BYLAWS of *Theta Alpha* CHAPTER

Adopted: ***May 1992***

Revised: ***October 1997; October 1998; February 1999; June 2000; February 2002; November 2002; April 2003; December 2003; November 2004; January 2005; October 2005; December 2006; March 2008; November 2008; December 2009; February 2011; January 2013; November 2013***

**ARTICLE I – NAME**

The name of this chapter shall be the Theta Alpha Chapter of Sigma Alpha Iota, located at The Ohio State University in Columbus, Ohio.

**ARTICLE II – GENERAL PROVISIONS**

Section 1. General Policies and Procedures. Any Fraternity procedures or obligations, either chapter or individual, which are not specifically defined in these Bylaws, shall be handled in accordance with established procedures as prescribed in appropriate Fraternity publications.

Section 2. Abbreviations. The following abbreviations shall be used as appropriate throughout these bylaws:

CPM – Chapter Procedures Manual

GPA – Grade Point Average

ARTICLE III – MEMBERSHIP

Section 1. Eligibility Requirements for Student Membership.

A. Membership is open to any woman student who has completed at least one semester or term of study at The Ohio State University

B. A Prospective Member-in-Training must have a sincere interest in music and be willing to uphold the ideals of Sigma Alpha Iota.

C. A Prospective Member-in-Training must have completed or be currently enrolled in one or more courses in music.

D. The minimum, overall cumulative grade point average required for membership is 2.5.

Section 2. Title IX Status and Statement Against Discrimination. Sigma Alpha Iota is a Title IX exempt organization. Sigma Alpha Iota does not discriminate against women students on the basis of race, color, national origin, religion, creed, political belief, disability, age, marital status, veteran status, or sexual orientation.

Section 3. Exception to Active Membership. A member may become locally inactive.

1. A member must submit a written request for inactive status at the beginning of the semester for approval.
2. Reasons for inactive status shall include, but not be limited to: student teaching away from campus; study abroad; internship; financial issues; medical issues; family issues; class conflicts; work conflicts.
3. Other extenuating circumstances will be considered as they arise.
4. While inactive a member is responsible for national dues, but local dues are waived.
5. An inactive member may not vote, may not hold office, may not serve on committees or serve as a committee chairman, may not be a sponsor for a Member-In-Training, may not participate in Ritual ceremonies, and is not eligible for fraternity or chapter honors and awards.
6. All inactive members are encouraged to attend chapter musicales, ritual ceremonies and other designated public events as an audience member when possible.

Section 4. Financial Obligations of Membership.

A. All members must pay annual dues in a timely manner in order to be in good financial standing.

B. Members who have not met their financial obligations in full by the end of the year will be considered a member not-in-good-standing and will be reported to National Headquarters as delinquent.

Section 5. Voting Privileges of Membership.

A. Only members in good standing are privileged to vote on chapter business.

B. To be in good standing, a member must:

1. Pay all dues and fees *(****and fines, if your chapter does this****)* in full by the set due date.

2. Attend all chapter meetings and events, unless excused.

3. Maintain the minimum GPA required by local school regulations for active participation in extra-curricular activities.

Section 6. Alumnae Member Status. Members are granted alumnae status upon graduation or termination of studies and are encouraged to affiliate with a local alumnae chapter and join the Sigma Alpha Iota Alumnae Association.

**ARTICLE IV – MEMBER-IN-TRAINING**

Section 1. Invitations to Membership. After all membership eligibility criteria are met, invitations to membership are issued upon a two-thirds affirmative vote of the chapter in accordance with the CPM.

Section 2. Sponsors. Each Member-in-Training will be assigned a sponsor.

A. Service as a sponsor shall be voluntary.

B. Sponsors shall be chosen as follows:

1. Members who are graduating within the calendar year and have not served as a sponsor will be given first opportunity to serve as a sponsor.
2. Members who have not served previously will next be given the opportunity to serve as sponsors according to:

 a. order of graduation

 b. number of credits earned.

1. When all members who have not served as sponsors have been selected, members who have previously served as a sponsor will be given the opportunity to serve again, chosen in order of times as a sponsor, from fewest times to most times.
2. Sponsors will either:

 a. Be assigned a Member-in-Training

 b. Select the Member-in-Training for whom she wants to be a sponsor.

C. Sponsors are responsible for assisting and advising the Members-in-Training, ensuring that they fulfill the requirements for initiation into the Fraternity and preparing them to meet the responsibilities and expectations of membership.

Section 3. Requirements for Initiation. In order to be initiated into the Fraternity, a Member-in-Training must:

A. Pay all fees in full by the set due date.

B. Demonstrate her musical ability by participating in a membership musicale. This participation requirement may be fulfilled by a performance as a soloist, as a member of an ensemble, or, if not a musical performer, by a demonstration of her interest in and knowledge of music.

C. Pass the National Membership Examination.

D. Fulfill the requirements of the Member-in-Training program.

Section 4. Fees.

A. The Member-in-Training fee must be paid in full at the time of the Pledging Ceremony. This fee is not refundable.

B. The initiation fee, which includes the life leasehold of an official member Badge, must be paid in full at the time of the National Membership Examination.

Section 5. Statement Against Hazing. Sigma Alpha Iota condemns the hazing of prospective initiates, and Theta Alpha Chapter will neither conduct nor participate in hazing activities of any kind.

ARTICLE V – OFFICERS

Section 1. Elected Officers. The elected officers of the chapter shall be: President; Vice President, Membership; Vice President, Ritual; Corresponding Secretary; Recording Secretary; Treasurer; Sergeant-at-Arms; and Editor.

Section 2. Duties of Officers. Duties of officers are as listed in the CPM.

Section 3. Term Length of Offices. The term of office begins with the installation of officers in March but no later than April 15 and ends when the new officers are installed in March but no later than April 15 of the next year in accordance with the CPM.

Section 4. Vacancies in Office. Vacancies in office will be filled in accordance with the procedures outlined in the CPM.

**ARTICLE VI – NOMINATIONS AND ELECTIONS**

Section 1. Qualifications for Election. To be elected to office a member must:

1. Be current in the payment of dues and fees.
2. Attend all chapter meetings and events, unless excused.
3. Maintain the minimum GPA required by local school regulations for active participation in extra-curricular activities and to hold office.
4. Local requirements for election:
5. It is recommended that a nominee for President; Vice President, Membership; and Vice President, Ritual have been a member of the chapter for at least one semester.
6. It is recommended that a nominee for President has served as an elected officer.
7. The president may only serve one year, unless the Province Officer gives special permission. All other officers may serve more than one year.

Section 2. Nominating Committee. A nominating committee of 3 members shall be elected by the chapter in accordance with the CPM.

Section 3. Nominations. Nominations will be conducted in accordance with the procedures outlined in the CPM.

Section 4. Elections. Elections will be conducted in accordance with the procedures outlined in the CPM.

ARTICLE VII – EXECUTIVE BOARD

Section 1. Membership. The executive board shall be composed of all elected chapter officers.

Section 2. Responsibilities. Duties of the executive board are as outlined in the CPM.

Section 3. Meetings. The executive board shall meet before each Formal Business Meeting and is to meet two times each year with the advisory committee in accordance with the CPM.

Section 4. Quorum. Quorum shall be designated as a simple majority of the chapter’s executive board membership.

**ARTICLE VIII – MEETINGS**

Section 1. Chapter Meetings. Chapter meetings are business meetings that are held at regular times.

A. Formal business meetings shall take place at least once each month and shall include ritual. Appropriate business attire is required.

B. Informal chapter meetings shall take place on weeks when there is no formal business meeting.

C. Quorum shall be designated as two-thirds of the chapter’s active membership.

Section 2. Special Meetings. The special meetings are meetings of the entire chapter held for emergency purposes, for business that could not be planned for in advance but must be transacted before the next scheduled meeting.

1. A President may call a special meeting.
2. A special meeting may be called to conduct business that must be transacted before the next regular chapter meeting.
3. The President shall email the entire chapter at least 24-hours prior to the special meeting.

**ARTICLE IX – COMMITTEES**

Section 1. Standing Committees. Standing committees are ongoing committees which have continuing responsibilities throughout the year.

A.    Standing committees of the chapter shall include, but not be limited to: Fraternity Education, Archives/Scrapbook, Membership, Program, Social, Ritual, Yearbook Directory, Fundraising, Publicity, and Service Committees.

B.    The President shall assign members to committees on the basis of member interest and in consultation with the committee chairmen.

C.    The President shall appoint chairmen of all committees in accordance with the CPM. Some committees are chaired by elected officers:

 1.     The Vice President, Ritual shall serve as chairman of the Fraternity Education Committee.

 2.     The Editor shall serve as chairman of the Archives/Scrapbook Committee.

 3.     The Vice President, Membership shall serve as chairman of the Membership Committee in accordance with the CPM.

 4.     The Vice President, Ritual shall serve as chairman of the Ritual Committee in accordance with the CPM.

 5.     The Editor shall serve as chairman of the Yearbook Directory Committee.

 6.     The Treasurer shall serve as chairman of the Fundraising Committee.

 7.     The Editor shall serve as chairman of the Publicity Committee.

D.    All members shall be appointed to one committee, keeping committees as close to the same size as possible. Members may serve on more than one committee

E.    Duties of the committees are as listed in the CPM. Additional duties are:

1.     The Fundraising Committee shall be responsible for planning events to raise money for the chapter.

2.     The Publicity Committee shall be responsible for assisting the Editor with all public information.

3.     The Service Committee shall be responsible for planning service projects in the music school, on campus, and in the community.

F.     The one-year terms of committee chairmen begin when appointed by the President after the installation of officers in March/April and end when the next President appoints committee chairmen after the installation of officers in March/April of the next year.

Section 2. Special Committees. Special committees may be created by the chapter as needed to function until completion of a specified assignment. These committees include, but are not limited to, Bylaws, Nominating, and Honors Committees.

Section 3. Ex-Officio Committee Membership. The President shall serve as an ex-officio member on all committees except for the Nominating Committee.

ARTICLE X – CHAPTER ADVISORS/ADVISORY COMMITTEE

Section 1. Composition. An advisory committee of three members shall be formed in accordance with the CPM. If unable to form an advisory committee, the chapter will select an advisor in accordance with the CPM.

Section 2. Meetings. The advisory committee shall meet with the Executive Board twice per year in accordance with the CPM.

Section 3. Responsibilities. Responsibilities and duties of advisors are as outlined in the CPM.

ARTICLE XI – HONORS AND AWARDS

Section 1. Honors Committee. The chapter will form an Honors Committee of three members in January in accordance with the CPM. Duties of the Honors Committee shall be as outlined in the CPM.

Section 2. National Honors and Awards. The Chapter may present National Honors and Awards in accordance with the National Bylaws and the CPM.

Section 3. Local Honors and Awards. The Theta Alpha chapter may make local awards with the approval of the province officer and as long as they do not resemble national awards in name and form, in accordance with the CPM.

**ARTICLE XII – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert’s Rules of Order, Newly Revised* shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the chapter may adopt.

**ARTICLE XIII – AMENDMENT OF BYLAWS**

Amendments to these Bylaws may be proposed in writing at any regular meeting and voted upon at the next regular meeting. A two-thirds vote is required.