. Newly initiated sisters will attend these meetings to stay in good standard with the Chapter Relations and Standards Board
- Section 4. Required Attendance.** New and lifetime active collegiate members are required to attend all chapter business and education meetings unless excused by the Chapter Relations and Standards Board.
- Section 5. Voting.** New and lifetime active collegiate members of Theta Upsilon chapter in good standing with the National Fraternity and the chapter are entitled to one vote per member.
- Section 6. Quorum.** A quorum of a majority of the total membership of the chapter must be present in order for chapter business to be conducted. 50% +1 (may be greater but not less than the total membership of the chapter) shall constitute a quorum at any regular or special meeting. In the event that a quorum is not present at a regular chapter business meeting, action taken at that meeting must be ratified at the next regular business meeting provided that meeting occurs within the current academic year.

ARTICLE XII. FINANCES

[Reference: National Policies C9; M4; NF3, 5]

- Section 1. Alcoholic Beverages and Social Functions.** Chapter funds may not be used to purchase alcoholic beverages. No chapter checks may be written to another women's fraternity or a men's fraternity or other collegiate group for social functions.
- Section 2. Member Billings.** Each member is billed on a semester basis for Chapter Dues and Facility User Fees. Members unable to meet this schedule are required to execute a *Payment Plan*, Form C23.
- Section 3. Member Dues and Fees.** All members are charged the same amount of dues and fees. This amount includes the National Fraternity dues and fees plus chapter dues and fees. Exceptions are addressed in ARTICLE V. MEMBERSHIP AS AN ACTIVE COLLEGIATE MEMBER, Sections 5-7 of these bylaws.

One Time Fees:

- **New Member Fee.** \$535.00 Composed of the National New Member Fee plus an amount determined by the chapter to cover local new member expenses. This new member fee includes national fee, chapter fee, sisterhood packet (includes a Sisterhood Book, New Member Stick Pin, lifetime membership packet, new member gift, related brochures, and jerseys) and certificate fee (Covers the cost of an 8 1/2 x 10 1/2 certificate of membership and wallet-sized membership card.)
- **Badge Fee.** \$71.00 Covers the cost of the official lyre badge selected by the member and is forwarded directly to the supplier by Headquarters.

Ongoing Fees:

- **Chapter Dues.** Lifetime Member Dues \$580.00, New Member Dues \$580.00 Composed of the National Per Capita Dues plus an amount determined by the chapter to cover local activities and expenses.
- **Communication and Technology fee.** \$6.00. Covers the cost of technology and web site resources available to chapter members. (HQ bills the chapter this amount per member).
- **Parlor Fee.** \$1190.00
- **Room and Board Fee:** \$3,375.00 per semester, \$ 6,750.00 per year.
- **Panhellenic Fee.** \$7.00 Paid by each member through the chapter to the College Panhellenic Association.

- **Composite Fee.** Amount to be determined by the contract amount each fall prior to bill issue. Paid by each member through the chapter every fall semester to pay for the composite sitting fee.

Other Fees:

- **Summer Assessment:** The summer of 2006 the chapter (excluding Pi Chi) will be assessed a minimum of \$40.00 and a maximum of \$60.00 for Recruitment Retreat to be held off the University of South Carolina campus. This payment is to be due on the 15th of July.
- **Affiliation Fee.** There will be a charge of \$20.00 not to exceed \$20.00, paid to the chapter by affiliating members within 14 days following the chapter vote approving the request for affiliation.
- **Non-Sufficient Funds Checks.** There will be a charge of \$25.00 for any check returned for non-sufficient funds. After one non-sufficient fund check is received from a member, the chapter will accept only a money order or certified check from the member.
- **Housing Deposit.** All women living in the Chapter House in the next academic year must pay a one time fee of \$250.00 that will be returned upon moving out of the Chapter House. A non-refundable \$75.00 housing fee will also be charged.

Section 4. Delinquent Payments. A billing is considered delinquent one day following the due date. On that day, the Vice President Finance issues a Form C22, Indebtedness Notice to Members, to all active collegiate members who have not made full payment of outstanding financial obligations.

If a member's full payment is not received by the due date, a Late Charge of 10% is added to the amount due by the member.

- **Lifetime Active Collegiate Member.** A lifetime active collegiate member is placed on Financial Suspension automatically by the Vice President Finance on behalf of the Chapter Relations and Standards Board when full payment of all monies owed to the chapter by that member is not received within thirty [30] days after the payment is due.
- **New Member.** A new member is released from membership automatically by the Chapter Relations and Standards Board when full payment of all monies owed to the chapter is not received within thirty [30] days after the payment is due.

Section 5. Chapter Member Assessments. If the chapter's disbursements for a fiscal year exceed its receipts, the total deficit is divided by the number of active collegiate members, including graduating seniors. The members are required to pay this pro-rated assessment.

Section 6. Penalty for Checks Returned for Insufficient Funds. There shall be a charge of \$25.00 levied Each time a member's check is returned for insufficient fund, a member shall be required to make All payments by cashier's check or money order until otherwise notified.
Kristin's comment – Section 6 can be deleted since this item is addressed in Section 4 above.

Section 5. Chapter Member Assessments. If the chapter's disbursements for a fiscal year exceed its receipts, the total deficit is divided by the number of active collegiate members, including graduating seniors. The members are required to pay this pro-rated assessment.

Section 6. Additional Charges and Fines. A majority vote of the members at a regular chapter business meeting is required to establish additional charges to members for unbudgeted activities or member fines.

Section 7. Chapter Member Fines.

Chapter Fines are set as follows:

- Fines not to exceed \$10.00 for each missed meeting after two.
- Fines not to exceed \$40.00 for missing a Scholarship Banquet.
- Fines not to exceed \$50.00 for missing Sisterhood Retreat.
- Fines not to exceed \$25.00 for each missed Initiation Practice.
- Fines not to exceed \$75.00 for missing Initiation.
- Fines not to exceed \$75.00 for missing a Preference Party during Formal Recruitment.
- Fines not to exceed \$15.00 for missing Lavalier Ceremony.
- Fines not to exceed \$25.00 for missing 1st Degree of Initiation.
- Fines not to exceed \$25.00 for each missed Round 1 party.
- Fines not to exceed \$25.00 for each missed Round 2 party.
- Fines not to exceed \$35.00 for each missed Round 3 party.
- Fines not to exceed \$50.00 for missing Bid Day.

- Fines not to exceed \$50.00 for missing Bid Day Party.
- Fines not to exceed \$300.00 or \$100.00 per day for missing RUSH Workshop
- Fines not to exceed \$50.00 for missing Officer Transition.
- All Members are required to participate in the Homecoming Parade. If not, fines are not to exceed \$15.00.
- Any fine assessed will be paid by the 10th day of issuance of the fine. If the fine has not been paid by the 10th day, the individual will be placed on full social probation and the fine will increase \$1.00 per day until the fine has been paid (not to exceed \$100.00 after 100 days).

CRSB has the authority to administer fines that are not listed. Also, CRSB has ultimate authority concerning all attendance matters.

- Section 8. Officer and Advisor Compensation.** All chapter officers and advisors serve without compensation from the chapter. Any reduction in dues and fees or room and board charges is considered compensation.
- Section 9. Bank Accounts.** The chapter may have only one checking account and no more than one savings account linked to the checking account. This account should be interest bearing, if possible. All money collected must be deposited into this checking and/or savings account.
- Section 10. Authorized Banking Signatures.**
- The chapter's checking account must have four, and only four, individuals authorized to sign checks for that account. The four individuals are Chapter President, Vice President Finance, Chapter Advisor, and Financial Advisor. If the Chapter Advisor and/or Financial Advisor positions are vacant, the chapter gives check-signing authority to an Executive Board officer[s] in place of the advisor[s].
 - New bank signature cards must be filed with the banking institution whenever officers or advisors change.
 - All checks must be signed by two of the four authorized individuals.
 - Pre-signed checks are not permitted.
- Section 11. Contracts.** All contracts and other legal documents, with the exception of individual housing contracts, are executed on behalf of the chapter only by the Chapter President and the Vice President Finance.
- Section 12. Fiscal Year.** The fiscal year is August 1 through July 31. Each fiscal year must be financially self-supporting.
- Section 13. Professional Financial Service.** An outside financial service is retained by the chapter to provide professional assistance in managing the chapter's finances. Exemptions from this requirement must be requested from Alpha Chi Omega Headquarters.
- Section 14. Tax Requirements.** The chapter is required to follow all requirements of the Internal Revenue Service and provisions of the Internal Revenue Code applicable to organizations exempt from federal income tax under section 501(c)(7) of the Internal Revenue Code.
- The chapter is required to file all federal, state and local tax reports and employer tax deposits on time.
- Section 15. Investment Income.** Investment income (passive income such as dividends, interest and other investment income) is unrelated business income subject to income tax unless such income is set aside for exempt purposes. When the chapter has investment income, it must adopt the following resolution before October 15th of each fiscal year and record it in the chapter business meeting minutes:
- "Resolved, that all of the net investment income of the 2006-2007 fiscal year shall be set aside and used for educational and charitable purposes; to make principal payments on mortgage loans relating to Chapter or to any other Alpha Chi Omega collegiate chapter house; or for any other proper set aside purposes within the meaning of Internal Revenue Code section 512(a)(3)(B)(i). Any excess of investment income over expenditures for the year will be carried over and utilized within a reasonable period of time for the purposes allowable in the aforementioned code section."*
- Section 16. Member Housing Contracts.** The Chapter President, House Manager, and/or Chapter Advisor are authorized to execute housing contracts with individual members on behalf of the chapter.

ARTICLE XIII. RISK MANAGEMENT
[Reference: National Policies F4, RM1 to RM8]

Section 1. FIPG. Alpha Chi Omega belongs to FIPG and as such follows the risk management policies of FIPG. The FIPG policy is:

Alcohol and Drugs

- 1. The possession, sale, use or consumption of alcoholic beverages during a fraternity event, or in any situation sponsored or endorsed by the chapter or at any event associated with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education.*
- 2. No alcoholic beverages may be purchased through the chapter treasury nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase and/or use of a bulk quantity of such alcoholic beverage, i.e., kegs, is prohibited.*
- 3. Open parties, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, shall be forbidden.*
- 4. No chapter members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under the legal 'drinking age').*
- 5. The possession, sale and/or use of any illegal drugs or controlled substance at any chapter house, sponsored event, or at any event that an observer would associate with the fraternity, is strictly prohibited.*
- 6. No chapter may co-sponsor an event with a distributor of alcohol, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present.*
- 7. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups, or organizations.*
- 8. All recruitment activities associated with any chapter will be a dry recruitment function.*
- 9. No member shall permit, tolerate, encourage or participate in "drinking games."*
- 10. No alcohol shall be present at any new member program, activity or ritual of the chapter.*

Hazing

Alpha Chi Omega does not condone unkind, undignified, or humiliating activities. Members of Alpha Chi Omega shall not conduct hazing activities. Chapters of Alpha Chi Omega must include in their bylaws a statement prohibiting hazing and/demeaning activities.

No chapter, colony, student or alumna/alumnus shall conduct or condone hazing activities. Hazing activities are defined as: Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests; treasure hunts; scavenger hunts; road trips or any other such activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.

Sexual Abuse

The fraternity will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, which are demeaning to women or men including but not limited to date rape, gang rape or verbal harassment.

Fire, Health, and Safety

All chapter houses should meet all local fire and health codes and standards.

All chapters should have posted by common phones emergency numbers for fire, police, and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.

All chapters should comply with engineering recommendations as reported by the insurance company.

The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.

Education

Each fraternity shall annually instruct its students and alumna/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and alumni/alumnae members shall annually receive a copy of said Risk Management Policy.

Every chapter member shall be instructed annually on the Risk Management Policies of the Fraternity.

- Section 2. Alcohol and Chapter Premises.** The possession, sale, use or consumption of alcoholic beverages while on chapter premises is strictly forbidden.
- Section 3. Event Planning Proposal.** An *Event Planning Proposal*, Form C144, must be completed prior to each event and kept with the chapter records. There may be one [1] guest per member at an event. Any event where alcohol is present must be at a Third-Party Vendor facility or with a Third-Party Server (licensed bartender), as outlined in the *Third-Party Vendor Checklist*, FIPG Manual Appendix 2, page 7.
- Section 4. Purchase of Alcohol and Chapter Funds.** Chapter funds are not to be used to purchase alcohol.
- Section 5. Co-Sponsorship of Functions at Other Fraternities' Facilities.** The chapter will co-sponsor functions at fraternity houses, dorms, or lodges only if those functions are alcohol free.
- Section 6. Mandatory Events and Alcohol.** Alcohol is not permitted at a mandatory chapter event.
- Section 7. Chartered Transportation**
- Out-of-Town Events.** The chapter may have non-mandatory out-of-town events, where alcohol is available in accordance with National Fraternity policies and all applicable laws, if the chapter provides chartered transportation that must be taken by all chapter members and guests attending the event. Exceptions to this requirement are granted by the Chapter Advisor or Chapter Relations and Standards Board. For Social Events, the chapter must provide transportation for members and guests. For Sisterhood Events, the members will provide transportation and these events will not be held at a distance exceeding three hours away from campus.
- Local Events.** The chapter may have non-mandatory local events, beyond reasonable walking distance, where alcohol is available in accordance with National Fraternity policies and all applicable laws, if the collegiate chapter provides either chartered transportation, as stated above, or a designated driver program, as outlined in the "Policies of Alpha Chi Omega Fraternity."
- Section 8. Overnight Accommodations.** The chapter does not rent overnight accommodations for chapter members and her guests attending social events sponsored by the chapter. No rooms may be reserved in the name of the chapter.
- Section 9. Participation by Alumnae in Chapter Events.** Alumnae members, not including advisors, should not attend chapter social events. Exceptions may be granted by the Executive Board and inactive collegiate members may participate in chapter events only at the invitation of the Executive Board. The Executive Board offers the invitation and determines the conditions, including costs, pertaining to participation by alumnae. All alumnae may be invited to certain other events, such as Initiation, celebrations of Fraternity holidays, Homecoming events, etc.
- Section 10. Participation by Collegiate Members on Special Status in Chapter Events.** Collegiate members on special status may participate in chapter events only at the invitation of CRSB. CRSB offers the invitation and determines the conditions, including costs, pertaining to participation by these individuals.
- Section 11. Hazing.** Alpha Chi Omega does not condone unkind, undignified, or humiliating activities. Members of Alpha Chi Omega shall not conduct hazing activities. Chapters of Alpha Chi Omega must include in their bylaws a statement prohibiting hazing and/demeaning activities.
- No chapter, colony, student or alumna/alumnus shall conduct or condone hazing activities. Hazing activities are defined as: Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests; treasure hunts; scavenger hunts; road trips or any other such activities carried on outside or inside of the confines of the chapter facility; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.
- Section 12. Sober Sisters.** There must be 2 designated sober sisters present for each function the sorority hosts. They must be available from start to finish and they may not consume alcohol prior to the event.

ARTICLE XIV. POSITIVE POINT SYSTEM

- Section 1. Purpose.** The Positive Point System is designed to encourage chapter members to participate in events that focus on the areas of friendship, leadership, learning, and service. Points are used as positive recognition of attendance and achievement at any event held for the well being of any of the members, the chapter, the university, and the community. Also, Chapter Relations and Standards Board has the responsibility to notify and refuse attendance at every function, excluding the first of the semester, if positive points at that time are below 75%.
- Section 2. Chapter Approval.** The Positive Point System is approved by at least a majority of the members at a regular chapter business meeting.
- Section 3. Responsibility.** The Positive Point System is designed, implemented and monitored by the Chapter Relations and Standards Board or its representatives.

Section 4. Positive Points Scale:

5 Points:	McDowell Month Activity	25 Points:
Chapter Meeting Attendance	Sigma Series Attendance	Martin Luther King Day of Service Participant
Intramural Participation (per event)	Greek Women's Day Participant	30 Points:
Good Standards Award Recipient	Big Sister / Lil' Sister Retreat Attendance	Dance Marathon Participation
Participant in Non-Alpha Chi Organizations (up to three)	Volleyball Brawl Coach	Alpha Chi Omega National Convention Page
Executive Officer in Non-Alpha Chi Organizations (up to three)	Academic Banquet Attendance	SouthEastern Panhellenic Conference Attendance
Church Attendance / Membership	Donation made to Silent Auction	Volleyball Brawl Participant
Homecoming Practice Attendance (per session)	Carolina Showcase Participant	Academic Banquet Attendance
10 Points:	Spurs and Struts Participation	50 Points:
Community Service Event	Homecoming Parade	Initiation Attendance
Attendance (per event)	Cockfest Participant or Attendance	Other Points:
Golden Sister Award (weekly or annual)	Trick-or-Treat with the Greeks	Alpha Chi Omega Executive Officer 75 points
KROM Event Attendance (per event)	15 Points:	Outside Employment:
Sober Sister (per event / unassigned / not requested)	1 st Degree Initiation Attendance	1-10 hours/week 5 points
Sorority Council Cabinet Member	Lavalier Ceremony Attendance	11-15 hours/week 8 points
Sisterhood Retreat Attendance (per event)	Chapter House Resident	16-20 hours/week 10 points
Special Event Set-Up or Break-Down (per event) South Tower	Clemson Carolina Blood Drive (donation)	over 20 hours/week 15 points
Resident (per semester)	20 Points:	Grades:
10 points continued:	Philanthropic Event Attendance (per event)	4.0 GPA 20 points
	Non-Executive Officer for Alpha Chi Omega	3.5-3.99 GPA 15 points
		3.499-3.0 GPA 10 points

- Section 5. Requirement.** Active collegiate members must maintain 85% of positive points. Continued failure to meet the required percentage jeopardizes a member's god standing in Alpha Chi Omega.

ARTICLE XV. CHAPTER SCHOLARSHIP PROGRAM

- Section 1. Purpose.** The scholarship program is designed to encourage achievement by all members in the pursuit of high standards of scholarship through programs offering support, guidance, and assistance.
- Section 2. Required Grade Point Average.** All chapter members are required to be academically in good standing with the University of South Carolina. In addition, the chapter requires members to comply with the Theta Upsilon Scholarship Excellence Program. The chapter requires above 2.999 to remain in good standing.

Those who have cumulative grade point averages (GPAs) are below a 3.0 are required to complete a minimum of 3 study hours at the Alpha Chi Omega house per week. In addition, if a member earns below a 3.0 GPA for two consecutive semesters, yet still has a cumulative GPS of 3.0, she still had to complete the 3 study hours.

If a member's GPA is lower than a 2.5 after a semester with study hours, we reserve the right to raise the number of study hours for those members with GPAs lower than 2.5.

All first semester new members, regardless of year, will complete 3 study hours per week at the Alpha Chi Omega House.

Failure to complete these hours will result in referral to the Chapter Relations and Standards. A member can come to the Chapter Relations and Standards Board meeting to explain special circumstances for grades, if they exist. The Chapter Relations and Standards Board will make the final decision on a case by case basis.

- Section 3. **Member Assistance.** A member who falls below a 2.7 meets with the Chapter Relations and Standards Board and the Vice President Intellectual Development. An individual scholarship contract is developed to meet her needs. Continued failure to meet the required grade point average jeopardizes a member's good standing in Alpha Chi Omega.

ARTICLE XVI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised govern this chapter in all cases to which they are applicable and in which they are not inconsistent with National Fraternity governing documents, these bylaws and any special rules the chapter may adopt.

ARTICLE XVII. BYLAWS

[Reference: National Policy C5]

- Section 1. **Annual Adoption.** The chapter reviews and adopts bylaws annually.
- Section 2. **Responsibility for Review.** The Vice President Chapter Relations and Standards and the Chapter Relations and Standards Board and Executive Board are responsible to review chapter bylaws and develop revisions as needed, based on the Collegiate Model Bylaws adopted by the National Fraternity.
- Individual members may propose bylaws revisions to the Chapter Relations and Standards Board. They can also propose bylaws at a formal business meeting, provided that the Procedure and Timeline requirements are followed (Article XVIII – Amendments).
- Section 3. **Procedure and Timeline.**
- The National Fraternity provides updated Collegiate Model Bylaws to the chapter by February 1 of each year.
 - CRSB presents bylaws revisions and additions to the chapter by March 15 of each year.
 - The chapter members are given at least one week to study the revised bylaws before a vote on the bylaws is taken during a regular chapter business meeting at which a quorum is present.
 - The Vice President-Chapter Relations and Standards submits the revised bylaws, as approved by the chapter, to Alpha Chi Omega Headquarters no later than April 14.
- Section 4. **Adoption by Chapter Members.** If two thirds (2/3) of the chapter members are present, the President may begin the voting process to adopt the bylaws. If two thirds (2/3) of the chapter members are not present, the President has the authority to announce voting on Members Only to adopt the bylaws.
- Section 5. **Filing of Approved Bylaws.** The Vice President-Chapter Relations and Standards ensures that the bylaws are filed with Alpha Chi Omega Headquarters by the published deadline. Current bylaws must be on file at Alpha Chi Omega Headquarters for the chapter to be in good standing with the National Fraternity.
- Section 6. **Distribution to Chapter Members.** The Chapter Relations and Standards Board annually provides at the beginning of the school year a copy of the current bylaws to each member of the chapter. Each member executes a document that acknowledges receipt of the bylaws. New members receive a copy of the bylaws upon completion of the First Degree of Initiation. Bylaws are also available at any time on the Members Only website.

ARTICLE XVIII. AMENDMENTS

- Section 1. **Proposal of Amendment(s)**
- Any amendment(s) to these bylaws must be presented to CRSB by a member of a committee of the chapter.
 - The proposed amendment(s) shall be submitted to the CRSB for final preparation, recommendation and posting.
 - CRSB may also originate amendments.
- Section 2. **Previous Notice and Posting**
- Following consideration of the proposed amendment(s) by CRSB, notice of the proposed amendment(s) shall be given at the regular or special chapter meeting prior to the meeting at which the vote on the proposed amendment(s) will be taken.
 - The specific wording of the proposed amendment(s) shall be available to chapter members for one week prior to voting by the chapter.

- Section 3.** **Vote Required.** If two thirds (2/3) of the chapter members are present, the President may begin the voting process to adopt the bylaws. If two thirds (2/3) of the chapter members are not present, the President has the authority to announce voting on Members Only to adopt the bylaws.
- Section 4.** **Effective Date of Amendment(s)**
- The Chapter makes any changes indicated, prepares final document, and sends final amendment to Alpha Chi Omega Headquarters.

ARTICLE XIX. HOUSING *[Reference: National Policy F5]*

- Section 1.** **Contract with Landlord.** A contract between the chapter and the landlord must be signed annually.
- Section 2.** **Contract with Members.** Individual housing contracts between the chapter and the residents must be signed annually.
- Section 3.** **Facility User Fee.** A Facility User Fee is charged to all members to cover all housing expenses not covered by room and board charges.
- Section 4.** **Occupancy of Facility.** The Chapter House is maintained for the benefit of the chapter membership; therefore, adequate occupancy is necessary to meet the financial obligations of operating a residential facility.
- Section 5.** **Live-in Policy.** Requirements for living in the chapter facility are:
- 1.) No member shall commit to reside in another facility until enough members have executed housing contracts for the chapter house to be at occupancy necessary to satisfy the chapter's housing expenses. Two alternates will be chosen who may be asked to move in should such a circumstances arise.
 - 2.) Chapter President, Vice President-Chapter Relations and Standards, Vice President- Education, Vice President- Membership Development, Vice President- Intellectual Development, Vice President- Recruitment, Vice President Fraternity Relations, Vice President- Risk Management, Vice President- Finance, Vice President- Communications, Panhellenic Delegate, House Manager, T-shirts, Warden, Philanthropy, Assistant Education, and Social are required to live in the facility or Greek Housing during their 1st term in office. Executive members who are serving their 2nd term in an executive position are not required to live in the facility or Greek Housing excluding Chapter President, Vice President-Chapter Relations and Standards, Vice President- Finance and House Manager.
 - 3.) Class of initiation and the highest percentages of positive points will rank non-Executive members who wish to live in the chapter facility. Therefore, those who have been lifetime members the longest with a high percentage of positive points will receive seniority.
 - 4.) If additional members are needed to reach the full occupancy, those required to live in the chapter house will be the members with the most recent date of initiation, who have the fewest semesters as in-house members, including South Tower residency, and who have the lowest percentage of positive points.
- Rooms priority will be given to sisters in the following order:
- a) Sisters currently on the hall and wanting the same room.
 - b) Non - Executive Officers.
 - c) The full occupancy list will determine further priority.
- 5.) Exceptions to this policy may be granted only by a decision of Chapter Relations and Standards Board. A member who fails to honor the live-in policy jeopardizes her good standing as a member of Alpha Chi Omega.
- 6.) For each semester that a member has lived in a Theta Upsilon Chapter facility, she will be assigned a housing point.
- Point values are as follows:
- a) ½ point will be assigned for each semester lived in South Tower beginning with the fall 2006 semester.
 - b) 1 point will be assigned for each semester lived in the Chapter House located at 515 Gadsden Street beginning with the fall 2006 semester.
- 7.) Beginning with the fall 2006 new member class, it will be mandatory for all members to achieve 2 housing points prior to their last academic semester as a collegiate member.
- 8.) In the event that a member chooses not to earn her housing points by living in the facility, she will be required to "buy" out her housing points:
- a) The value of one-half (1/2) housing point will be calculated at half the room and board rate of 515 Gadsden Street for the semester in which the "buy-out" is exercised.
 - b) The value of one (1) full housing point will be calculated at the room and board rate of 515 Gadsden Street for the semester in which the "buy-out" is exercised.
 - c) The value of two (2) housing points will be calculated at the room and board rate of 515 Gadsden Street for two (2) semesters for the semester in which the "buy-out" is exercised.
- The decision to "buy" out her contract will automatically earn the member her total housing points based on her new membership class requirements. The "buy" out clause may only be exercised after the member appears at a regularly scheduled Chapter Relations and Standards and declares her intention to remit her "buy" out payment within 30 days following her appearance at the Chapter Relations and Standards Board.

9.) In the event that a member does not come before the Chapter Relations and Standards Board to declare her intention to "buyout" any outstanding housing points, the Vice President Finance will have authority to recommend to the Chapter Relations and Standards Board that the member be billed for her outstanding commitment to the chapter as calculated above.

10.) Housing contracts are signed for a FULL academic year – both Fall and Spring semesters. A \$1,000 fee will be issued for breaking the one year housing contract. The Chapter Relations and Standards Board will have discretion to absolve the responsibility of a resident breaking the housing contract to pay the \$1,000 fee if given permission to do so by the Housing Advisor and the Vice President Finance.

Section 6. Non-Active Collegiate Member Residents. Non-member women or alumnae may live in the chapter house with the approval of the Chapter Advisor. According to Internal Revenue Service, the revenue the chapter receives from non-members may not exceed 15% of the chapter's gross receipts.

Section 7. House Director. The chapter is required to employ a House Director. The Chapter Advisor is responsible for interviewing, hiring, evaluating and dismissing the House Director.

The House Director's contract with the chapter is signed by April 1 of each year.

Section 8. Male Visitors. The chapter facility is closed to all male guests between the hours of 2:00 AM and 7:30 AM.

Male visitors shall be restricted to the public areas of the facility on the first floor. (Form 164, Male Visitation Waiver, may modify visitation area if approved by National Council.

Section 9. Smoking in Chapter Facility. No smoking is allowed in any Alpha Chi Omega facility.

Section 10. House Corporation Representatives. The Vice President Chapter Relations and Standards and the Chapter President shall be the two elected officers that serve as chapter liaisons with the House Corporation Board. They serve in the role identified in the House Corporation's governing documents.

ARTICLE XX. HOUSE RULES AS A SEPARATE DOCUMENT

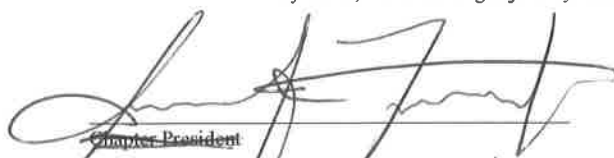
Section 1. Companion Document to the Bylaws. A separate document called the House Rules, related to the details of use of property, social behavior and other miscellaneous policies for the chapter may be developed as needed.

Section 2. Amendment of House Rules. Amendments to the House Rules may be made by a majority vote of the members at a chapter business meeting if notice of the proposed change has been given at the previous business meeting or by a two-thirds vote if the proposed change and vote are part of the same meeting.

Section 3. Annual Review. House Rules are reviewed annually by the Chapter Relations and Standards Board and distributed with the chapter bylaws.

ARTICLE XXI. PERSONAL DEVELOPMENT

Section 1. Guidelines for Personal Development During Periods of Recruitment. While wearing any Alpha Chi Omega letters or dressed in pin attire no facial jewelry is to be worn. This is including but not limited to eyebrow, nose and tongue jewelry. A fine of \$15 will be issued to violators.


Chapter President
Jennifer Franks
Regional Coordinator or Chapter Consultant

Vice President Chapter
Relations & Standards

Date 9/13/07

Date