**Bylaws**

**Chi Epsilon Chapter of Alpha Omicron Pi**

**The Ohio State University**

**Revised: 16 September 2015**

**Article I. Name and Submotto**

**Section 1. Name.** The name of this Chapter shall be Chi Epsilon Chapter of Alpha Omicron Pi (“the Chapter”).

**Section 2. Submotto.** The submotto of Chi Epsilon Chapter shall be "Cherish Everything." This is not a secret and can be written down.

**Article II. Alpha Omicron Pi Fraternity, Incorporated**

**Section 1. Relationship to Alpha Omicron Pi Fraternity**. This Chapter is a collegiate Chapter of Alpha Omicron Pi Fraternity (“the Fraternity”), chartered by the Fraternity, and as such shall abide by the regulations of the Fraternity as set forth in the Governing Documents of Alpha Omicron Pi.

**Section 2. Object of the Fraternity**. The object of this Fraternity shall be to encourage a spirit of fraternity and love among its members; to stand at all times for character, dignity, scholarship, and college loyalty; to strive for and support the best interests of the colleges and universities in which Chapters are installed, and in no way to disregard, injure, or sacrifice those interests for the sake of prestige or advancement of the Fraternity or any of its Chapters.

**Article III. Membership**

**Section 1. Members.** The members of the Chapter shall be the duly initiated and affiliated members of the Chapter who are enrolled as students at The Ohio State University.

**Section 2. Eligibility.**

a.Any woman student in good standing in The Ohio State University who is not a member of another National Panhellenic Conference Fraternity shall be eligible for membership subject to the regulations of the university, local and national Panhellenic associations and this Fraternity.

b. A member of Alpha Omicron Pi, upon transferring from a campus where she has been affiliated with Alpha Omicron Pi to The Ohio State University, shall be invited to affiliate in accordance with the membership regulations in the Governing Documents of Alpha Omicron Pi.

c. To be eligible for membership a candidate must have a 2.75 minimum cumulative GPA on college grades and must be in scholastic good standing with the college or university.

d. The chapter shall elect candidates for membership from diverse curricula and from classifications that will ensure a well-balanced class distribution throughout the years. This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, socioeconomic background or veteran status.

e. To be eligible for membership, potential new members must have completed at least 12 credit hours at a college or university and be in good standing with the university (minimum 2.5 GPA), as stated by the Ohio State University Panhellenic Association.

**Section 3. New Member Selection.** The members of the Chapter shall vote to pledge a candidate for membership in accordance with Title II, Article III, Section 1 of the Bylaws of Alpha Omicron Pi (see Appendix A.)

**Section 4. Formal Pledging.** Formal pledging shall take place within two weeks of the candidate's acceptance of an invitation to membership (bid). New member pins shall remain the property of the Chapter and shall be returned to the Chapter by the new member no earlier than one day prior to initiation. If a new member loses her new member pin, she is financially responsible for its replacement.

**Section 5. New Member Period.** The new member period begins with Formal Pledging and shall be at least six (6) weeks but no longer than eight (8) weeks unless the Network Specialist has given special permission to shorten or lengthen the new member period.

**Section 6. New Member (Pledgeship) Expiration.** A pledgeship is automatically ended by initiation, the expiration of one calendar year, or the new member’s withdrawal or graduation from The Ohio State University. A former new member is eligible for pledging in the same manner as any other candidate.

**Section 7: New Member (Pledgeship) Extension.** If approved by the Alumnae Advisory Committee and the Collegiate Network Specialist, the new member may elect to extend her new member period for a maximum of two weeks, exclusive of the summer sessions. During this two week period the new member should decide whether she will be initiated or depledged.

**Section 8. New Member (Pledgeship) Termination.**

a. The Chapter may terminate a pledgeship for cause upon a two-thirds written ballot vote of the members with the approval of the Alumnae Advisory Committee and the assigned Network Specialist. Prior to pledgeship termination, the new member shall meet with the New Member Educator, the appropriate advisor, and the new member’s Big Sister, for a formal warning, including an explanation of the circumstances which are precipitating this potential action.

b. A new member desiring release from her pledgeship shall notify in writing the Chapter President and/or the Chapter Adviser. A Chapter vote is not required. The new member wishing to be released from her pledgeship must return all items signifying membership in Alpha Omicron Pi.

**Section 9. Initiation.** A new member shall be initiated by the Chapter within six (6) to eight (8) weeks of Formal Pledging, at a time and place set by the Chapter, provided all Fraternity requirements for initiation as stated in the Book of Policies have been fulfilled. (See Appendix B).

**Article IV. Chapter Membership Standing**

**Section 1. Chapter Membership Standing.**

a. Members/New Members in Good Standing: Members and new members in good standing with the Chapter are entitled to participate in Chapter/new member functions. Members/new members in good standing may not attend any social function if they are one (1) day or more past due on any financial obligation as of the date/time of the social function unless a promissory note with a payment plan has been signed and approved by the Chapter Treasurer and Financial Adviser.

b. Members/New Members Not in Good Standing: The following members/new members are not considered to be in good standing:

1. Members on international probation.
2. Members who fail to meet a 2.5 cumulative GPA for two semesters in a row.
3. Members who fail to meet Chapter attendance requirements as defined in the Chapter Standards Handbook.
4. Members/new members more than thirty (30) days past due on any financial obligation unless a promissory note with a payment plan has been signed and approved by the Chapter Treasurer or Assistant Treasurer.
5. Members/new members more than one (1) day past due on any promissory note/payment plan.
6. Members/new members who have an unresolved Standards case.

c. The Chapter Treasurer and the Vice President of Academic Development shall submit a list of members/new members who are not in good standing monthly to the Vice President of Standards, the Vice President of Administration, and the Chapter President.

d. Members not in good standing shall attend all Chapter meetings and required activities unless otherwise noted in probation terms. They may not:

1. Have the privilege of vote.
2. Propose or discuss names for membership.
3. Be elected to a Chapter or Panhellenic position.
4. Attend social functions.
5. Be assigned a little sister.

**Section 2. Members with Disabilities.** Members with disabilities must register with the appropriate office on their campus in order to receive the assistance and accommodations they require. Members with disabilities should meet with the Vice President of Standards at the beginning of each year to provide her Office of Disability Services verification letter and develop individualized terms for appropriate accommodations. It is the responsibility of the member with a disability to meet with the Vice President of Standards if their accommodations need to be adjusted throughout the year. Members with a disability who are on academic probation will not lose their right to vote during meeting or membership selection. A member with a disability may not lose social privileges, provided she adheres to the terms of her accommodations. A member with a disability that prevents that from living in the house can run for and/or hold a Leader’s Council position. Refer to the Governing Documents of Alpha Omicron Pi for further information regarding members with disabilities.

**Section 3. Membership Regulation.**

1. The membership regulations of the Chapter shall be in accordance with the regulation of the rules set forth in the AOII Standing Rules, Article XI. See Appendix C.
2. **Pregnant Student Members.** A pregnant student member may elect either collegiate or alumna membership status. As a collegiate member, she must fulfill all local and international membership responsibilities and is entitled to all the privileges of collegiate chapter membership. If the pregnant student member elects for alumna membership status, she must follow the proper procedure to apply for Early Alumna by Special Condition Status.
3. **Part-time Student Members.** Individuals remain active members of Chi Epsilon Chapter whether they are full-time or part-time students. If an active member drops below twelve credit hours, which is considered full-time by the university, her status within the chapter remains unchanged.

**Section 4. International Probation and Suspension.** Members shall be subject to international probation and/or suspension as defined in the Alpha Omicron Pi Governing Documents. See appendix D and E.

**Section 5: Big Sisters.** Each member must be an initiated active member for at least one semester before that member is eligible to have a little sister. When necessary, the chapter may vote to allow an exception to this rule, but only in the case of severe need, which must be approved by a two-thirds vote. To be a big sister, an active member must:

1. Not have been suspended or currently on probation
2. Has a semesterly GPA of at least a 2.75 as cleared by Vice President of Academic Development
3. Has paid all Chapter accounts as cleared by the Chapter Treasurer
4. Not have been delinquent in attendance. Delinquent in attendance shall be defined as the failure to meet all points requirements for the semester prior to becoming a Big Sister.
5. Be cleared by the Standards Committee

**Article V. Meetings and Events**

**Section 1. Regular Meetings.** The regular meetings of the Chapter shall be held at least once a week during the academic year at a time and place determined by the Leaders’ Council at least 2 weeks in advance. Unless circumstances or the location of the meetings prohibit it, the ceremony as specified in the *Rituals Book* shall be used to open and close these meetings.

**Section 2. Formal Ritual.** A formal ritual shall be held at least once a month during the academic year. Formal rituals are specified in the *Rituals Book.* The formal ritual may be a formal ritual meeting held in conjunction with a regular meeting of the Chapter or it may be another ritual held at a different time and place. This includes Ritual for Formal Meetings, Initiation Ritual, and Installation Ritual. Formal Pledging is not considered Formal Ritual.

**Section 3. Special Meetings.** Special meetings may be called by the Chapter President or by a written request submitted to the Chapter President by two Chapter members. All members must receive at least 24-hours advance notice of any special meetings, unless the situation is deemed to be an emergency or crisis as defined in the Standards Handbook.

**Section 4. Quorum**. A quorum must be established for the Chapter to conduct business at meetings. A majority of the Chapter members eligible to vote must be present in order for a quorum to be established. One half of the eligible members on current chapter role plus one, including three members of the Leader’s Council shall constitute quorum.

**Section 5. Other Meetings and Events.** The Chapter may schedule other required meetings and events by placing them on the Chapter calendar two weeks in advance. The Chapter calendar shall be approved by the Chapter by majority vote. Any mandatory programming changes must be approved by the chapter by majority vote.

**Section 6. Committee Meetings.** The chairman of each committee shall establish the meeting dates and times for her committee.

**Section 7. Attendance.** Attendance is required at all meetings and events designated as such on the Chapter calendar, unless special membership status has been granted. Each member of the Chapter shall follow the points system as outlined in the Standards Handbook. Anyone missing a meeting is required to read the minutes within forty-eight (48) hours of that meeting. Minutes will be made available to the chapter.

**Section 8. Notification of Absence.** A notification of absence or a request to be excused from a Chapter meeting or event must be presented to the Vice President of Standards in writing or electronically, twenty-four (24) hours prior to the meeting/event. If the excuse is submitted less than 24-hours prior to the start of the event, the Standards Committee reserves the right to not consider the request. A member of the Standards Committee or the Vice President of Standards will contact the member if the excusal request is approved or denied.

**Section 9. Recruitment Absences.** Attendance at all recruitment activities, including workshops, planning seminars, work parties, retreats, other planning and preparation sessions, and at all formal recruitment activities is mandatory. Excused absence requests must be presented in writing to the Vice President of Standards and approved by that officer and the Alumnae Advisory Committee in advance of the anticipated absence. An unexcused absence will result in a penalty of $50 per planning event and $175 per day for absence from formal recruitment. Excused absences must be submitted electronically to the Vice President of Standards at least one week prior for informal recruitment events and 40 days for formal recruitment events. Members with unsavory attitude or incorrect attire will be sent home and fined. The Vice President of Membership Recruitment, Chapter President, Assistant Vice President of Membership Recruitment, and/or Chapter Advisor will determine if these circumstances apply and assign applicable fines. Fines will be subject to the length of time missed of the event.

**Section 10. Attire.** Attire for ritual meetings shall be a modest white dress or skirt/blouse (with shoulders covered) and black dress close-toed shoes. No slacks or distracting accessories such as bangle bracelets or large earrings may be worn during ritual. Attire for regular meetings shall be badge attire unless otherwise specified.

**Section 11. Leaders' Council Meetings.** A meeting of Leaders' Council shall be held weekly prior to the Chapter meeting at a time and place determined by the Chapter President. Any member who has business to present during the Chapter meeting must first present her business to the Leaders' Council. Cabinet must attend Leaders’ Council meetings at least once per month, on the day designated by the Vice President of Administration.

**Section 12. Presiding Officer.** The Chapter President shall chair all Chapter meetings and Leaders’ Council meetings. The Vice President of Administration shall preside at Chapter and Leaders’ Council meetings in the absence of the Chapter President.

**Chapter 13. Cabinet Meetings.** Cabinet shall meet separate of Leaders’ Council at least once per month at a time and place determined by the Vice President of Administration who shall chair the meeting.

**Section 14. House Resident Meetings.** The House Manager or the House Director shall hold these meetings once a month or as deemed necessary.

**Section 15. Sisterhood Week.** Attendance at all events of Sisterhood Week is mandatory. If a member’s absence is unexcused she will be subject to the fine as stated in Article XIII, Section 7. Excuses must be submitted at least two weeks prior to be considered.

**Section 16: Intramural Activities.** Members that sign up for intramurals must attend 75% of the games. Those failing to do so will meet with the Standards Committee to determine appropriate action.

**Article VI. Officers**

**Section 1. Leaders' Council.** The Leaders' Council shall consist of Chapter President, Vice President of Administration, Vice President of Education, Vice President of Academic Development, Vice President of Membership Recruitment, Secretary, Chapter Treasurer, Vice President of Chapter Development, Vice President of Standards, New Member Educator, Panhellenic Delegate, and Vice President of Communications.

It shall be the purpose of the Leaders’ Council to plan the yearly goals for the Chapter, to make recommendations to the Chapter, to plan the agenda for Chapter meetings, and to streamline Chapter business in order that Chapter meetings may be conducted efficiently. Other committee chairmen and officers may be asked to attend the meetings of the council as the need arises. All members of the Chapter may only hold one Leaders’ Council position.

**Section 2. Cabinet.** The Cabinet shall consist of both elected and appointed officers.

1. Elected officers on Cabinet shall include: Historian, Keeper of the Ritual, Philanthropy Chairman, Property Manager, *To Dragma* Reporter, Marketing Chairman, Alumnae Relations Officer, Activities Chairman, Internal Social Chairman, External Social Chairman, Technology Chairman, Dance Team Captain, Membership Selection Chair, and Assistant Vice President of Membership Recruitment and Diversity Chairman.
2. Appointed officers on Cabinet shall include: Assistant Vice President of Chapter Development, Assistant Treasurer, External Sisterhood Chairman, Scholarship Chairman, Risk Management Chairman, Service Chairman, Songleader, Banner Painting Chairman, and Points Chairman.

**Section 3. Officer Qualifications.** Any member who is in good standing with the Chapter and The Ohio State University shall be eligible to be elected or appointed to an office in the Chapter, provided the following qualifications are fulfilled**:**

a. For Cabinet offices, the member must have a minimum 2.5 semesterly GPA and a minimum 2.75 cumulative GPA.

b. For Leaders’ Council offices, the member must have a minimum 2.75 semesterly GPA and a minimum 2.8 cumulative GPA.

c. Transfer GPAs will not be taken into account when determining officer academic eligibility.

d. To hold an officer position, members must be full-time students as defined by The Ohio State University, as taking at minimum 12 credit hours.

**Section 4. Elections.** Chapter officers shall be elected annually from among the Chapter members between November 1 and February 1. The elections materials provided in the Fraternity’s Officer Resource Library shall be used as a guideline for the election process.

**Section 5. Appointed Positions.** Appointed officers shall be selected by an interviewing committee consisting of Chapter President, Vice President of Administration, Vice President of Standards, and the LC officer presiding over the particular position in question. These interviews will take place at least a week after elections but prior to three weeks after elections. A preference sheet is required for an interview to be granted.

**Section 6. Term of Office.** All officers shall serve for one year or until the election/appointment of their successors. All terms of office shall commence on the date of installation, except for such specified offices that may have a term of office that will commence exactly one year after the date of officer installation

**Section 7. Officer Transition Workshop and Installation.** The outgoing Vice President of Administration shall conduct an officer transition workshop within two (2) weeks of officer elections. All officers and the Chapter Adviser must be installed using formal ritual within two (2) weeks of officer elections.

**Section 8. Duties of Officers.** It shall be the duty of each officer to fulfill the requirements of her office as stated in Alpha Omicron Pi Governing Documents. The materials and manuals provided by the Fraternity shall be used as resources to define officer duties. In addition:

1. Each officer shall be individually responsible for reports of her office to the respective international officers and International Headquarters. Each officer shall submit reports as required and shall be personally responsible for payment of any fine levied for late or missing reports.
2. Each officer shall keep a file of the duties, goals, budget, planning documents and reports related to her office.
3. Each officer shall attend the meetings required of her office. Leaders’ Council members are required to attend Leaders’ Council Meetings. Cabinet officers are required to attend Leaders’ Council meetings monthly in addition to Cabinet only meetings as designated by the Vice President of Administration. Three unexcused absences will result in a loss of position on Leaders’ Council and two unexcused absences will result in a loss of position on Cabinet.
4. Each officer is responsible for her budget. If an officer exceeds her budget, she will not be reimbursed until all other budgeted expenses have been paid out at the end of the year, and only if surplus income exists. Reimbursements will only be issued up to three weeks after the date of the event. If overdrawn she is responsible for paying back the account unless otherwise designated by Leaders’ Council.
5. Leaders’ Council and Cabinet members must attend their respective committee meetings.
6. Each officer shall sign a contract at the beginning of her term detailing her responsibilities. Shall she violate this contract, she may be subject to a Standards meeting and possible removal from office.

**Section 9. Role of the Chapter President.** The President shall serve as ex-officio as a member of all committees except the Nominating Committee. She also has the authority to run Standards Committee in the absence of the Vice President of Standards. The Vice President of Administration shall perform the duties of President in her absence.

**Section 10. Officer Housing Requirements.** Officers required to live in the house for their term are President, Vice President of Administration, Vice President of Standards, Vice President of Education, Risk Management Chairman, Vice President of Membership Recruitment, Vice President of Chapter Development, Vice President of Communication, Chapter Treasurer, Vice President of Academic Development, Secretary, Panhellenic Delegate, and New Member Educator.

**Section 11. Officer Vacancies**. If the Chapter President position becomes vacant, the Chapter shall elect a new Chapter President from among the current Leaders’ Council officers. For all other elected officer vacancies, a majority vote at a combined Leaders’ Council/Cabinet meeting shall elect the position. In the case of a vacancy, the new officer is not held to the housing requirements if she already has a pre-existing lease.

**Section 12. Removal of Chapter Officers.** Collegiate Chapter Officers may be removed from office for violation of the Fraternity Constitution, Bylaws, Standing Rules and/or Book of Policies. Removal will be by majority vote of the collegiate Chapter with approval of the Alumnae Advisory Committee or by the vote of the Alumnae Advisory Committee with approval of the designated volunteer(s) and Network Director. Disclosure to the officer of the situation that would result in the removal will be the responsibility of the Standards Committee or the Alumnae Advisory Committee as appropriate. Officers who fail to fulfill their duties, or misuse their offices are also subject to removal.

**Section 13. Third Party Contracts.** At no time shall an officer or member sign a contract from a third party provider.

**Article VII. Committees**

Each member is expected to be an active member on at least one committee. See Article IX, Section 7 of the Chapter Bylaws for more information regarding the committee requirement. The Vice President of Administration shall coordinate the appointment of members to committees unless otherwise specified below. The Chapter committees shall be as follows:

**Section 1. Standards Committee.** This committee shall be composed of four elected members (one from each class), the Vice President of Standards, the Chapter President, and the Standards Advisor. The Standards Committee shall serve as an advisory and disciplinary body, in accordance with the Bylaws of Alpha Omicron Pi and the Standards Program. The committee shall keep the Chapter aware of its responsibilities to the Fraternity, investigate alleged infractions, and recommend appropriate action. The committee shall meet at least once a month during the academic year. The committee is responsible for monitoring the collegiate Chapter for compliance with all international and Chapter policies. It shall prepare a written handbook of standards for appearance, social conduct, and attitude for chapter approval. The Standards Handbook shall be reviewed by the committee yearly and after approval by the Alumnae Advisory Committee and Collegiate Network Specialist, shall be ratified by the chapter. The Standards adviser, or in her absence, an initiated member of the Alumnae Advisory Committee, shall be present at all meetings.

**Section 2. Total Chapter Programming Committee.** The Total Chapter Programming Committee shall consist of the Vice President of Education (committee chairman), Internal Social Chairman, External Social Chairman, Philanthropy Chairman, Service Chairman, Dance Team Captain(s) Risk Management Chairman, Points Chairman, Activities Chairman and the advisor of the Vice President of Education. The purpose of this committee is to assist the Chapter in attaining balanced programming and to educate the Chapter membership about AOII values, history, and commitment of AOII membership.

**Section 3. Nominating Committee.**  The Nominating Committee shall be composed of a chairman appointed by the Chapter President and a representative elected by each academic class from among its members.

**Section 4. Alumnae Advisory Committee.** The elected Chapter Adviser (committee chairman) and the appointed advisers constitute the Chapter's Alumnae Advisory Committee (AAC). The Alumnae Advisory Committee shall meet regularly during the academic year. The purpose of this committee is to provide guidance to Chapter members and officers in all areas of Chapter operations including compliance with the Fraternity Governing Documents and other international requirements and expectations.

**Section 5. Bylaws Committee.** This committee shall be elected during officer elections, be chaired by the Vice President of Administration and be composed of one member from each class, who shall serve as their class representative, Chapter Treasurer, Diversity Chair, Assistant Treasurer, and Property Manager. They shall meet at least once during the academic year to review these bylaws. They shall interpret the bylaws and recommend amendments or revisions that must be approved by Leaders’ Council and presented to the chapter. The bylaws must be first approved by the Alumnae Advisory Committee and Collegiate Network Specialist before final vote of chapter.

**Section 6. Executive Recruitment Committee.** The Executive Recruitment Committee (ERC) shall be chaired by the Vice President of Membership Recruitment and be composed of the following members of the chapter: incoming Vice President of Membership Recruitment, incoming Assistant Vice President of Membership Recruitment, Membership Selection Chair, Assistant Vice President of Membership Recruitment, Vice President of Standards, and each party, business, and kitchen chair chosen by the Vice President of Membership Recruitment and the Recruitment Advisor. Members of the Executive Recruitment Committee shall be chosen through an application process, interviewed, and selected by the Vice President of Membership Recruitment and Assistant Vice President of Membership Recruitment. She shall also elect one member to be Membership Information Form (MIF) chair. This committee is responsible for aiding in and carrying out Recruitment responsibilities.

**Section 7. Academic Development Committee.** The Vice President of Academic Development shall lead the Academic Development Committee, which includes the Scholarship Chairman and Chapter members. This committee shall assist the Vice President of Academic Development to propose and create the Academic Development Program each year. Through monitoring study hours and working with members to ensure academic success, the Academic Development Committee will promote academic achievement and excellence within the Chapter. Members of this committee are expected to monitor study hours weekly.

**Section 8. Chapter Development Committee.** The Vice President of Chapter Development leads the Chapter Development Committee, which includes the Keeper of Ritual, External Sisterhood Chairman, Panhellenic Delegate, Assistant Vice President of Chapter Development, and members of the Chapter. Chapter Development Committee heads all chapter development and sisterhood building activities.

**Section 9. New Member Board.** The New Member Educator will lead the New Member Board, which includes the Songleader and Chapter members. This committee works to ensure that new members are welcomed into the chapter and successfully transitioned from new to active members. Members of the New Member Board are to assist the New Member Educator in planning Bid Day, new member retreats, new member meetings, and other activities to welcome incoming members.

**Section 10. Public Relations Committee.** The Vice President of Communications will lead the Public Relations Committee, which includes the Marketing Chairman, Secretary, Banner Painting Chairman, Webmaster, To Dragma Reporter, Historian, and Alumnae Relations Chairman and Chapter members. This committee works to give Alpha Omicron Pi an active and positive presence on campus and social media.

**Section 11. Officer Committees.** Any officer who plans events or has duties which can be delegated are expected to use a committee to assist her in her duties. The officer shall serve as the chairman of her committee.

**Section 12. Special Committees.** Other committees shall be added as needed for special projects.

**Section 13. Meeting Requirements.** Unless otherwise specified, committees should meet biweekly, resulting in a minimum of six (6) meetings per semester.

**Article VIII. Finances.**

**Section 1. New Members.** Each new member shall electronically sign a financial contract via Billhighway when she begins her new member period. Failure to sign a contract and/or pay all new member fees prior to initiation will result in denial of initiation, unless a payment plan is in place. Initiation is defined as the date of initiation. Refer to the new member financial contract for information detailing these fees.

**Section 2. Members.** Each member shall sign a financial contract. Financial irresponsibility shall subject a member to possible probation, suspension, and collections through the Vice President of Standards, Chapter Treasurer, and Assistant Treasurer.

a. Each initiated member shall electronically sign a financial contract via Billhighway at the start   
of each academic year. Each transfer member shall electronically sign a contract at the beginning of her first term with the Chapter.

b. Each member shall sign a contract for Chapter Dues by the start of each academic year.

c. Each member shall sign a contract for Development/Corporation fees at the start of each   
academic year.

**Section 3. Billing and Payment.** Billings and payments will be subject to the following regulations. No other fees or fines shall be assessed without a majority vote of the Chapter.

a. All fees will be billed using Billhighway and all payments must be made via Billhighway.

b. Invoices will be posted to Billhighway on the 1st of the month and will be due on the 10th of the month. A late fee will be assessed if all charges are not paid in full by the 15th of the month. Late fees accrue monthly and continue until the account is in good standing.

c. Fines will be assessed within 21 days of the fineable event and must be paid by the date the bill is posted on Billhighway

**Section 4. Fines.** Fines shall be limited to the amounts listed below. Changes may be made with the approval of the Leaders’ Council and the Alumnae Advisory Committee. Any dispute for a fine must be submitted in writing to the Vice President of Standards by the fifth of the month that the fine was assessed. All fines imposed by Alpha Omicron Pi International Headquarters are still valid.

Recruitment Workshops - $50.00

Formal Recruitment Parties - $175.00 per day

Bid Day - $50.00

Formal and Informal Membership Selection - $50.00

Bad Checks - $20.00

Sisterhood Week- $50.00 per day

AOII Philanthropy Event-$50.00 per event

Initiation- $100

Informal Recruitment Parties: $75.00

Recruitment Retreat: $100.00

Elections: $50.00

Class Caucus: $75.00

Standards Violation: $25.00

**Section 5. Budget.** The Treasurer shall create a budget during the spring semester. The Chapter shall vote during the spring semester on the annual budget to determine all fees for the next academic year. The Chapter may revise the budget as needed by majority Chapter vote.

**Section 6. Past Due Accounts.** Per the financial contract that is signed by each Chapter member and new member, the Chapter has the right to collect the full amount of any outstanding balance plus late fees. The following procedures will be used for past due accounts:

a. The Assistant Chapter Treasurer will issue 30, 60 and 90 days past due notices.

b. In the event that money owed to the Chapter is 30 days past due, the member will be considered delinquent. The delinquent Chapter member will be called to a meeting with the Chapter Treasurer to establish a payment plan and sign a promissory note for all money owed.

c. In the event that money owed to the Chapter is 60 days past due, the Chapter member will be called to a Standards Meeting and considered for international probation.

d. In the event that money owed to the Chapter is 90 days past due, the Chapter member will be called to a Standards Meeting and considered for international suspension.

e. After 120 days, members who are unwilling to fulfill their financial commitment to the Chapter will be considered for suspension and will have their account sent to a collections agency.

**Section 7. Payment Plans and Promissory Notes.** Any member unable to pay her obligations in full by the due date must contact the Chapter Treasurer, prior to 10th of the month to arrange an alternate payment plan and sign a promissory note. All payments must be collected according to the plan. If payment of the established plan is delinquent at any time, the member will meet with the Vice President of Standards.

**Section 8.**  **5% Rule.** If 5% or more of the Chapter members are delinquent in payments to the Chapter or the corporation all social functions will be cancelled unless the Alumnae Advisory Committee and the appropriate Network Specialist agree to allow the function to be held. Members delinquent in payments to either the Chapter or the corporation will not be allowed to attend any events. Social functions include, but are not limited to, any functions that use Chapter or corporation monies to fund the event.

**Section 9. Reimbursement for Chapter Expenses.** At the beginning of each term, Leaders’ Council shall determine a maximum expenditure amount for individual officer purchases. Reimbursements for money spent on behalf of the Chapter will be made providing the following requirements are met:

a. Officers must request approval from Leaders’ Council if they wish to spend an amount exceeding the predetermined base expenditure limit.

b. All receipts must be submitted to the Chapter Treasurer with proper documentation within 30 days of the actual expense. No reimbursements will be made without receipts or documentation after 30 days of the expense purchase.

c. Monies owed will be re-paid to the member within 2 weeks after the documentation and receipts are submitted to the Treasurer.

**Section 10. Philanthropic Fundraising.** All funds or other materials collected for philanthropic purposes shall be sent to the appropriate philanthropy within 45 days of the conclusion of the event. The amount of the funds may be reduced by the actual expenses incurred for the event provided the procedures in Section 9 above were used to reimburse those expenses or the expenses were paid directly from the Chapter account.

**Article IX. Policies and Member Expectations.**

**Section 1. Alpha Omicron Pi Fraternity Policies.** All members and new members are expected to abide by all policies of the Fraternity as found in the Governing Documents of Alpha Omicron Pi. Under the guidance of the Standards Committee, the Chapter shall discuss the Book of Policies at the beginning of each school year.

**Section 2. Chapter Standards.** The Standards Committee shall be responsible for the development of the Chapter’s Standards Handbook which shall define Chapter policies and expectations including the Chapter’s attendance policy and excuse procedure. This handbook shall be approved by the Chapter by majority vote. The point system for each semester shall be approved by the Chapter by majority vote at the beginning of each semester. All members are expected to adhere to the policies as outlined in the Standards Handbook.

**Section 3. Academic Development.** The Vice President of Academic Development and her committee, with the guidance of her adviser, shall be responsible for developing the Chapter’s Academic Development program which shall define Chapter policies and expectations regarding member and new member academic performance. This program shall be approved by the Chapter by majority vote.

**Section 4. Service.** Each member shall be required to complete a predetermined number of service hours as outlined in the Standards Handbook. Failure to complete these hours will result in the inability to attend Date Party/Formal.

**Section 5. Campus Involvement.** Every member shall participate in one non-Alpha Omicron Pi activity. When applicable, work can serve as this activity.

**Section 6. Sober Monitor Requirement.** Those members of the Chapter who frequent socials involving alcohol are expected to sober monitor at least one event over the course of the academic year. See the Standards Handbook for more information.

**Section 7. Committees.** Each member of Chi Epsilon is expected to serve as an active member on at least one committee. To be considered an “active member” of a committee, members may not have more than one (1) unexcused absence from her committee meetings per semester and must complete all tasks and duties assigned to her by an officer of that committee in a timely manner. Unexcused absences from committee meetings and failure to complete all assigned committee tasks may result in loss of points for that month and a meeting with the Vice President of Administration and the Vice President of Standards.

**Article X. Housing.**

**Section 1. Housing/Facility Requirements.** As stated in the Bylaws of Alpha Omicron Pi, Title II, Article X, collegiate chapter members are required to fill the house when space is available. Additionally, each member of Chi Epsilon required live in the house for one year during her time as an undergraduate. See Article VI, Section 8 of the Chapter Bylaws for officer live-in requirements.

a. In the case that spots are still available, the house shall be filled in the order as described in the second clause of Article X, Section 2. Any member who refuses to live in Chapter Housing may be subject to probation.

b. If there are still spots to be filled in the house after completing the process outlined in Article X, Section 2, the Leaders’ Council, in lieu of individual member probation, may elect to enact a Housing Action Plan.

**Section 2. Room Selection.** Room selection will be determined according to the housing points system.

1. In cases of the house being full with a waitlist, members with the most points on the point system will receive the option to live in the house first. Any ties in points between members will be broken by cumulative GPA. The member with the highest cumulative GPA receiving first priority.
2. In the cases of the house not being filled, the house will be filled with elected officers and then by collegiate members using the housing points system in ascending order (lowest to highest), filling the house until capacity is reached. Any ties in points between members will be broken by cumulative GPA, with the lower cumulative GPA being required to live in the house first. Any member who refuses to live in Chapter Housing may be subject to probation.

**Section 3. House Rules.** The Property Manager shall work with the Bylaws committee and her adviser, to develop the Chapter’s House Rules, which shall define Chapter policies and expectations regarding the Chapter house and be in accordance with the points system. The House Rules shall be approved by the Chapter by majority vote.

**Section 4. Empty Bed Fee Assessment.**  When the house fails to be filled after following Article X, section 2, subsection b, any fines and fees that come about because of this (including but not limited to empty bed fees) will be evenly distributed between all members not living in. Members who were new members during the time of room selection are exempt from paying these fines and fees as well as members approved by the Vice President of Standards and Chapter President.

**Section 5. Parking.** One parking spot is reserved for the Chapter President and Property Manager. At least one parking space shall be reserved for handicapped parking, although more spots may be reserved as deemed necessary by the Property Manager. All remaining available parking spots are distributed to Chapter Members according to priority in the housing points system. Parking in the cook’s spot during the night and weekend is permitted for Chapter Members only. If there are any complaints the privileges are automatically revoked.

**Article XI. Event Requirements.**

**Section 1. Transportation.** For any Alpha Omicron Pi event wherein transportation is provided, this transportation must be taken to and from the event. Violators of this rule will meet with Standards Committee.

**Section 2. Attendees.** For any social event with another organization, no one should be attending if he/she is not formally pledged or initiated as a member of Alpha Omicron Pi. If under extreme circumstances, a member must bring a non-member to an external social, that active member must contact the External Social Chair 24 hours before the time of the event. The Internal Social Chair should compile a list of non-member guests, which should be sent to the Vice President of Standards at least 48 hours prior to the start of the event. This clause excludes Grab-a-dates, formals, and date parties, and internal events hosted by the Chapter.

**Article XII. Authority.**

**Section 1. International Governing Documents.** The International Constitution, Bylaws, Standing Rules, and Book of Policies shall supersede these bylaws in any instance where a conflict arises.

**Section 2. Bylaws:** These Bylaws may be amended by a two-thirds vote of the members present and entitled to vote at a regular meeting of the Chapter or at a special meeting called for such purpose provided a seven-day notice has been given and a quorum is present. The amendment must be submitted in writing at the previous regular meeting prior to voting.

**Section 3. Parliamentary Authority:** The rules contained in Robert’s Rules of Order, Newly Revised, shall govern procedure in all meetings of Chi Epsilon Chapter except where in conflict with these Bylaws.

**Appendix A – New Member Election**

**Bylaws, Article III, Section 1, New Member Election**

**Section 1. New Member Election.**

a. The members of a collegiate chapter shall vote to pledge a candidate for membership. All proceedings in membership consideration meetings shall be confidential and kept within the Fraternity.

b. A candidate considered for pledging shall be declared elected if she receives an affirmative vote of 85% of the total chapter membership present and eligible to vote, only if quorum has been established.

c. Any member of the Alumnae Advisory Committee, Network Personnel, or International visitors present at membership selection may challenge the negative votes cast by the members, which would deny membership. If the denial of the membership is challenged, the Chapter shall reconsider the candidate with a 75% vote required for election to new membership.

d. Membership Information Forms (“MIFs”) may be submitted to a collegiate chapter by a collegiate member from a different college or university or by an alumna member.

e. When possible, a chapter shall grant the privilege of membership to:

(1) A sister, daughter, and granddaughter of an initiated member of Alpha Omicron Pi. Step relationships shall be considered in the same manner as non-step relationships.

(2) A new member of a collegiate chapter who transfers to a college or university, in which another chapter is located, provided membership information has been secured from such chapter.

g. The chapter bylaws shall state the requirements of this section.

**Appendix B – Initiation Requirements**

From The Governing Documents of Alpha Omicron Pi

**Book of Policies, Article XIX Pledging and Initiation, Section 4, Initiation.**

**Section 4. Initiation.** (See Bylaws, Title II, Article III, Section 5.) The chapter and its new members promise to fulfill mutual responsibilities before an orientation class is initiated. Implicit in this agreement is the assurance to each new member that she will be initiated when requirements of initiation are met:

a. Payment of all international and local chapter fees.

b. Satisfactory completion of the New Member Education program, including a grade of at least 90% on the combined Fraternity New Member Quizzes.

c. Demonstration of willingness to accept full responsibilities of membership.

d. Acceptance of the high standards of decency and integrity required by the Fraternity.

e. Participation in chapter and campus activities.

A chapter may not postpone the initiation of a new member who has met all the requirements. New member activities shall continue until initiation. New member pins may not be taken from the new members earlier than the day prior to initiation. The date, time and place of initiation must be given to the new member class and the designated volunteer and member of the Headquarters staff at least two weeks prior to initiation. If the date, time or place of initiation must change, prior approval must be granted by the designated volunteer with notification to International Headquarters. After completing her pledgeship, if a new member determines that she is not ready to make the lifetime commitment to Alpha Omicron Pi; the New Member Educator and Chapter Adviser should consider her concerns. The new member may be given a maximum of two weeks to decide whether she will be initiated or depledged.

**Appendix C – Special Membership Status and Alumna Status**

**Standing Rules, Article XII, Membership Regulations**

**Section 1. Transfer Members.**

a. Affiliation. A member, upon transferring from one campus where she has been affiliated with Alpha Omicron Pi to another campus where there is a chapter, shall be invited to affiliate. If she desires to affiliate, she is expected to present an official affiliation form signed by the president of her chapter verifying she is a member in good standing. Under no circumstances may the chapter vote upon her as a member of the fraternity. Affiliation may be denied only if the transferring member cannot provide the properly signed affiliation form. Once affiliated, the member is responsible for all obligations of a member of the chapter as defined in its bylaws.

b. Building/Furnishing Fund Obligation. A member transferring to another chapter is obligated to pay the chapter building/furnishing fee, or parlor fee, on a pro-rated basis unless the member has fulfilled her obligations to her original chapter. The Building and Furnishing Fee does not transfer from the chapter of initiation to the affiliated chapter in part or whole.

**Section 2. Enrollment Requirements for Collegiate Membership.**

a. New Member. When a new member drops out of college, her pledgeship is automatically terminated. If she returns to college, she is considered as any other candidate for pledging and is eligible for selection in the same manner.

b. Initiated Member. When an initiated member drops out of college, she shall become an alumna member. If she returns to college within the next twelve (12) months she shall become a member of the collegiate chapter if college Panhellenic regulations permit. If regulations do not permit her to become an active member of the chapter, the chapter may extend social privileges and responsibilities as provided in the chapter bylaws until such time as she can resume active membership status. If an initiated member has dropped out of college for more than twelve (12) consecutive months, she may, upon her return to campus, elect whether or not to resume collegiate membership or remain an alumna member. Once the decision has been made, to avoid violation of Panhellenic regulations, her membership status may not be changed during the remainder of her enrollment.

c. Enrollment Status. A chapter shall include in its bylaws a statement that full-time and part-time students are eligible to pledge and be initiated. They shall remain as collegiate members as long as they are students in good standing as defined by the university, or until alumna status has been approved or notice of suspension has been sent. If such bylaw provision is in conflict with college and/or Panhellenic regulations, the provision shall be changed to comply with college and Panhellenic regulations.

d. Undergraduate Students Enrolled in Excess of Four Years. After four years of enrollment at a college or university, a student may elect either collegiate or alumna membership status as provided in chapter bylaws with notification to the designated member of Headquarters staff during the academic term prior to the fifth year. As a collegiate member, she must fulfill all local and international membership responsibilities for the entire academic year and is entitled to all privileges of collegiate chapter membership. As an alumna member, she is dropped from the collegiate chapter roll submitted to Headquarters.

**Section 3. Married Student Members.** A married student member may elect either collegiate or alumna membership status. As a collegiate member, she must fulfill all local and international membership responsibilities and is entitled to all the privileges of collegiate chapter membership. As an alumna member she is dropped from the collegiate chapter roll submitted to Headquarters.

**Section 4. Graduate Students.** A graduate student may affiliate with a collegiate

chapter by invitation of that chapter. If she does not choose to affiliate with the collegiate chapter, she is automatically an alumna member.

**Section 5. Special Membership Status.** Under special circumstances, a collegiate member in good standing may apply for a change in membership status. There are three different statuses a member can apply for including Leave of Absence, Special Status-On Campus, and Special Status-Off Campus. For each of these statuses, the member must return to active collegiate status at the conclusion of her term on a special status.

1. Leave of Absence. Leave of Absence is reserved for those chapter members who are struggling academically, personally, or financially and need time away from the chapter in order to focus on these other priorities. With this status, the expectation is the member will return to active status once she has taken care of her situation(s).
2. Special Status-On Campus. Special Status-On Campus is reserved for those chapter members who are on campus, but have other duties that might detract from the amount of time they can devote to AOII. This may occur when the member is enrolled in an academic program or has an on-campus internship that requires her to spend the majority of her time doing things for her program.
3. Special Status-Off Campus. Special Status-Off Campus is reserved for those chapter members who spend a majority of time away from campus completing their studies and cannot attend AOII meetings or events. This may occur when a member is enrolled in a program that takes her off campus, such as an internship, student teaching, or a nursing clinical. This may also occur when a member is completing a travel/study abroad program and will be taking classes in a different location.
4. To obtain a change in status of Leave of Absence, Special Status-On Campus, or Special Status-Off Campus, the following criteria must be followed:
5. The member requesting a change of status must be an initiated member of Alpha Omicron Pi Fraternity.
6. The requested status would be for a specific time period as indicated on the application. A collegiate member can apply for any of the three statuses during any quarter/semester as an undergraduate member.
7. The member must obtain written approval for the status change, including the length of time for which the status will be effective, from the chapter’s Standards Committee and the Alumnae Advisory Committee. This status is effective when notification is sent by the chapter’s AAC and received by the member seeking the special membership status. Should the Standards Committee or AAC not approve a status application, a denial notification must be sent.
8. A member can only be on a status for a total of four quarters/three semesters during her time as a collegiate member.
9. The member is responsible for the payment of International Dues and Fees during her time on a special membership status.
10. Chapter fees may be reduced or waived at the discretion of the chapter’s Standards Committee and Alumnae Advisory Committee.
11. Corporation fees (development fees or room and board) may be reduced or waived at the discretion of the chapter’s Corporation. The AAC must work with the chapter’s Member Finance Administrator and NS-Finance before removing Corporation fees. Corporation fees will only be removed once the AAC has obtained approval by the chapter’s Member Finance Administrator.
12. The member will remain on the chapter register during her time on a special status. When a member applies for a special status, she must indicate the chapter events she wishes to attend (if any) and the chapter will bill her accordingly for attending the indicated chapter events. The member may attend chapter meetings (including membership selection meetings) but does not have voice or vote in those meetings. Since members on special membership status do not have voice or vote at chapter meetings, they are not included in any quorum calculations. The member may not hold an office but may participate in committees and task forces at the discretion of the Leaders’ Council.
13. Members on a special membership status shall not be required to take the International Membership Exam.

**Section 6. Alumna Status Under Special Conditions.**

1. Recolonization or Reorganization. The Executive Board, upon unanimous vote, shall have the power to place collegiate members on alumnae status, conferred only when the Executive Board has determined that there is apparent difficulty in maintaining the chapter and a recolonization or reorganization is planned. When placed on such status, the member shall be considered an alumna member in good standing.
2. Special Chapter or Member Circumstances. The Executive Board, upon unanimous vote, shall have the power to place a collegiate member on alumna status if an individual member’s life circumstances dictate that she cannot fulfill her membership responsibilities and it would be inequitable for the chapter to suspend her.
3. The designated member of Headquarters staff must endorse the request to the Executive Board. When placed on such status, the member shall be removed from the chapter roll submitted to Headquarters and shall be considered an alumna member in good standing.
4. Billing. A collegiate member who has requested early alumna status shall remain on the chapter roll and shall continue to be included in billing for all international dues and fees until the notice of change in membership status is sent from Headquarters. At that time she shall be removed from the chapter roll and shall no longer be included in international billing.

**Section 7. Appeal**.

1. A member whose request for a change in status is denied by the Standards Committee may appeal the decision directly to the chapter’s Alumnae Advisory Committee within 14 days of being notified of the decision. The appeal shall be heard by a panel consisting of three AAC members determined by the Chapter Adviser. The panel shall either uphold the decision or overturn the decision. The panel’s decision is final. A member of the panel shall send the panel’s decision to the chapter member, Vice President of Standards, and Standards Adviser within 14 days of receiving notice of the appeal.
2. A member whose request for a change in status is denied by the Alumnae Advisory Committee may appeal the decision directly to the designated member of Headquarters staff within 14 days of being notified of the decision. The appeal shall be heard by a panel consisting of the assigned Headquarters staff member, an additional Headquarters staff member appointed by the supervisor of the assigned Headquarters staff member, and a Network Specialist. The panel shall either uphold the decision or overturn the decision. The panel’s decision is final. The designated member of Headquarters staff shall send the panel’s decision to the chapter member, the Chapter President, Vice President of Standards, Standards Adviser, and the Chapter Adviser within 14 days of receiving notice of appeal.
3. A member whose request for a change in status is denied by the Executive Board may appeal the decision upon written request to the Executive Board for reconsideration. The decision of the Executive Board upon reconsideration is final.

**Appendix D – Probation of a Collegiate Member**

From The Governing Documents of Alpha Omicron Pi

**Bylaws, Article XI, Probation of a Collegiate Member.**

**Section 1. Definition.** Probation is defined as the denial for a definite, specified period of time, not less than one month nor longer than four consecutive months, of certain usual and customary rights and privileges of membership in the Fraternity which shall be stated in the terms of probation. A member on probation remains on the chapter roll and is responsible for Annual Council Dues and her share of any per capita fees assessed to the chapter.

**Section 2. Reasons for Probation.** A collegiate member may be placed on probation as hereinafter provided for any of the following reasons:

a. Violation of the Fraternity Constitution, Bylaws, Standing Rules, or *Book of Policies.*

b. Conduct which renders a member’s presence in her chapter detrimental to the harmony, standing and best interests of the chapter and the Fraternity.

c. Obvious and persistent refusal to cooperate with the chapter.

d. Failure to meet chapter, housing, corporation, or fraternal financial obligations.

e. Financial inability.

f. Failure to live in chapter housing.

g. Failure to perform the duties of her office.

h. Failure to achieve a 2.0 GPA on a 4.0 scale (or equivalent grade requirement) for two consecutive terms.

i. Any action or omission which may jeopardize the health, safety, or welfare of any other members(s).

**Section 3. Probation Methods.**

a. Probation may be provided in one of two ways:

(1) Each collegiate chapter shall have the authority to place an initiated or affiliated member of that chapter on probation by a two-thirds vote of the chapter members present and eligible to vote at a regularly scheduled chapter meeting, with the approval of a majority of the Alumnae Advisory Committee, for any of the reasons listed above. The probation under this subsection shall become effective upon approval by the Alumnae Advisory Committee.

(2) The Alumnae Advisory Committee shall have the authority to place a member of the collegiate chapter on probation by a two-thirds vote. The probation under this subsection shall become effective upon approval by the assigned Headquarters staff member.

b. Notices of probation shall be sent as follows:

(1) Upon advisor approval of a probation as initiated by a collegiate chapter, the Chapter Adviser or the approving adviser shall, within ten (10) days of said approval, send a notice containing the terms of probation, the conditions and length of probation and the member’s right to appeal by certified mail, return receipt requested, to the member concerning whom such action is taken. At the same time a copy shall be mailed to the assigned Headquarters staff member at the International Headquarters. The notice referred to in this subsection shall be effective upon mailing.

(2) Upon staff approval of a probation as initiated by the Alumnae Advisory Committee, the assigned Headquarters staff member shall, within ten (10) days of said approval, send a notice provided by the Alumnae Advisory Committee containing the terms of probation, the conditions and length of probation and the member’s right to appeal by certified mail, return receipt requested, to the member concerning whom such action is taken. At the same time copies shall be mailed to the Chapter President and Chapter Adviser.

**Section 4. Appeal.**

Within 14 days of receipt of the notice of probation, the member may appeal the decision or the terms of probation. All procedures to be used for the appeal process shall be defined in the Standing Rules. These procedures will include, but not be limited to, the following:

1. The appeal shall be heard by the assigned Network Specialist and two additional Specialists appointed by a designated member of Headquarters staff.
2. Notice in writing of the decision of the body hearing the appeal shall be sent to the member on probation within 14 days of the receipt of notice of appeal. The decision of the body hearing the appeal is final.
3. The decision of the body hearing of the appeal is final.

**Section 5. Extension.** At least 14 days prior to the scheduled termination of a probation,

the probating body shall review the member’s situation and determine whether to extend the probation or allow it to terminate. Decisions to extend a probation shall be subject to the same procedure as the original decision to probate. Notice of the extension of probation shall be sent to the member and the assigned Headquarters staff member by certified mail, return receipt requested, by the probating body, with copies mailed to the Chapter President, Chapter Adviser, and the International Headquarters. The member may appeal the extension of probation within 14 days of receipt of the notice of extension. She shall notify the assigned Headquarters staff member by certified mail, return receipt requested, of her decision to appeal. The appeal shall be heard by the assigned Headquarters staff member and two additional Specialists appointed by the assigned Network Director. The notice referred to in this section shall be effective on mailing.

**Section 6. Termination.** Probation shall not extend beyond withdrawal or graduation from the college or university. Probation may be terminated automatically by a successful appeal or by satisfaction of the terms of probation by the member during the probation period.

**Standing Rules, ARTICLE XIX, Probation of a Collegiate Member – Appeal**

1. Within 14 days of receipt of the notice of probation, the member may appeal the decision or the terms of probation. She shall notify the designated Headquarters staff member by certified mail, return receipt requested, of her decision to appeal. The notice of appeal shall contain the reasons why the probation should be rejected or its terms modified. If an appeal is not received within 14 days, the appeal is in default and the probation stands.
2. For probations initiated by the collegiate chapter, the appeal shall be heard by a Network Specialist assigned to the chapter and two additional Network Specialists. The Network Specialists hearing the appeal shall be appointed by the designated member of Headquarters staff. For probations initiated by the Alumnae Advisory Committee, The appeal shall be heard by the Network Director assigned to the chapter and two other additional Network Specialists and/or Directors appointed by a designated member of Headquarters staff.
3. Notice in writing of the decision of the body hearing the appeal shall be sent within 14 days of the receipt of the notice of appeal by certified mail, return receipt requested, to the member on probation. The notice shall be effective upon mailing. The designated Headquarters staff member shall be responsible for sending notice of the decision to the member with copies mailed to the Chapter President, the Chapter Adviser, and the Network Team assigned to the chapter.
4. The decision of the body hearing the appeal is final.

**Appendix E – Suspension of a Collegiate Member**

From The Governing Documents of Alpha Omicron Pi

**Bylaws, Article XII, Suspension of a Collegiate Member.**

**Section 1. Definition.** Suspension is defined as the forfeiture of the usual and customary rights and privileges of membership in the Fraternity through affirmative exercise of constituted authority of the Fraternity until reinstatement is granted as authorized by these Bylaws. Upon notice of suspension to the member by the Executive Director or those under her direction, the suspended member shall not in any way identify herself with the Fraternity directly or indirectly through the use of insignia or otherwise, nor have any rights whatsoever in or pertaining to the Fraternity.

**Section 2. Reasons for Suspension.** A member may be suspended as hereinafter provided for one or more of the following reasons:

a. Violation of the Fraternity Constitution, Bylaws, Standing Rules, or *Book of Policies.*

b. Conduct which renders a member’s presence in her chapter detrimental to the harmony, standing and best interests of the chapter and the fraternity.

c. Obvious and persistent refusal to cooperate with the chapter.

d. Failure to meet chapter, lease, or fraternal financial obligations.

e. Financial inability.

f. Failure to live in chapter housing.

g. Any action or omission which may jeopardize the health, safety, or welfare of any other member(s).

**Section 3. Suspension Methods.** Suspension may be implemented in two ways:

a. Each collegiate chapter shall have the authority to suspend from membership in the Fraternity by a two-thirds vote of the members present and eligible to vote at a regularly scheduled chapter meeting, with the approval of the Alumnae Advisory Committee, the assigned Network Specialist, the assigned Headquarters staff member, and the Executive Director or those under her direction, any collegiate member of the chapter, whether initiated or affiliated, for any of the reasons listed above. Notification of suspension request must reach International Headquarters within six weeks of the date of the chapter vote.

b. The Executive Board shall have the authority to suspend a collegiate member by unanimous vote for any of the reasons set forth above if requested to do so by a majority vote of the Alumnae Advisory Committee of the chapter, with the approval of the assigned Network Specialist, the assigned Headquarters staff member, and the Executive Director or those under her direction. Notification of the suspension request must reach the International Headquarters within six weeks of the date of the vote of the Alumnae Advisory Committee, accompanied by an explanatory letter from a member of the Alumnae Advisory Committee who is an initiated member of Alpha Omicron Pi, outlining the reasons for the suspension request.

**Section 4. Notification.** Within ten days of the approval of the suspension request, the

Executive Director or those under her direction shall officially notify the member of her suspension by certified mail, return receipt requested. The notice shall outline the effects of suspension, the member’s right to appeal, and the time at which reinstatement may first be proposed. Copies of the notice shall be mailed to the Chapter President and the Chapter Adviser. Copies of the notice shall also be mailed to Fraternity volunteers and Headquarters staff as delineated in the Standing Rules. Suspension shall be presumed effective upon mailing of notices required by this section.

**Section 5. Request for Hearing.** Within 14 days after receiving her notice of suspension, the member may request a hearing to review the charges presented. Once a member has been placed on suspension, the status of her membership will remain suspended throughout the hearing and appeal process. All procedures to be used for the appeal process shall be defined in the Standing Rules. These procedures will include, but not be limited to, the following:

a. In the request for hearing, the member must designate one collegiate or alumna member in good standing to serve on the hearing panel.

b. The suspending body shall name one panelist, and the Executive Director or her designee shall name one impartial panelist who will also serve as the panel moderator.

c. All panelists for these hearings are presumed to be impartial and should recuse themselves if they have concerns about serving on the panel/

d. The three panelists shall set the date and time for the hearing, which is mutually agreeable to all concerned. The hearing shall be held via conference call no later than six weeks after the receipt of notice of hearing.

d. The panel shall hear evidence presented by the suspending body and by the member involved. It shall seek all reasonably available information on the suspension action and shall hear all parties wishing to be heard, not confining itself to the record established in the previous proceedings.

e. The panel shall render, within seven days of the hearing, a written opinion to the member and the suspending body setting forth the information reviewed, its findings on the charges presented and its conclusions as to the actions to be taken. A majority of the panel may uphold the preceding action, overturn the preceding action, modify it, or determine that another action (within the guidelines of the Governing Documents of Alpha Omicron Pi) is more appropriate.

f. If there is no appeal of the panel’s decision, the parties shall be bound by the opinion.

**Section 6. Appeal.**  Within 14 days following receipt of the panel’s opinion, either the suspending body or the suspended member may appeal the decision of the panel to the Constitution Interpretation and Revision Committee. All procedures to be used for the appeal process shall be defined in the Standing Rules. These procedures will include, but not be limited to, the following:

a. The committee shall review the record and the opinion to determine the sufficiency of the procedures employed in reaching the determination and the correctness of the findings under the Constitution and Bylaws. The committee may uphold the opinion or remand it for hearing under corrected procedures.

b. A copy of the committee opinion shall be sent to the member and the suspending body.

c. The final action taken may be reversed or modified by a majority vote of Council at its next biennial meeting. If the member or the suspending body plans action at Convention, written notification must be made to the Executive Board at least ninety days prior to the opening of the Convention.

**Section 7. Termination.** The suspended member may request the Executive Board to

review her case no less than three years from the time of the suspension. If the Executive Board finds that the suspended member’s conduct and attitude justify termination of the suspension, upon unanimous vote it may reinstate her to the privileges of membership.

**Standing Rules, Article XX, Suspension of a Collegiate Member – Hearing and Appeal**

**Section 1. Suspension of a Collegiate Member – Request for Hearing.** (See Title III, Article XII, Section 5).

1. Within 14 days after receiving her notice of suspension, the member may request a hearing to review the charges presented. The member’s request for hearing shall be sent by certified mail, return receipt requested, to the International Headquarters and the suspending body. If the suspending body is the Executive Board, the notice shall be sent to the Executive Director. If the member does not request a hearing and name her panelist within 14 days, the request is in default and the suspension stands. Once a member has been placed on suspension, the status of her membership will remain suspended throughout the hearing and appeal process.
2. A panel shall be selected for the hearing in accordance with Title IV, Article V of the International Bylaws. The panelists shall set the date and time for the hearing, which is mutually agreeable to all concerned. The hearing shall be held via conference call no later than six weeks after the receipt of notice of hearing. The Executive Director, or her designee, shall be responsible for the set up of the conference call, the appropriate documentation required for the call and the transcription of the minutes or recording of the call. If the call is recorded a permanent copy of the recording must be retained at Headquarters.
3. Prior to the hearing, the panel shall gather all materials and information used and/or relied upon by the suspending body during the suspension process, including the written decision of the suspending body. It shall seek all reasonably available information on the suspension action. The suspended member and the suspending body shall provide written notice to the panel of all witnesses wishing to be heard.
4. During the hearing the panel shall hear evidence presented by the suspending body and by the member involved. The panel shall hear all parties wishing to be heard, either by written statement or by oral presentation. The panel shall not confine itself to the record established in the previous proceedings.
5. All panelists must be present for the entire hearing and decision-making process. All panelists must participate in the preparation of the written opinion of the panel. A majority of the panel must approve the written opinion. No other opinion shall be written.
6. The panel shall render, within seven days of the hearing, a written opinion setting forth the information reviewed, its findings on the charges presented and its conclusions as to the actions to be taken. A majority of the panel may uphold the preceding action, overturn the preceding action, modify it, or determine that another action (within the guidelines of the Governing Documents of Alpha Omicron Pi) is more appropriate The opinion shall be sent to the member and the suspending body by certified mail return receipt requested. Copies of the opinion shall be mailed to the Chapter President, the Chapter Adviser, and the Network Team assigned to the chapter.
7. If there is no appeal of the panel’s decision, the parties shall be bound by the opinion.

**Section 2. Suspension of a Collegiate Member – Appeal.** (See Title II, Article XII, Section 6).

1. Within 14 days following receipt of the panel’s opinion, either the suspending body or the suspended member may appeal the decision of the panel to the Constitution Interpretation and Revision Committee. The appeal must be sent in writing, by certified mail return receipt requested, to the chairman of the committee. The appeal is in default after 14 days and the action of the panel stands.
2. The committee shall review the record and the opinion to determine the sufficiency of the procedures employed in reaching the determination and the correctness of the findings under the Constitution and Bylaws. The committee may uphold the opinion or remand it for hearing under corrected procedures.
3. A written copy of the committee opinion shall be sent to the member and the suspending body by certified mail, return receipt requested. If the suspending body is the Executive Board, the opinion should be sent in care of the Executive Director. Copies shall be mailed to the Chapter President, the Chapter Adviser, and the Network Team assigned to the chapter.
4. The final action taken and upheld by appeal to the Constitution Interpretation and Revision Committee may be reversed or modified by a majority vote of Council at its next biennial meeting. If the member or the suspending body plans action at Convention, written notification must be made to the Executive Board at least ninety days prior to the opening of the Convention.

**Section 3. Appeal to Council.** Upon timely written notice of an appeal of a final action to Council, the International President shall notify the person or the suspending body making the appeal in writing of the procedures to be used to present the appeal to Council. Such notification shall be made no later than 30 days prior to the opening day of International Convention.