**Bylaws of *Alpha Omicron* Chapter of**

**Alpha Chi Omega**

*Effective August 1, 2016-July 31, 2017*

*Until a chapter’s local bylaws are officially approved, the current year model bylaws as distributed from the National Fraternity will be in effect.*

**ARTICLE I.     NAME**

**Section 1.**The name of this organization is ***Alpha Omicron***Chapter of Alpha Chi Omega.

**ARTICLE II.     PURPOSE**

**Section 1.        Alpha Chi Omega Fraternity.**The purpose of Alpha Chi Omega Fraternity (the National 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 ***Alpha Omicron***Chapter is:

* to represent Alpha Chi Omega on the campus of ***The Ohio State University***.
* to enjoy all of the privileges and to carry out the responsibilities granted to ***Alpha Omicron***Chapter by the National Fraternity.

**ARTICLE III.     RELATIONSHIP WITH NATIONAL FRATERNITY**

*[Reference:  National Policies Section C: Collegiate Chapters]*

**Section 1.        Charter.**The chartering of a collegiate chapter and the revocation of a charter are the responsibility of the National Fraternity.  ***Alpha Omicron***Chapter was chartered on ***September 14th, 1923***. The collegiate chapter is not permitted to revoke their own chapter.

**Section 2.        Self-Governing.    *Alpha Omicron***Chapter is self-governing.  The National Fraternity assigns to ***Alpha Omicron]*** Chapter the responsibility for executing the National Fraternity’s laws and policies, adhering to its principles and enforcing its standards.

**Section 3.          Policies of Alpha Chi Omega Fraternity**.  In the instance that the local chapter bylaws conflict with the National Fraternity policies, the National fraternity policies supersede the local chapter bylaws.

**Section 4.        Responsibilities*Alpha Omicron***Chapter is responsible for the recruitment and discipline of collegiate members. The collegiate chapter is responsible to collect National Fraternity dues and fees from its members and submit the correct amount to Alpha Chi Omega. The chapter is also responsible for member education programs and initiatives.

**Section 5.        Accountability.**   Should ***Alpha Omicron***Chapter fail to uphold these assigned responsibilities, the National Fraternity may 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 electronically signs a Statement of Obligation to that effect.

**Section 2.**        **Annual Obligation.** All new and lifetime members of Alpha Chi Omega are required to annually acknowledge their Annual Obligations via the Alpha Chi Omega website. Annual Obligations include:

* Statement of Obligation
* Acknowledgement of the chapter bylaws
* Acceptance of anti-hazing contract
* Financial Responsibility Agreement
* Binding Arbitration Agreement, which provides members and the National Fraternity with the opportunity to resolve disputes via an arbitrator.

**Section 3.        Alpha Chi Omega Fraternity Member Code of Conduct.**  *[National Policies Section*

*M: Members]*

*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.*

*Collegiate 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.  She may be asked to adapt her conduct to the standards and bylaws of Alpha Chi Omega or to resign, or she may 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 Fraternity.  The Bond of Alpha Chi Omega provides lifelong inspiration, encouragement and support to all who pledge their oath of allegiance.*

**Section 4.        Required Participation.**    All active collegiate members are required to attend chapter meetings, initiation ceremonies, recruitment and membership selection functions.  All other required participation is to be determined by the individual chapter and in accordance with *Policies of Alpha Chi Omega Fraternity*.

**ARTICLE V.     MEMBERSHIP AS AN ACTIVE COLLEGIATE MEMBER**

*[Reference:  National Policies Section M: Members]*

**Section 1.        Undergraduate Member.**    An undergraduate member is regularly enrolled as defined by the school at ***The Ohio State University***.

**Section 2.        New Member.**    An undergraduate new member is an active collegiate member upon completion of the New Member Ceremony.  Undergraduate new members attend formal and informal chapter business meetings and are entitled to vote on chapter business upon completion of the New Member Ceremony. Undergraduate new members enter formal chapter meetings at the conclusion of formal opening and leave before formal closing. Please Reference Article VII Section 1.

Prior to participation in the Initiation Ceremony, a new member is required to:

* Attend and complete new member orientation activities
* Attend formal chapter business meetings
* Participate in Chi Connections meetings
* Complete the National Initiation Examination
* Agree to Annual Obligations
* Pay required dues and fees*:*
* National New member fee $199
* Badge fee (minimum $142, badge cost guaranteed until July 1, 2016.) Price does not include shipping and sales tax.
* Sisterhood Packet $23.00.  Price does not include shipping and sales tax. Packet includes new member stick pin, new member gift, new member book, parent information and Alpha Chi Omega jewelry brochure.
* Bond Card and Certificate Fee (new initiates only) $8.00. Covers the cost of an 8”x10” certificate of membership and wallet-sized membership card.
* Additional amount as established by the local chapter.

**Section 3.        Lifetime Member.**   A new member becomes a lifetime member upon completion of the Initiation Ceremony.  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.

**Section 4.        Membership Status Changes:**The following are situations that may affect the status of an active collegiate member, and therefore constitute a special status.

**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 Ohio State University*** for only a portion of the school year, she is considered an active collegiate member and is required to pay all National dues and fees for that year.

**Absence for the Whole School Year.**    If an active collegiate member is enrolled in a course of study that requires absence from ***The Ohio State University*** for an 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.

**Educational Status.**An active collegiate member who has extreme academic   circumstances may request educational status through CRSB.

CRSB considers the worthiness of the request and, if approved, sets the terms of the educational 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.  Length of educational status shall not exceed one academic year and must be renewed each semester.

The affected member meets with CRSB to acknowledge acceptance of the terms of her educational status.  The terms are signed by the member and CRSB members and entered into CRSB minutes.

**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, length of status, and details related to living in the house. In addition, these terms should address payment of financial obligations, in addition to National dues and fees and any local Panhellenic dues. Length of special status shall not exceed one academic year and must be renewed each semester.

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 in the chapter may be granted special status for extreme personal circumstances at the same time.  This percentage does not include individuals who are placed on educational status.

**Section 5.         Undergraduate Education Extending 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 as an undergraduate student to the chapter relations and standards board (CRSB).  CRSB 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 6.        Affiliated Member.**An active collegiate member in good standing who transfers to ***The Ohio State University*** may be affiliated by ***Alpha Omicron***Chapter, provided that both the member and affiliating chapter have followed all procedures of the National Fraternity.  Both the member and the chapter must agree to the affiliation.  The chapter president contacts Alpha Chi Omega 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 of the rights and privileges of an active collegiate member of ***Alpha Omicron***Chapter.  An affiliated member is expected to meet her 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 Section M: Members]*

**Section 1.        Individual Accountability.**    The National Fraternity and ***Alpha Omicron***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 National Fraternity.  The chapter has jurisdiction to discipline the active collegiate members of the chapter.

The requirement that a member observe and maintain the standards of Alpha Chi Omega – and otherwise meet the expectations of membership in Alpha Chi Omega – includes (but is not limited to) the member’s adherence to these Policies of Alpha Chi Omega Fraternity, the National Fraternity’s governing documents, the Member Code of Conduct, the Statement of Obligation, the Annual Obligations and applicable bylaws of the collegiate 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 collegiate chapter, and following a disciplinary process in dealing with individual chapter members by adhering to Alpha Chi Omega’s fraternal processes which includes(i) education of policies and bylaws, (ii) notice of inconsistent behavior to members, (iii) taking action if necessary and (iv) the chapter relations and standards board has the right to take this authority.

All chapter relations and standards board meetings must include only the board, an advisor and the individual chapter member.

**Section 4.        Authority of Chapter Relations and Standards Board.**Following the National Fraternity’s policies and procedures, CRSB has the authority to:

* Release a new member from membership.
* Place an active collegiate member on a disciplinary contract.
* Submit a petition to the National Council that an active collegiate member be placed on disciplinary suspension.
* Submit a petition to the National Council requesting to expel a member.
* Oversee positive points system and administer fines as defined in chapter bylaws, when necessary.
* Accept member resignations.
* Remove a chapter officer from office.

The chapter is not permitted to hold emergency chapter relations and standards board meetings. Meetings can be rescheduled with a minimum of 24 hour notice to the chapter members.

**Section 5.**         **Authority of Chapter Collegiate Recruitment Information Board.**    Following the National Fraternity’s policies and procedures, has the authority to:

* Submit recommendations for prospective members and investigate negative information received
* Oversee the membership selection process for formal and informal recruitment
* Create and enforce member responsibilities related to recruitment for active collegiate members
* Ensure members’ adherence to chapter, National Fraternity, College Panhellenic and National Panhellenic recruitment rules and guidelines.
* Remove a member of the recruitment team from office

**Section 6.        Financial Responsibilities.**  New and lifetime active collegiate members are required annually to complete the *Financial Responsibility Agreement*in Lyre Links, and to pay all financial obligations to the chapter by the stated deadlines.

* **Lifetime Active Collegiate Members.** For semester schools, a lifetime active collegiate member is placed on financial suspension by the VP finance when full payment of monies owed to the chapter is not received within 45 days after the bill is issued.

For semester school chapters offering payment plans, chapters should have all applicable members financially suspended by September 15/February 15, after first installment is not received, or October 15/March 15 after second installment is not received, and/or November 15/April 15, after third installment is not received.

For quarter schools, a lifetime active collegiate member is place on financial suspension by the VP finance when full payment of monies owed to the chapter is not received within 45 days after the bill is issued.

For quarter school chapters offering payment plans, chapters should have all applicable members financially suspended by October 15/February 15/April 15, after first installment is not received, or November 15/March 15/May 15 after second installment is not received, and/or December 15/April 15/June 15 after third installment is not received.

All chapters should financially suspend members for all monies owed to the chapter greater than fifty dollars. All financial suspension paperwork should be submitted to Lyre Links and approved by Alpha Chi Omega headquarters staff.   Members placed on Financial Suspension are 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 collegiate chapters, alumnae chapters, the National Fraternity and the Alpha Chi Omega Foundation, as may apply.

A financially suspended member is not eligible for reinstatement during the academic term in which she is placed on financial suspension. At the conclusion of the academic term in which she is financially suspended, a member may be reinstated after her outstanding balance and reinstatement fee are paid in full if paid by December 1 or July 31. Exceptions may be granted by headquarters staff and evaluated on a case by case basis.

* **New Members.**  All dues and fees must be paid in full prior to initiation. If a member has not paid their bill in full they should be released from membership prior to the initiation ceremony.

**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 a disciplinary contract or temporary suspension by the chapter.  The chapter may also petition the National Council for disciplinary suspension.

[National Fraternity policies relating to the following disciplinary actions are contained in the “Policies of Alpha Chi Omega Fraternity.”]

**1.        Disciplinary Contract.**A member placed on a disciplinary contract receives a copy of the contract’s terms and conditions. These terms and conditions should be clearly outlined on the back of the CRSB minutes page. 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 is not to exceed one [1] calendar year.  CRSB or a designated representative of the National Fraternity, as applicable, shall periodically review the contract for compliance. 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.  If the member fails to meet all of the terms of her disciplinary contract, she may be placed on another disciplinary contract or proceedings are initiated to alter her status as a member in good standing.

**2.        Temporary Suspension.**    A designated representative of the National Fraternity, chapter advisor, chapter president, or vice president chapter relations and standards may place an active collegiate member on Temporary Suspension if the member’s behavior or actions require immediate action. The member’s status as a member in good standing is suspended pending the results of the investigation.  The Temporary Suspension remains in effect during an investigation of the behavior or actions of concern, and will continue until the process outlined in Section M of “Policies of Alpha Chi Omega Fraternity”, that is ordinarily applicable to the kind of discipline in question can be completed.  All reasonable efforts shall be made to commence and to complete the ordinary disciplinary process as soon as possible so that the Temporary Suspension can be kept to the shortest length.

        A chapter member must be placed on temporary suspension by a designated representative when a petition for disciplinary suspension is submitted to the National Council.

        A member can be notified that they are place on temporary suspension during a CRSB meeting and documented in the minutes, or via e-mail to the member from a designated representative.

**3.        Disciplinary Suspension.**Only the National Council has the authority to impose the sanction of disciplinary suspension.

An active collegiate or alumna member may be placed on disciplinary suspension if she violates the Member Code of Conduct, National Fraternity standards and policies, chapter bylaws, or fails to comply with a reasonable request from a designated National Fraternity representative.

A petition for disciplinary suspension involving an active collegiate member may be submitted to the National Council by the chapter’s Chapter Relations and Standards Board, a collegiate chapter, province collegiate chair or a designated representative of the National Fraternity.

A member named in a petition for disciplinary suspension shall be advised that such a petition was submitted to the National Council and will be advised of the circumstances resulting in the petition.  The member named in the petition will be given the opportunity to prepare a written statement in connection with the petition.  The written notice regarding the petition will be sent to the member’s email address on file with Alpha Chi Omega headquarters. Any written response received shall be considered when determining whether to submit a petition for disciplinary suspension to the National Council. Failure to respond within the designated time frame in the member’s notification shall constitute a waiver of the right to respond.

The National Council does not review the factual claims leading to the petition but acts to make sure that the procedural requirements have been met.  The member will be advised of the National Council’s decision.  There is no appeal from the National Council’s decision.

A member placed on disciplinary suspension is not in good standing and may not participate in any alumnae, collegiate, Panhellenic 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 may request a Request for Resignation form from the chapter advisor of her chapter of initiation, any executive board member, the Chapter Relations and Standards Board, 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 Alpha Chi Omega headquarters, any chapter officer or designated representative of the National Fraternity.  This could include electronic communication such as, but not limited to email, social networking sites, text messages, screen shots, etc. The chapter must attach her statement to the completed resignation form verifying with the vice president finance any remaining financial responsibilities. A member is not required to attend a chapter relations and standards board meeting for their resignation to be valid, if electronic communication has been received. 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. This process must be completed by the dates established by headquarters in order for the chapter to be reimbursed.

**Section 9.**            **Member Resignation and Financial Obligations.** If a member chooses to resign, she must submit either Form C5-D Request for Resignation or electronic communication that indicates her intent to resign to the chapter advisor, chapter president, vice president chapter relations and standards, province collegiate chair, national representative or headquarters. If a member does not have access to Form C5-D, she may submit her resignation in writing, including an email, to any of the above parties. If a member resigns, she is responsible for any outstanding debt to the chapter. When a member resigns owing a debt to the chapter, a copy of the member’s bill is attached to the resignation form and she becomes a resigned member owing money. Alpha Chi Omega does not prorate bills or refund dues and fees. Members who wish to resign their membership in Alpha Chi Omega are responsible for all monies owed to the chapter.

**ARTICLE VII.     SELECTION OF NEW MEMBERS**

*[Reference:  National Policies Section R: Recruitment of Members]*

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

* **National Membership Standards:**

1. Academic Interest**—**Intellectual advancement and sound scholarship.
2. Character**—**Moral integrity, dignity, and loyalty.
3. Financial Responsibility**—**Prompt payment of dues and fees and other financial obligations**.**
4. Leadership Ability**—**Participation in campus and community activities.
5. 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 Ohio State University***. A full-time student carries ***12 credit hours***. A National Fraternity staff member may grant exceptions to this requirement.
* **Recommendation.**A favorable recommendation for a prospective member is required before an invitation to membership is extended to that individual.  Alpha Chi Omega alumna members are eligible to provide recommendations for prospective members to the chapter. The recommendation may be submitted by the alumna on a Recruitment Information Form, letter or email to the collegiate chapter.  The collegiate recruitment information board (CRIB) is authorized to prepare recommendations for prospective members.

Collegiate members may write recommendations to confirm a legacy relationship.

**Timing.**    A favorable recommendation must be received:

* prior to the issuing of an invitation to a preference event during the formal recruitment process, or
* 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 shall invite that individual to at least one invitational party. Exceptions can be made to this policy if the chapter has more recommendations than invitations issue due to release figure management, as stated in the policies of Alpha Chi Omega (R4.1-3)

**Negative Recommendation.**    CRIB reviews negative information received about a prospective member and makes the final decision regarding that individual’s eligibility for membership.

* **Scholastic Requirement.**

**First Term Freshmen.**   To be eligible for membership, first semester freshmen are required to have an academic ranking 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. A collegiate chapter should not be releasing any new members for mid-semester grades.

**Second Term Freshmen and Upper Class Students.**    Prospective members with prior university grades are required to have a minimum of a ***2.8***grade point average.  *[NOTE:  The National Fraternity requires at least a 2.5 cumulative average.  The chapter is encouraged to set a higher requirement.]*A National Fraternity staff member may grant exceptions to the national requirement of a 2.5 cumulative grade point average. A collegiate chapter should not be releasing any new members for mid-semester grades.

**Section 2.        Participation by Active Collegiate Members.**    All new and lifetime active collegiate members are required to attend membership selection meetings and vote on prospective members. To be eligible to participate in recruitment and in the selection of new members, all members are required to abide by all local recruitment rules, expectations and guidelines. This includes all Panhellenic rules as well as those established by the chapter.

**Section 3.        Method of Voting on Prospective Members.**

An affirmative rating scale based on Alpha Chi Omega’s membership standards is used by a collegiate chapter to determine the prospective members who receive invitations to membership. All active collegiate members should vote on potential new members prior to and after preference to create the bid list during formal recruitment.

In an informal or continuous recruiting process, a majority affirmative vote of the Collegiate Recruitment Information Board (CRIB) permits the issuance of an invitation to membership to a prospective member.  Individual member votes are taken into account in CRIB and the final decision of an invitation to membership is made by CRIB.

**Section 4.**        **Participation in a Panhellenic Role during Formal Recruitment.**

The following officers cannot serve as a recruitment counselor during formal recruitment due to their roles and responsibilities within the chapter: chapter president, VP finance, VP recruitment, VP new member education, and VP facility operations. All members applying to be recruitment counselors must meet with CRIB to receive approval prior to submitting their application.

**ARTICLE VIII.     ELECTED EXECUTIVE OFFICERS**

*[Reference:  National Policies Section C: Collegiate Chapters]*

**Section 1.        Elected Executive Officers.**    The elected executive officers of the chapter are: chapter president, vice president chapter relations and standards, vice president finance, vice president risk management, vice president ritual and fraternity appreciation, vice president recruitment, vice president new member education, vice president public relations and marketing, vice president membership programming, Panhellenic delegate, vice president intellectual development, vice president facility operations, vice president philanthropy, vice president collegiate recruitment information chair.

Members may hold only one executive position at a time. Members may not hold a non-executive position at the same time they are holding an executive position. Exceptions may be granted only by the chapter advisor, province collegiate chair or a National Fraternity representative.

**Section 2.        Qualifications for Office.**All chapter members (lifetime and new members) are elgible for office as long as they meet the qualifications for office.A chapter officer must have and maintain a cumulative grade average at or above ***2.8***.  *[NOTE:  The National Fraternity requires at least a 2.5 cumulative average but encourages the chapter to set a higher requirement.]*

**Section 3.        Individual Duties of Elected Officers.**    Chapter officers perform duties as defined in the “Policies 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.

**Section 5.         Executive Board Budgets:**If an executive board member goes over her budget, she will be personally accountable for the overages.

**Section 6.**        **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 risk management
* Vice president ritual and fraternity appreciation
* Vice president recruitment
* Vice president new member education
* Vice president public relations and marketing
* Vice president membership programming
* Panhellenic delegate
* Vice president intellectual development
* Vice president facility operations [Required executive officer position if the chapter has any kind of facility)
* Vice president philanthropy

**ARTICLE IX. ELECTION PROCESS**

**Section 1.**         **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 executive office may serve on the nominating committee. Members running for non-executive committees may serve on the nominating committee, but should step out of discussions involving the position for which they are running. [Please contact headquarters if this is not possible because of the size of your membership.]
* ***There will be seven members of the nominating committee composed of the Chapter President, Nominating Committee Chair, Representatives from each grade level and one member-at-large.***
* Each academic class elects its representative to serve on the nominating committee.
* The chair 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 in order of command 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 2.          Election of Officers**.    All steps in the election process take place during regularly scheduled chapter meetings. All steps in the election process should be concluded by the third week of November for semester schools, or by the fourth week of November for quarter schools.

**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. See Collegiate Chapter Organization Chart.

**Week Two: Distribute Officer Interest Survey and Prepare Election Grid and Ballot**

• The Officer Interest Survey is distributed to each member. Each member can preference executive and non-executive offices she is interested in, and may black out positions she will not accept.

• The nominating committee meets to review the information based on the officer interest surveys. The nominating committee verifies that the individuals interested in running for office meet the listed qualifications for holding that office.

• 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 4-7days before the next regularly scheduled formal chapter meeting.

**Week Three: First Vote - Single Slate**

• Candidates may address the chapter at this time or at a forum held prior to this meeting.

• The election grid and ballot are distributed to each collegiate member in attendance. Voting is done individually.

• Any questions about the elections process should be directed to the nominating committee or chapter advisor.

• The chapter members should not discuss individual candidates on election night.

• All members, including those on the nominating committee, should complete a ballot.

• Each member votes for one candidate 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 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.

• If a candidate receives 50% + 1 votes, she is the winner. o If a candidate receives a clear majority, with results such as: 40 votes for candidate A,• 20 votes for candidate B, and 20 votes for candidate C, candidate A is the winner.

• If a candidate does not receive a clear majority, with results such as: 26 votes for candidate A, 25 votes for candidate B, and 24 votes for candidate C, the nominating committee places the most qualified candidate on the slate.

• If there is a tie, the nominating committee places the most qualified candidate on the slate.

• The nominating committee chair posts the final slate of candidates 4-7 days prior to the next regularly scheduled formal chapter meeting.

**Week Four**

• 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 petitioning process begins.

• Candidates, who have previously met qualifications, can be nominated from the floor at the meeting.

• The 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.

• The nominating committee reviews all petitions. Any candidate who has a signature from two-thirds of the membership replaces the previously slated candidate.

• If the petitioner does not receive the necessary two-thirds signatures, the original candidate remains on the slate.

**Week Five**

• The final slate (original or revised) is presented to the chapter and recorded in the minutes. The election process is complete.

Section 3. 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. Terms are based on a calendar year; exemptions from this requirement must be requested from and approved by Alpha Chi Omega headquarters staff.

All elected officers are expected to serve their entire term in office and may not accept the position if they are aware of any circumstance that would prohibit them from completing the required duties of their position. These circumstances may include, but are not limited to, graduation prior to the end of a term in office, study abroad, and outside commitments that prohibit the officer from completing her position responsibilities.

**Section 3.        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. Terms are based on a calendar year.

        All elected officers are expected to serve their entire term in office and may not accept the position if they are aware of any circumstance that would prohibit them from completing the required duties of their position. These circumstances may include, but are not limited to, graduation prior to the end of a term in office, study abroad, and outside commitments that prohibit the officer from completing her position responsibilities.

**Section 4.          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.  The outgoing and incoming Executive Boards should host an officer transition workshop in addition to individual officer transition meetings.

**Section 5.          Vacancy in Office.**    A vacancy occurring in any elected office, including that of chapter president, is filled promptly by election at the next regularly scheduled chapter business meeting.

**Section 6.          Removal from Office.**A chapter officer may be removed from office by CRSB in accordance with Article VI of these bylaws, a two-thirds [2/3] affirmative vote of the active collegiate members at a regular business meeting, by the chapter advisor in consultation with the province collegiate chair, by the province collegiate chair or by a National Fraternity representative.

**ARTICLE X.     OTHER ELECTED OFFICERS**

**Section 1.        Other Elected Officers.**

The following non-executive officers are required to be slated. Depending on the size of the chapter, members may hold more than one non-executive position at a time. The number of positions should be determined by the chapter; however, headquarters recommends that each member hold no more than two non-executive positions at a time.

        ● One elected representative from each class for CRSB

● Collegiate recruitment information chair (CRIC)

● Assistant vice president new member education

* Assistant vice president finance

● Warden

● Assistant vice president recruitment

Assistant vice president collegiate recruitment information chair

● Continuous recruitment chair (if the chapter is not at total)

● One elected representative from each class for risk management committee

● One representative from each class to serve as MyJourney class facilitator

● Mystagogue chair

**Section 2.        Qualifications for Office.**A chapter officer must have and maintain a cumulative grade average at or above ***2.8.***  *[NOTE:  The National Fraternity requires at least a 2.5 cumulative average but encourages the chapter to set a higher requirement.]* Exceptions may be granted by the Nominating Committee.

        Any member on a special status may not run for an executive officer position.

**Section 3.        Individual Duties of Elected Officers.**    Chapter officers perform duties as defined in the “Policies 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.          Election of Officers.**    All steps in the election process take place during regularly scheduled chapter meetings. All steps in the election process should be concluded by the third week of November for semester schools, or by the fourth week of November for quarter schools.

***Chapter completes single slate voting process for Non-Executive Board Offices as noted above in Executive Board Elections Process.***

**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.

        Deferred recruiting chapters can be granted exemptions to this at the discretion of Alpha Chi Omega staff or a designated representative.

**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 CRSB in accordance with Article VI of these bylaws, a two-thirds [2/3] affirmative vote of the active collegiate members at a regular business meeting, by the chapter advisor in consultation with the province collegiate chair, by the province collegiate chair, or by a National Fraternity representative. A removed chapter officer cannot participate in the vacancy election as a candidate.

**ARTICLE XI.     COMMITTEES**

*[Reference:  National Policies Sections C: Collegiate Chapters and R: Recruitment of Members]*

**Section 1.        Standing Committees.**    The chapter has the following standing committees:

* Nominating committee
* Chapter relations and standards board
* Finance committee
* Risk management committee
* Ritual and fraternity appreciation committee
* Recruitment committee
* Collegiate recruitment information board
* New member education committee
* Public relations and marketing committee
* Membership programming committee
* Panhellenic committee
* Intellectual development committee
* Facility operations committee (if applicable for chapter)
* Philanthropy committee

**Section 2.**        **Committee Chairs.**The chapter follows the election procedures described in Article VIII of these bylaws in electing officers who serve as chairs of the standing committees, with the exception of the collegiate recruitment information board and the nominating committee.  The vice president collegiate recruitment information chair serves as the chair of CRIB.  The members of the nominating committee elect the chair of the nominating committee.

**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.  Chairs of special committees may be elected by the chapter or appointed by the chapter president.

**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 active collegiate members at a regular business meeting, by the chapter president,by the chapter advisor in 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.**

**Nominating Committee**

* **Composition.**    Members are elected by vote of the chapter.  See Article IX, Section 1 of these bylaws.
* **Basic Function.**    To educate the chapter about and to oversee the chapter officer election process. The nominating committee prepares the slate of candidates that the chapter will vote on, and keeps confidential all deliberations by the committee.

**Chapter Relations and Standards Board**

* **Composition.**
* The following officers sit on the chapter relations and standards board for the entire term:
* Vice president chapter relations and standards, chair
* Chapter president
* Vice president risk management
* Vice president new member education
* One elected representative from each academic class
* Chapter advisor (or her representative) if present
* The following officers sit on the chapter relations and standards board on an as needed basis:
* Vice president intellectual development
* National representative (if present)
* **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. To develop and administer a positive points system for chapter activities and member participation; CRSB may appoint a special committee to handle the positive points system.
* **Meetings.**    Meets on a regular schedule provided to chapter members and at the call of the chair. The chapter is not permitted to hold emergency chapter relations and standards board meetings. The chapter can reschedule meetings with a minimum of 24 hour notice to the chapter.

**Finance Committee**

* **Composition.**
* Vice president finance, chair
* Assistant vice president finance (if applicable)
* Vice president facility operations
* Vice president philanthropy/ philanthropy chair
* Fundraising chair
* Finance advisor
* **Basic Function.**  To manage all financial aspects 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
* Chapter President
* Vice president membership programming (as needed)
* Social chair
* Vice president chapter relations and standards
* Elected  representative of each 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. It is also a responsibility of this committee to educate the members of the chapter on safety, health and making positive choices.
* **Meetings.**    Meets on a regular schedule provided to chapter members and at the call of the chair.

**Ritual and Fraternity Appreciation Committee**

* **Composition.**
* Vice president ritual and fraternity appreciation, chair
* Alumnae chair
* Chaplain
* Warden
* Song chair
* Historian
* Ritual and fraternity appreciation advisor
* **Basic Function.** To plan and implement the chapter’s Fraternity education, collegiate/alumnae relations, and ritual education and appreciation.  This committee leads the chapter in recognizing and celebrating Alpha Chi Omega heritage and history through the fraternity holidays.
* **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 vice president recruitment
* Vice president collegiate recruitment information chair
* Assistant collegiate recruitment information chair (if chapter has more than 50 members)
* CRIB Member at Large
* Recruitment Day Heads
* Recruitment advisor
* **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.

**Collegiate Recruitment Information Board**

* **Composition.**
* Vice president collegiate recruitment information chair, chair
* Vice president recruitment
* Chapter president
* Assistant collegiate recruitment information chair (if chapter has more than 50 members)
* Member at large, appointed by the chapter president
* Recruitment advisor (or her representative)
* National representative (if present)
* **Basic Function.**To solicit and process Recruitment Information Forms; to prepare recommendations as needed as outlined in the “Policies of Alpha Chi Omega Fraternity”; and to investigate and verify negative information received. CRIB creates and enforces member responsibilities related to recruitment for active collegiate members, ensures members’ adherence to chapter, National Fraternity, College Panhellenic and National Panhellenic recruitment rules and guidelines and may remove a member of the recruitment team from office. CRIB oversees the membership selection process for formal and informal recruitment.
* **Meetings.**    Meets on a regular schedule provided to chapter members and at the call of the chair.

**New Member Education Committee**

* **Composition.**
* Vice president new member education, chair
* Assistant vice president new member education
* Mystagogue chair
* Bid day chair
* New member education advisor
* **Basic Function.**    To develop, implement, promote and evaluate a comprehensive education program for new chapter members, including the planning of the orientation retreat and the Dedication. In addition, committee should provide ongoing education to chapter regarding the new member period and expectations of the chapter.
* **Meetings.**    Meets on a regular schedule provided to chapter members and at the call of the chair.

**Public Relations and Marketing Committee**

* **Composition.**
* Vice president public relations and marketing, chair
* PACE chair
* Publications/newsletter chair
* Recording secretary
* Technology/website chair
* Public relations and marketing advisor
* **Basic Function.**    To develop and maintain clear and concise methods of marketing and promoting Alpha Chi Omega to other chapters, the campus community and the general public. It is responsibility of this committee to report all information to headquarters in a timely fashion via online reporting or other methods (as requested by headquarters).
* **Meetings.**    Meets on a regular schedule provided to chapter members and at the call of the chair.

**Membership Programming Committee**

* **Composition.**
* Vice president membership programming, chair
* Keep Recruiting our Members (KROM) chair
* Sisterhood chair
* Parents club chair
* MyJourney class facilitators (one for each class)
* Membership programming advisor
* **Basic Function.**    To develop and implement the moral, cultural and personal programming of collegiate members through the organization and implementation of balanced chapter programming. This committee also facilitates the MyJourney program through representatives from each class.
* **Meetings.**    Meets on a regular schedule provided to chapter members and at the call of the chair.

**Panhellenic Committee**

* **Composition.**
* Panhellenic delegate, chair
* Junior Panhellenic delegate (if applicable)
* Panhellenic advisor
* Philanthropy Chair (if chapter does not have a vice president philanthropy)
* Service chair (if there is no philanthropy committee)
* **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. In the absence of a philanthropy committee, the Panhellenic committee oversees Panhellenic endeavors and promotes service and philanthropy opportunities to members of the chapter.
* **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
* Resources chair
* Intellectual development advisor
* **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.

**Facility Operations Committee**

* **Composition.**
* Vice president facility operations, chair
* Facility Operations Advisor
* House Director (ex-officio member)
* Additional committee members related to facility operations
* **Basic Function.**    To oversee and manage all aspects related to the facility.
* **Meetings.**    Meets on a regular schedule provided to chapter members and at the call of the chair.

**Philanthropy Committee**

* **Composition.**
* Vice president philanthropy, chair
* Service chair
* Philanthropy advisor
* **Basic Function.**    To implement and oversee philanthropic endeavors, including fundraising, marketing and promotion of all philanthropic events. This committee also organizes and promotes service opportunities in the community to all chapter members.
* **Meetings.**    Meets on a regular schedule provided to chapter members and at the call of the chair.

**ARTICLE XII.     MEETINGS**

*[Reference:  National Policies Section C: Collegiate Chapters]*

**Section 1**.         **Chapter Business Meetings**.    Regular business meetings are held ***Mondays at 6:00 pm in the Chatper Meeting Room***and are conducted in accordance with National Fraternity closed ceremonies and *Robert's Rules of Order Newly Revised*. Decisions regarding budget, dues and fees, member discipline and bylaws must be made during the academic year. Any exceptions must be approved by headquarters staff in consultation with appropriate volunteers.

**Section 2.         Chapter Member Education Meetings.**    Four types of all-chapter member education meetings are held each year:

1. All Chapter Retreat
2. Risk Management Education
3. Educational Program (ASTP, REPRESENT, InTune, 4th rotational program
4. Monthly Recruitment Workshops (during the term prior to recruitment)

**Section 3.        MyJourney Meetings.**During the academic year, six MyJourney courses are implemented for each academic class—sophomore, junior and senior classes. New members attend the nine week Dedication program. When chapters participate in fall formal recruitment, three freshman courses will be implemented in the spring term.

**Section 4.         Required Attendance.**New and lifetime active collegiate members are required to attend all chapter business and education meetings unless excused by CRSB.

**Section 5.         Voting.**New and lifetime active collegiate members of ***Alpha Omicron***Chapter in good standing with the National Fraternity and the chapter are entitled to one [1] vote per member.

**Section 6**.         **Quorum.**    A quorum is a simple majority (fifty percent plus one) of the chapter membership.  A quorum must be present in order for chapter business to be conducted. 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 XIII.     FINANCES**

*[Reference:  National Policies C9; M4; NF3; RM6]*

**Section 1.        Alcoholic Beverages, Drugs and Controlled Substances at Social Functions.**  Chapter funds may not be used to purchase alcoholic beverages, drugs and/or controlled substances.  No chapter checks may be written to another women’s fraternity, men’s fraternity, or other collegiate group for alcohol and/or drugs to be distributed at a social functions.

**Section 2.        Member Billings.**Each member is billed on a ***semesterly*** basis for Chapter Dues and Facility User Fees.

All members will be billed two times per year for semester schools, August 1 and January 1 of each academic year, and three times per year for quarter schools, September 1, January 1 and April 1 of each academic year.

Members who require a *Payment Plan*, form C23 should be discussed on a case by case basis.

**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, Sections 4-6 of these bylaws.

**One-time Dues/Fees:**

* **National New Member Fee**. **$199.00**.This is a one-time membership fee to the national organization.
* **Sisterhood Packet.** **$23.00.** Price does not include shipping and sales tax. Packet includes new member stick pin, new member gift, new member book,parent information and Alpha Chi Omega jewelry brochure.
* **Bond Card and Certificate Fee**. **$8.00.**Covers the cost of an 8”x10” certificate of membership and wallet-sized membership card.
* **Badge Fee**. [Insert correct amount, minimum of **$142**.] Price valid until July 1, 2016. Price does not include shipping and sales tax.Actual cost will be dependant on the type of badge each member selects.

**Annual Dues/Fees**

* **National Dues and Fees**.**$208.00.**Covers Per Capita, Protection, Insurance, Communication and Technology fees.

        Per semester charge: $104.00

                Per quarter charge: $69.34

* **Chapter dues. $239.00*.***Amount determined by the chapter to cover local activities and expenses.
* **Affiliation Fee.**There will be no charge paid to the chapter by affiliating members within 14 days following the chapter vote approving the request for affiliation.
* **Recruitment Fee. $50.00 per semester.**
* Fall dues will go toward recruitment apparel
* Spring dues will go toward bid day apparel and activities
* If these costs are less than $50/semester, there will be a chapter-wide credit to each member’s billing statement
* **Non-Sufficient Funds Checks**. There will be a charge of $10 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.

**Section 4.        Delinquent Payments.**    A billing is considered delinquent one day following the due date.

If a member’s full payment is not received by the due date, a late charge of 5% of the remaining amount owed will be added to the amount due by the member.

* **Lifetime Active Collegiate Members.**For semester schools, a lifetime active collegiate member is placed on financial suspension by the VP finance when full payment of monies owed to the chapter is not received within 45 days after the bill is issued.

For semester school chapters offering payment plans, chapter should have all applicable members financial suspended by September 15/February 15, after first installment is not received, or October 15/March 15 after second installment is not received, and/or November 15/April 15, after third installment is not received.

For quarter schools, a lifetime active collegiate member is place on financial suspension by the VP finance when full payment of monies owed to the chapter is not received within 45 days after the bill is issued.

For quarter school chapters offering payment plans, chapters should have all applicable members financial suspended by October 15/February 15/April 15, after first installment is not received, or November 15/March 15/May 15 after second installment is not received, and/or December 15/April 15/June 15, after third installment is not received.

* **New Member.**   All dues and fees must be paid in full prior to initiation. If a member has not paid their bill in full they should be released from membership prior to the initiation ceremony.

**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**• In-house members who fail to do “lock up” duties are to be fined $25 per person/per night (see also, House Rules). The fine will increase by $10 every consecutive time they miss lockup each semester.

• Members who have guests who fail to stay out of the chapter house during the non-visiting hours (2am-8am) will be fined $50 per day (see also, House Rules).

• Members who give out the code of the chapter facility to non-members shall be fined $100.

• Members who sign up for an activity and do not attend the activity will be fined for the cost of the activity.

• Failure of any member to attend formal recruitment events will incur a fine of $50 per day missed.

• Failure to attend any informal recruitment event will incur a fine of $50 per day missed.

Failure to attend any initiation event will incur a fine of $50 per day missed. Failure to attend any initiation practice will incur a fine of $50 per day.

• Failure to fulfill your set up/clean up duties, as assigned by the Recruitment Chair, will incur a fine of $25.

• Fine of $50 for failure to attend a philanthropy event.

• Fine of $25 for violation of the Phone Bucket rule for Formal Chapter

• Fine of $25 for failure to attend a sisterhood event

• Fine of $25 for turning in Housing Contract late

Fines are due on the next billing statement from the date of administration of the fine.

The chapter can only fine members for the infractions listed in this Section.

**Section 8.        Officer and Advisor Compensation.**All chapter officers and advisors serve without compensation from the chapter.  Any reductions in dues, fees, room and board charges or extensions of the designated payment due dates are considered compensation. Officer related privileges may not be considered compensation.

        If an advisor or a member’s executive or non-executive board role conflicts with any other opportunity in which the individual could use the  Alpha Omicron Chapter of Alpha Chi Omega for monetary gain that shall be prohibited.

**Section 9.        Bank Accounts.** The chapter may have only one checking account and no more than one savings account. The checking account must be held by the approved financial service firm, Billhighway, unless otherwise approved by headquarters staff. All accounts should be interest bearing, if possible.  If the chapter collects refundable room deposits and state law requires those deposits to be segregated into a second savings account, the chapter should comply.

A person authorized to approve checks for the chapter’s account cannot create and/or approve a check payable to herself.

Chapters shall not have debit cards or credit cards, outside of the chapter prepaid credit cards issued through Billhighway. Exemptions from this requirement must be requested from and approved by Alpha Chi Omega headquarters staff .

The chapter may elect to open a Certificate of Deposit account or CD.  The chapter must be financially stable enough to set aside the monies.  The CD must be opened at the same bank where the checking and/or the savings account reside.  The chapter may decide the maturity date that fits their needs.  The VP finance may open the CD account with the approval of the financial advisor, or chapter advisor and chapter president.

Payment of dues, fees or other payments may be made via any method acceptable by the national organization’s approved financial service firm, Billhighway, unless an exemption has been granted by headquarters staff.  Cash payments are never accepted.

**Section 10.        Authorized Banking Signatures.**

* The chapter’s Billhighway checking account should have at least four individuals authorized to create and/or approve checks for that account:  chapter president, VP finance, chapter advisor and financial advisor.  If any of these advisor positions are vacant, the chapter shall give check-creating and/or check approval authority to an assistant VP Finance in place of the advisor(s). Signature stamps are not allowed. New bank signature cards must be filed with the banking institution whenever officers or advisors change.
* Pre-signed checks are not permitted.
* The chapter’s savings account should have at least two authorized individuals:  VP finance, chapter advisor and/or financial advisor.  If any of these advisors positions are vacant, the chapter shall add the chapter president or assistant VP finance in place of the advisor.

**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.**A chapter must use the national organization’s approved financial service firm to assist in managing the chapter’s finances.  Exemptions from this requirement must be requested from and approved by Alpha Chi Omega Headquarters staff.

**Section 14.        Tax Requirements.**Chapters are required to follow all requirements of the Internal Revenue Service (IRS) 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.  All collegiate chapters utilizing the Billhighway financial system will be included in a unified Group Tax Exemption, and the IRS Form 990 will be submitted to the IRS as a group return.   All collegiate chapters included in the group return are required to submit data to be included in the group return as requested by Alpha Chi Omega Headquarters.  Chapters not utilizing Billhighway are eligible to be included in the group filing.   If they choose not to be included with the group tax filing, they must complete an IRS Form 990 and submit it to Alpha Chi Omega Headquarters by October 31.  All chapters are 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 15 of each fiscal year and record it in the chapter business meeting minutes:

“Resolved, that all of the net investment income of the 2016-2017 fiscal year shall be set aside and used for educational and charitable purposes; to make principal payments on mortgage loans relating to –Alpha Omicron 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 and/or chapter advisor are authorized to execute housing contracts with individual members on behalf of the chapter.

**ARTICLE XIV.     RISK MANAGEMENT**

*[Reference:  National Policies Sections F: Facilities and RM: Risk Management]*

**Section 1.        FIPG.**Alpha Chi Omega belongs to FIPG, Inc. and as such follows the risk management policies of FIPG.  If there is a conflict between FIPG and Alpha Chi Omega policies, Alpha Chi Omega policies shall take precedence.  The FIPG policy states as follows:

**Alcohol and Drugs**

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.

2. No alcoholic beverages may be purchased through or with chapter funds 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 or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are forbidden.

4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity 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 an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may

rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

*\*Alpha Chi Omega deems that a chapter may not hold any philanthropy or charitable events with alcohol.*

7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.

8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games”. The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong”, “century club”, “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night”, “big brother/big sister night” and initiation.

*\*Alpha Chi Omega deems that alcohol can not be given as a gift to any members of the chapter.*

**Hazing**

No chapter, colony, student or alumnus shall conduct nor 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 house; 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."

**Sexual Abuse and Harassment**

The fraternity will not tolerate or condone any form of sexist or 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, ranging from but not limited to verbal harassment to sexual assault by individuals or members acting together.

**Fire, Health and Safety**

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

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

3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.

4. 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.

5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

**Education**

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.

**Section 2.        Event Planning Proposal.**    An *Event Planning Proposal*, Form C144, must be completed prior to each event and kept with the chapter records.  After approval by the risk management committee, the chapter advisor must approve the event planning proposal at least 2 weeks in advance of the event.

        Reoccuring events may have one event planning proposal filled out for all events throughout the semester, for example, chapter meetings or committee meetings.

**Section 3.        Events with Alcohol.**   There may be one [1] guest per member at an event with alcohol.  Any event where alcohol is present must follow Third-Party Vendor or BYOB guidelines as outlined in the *Third-Party Vendor Checklist, BYOB Checklist and* FIPG Manual.

**Section 4.        Alcoholic Beverages, Drugs and Controlled Substances at Social Functions.**  Chapter funds may not be used to purchase alcoholic beverages, drugs and/or controlled substances.  No chapter checks may be written to another women’s fraternity, men’s fraternity, or other collegiate group for alcohol and/or drugs to be distributed at a social functions.

**Section 5.        Mandatory Events and Alcohol.**Alcohol is not permitted at a mandatory chapter event. No member can be required to attend an event with alcohol.

**Section 6.        Chartered Transportation for Events with Alcohol.**

**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 collegiate chapter provides chartered transportation that must be taken by all chapter members and guests attending the event.  The chapter advisor or chapter relations and standards board may grant exceptions to this requirement to individual members.  The chapter advisor determines whether an event is “out-of-town.”  In the absence of a chapter advisor, the appropriate National Fraternity Headquarters staff member may make that determination.

**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 chartered transportation or local public transportation.

**Section 7.        Overnight Accommodations.**  Overnight accommodations may not be rented for or by chapter members and/or their guests attending social events sponsored by the chapter.

                A chapter may rent overnight accommodations for chapter members or advisors attending an educational event sponsored by the chapter or the National Fraternity.

**Section 8.        Participation by Alumnae in Chapter Events with alcohol.**  Alumnae members should not attend chapter events with alcohol.  Exceptions are not encouraged but may be granted by the executive board.  The executive board offers the invitation to alumnae in good standing with the Fraternity and determines the conditions, including costs, pertaining to participation by alumnae.  All alumnae in good standing may be invited to certain other events, as deemed appropriate by the executive board in consultation with the chapter advisor.

**Section 9.        Participation by Collegiate Members on Special Status in Chapter Events with alcohol.**  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 this individual, at the time she is placed on special status. These conditions are to be clearly defined by CRSB in the member’s special status contract.

**Section 10.        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 or unintentionally, 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 11.          Human Dignity Clause*.***Alpha Chi Omega supports the statement on human dignity and sexual harassment endorsed by the National Panhellenic Conference members groups, “that college women should have a positive influence in the direction and achievements of the university community and that activities should promote self-worth, human dignity and a positive fraternity/sorority image.”

The dignity of the individual is a basic element of a civilized society.

Individual self-worth is a necessary factor in establishing healthy relationship.

All activities, including acts of hazing, activities based in a negative manner on gender, race, color, religion, national origin, age, disability, or sexual orientation and competitive games that are destructive, demeaning or abusive, promote a negative image of the fraternity/sorority community.

Participation in such activities that are demeaning to the individual do not promote a sense of self-worth nor a positive fraternity/sorority image, and do not reflect the high standards, core values and ideals maintained by Alpha Chi Omega.

Therefore, Alpha Chi Omega does not endorse or support activities that are demeaning in nature, do not respect the dignity of the individual, cause disharmony among NPC groups or whose purpose is counterproductive.

Further, Alpha Chi Omega advocates education on the Fraternity and chapter level to promote positive self-esteem.

**Section 12.        Anti-Bullying Clause*.***Alpha Chi Omega prohibits acts of harassment of bullying. Harassment or bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Alpha Chi Omega members should promote a safe and welcoming environment to its members.

 Management

**ARTICLE XV.     POSITIVE POINT SYSTEM**

**Section 1.**        **Purpose.**The Positive Point System is designed to encourage chapter members to participate in events. 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.

**Section 2.        Chapter Approval.**The Positive Point System is approved by at least a majority vote of the members at a regular chapter business meeting.

**Section 3.**        **Responsibility.**The Positive Point System is designed, implemented and monitored by CRSB or its designees.

**Section 4.**        **Requirement.**   Active collegiate members must maintain 85% of positive points.  Continued failure to meet the required percentage jeopardizes a member’s good standing in Alpha Chi Omega.

The positive point system for Alpha Omicron encourages sisterhood through participation in chapter events.

A. The following details the activity requirements of each member.

B. Members are required to earn a number of points not less than 85% of the total Golden and Carnation points possible.

C. Total points possible will be calculated at the end of each month.

D. If a member is excused from any Golden or Carnation events, her total points will be adjusted. Acceptable excuses include serious illness, family emergency, class, midterm or final, participation in an OSU athletic team or student organization in which the student is a team member or officer.

E. Members may take two “study/work cuts” per semester from Chapter meeting, informal or formal (with the exception of mandatory Recruitment and Initiation activities).

F. Events at which alcohol is present may never be considered mandatory for members nor are they to be made part of the point system.

G. Members with prior commitments, including excused ones, must notify the Vice President Chapter Relations and Standards in writing or on MyChapterRoom before the scheduled activity. Any exceptions are to be brought before Chapter Relations and Standards Board.

H. Members who sign up to attend or participate in an activity, and then fail to do so, will be fined $10.00.

a. Fines are due one week after the activity. If they are not paid, they will be added to the next semester’s bill, deducted from the member’s purchase fund or deducted from her House deposit.

b. This rule applies only when the date and time of the activity are announced in chapter and the sign up sheet is circulated.

J. Any headquarters mandated training session (such as REPRESENT, InTune, and Lets Talk Love is worth 50 points. If a member does not attend and does not have a valid excuse, she will be required to pay the fine billed by Headquarters if the attendance requirement is not reached.

K. All philanthropy events, ritual events, recruitment events, and chapter events have points associated with them.

GOLDEN EVENTS

Golden events are each worth 25-50 points, depending on the activity. Each member will receive the number of points indicated for each activity attended. If not attended, the points will be deducted. Golden events are considered mandatory for all members.

1. Chapter Meetings 20 Points

2. Chi Connections 25 Points

3. Chi Clinic 45 Points

4. Initiation 50 Points

5. Initiation Practices 40 Points

6. Recruitment Polish Week Meetings (per day) 40 Points

7. Recruitment Week or Activity (per day) 50 Points

8. Recruitment Workshops (formal or informal) 40 Points

9. Philanthropy Project sponsored by AXO 40 Points

10. Initiation Activities 40 Points

11. Ceremonies 30 Points

12. Membership Selection 30 Points

13. 2 Chapter Sisterhood Events 30 Points

14. Big Sis Activity (For Big Sis’s Only) 35 Points

15. Required 5 hours of community service 35 Points

16. Headquarters-mandated training sessions 50 points

17. Chapter Retreat 30 points

18. Founder’s Day/Hera Day 40 points

Carnation Events

Carnation events are each worth 10-25 points depending on the activity. Each member will receive the number of points indicated for each activity attended. If not attended the points will be deducted. These points are part of the total needed for the semester.

1. Philanthropy (other Greeks groups/OSU) 20 Points

2. Alumnae Function 25 Points

3. All Chapter Cultural Event 15 Points

4. Homecoming Events (except parties) 15 Points

5. Committee Meetings 15 Points

6. Greek Week Events (except parties) 15 Points

7. Speaker (personal development) 15 Points

8. Panhellenic Functions/Standards of Excellence Events 15 Points

Bonus Events

Bonus events are each worth 5-25 points, with a cap of 50 points per semester. Points are not deducted if the activity is not accomplished by the member.

1. Holding an Executive Office 25 Points

2. Holding a Junior Executive Office 10 Points

3. Participation in an OSU athletic team 20 Points

4. Holding an office in an OSU student organization 20 Points

5. Being a member of an OSU student organization 10 Points

6. Holding a Panhellenic Executive Office 25 Points

7. Bring a Recruitment Counselor or Recruitment Committee Chair 20 Points

8. Attending a Panhellenic meeting 5 Points

9. Contributing to study files 10 Points

10. Receiving a 3.5 GPA or higher (Dean’s List) 10 Points

14. Helping an officer (to be approved by CRSB) 5 Points

15. Taking a little sis 20 Points

16. Attending a study hour session 5 Points

**Section 2. Disciplinary Action**

A. The Vice President Chapter Relations and Standards and the Recording Secretary shall meet monthly to calculate point totals. Members are responsible for keeping track of their point total. Members below 85% of possible points forfeit the right to attend social events as determined by Chapter Relations and Standards board.

B. If a member fails to meet her percentage requirement at the end of a semester, she will be penalized in the following manner:

1. 1%-5% below total: Not allowed to attend two social functions.

2. 6%-20% below total: Attending 3 sisterhoods during the semester and not allowed to attend three social functions.

3. 20% or greater below the total: The member will meet with Chapter Relations and Standards Board and receive a first warning about her membership status. The member will not be allowed to attend all social functions for the following semester.

4. Should a member fall below 85% for two consecutive semesters, membership action will be determined by the Chapter Relations and Standards Board.

C. If a member is below the academic standards of Alpha Omicron Chapter of Alpha Chi Omega the consequences will generally be as follows:

1. First semester: member will be placed on Academic Contract

2. Second semester: member will be placed on academic contract as well as be placed on a social contract.

3. Third semester: membership will be up for review

\* These consequences are general guidelines for members who are struggling academically. The CRSB has full authority to assign different consequences based on a case-by-case basis.

**ARTICLE XVI.     CHAPTER INTELLECTUAL DEVELOPMENT PROGRAM**

**Section 1.**        **Purpose.**The intellectual development program is designed to encourage achievement by all members in the pursuit of high standards of intellectual development 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 Ohio State University***.  In addition, the chapter requires ***2.8 grade point average.***

**Section 3.**        **Member Assistance.**    A member who falls below the chapter’s required grade point average meets with CRSB and the vice president intellectual development.  An individual intellectual development 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.

Ongoing scholarship activities include: Scholarship dinner/dessert at the beginning of every semester to recognize those members who make Deans List or receive 4.0; Weekly raffle for members who enter their name or a sister’s name into the “Brag Box”.

**ARTICLE XVII.     PARLIAMENTARY AUTHORITY**

**Section 1.**        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 “The Policies of Alpha Chi Omega Fraternity”, these bylaws and any special rules the chapter may adopt.

**ARTICLE XVIII.     BYLAWS**

*[Reference:  National Policies Section C: Collegiate Chapters]*

**Section 1.        Annual Adoption.**    The chapter reviews and adopts bylaws annually.

**Section 2.        Responsibility for Review.**    The vice president chapter relations and standards and CRSB are responsible for reviewing chapter bylaws and developing revisions as needed, based on the Collegiate Chapter Model Bylaws adopted by the National Fraternity.

Individual members may propose bylaws revisions to CRSB.

**Section 3.        Procedure and Timeline.**

* The National Fraternity provides updated Collegiate Model Bylaws to the chapter following the timeline and procedure set by Alpha Chi Omega Headquarters.
* CRSB presents bylaws revisions and additions to the chapter by a date designated by Headquarters 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 by the designated date.

**Section 4.        Adoption by Chapter Members.**    A two-thirds [2/3] majority vote of the chapter members present at a regular business meeting is required 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.**    CRSB annually provides, at the beginning of the fiscal year, a copy of the current bylaws to each member of the chapter. Each member annually acknowledges via the Alpha Chi Omega website that she has read the chapter’s current bylaws.  New members receive a copy of the bylaws and acknowledge they have read the chapter’s bylaws prior to completion of the Initiation ceremony.

**Section 7.**         **Distribution to Non-Members.** The bylaws should not be distributed to non-members of Alpha Chi Omega, including but not limited to, campus professionals, Panhellenic Council, or Accreditation boards. If requested, CRSB may provide confirmation that the chapter is operating under current bylaws that have been approved by Alpha Chi Omega headquarters.

**ARTICLE XIX.     HOUSING**

*[Reference:  National Policies Sections F: Facilities and RM: Risk Management]*

**Section 1.**         **Contract with Landlord.**    A contract between the chapter and the House Corporation Board must be signed annually.

**Section 2.        Contract with Members.**    The Residential Services Agreement is to be used as the agreement between the chapter and the residents and must be signed annually.

**Section 3        Dues for Housing Operations.**Dues for housing operations are to be charged to all members to cover all housing expenses not covered by room charges.

**Section 4.        Room Rent.**Room rent is to be established on an annual basis by the chapter. Room rates must be comparable to university housing and those of the other Panhellenic groups. 

**Section 5.        Occupancy of Facility.**    The chapter house is maintained for the benefit of the chapter membership; therefore, facility capacity is to serve as the gauge for adequate occupancy and room rent necessary to meet the financial obligations of housing operations.

**Section 6.        Live-in Policy.**    Requirements for living in the chapter facility are:

1. Any member who has not fulfilled the live in requirement or who has not been excused by CRSB from living in the house cannot commit to reside in another facility until enough members have executed the housing commitment agreement for the chapter house to be at full occupancy followed by the execution of residential services agreement. Any exceptions must be approved by Headquarters staff in consultation with appropriate volunteers. A list is created prior to each semester which identifies an established the next-in-line members who may be asked to move in should such circumstances arise. The women on the aforementioned list will be notified at the chapter’s earliest convenience that they may be asked to live in the house the following school year.

2. All members of the executive board are required to live in the chapter facility for the following academic year after they are elected. i.e. Executive members that are elected in November of 2016, are required to live in for the 2017-2018 academic year.

3. Each member is required to live in the facility a minimum of one year.

4. Members must sign the housing commitment form within one year of accepting a bid. For example, the Winter 2015 new member class must either sign up to live in the chapter facility in Spring 2015 (to live in the 2015-2016 school year) or they must sign up to live in the chapter facility in Fall 2015 (to live in the 2016-2017 school year). There may be an option for members who have signed up to live in the facility to “switch spots” with a new member, but this is not guaranteed and the number per year will be determined by CRSB.

5. If additional members are needed to reach the desired occupancy of the chapter facility members who have not fulfilled the one year live-in requirement will be ranked based off of the chapter point system. Members with the lowest points who have failed to fulfill the live-in requirement will be required to live in the chapter facility the following year. This is a suggested practice, though it will be up to the CRSB and the women affected to decide the best option for the chapter.

6. Exceptions to this policy may be granted only by a decision of CRSB. These exceptions may include but are not limited to physical limitations, health limitations, monetary limitations, etc but these do not guarantee that a member will be excused. Each proposed exception will be deliberated and decided upon by CRSB. A member who fails to honor the live-in policy jeopardizes her good standing as a member of Alpha Chi Omega, which could put her membership in jeopardy.

**Section 7.        Room Selection Process.**

1. Class of initiation and highest percentage of positive points will rank non-executive board members who wish to live in the chapter facility. Therefore, those who have been lifetime members the longest, with a high percentage of points will receive seniority.

2. Single-occupancy rooms should neither be expected nor guaranteed, regardless of whether the chapter facility is at capacity.

3. Preference system to live in the Chapter House is as follows:

PREFERENCE TO LIVE IN THE CHAPTER HOUSE

Preference to live in the Alpha Omicron chapter house will be based on a point system. Please note that this is not the same point system described in Exhibit C, although points from that system are included here to determine chapter involvement. Points will be given for the following criteria: ACADEMICS, CHAPTER INVOLVEMENT, SENIORITY and OFFICER RANK. Points are given as follows.

1. ACADEMICS:

The following table explains points awarded for a sister's cumulative GPA. Point averages will be "rounded up" to the next decimal point; for example, a sister with a 3.95 is given credit for having a 4.00. In order to round up the grade must be .05 or higher.

2. CHAPTER INVOLVEMENT:

Involvement points will be based on the percentage of positive points found on MyChapterRoom, which are based on the previous year’s participation. During the semester that housing preference is done (usually Spring Semester) an average will be taken of each sister's points for the previous two semesters, including most of Spring Semester. The points are calculated according to the chapter involvement point system described in Exhibit C. If the point totals are not available for the past two semesters, the past semesters total will be used. In the case of new members or recently initiated members, they will be given an average score taken from the average of all sisters, minus the 5 sisters with the lowest overall points. However, if a newly initiated member’s involvement is in question, the CRSB may make a recommendation to not allow that person to live in the house.

3. SENIORITY: For every semester that a sister has been a fully initiated member, including the semester in which she was initiated, she is awarded 5 points per semester.

4. OFFICER RANK: Those sisters who hold an office will be awarded a total of 5 points for Junior Executive Office and 25 points for an Executive Office.

5. POINTS FOR LIVING IN DURING A PREVIOUS YEAR: 20

6. President has first choice on a single room if she chooses to occupy it.

Room Preference will be decided by this point system. Those with the top points will be given top preference. For those wanting to live in a triple room, your points among the 3 potential roommates will be averaged to decide your spot.

A final count will be given to each member and those points will be ranked. The ranking will be used to determine parking spot assignments at the house.

**Section 8.        Non-Active Collegiate Member Residents.**    Non-member women or alumnae may live in the chapter house as boarders with the approval of the housing 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 9.         Annual Employee Housing Agreements.**The Alpha Chi Omega House Director Employment Agreement must be used as the model for a chapter who hires a house director. The agreement is to be signed annually. The house director must be notified prior to April 1 if her contract is not going to be renewed.   Should state law conflict with the use of such an agreement Headquarters should be notified.

**Section 10.         Responsibility for Hiring a House Director.**The housing advisor is responsible for interviewing, hiring, evaluating and dismissing a house director.

It is recommended that the housing advisor chair a committee with the collegiate chapter president, VP facility operations, chapter advisor  or designee to select a house director. If this requirement conflicts with university requirements, consult headquarters collegiate experience staff.

**Section 10.         House Director.**    The chapter is required to employ a house director if the chapter house has an occupancy of eleven [11] or more.  The chapter must receive permission from headquarters collegiate experience staff if it does not have a house director.

**Section 11.        Visitors.**    The chapter facility is closed to all guests between the hours of 2:00 a.m. and 7:30 a.m.  These hours may be made more restrictive in accordance with the “Policies of Alpha Chi Omega Fraternity.” Members requesting guests to stay in the house overnight must have the approval of the facility operations advisor, chapter advisor, VP chapter relations and standards or designee.

**Section 12.**         **Substances and Chapter Facility.** Alcohol, illegal drugs and/or any items or paraphernalia associated with the use or distribution of drugs, and/or controlled substances without a specific prescription in the name of the holder or user may not be possessed, stored, served, used, offered for sale or sold or otherwise consumed on Alpha Chi Omega property that is owned, rented, leased, designated or associated with any collegiate chapter or colony.

**Section 13.        Smoking in Chapter Facility.**   No smoking is allowed in any Alpha Chi Omega facility. 

**Section 14.**        **Candles in the Facility.**The use of open-flame candles in the chapter facility or on chapter premises is prohibited.

**Section 15.        Animals.**    No animals are permitted in Alpha Chi Omega chapter facilities with the exception of assistance animals, subject to approval.

**Section 16.        Room Searches.**Room searches may be conducted by a combination of the chapter advisor, province collegiate chair, member of CRSB, house manager, house director or a designated representative of the National Fraternity in compliance with the collegiate chapter’s housing contracts.

**Section 17.**          **House Corporation Representatives.**    The Chapter President and VP Facility Operationsshall be the two chapter officers that serve on the House Corporation Board as ex officio members with voice and vote.

**ARTICLE XX.     MEDIA AND COMMUNICATION**

**Section 1.        Media Policy.**Alpha Chi Omega respects individual choices and the right to free speech.  New and initiated members may choose to participate in media or press opportunities as an individual, but not as a representative of Alpha Chi Omega.  Unless such opportunities publicize philanthropic activities, chapter or individual honors, or the positive nature of Alpha Chi Omega membership, consistent with our values and standards, the Alpha Chi Omega name, letters, badge, new member stick pin, crest or other trademarked symbols may not be displayed in any manner and the opportunities may not take place in Alpha Chi Omega-related facilities.

A designated chapter officer may participate in media or press opportunities as a representative of Alpha Chi Omega, consistent with our values and standards.  No other new or initiated members may participate in media or press opportunities as a representative of Alpha Chi Omega without the prior written consent of the executive director, collegiate experience director or marketing director.

Even if participation in media or press opportunities is permissible under this media policy, the Alpha Chi Omega Code of Conduct and Alpha Chi Omega’s disciplinary policies and procedures are applicable to such participation.

**Section 2.        Trademark Violation.**Alpha Chi Omega has the right and responsibility to confiscate any items that violate Alpha Chi Omega’s trademarks or misuse its good name.

**Section 3.        Electronic Communication.    *Alpha Omicron***Chapter has the right to discipline members for inappropriate information found through electronic communication including but not limited to social networking sites, email, Instant Messenger, picture-sharing sites and blogs.  Members that are posting pictures, comments, or information that does not uphold the membership standards, violates Alpha Chi Omega policies, and/or misrepresents the organization will be called into CRSB.

Section 4. Social Media Contract. Each member is required to read and sign a Social Media Contract annually.

Alpha Omicron Chapter of Alpha Chi Omega

2015 Social Media Contract

**ACTIONS CONSIDERED AS MISCONDUCT:**

Photos:

If you are under 21:

Posting photos with alcohol, alcohol paraphernalia, solo cups, cups filled with alcoholic beverages, inappropriate images of your body, smoking, drug paraphernalia, drugs, and activity that would communicate mass consumption of alcohol (i.e. Drinking games) will not be tolerated. Posting these pictures as your own album, being tagged in pictures or albums of this nature in any fashion all not tolerated.

If you are 21 and over: No solo cups, no shot glasses, no alcoholic bottles, or activity that would communicate mass consumption of alcohol (i.e. Drinking games), inappropriate images of your body, smoking, drug paraphernalia, and drugs.

Language:

Using profanity, referencing alcohol, parties, bars, sexual references or inappropriate behavior. This involves what you post on your own profile, and friends’ profiles, in addition to status updates, captions for photos, comments on photos and tweets.

Groups and Lists:

Joining a group or a list on a social networking site that is inappropriate. Groups with titles that go against the previously stated guidelines of misconduct (Example: “I’m not drunk, I’m just exhausted from drinking all night.”)

Trending Topics and Retweeting: Using a trending topic or retweeting updates that reference anything covered as misconduct. You may not have updates with references to any trending topic that uses profanity, references alcohol, parties, and bars, makes sexual references or references inappropriate behavior. (i.e. TFM/TSM tweets referencing aforementioned topics)

Applications:

Profiles containing applications with the aforementioned misconduct characteristics (language, references, etc. ) Social networking profiles may not have applications such as Graffiti or Bumper Sticker with images you draw or posts that are inappropriate in any way.

Negativity:

Negative remarks or posts towards Alpha Chi Omega or any other Greek organization. You may not have updates, posts, or photos containing negative remarks about Alpha Chi Omega or other Greek organizations. (i.e. Insulting planned events, other members, or other sororities/fraternities)

**These expectations apply to your personal and/or any anonymous accounts that you may have.**

Social Media sites under contract are as follows, but not limited to:

Facebook, Twitter, Blogs, Tumblr, Instagram

I have read the Social Media Contract and, by signing below, understand and will abide by the rules established as to not put my membership in jeopardy.

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ARTICLE XXI.     AMENDMENTS**

**Section 1.        Proposal of Amendment(s).**

1. Any amendment(s) to these bylaws must be presented to CRSB by a member of a committee of the chapter.
2. The proposed amendment(s) shall be submitted to the CRSB for final preparation, recommendation and posting.
3. 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 at least one week prior to voting by the chapter.

**Section 3.         Vote Required.**    Adoption of a proposed amendment(s) shall require a two-thirds [2/3] vote of the members voting at a regular or special chapter meeting at which a quorum is present.

**Section 4.        Effective Date of Amendment(s).**    The amendment(s) duly adopted by the chapter in accordance with Section 3 above shall be effective as of the date that the chapter receives confirmation that the amendment has been approved by headquarters staff.

**ARTICLE XXII.     HOUSE RULES**

**Section 1**.        **House Rules in Bylaws.**    Alpha Chi Omega House Rules or Exhibit B detail the use of the property, social behavior and other miscellaneous polices for the chapter to be developed as needed. Alpha Chi Omega House Rules should also be attached with Form 138-Contract for Residential Services.  Any members violating house rules should be called to the chapter relations and standards board. Please note that local housing coporations are not responsible for ensuring chapter members adhere to house rules, that is the responsibility of the chapter.

**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 [2/3] vote if notice of the proposed change and vote are part of the same meeting. Amendments that are chapter specific may be added to Exhibit C or to Alpha Chi Omega House Rules-chapter additions.

**Section 3.        Annual Review.**    House Rules are reviewed annually by CRSB and distributed with the chapter bylaws and also Form 138- Contract for Residential Services.

**Exhibit A. EXEC. BOARD POSITIONS**

**CHAPTER PRESIDENT**

* Oversee the overall management and direction of the chapter.
* Review and enforce the Governing Documents and Policies of Alpha Chi Omega Fraternity, chapter bylaws, house rules, etc.
* Hold weekly executive board meetings and chair those meetings.
* Preside at all chapter meetings (using Robert's Rules of Order), ceremonies, and functions of the chapter.
* Keep needed information confidential such as CRSB, CRIB issues, internal correspondence, etc.
* Use only the most recent versions of Headquarters forms
* Educate chapter members on emergency procedures.
* Organize and implement Chi Clinics twice yearly.
* Organize and implement an Officer Training retreat to occur within the four weeks following officer elections.
* Communicate with university personnel supporting the Greek System on a regular basis.
* Communicate with Chapter Advisor weekly.
* Contact Collegiate Chapter Liaison (Regional Manager or Leadership Mentor) at Headquarters monthly by phone or e-mail.
* Ensure proper execution of Officer Elections and implementation of Nominating Committee.
* Ensure that Form C145, Collegiate Awards Handbook, is completed and submitted to Headquarters no later than March 1.
* Serve as ex-officio member of all chapter boards and committees.
* Represent chapter at National Convention, Leadership Academy, leadership training seminars and province gatherings.
* Understand the roles and responsibilities of each Executive Officer. Retain a copy of each Officer Responsibility Sheet.
* Work with Chapter Advisor and Advisory Board to ensure that all officers execute responsibilities. Supply officers with Advisory Board contact information. Use Advisory Board members to maintain officer accountability. (Governing Documents and Policies of Alpha Chi Omega Fraternity C6.3)
* Distribute mail to Executive Board Officers from Alpha Chi Omega Headquarters.
* See that chapter has functioning boards and committee structure.
* Present positive image to the chapter, alumnae, Panhellenic, university and the community.
* Train successor.
* Attend all Panhellenic events required of position.
* If a fine is distributed with the event member will need to pay out of their personal funds

**VICE PRESIDENT - CHAPTER RELATIONS & STANDARDS**

* Take Oath of Confidentiality with other members of CRSB immediately following officer installation. The Oath can be found in the VP-CRS Manual, Section 4, and p.3.
* Read and understand the Governing Documents and Policies of Alpha Chi Omega Fraternity, chapter bylaws, Statement of Obligation, FIPG, house rules, state law, Procedural Fairness, etc.
* Serve as next in chain of command after Chapter President and assist with duties and tasks as needed for the Chapter President. Familiarize yourself with your role as second in command in an emergency situation.
* Understand, educate, enforce and uphold all policies and standards applicable to members of Alpha Chi Omega.
* Attend all executive board meetings and Risk Management Committee meetings.
* Use only the most recent versions of Headquarters forms
* Chair regularly scheduled meetings of the Chapter Relations and Standards Board, composed of the VPCRS, an elected representative from each class, the Chapter President, VP- New Member Education/VP- ID and the Chapter Advisor (or Advisory Board representative when the CA is unavailable). Communicate with Chapter Advisor and Chapter President about the status of any and all CRS issues/concerns within the chapter.
* Read, review, understand and utilize the Alpha Chi Omega Procedural Fairness process. Do not use the Three Step Process
* In conjunction with outgoing VPCRS and Chapter Advisor, conduct training for the incoming CRSB prior to the first official meeting of the board. The training should include a review of the procedure for conducting CRSB meetings, the role of each member of the board, instruction of how to take minutes, the Alpha Chi Omega process for Procedural Fairness, and a review of possible actions the board can take.
* Ensure that detailed minutes are taken at all CRSB meetings on the Form C93, Chapter Relations and Standards Board Minutes.
* Keep a file on every member of the chapter that includes the signed Statement of Obligation and any CRSB meeting minutes concerning the member.
* Inform the VP-PR and Marketing of any status changes to ensure the accuracy of chapter roster: New Member Release, Disciplinary Suspension, Resignation or Graduation. This ensures that the chapter and Headquarters have the same information concerning status.
* Hold at least three meetings of the Bylaws Committee during January and February to review and update chapter bylaws and house rules.
* At the first meeting of the academic year, provide each member with a copy of the current chapter bylaws and, if applicable, house rules.
* Distribute and collect (signed) Bylaw Acknowledgement forms at the second meeting of the academic year. Signed copy should be kept in individual member file.
* Present annual revisions of Chapter Bylaws and House Rules to the chapter no later than March 17, allowing one week for review before amendments are voted on by the chapter. (Should the amendments not pass, new amendments must be presented no later than March 24, again allowing one week for review.)
* Send the Province Collegiate Chair (contact HQ if address is needed) a copy of the approved bylaws and house rules no later than April for revision.
* Present any changes made/recommended by PCC to chapter and secure an approval vote no later than April 30.
* Send final copy of amended bylaws to PCC no later than May 1
* Coordinate and present an all-chapter educational workshop about the role and responsibilities of each member of CRSB, the chapter's positive points system, the Procedural Fairness process and the procedure used for CRSB meetings.
* Establish/implement maintain a method for members to be excused from mandatory chapter events.
* Implement or maintain a method of recognizing, praising and/or rewarding chapter members who exemplify the five standards of Alpha Chi Omega.
* Establish a positive point system to be used by all members of the chapter.
* Include an updated record of the positive point system in the chapter bylaws.
* Designate a member of CRSB to regularly tally and record positive points for each member in the chapter.
* Take action on members who do not maintain at least 85 percent of their positive points.
* Recognize and reward members who maintain a high percentage of their positive points.
* Train successor
* Attend all Panhellenic events required of position.
* If a fine is distributed with the event member will need to pay out of their personal funds

**VICE PRESIDENT - FINANCE**

* Use only the most recent versions of Headquarters forms
* Call Gretchen Cherry 317-578-5172 x 238 with your new fall telephone number.
* Read the financial section of the Governing Documents and Policies of Alpha Chi Omega Fraternity.
* Use enclosed forms to make copies for your chapter. Only Form C22, Form CS9, Form H138 and Form H141 are ordered from Headquarters.
* Issue member bills one month prior to beginning of the term with due date before the term begins. Include Financial Information sheet and Form C23, Member Payment Plan, for members who must pay monthly (include payment dates).
* Issue Form C22, Indebtedness Notice to Member, with late fee added the day after bill is due and send pink copy to Headquarters. No exceptions.
* Financially suspend member (Form C92) when she is 30 days delinquent from due date. No exceptions.
* All members must sign the Form Cl SO Individual Financial Negligence Statement, and ClSO-A Chapter Verification of Distribution at the first chapter meeting of the school year. New members must sign at first new member meeting.
* After one nonsufficient funds check is received from member, accept only money order or certified check.
* Do not accept cash payments.
* All officers or chairs with budgets must sign Form ClO, Officer Contract.
* Fiscal year ends July 31. In August take all necessary infom1ation to Financial Service so IRS Form 990 and Form C161 can be prepared.
* IRS Form 990 or 990 EZ (original and one copv) and Form C161 sent to Headquarters by October 31. Keep a copy for VP-F files. $100.00 fine if990 is delinquent and a $25.00 fine if Form C161 is delinquent. Must be signed by chapter elected officer, not advisor.
* Chapter is allowed one savings and one checking account.
* All checks have 2 signatures and no blank checks are ever issued.
* There should be 4 signatures on bank signature card (usually CA. FA, CP, and VP-F).
* Money on hand deposited weekly; bills paid twice a month.
* Rent paid to landlord and bills paid to vendors on time. If this is not possible, call and explain when payments will be made.
* Budget balanced with receipts equal to or greater than disbursements.
* Form 40, Annual Budget is revised whenever a chapter loses members, quota is not taken during formal recruitment, or chapter spends more money than budgeted.
* Send Form C41, Monthly Financial Report, to Headquarters. Not applicable to CIAO chapters.
* Give a financial report on current chapter financial status at all executive board and chapter meetings.
* Educate new members and chapter on financial obligations.
* Purchase Fee accounts, if used, never show a negative balance. It is much better to collect checks first and then order favors.
* Promissory notes are never used.
* Remind officer/chair to use Form C136, Chapter Officer Budget Form; notify officer/chair if she is close to exceeding her budget.
* Remind VP-PRM to send in Forms Cl, C3 and C51 to Headquarters. VP-F is billed from these forms.
* Check the enclosed Monthly Financial Calendar for important due dates.
* Prepare 2014 summer mailing to members and parents. Include 2014-2015 first semester bill, financial information sheet, and a Form C23, Member Payment Plan, for members who need a monthly payment plan.
* Must turn in their approval to paychecks in time for staff to be paid, otherwise they will be fined $50.
* Attend all Panhellenic events required of position.
* If a fine is distributed with the event member will need to pay out of their personal funds

**VICE PRESIDENT - RISK MANAGEMENT**

* Has a copy of the FIPG Manual, the Governing Documents and Policies of Alpha Chi Omega Fraternity, chapter bylaws, university risk management policies, and campus Panhellenic risk management policies.
* Chair the Risk Management Committee, which is composed of the Risk Management Chair, an elected representative from each class, the Chapter President, Social Chair(s), the VP-Membership Programming, VPCRS, and the Chapter Advisor or her representative.
* Use only the most recent versions of Headquarters forms
* Schedule and chair regular meetings of the Risk Management Committee.
* Ensure that each all-chapter event is documented on an Event Planning Proposal completed by the officer coordinating the event. Keep a copy of each Event Planning Proposal on file for one year after the event.
* Approve all Event Planning Proposals at least 72 hours before an all-chapter event.
* Has a close working relationship with the social chair in planning chapter events.
* Ensure that a Third Party Vendor Checklist is signed for all Alpha Chi Omega functions involving alcohol. Keep signed checklist on file with Event Planning Proposal for one year following event.
* Serve as chapter representative for campus' GAMMA (Greeks Advocating the Mature Management of Alcohol), or appoint a representative who actively participates in the organization if applicable.
* Coordinate at least one all-chapter risk management workshop covering one of FIPG's four areas of Risk Management-alcohol/drugs, fire, health/safety, sexual assault/hazing.
* policies (e.g. FIPG, university, and Panhellenic).
* Encourage chapter attendance at any organized speaking engagements on campus involving risk management or other related issues.
* Serve as the chapter liaison for Kristen's Story, which is an educational program provided to college campuses by Alpha Chi Omega and Delta Delta Delta Foundations.
* Prepare an Emergency Handbook including an emergency plan, important phone numbers (police, advisors, Headquarters) and emergency (contact information for each member. The Handbook should be kept in a known location and portable to take to social functions and events.
* Attend regularly scheduled executive board meetings.
* Train successor
* Attend all Panhellenic events required of position.
* If a fine is distributed with the event member will need to pay out of their personal funds

**VICE PRESIDENT - RITUAL AND FRATERNITY APPRECIATION**

 ·        Work with the VP-New Member Education and VP-ID to provide continuous education to both new and lifetime members about the history and heritage of Alpha Chi Omega.

 ·        Oversee the planning and execution of the Ritual, Ceremonies, and maintain Ritual Equipment with the Warden.

 ·        Plan activities in observance for Alpha Chi Omega traditions and special days including Hera Day, Founders Day, McDowel1 Month, Hall of Commitment and your Chapter's

 ·        Founders Day.

 ·        Work with the Alumnae Chair to facilitate a good relationship with alumnae by helping to prepare the alumnae newsletter and hosting events for collegians and alumnae.

 ·        Ensure that a chapter newsletter is distributed at least once a year to chapter and area alumnae.

 ·        Oversee the Publications Chair by ensuring coverage of individual and chapter achievements in all campus and community publications.

 ·        Assist the VP-Philanthropy by helping to supervise chapter fund-raising events in support of the Alpha Chi Omega Foundation, our national altruism "Opening Our Hearts to Domestic Violence," and other philanthropies.

 ·        Oversee the Chaplain in coordinating inspirational material for the chapter.

 ·        Act as hostess for chapter visitors (CLCs, visiting alumnae, National Representatives) by preparing accommodations, schedules, and any other information or things that might help make the visitor feel more acquainted with the chapter.

 ·        Educate the chapter about the roles and responsibilities of a Class Agent, and oversees the election of a Class Agent for each new member class.

 ·        Develop, promote and plan activities between the Parent's Club and the chapter if applicable.

 ·        Chair regular Ritual and Fraternity Appreciation committee meetings at least once per semester.

 ·        Attend regularly scheduled executive meetings.

 ·        Train successor.

 ·        Attend all Panhellenic events required of position.

 o    If a fine is distributed with the event member will need to pay out of their personal funds

**VICE PRESIDENT - RECRUITMENT**

 ·        Have an Assistant Recruitment Chair who fulfills her own responsibilities, specific to the chapter.

 ·        Have a PACE Chair, and help her establish a PACE program that ensures the chapter programs and activities are publicized.

 ·        Select and train "day or party" chairs for each round of formal recruitment. Provide a

 ·        Job description for each chair. Oversee these chairs as they conduct rehearsals of songs and entertainment to be used during formal recruitment.

 ·        Provide member education about the Fraternity's recruitment policies and the college Panhellenic recruitment rules.

 ·        Educate members about Alpha Chi Omega's five membership standards: academic interest, character, financial responsibility, leadership ability and personal development.

 ·        Conduct recruitment workshops and meetings providing guidance to chapter members during the term prior to formal recruitment.

 ·        Organize alumnae support for recruitment, especially for preference.

 ·        Work with Vice President Collegiate Recruitment Information Chair to set goals for continuous recruitment and establish a plan to meet those goals, along with her.

 ·        Maintain VP-Recruitment notebook, including all information used during the previous formal recruitment, information about and instructions for continuous recruitment, job descriptions/responsibilities for different members of the recruitment team, a calendar detailing deadlines for formal recruitment planning, etc.

 ·        Use only the most recent versions of Headquarters forms

 ·        Maintain a recruitment file of formal recruitment statistics from the past 3 years, as well as Form C63s Recruitment Information Form, which should be kept for one year.

 ·        Along with VP CRIC, conduct a post-recruitment evaluation with both new and lifetime members within 2 weeks of formal recruitment.

 ·        Attend meetings of the chapter CRIB, chaired by the VP CRIC.

 ·        Use Alpha Chi Omega membership selection procedures, which are based on the five membership standards. (For a detailed description of these procedures, contact the Membership Development Department at Headquarters.)

 ·        Complete and submit Form C63 Formal Recruitment Report to Headquarters no later than 10 days after bid acceptance. Call or email to confirm that form was received.

 ·        Attend all Panhellenic recruitment meetings.

 ·        Preview all costumes/attire for formal recruitment events.

 ·        Along with the VP CRlC, organize potential member recommendation and/or recruitment registration forms so that members can easily review them prior to formal recruitment.

 ·        Along with VP CRIC, prepare Master List of potential new members for members to use during membership selection.

 ·        Maintain an inventory list of all recruitment supplies, decorations, etc. and annually repair or update as necessary.

 ·        Attend Exec meetings

 ·        Communicate with Recruitment Advisor weekly during the term prior to formal recruitment and every other week during the term following formal recruitment.

 ·        Hold and chair regular meetings of the Recruitment Committee.

 ·        Train Successor

 ·        Attend all Panhellenic events required of position.

 o    If a fine is distributed with the event member will need to pay out of their personal funds

**VICE PRESIDENT – COLLEGIATE RECRUITMENT INFORMATION CHAIR**

 ·        Have an Assistant CRIC who fulfills her own responsibilities, specific to the chapter.

 ·        Provide member education about the Fraternity's recruitment policies and the college Panhellenic recruitment rules.

 ·        Educate members about Alpha Chi Omega's five membership standards: academic interest, character, financial responsibility, leadership ability and personal development.

 ·        Conduct recruitment workshops and meetings providing guidance to chapter members during the term prior to formal recruitment.

 ·        Promptly acknowledge any recruitment recommendations received from alumnae.

 ·        Work with Vice President Recruitment Chair to set goals for continuous recruitment and establish a plan to meet those goals, along with her.

 ·        Maintain VP-CRIC past information, including all information used during the previous formal recruitment regarding bumping, spots, matching, surveys, calendar, ect.

 ·        Use only the most recent versions of Headquarters forms

 ·        Along with VP Recruitment, conduct a post-recruitment evaluation with both new and lifetime members within 2 weeks of formal recruitment.

 ·        Chair meetings of the chapter CRIB.

 ·        Ensure that confidentiality is maintained.

 ·        Use Alpha Chi Omega membership selection procedures, which are based on the five membership standards. (For a detailed description of these procedures, contact the Membership Development Department at Headquarters.)

 ·        Along with the VP Recruitment, organize potential member recommendation and/or recruitment registration forms so that members can easily review them prior to formal recruitment.

 ·        Along with VP Recruitment, prepare Master List of potential new members for members to use during membership selection.

 ·        Attend Exec meetings

 ·        Communicate with Recruitment Advisor weekly during the term prior to formal recruitment and every other week during the term following formal recruitment.

 ·        Create a matching committee to match PNMs to active members during the recruitment process

 ·        Manage the logistics of each round of recruitment such as time, flow, and matching

 ·        Attend regular meetings of the Recruitment Committee.

 ·        Train Successor

 ·        Attend all Panhellenic events required of position.

 o    If a fine is distributed with the event member will need to pay out of their personal funds

**VICE PRESIDENT - NEW MEMBER EDUCATION**

 ·        Educate members on Alpha Chi Omega policies and five membership standards, (Academics, character, financial responsibility, leadership, and personal development).

 ·        All activities should be centered on one of the following: friendship, leadership, learning, and service.

 ·        Serve as the main contact and advocate for the new members to the chapter.

 ·        Prepare sisterhood handbook to be distributed to all members (both new and lifetime) at the first meeting following Bid Day. Handbook should include chapter calendar, phone list, university policies, anti-hazing policy, FIPG policy, a section representing each of the 5 standards of Alpha Chi Omega, and information about Alpha Chi Omega's heritage.

 ·        Educate members about all Alpha Chi Omega guidelines, procedures, practices and expectations.

 ·        Ensure that new members are not given any expectations or requirements different, or in addition to, the requirements and expectations of lifetime members. (This includes, but is not limited to: study hours, phone duty, etc.)

 ·        Educate the chapter to use only appropriate technology for chapter members and programs.

 ·        Work with VP-Ritual and Fraternity Appreciation to hold First Degree of Initiation within two weeks of Bid Day.

 ·        Plan and schedules an all-chapter retreat for the purpose of conducting the Orientation Workshop within the first 7-10 days following Bid Day.

 ·        See that Big Sis program is organized and implemented.

 ·        See that Mystagogue program is organized and implemented upon First Degree of Initiation.

 ·        Work with VP-RFA to schedule initiation within 6 to 8 weeks of Bid Day.

 ·        Work with Chi Connection Coordinator to plan and implement Chi Connections at least once a month.

 ·        Ensure that new members attend all formal chapter meetings following the First Degree of Initiation.

 ·        Ensure that new members know they can participate in discussions and vote on all issues before the chapter if they choose, following First Degree of Initiation.

 ·        Do not conduct meetings with only new members present at a day and time different from regular all-chapter meetings or events. A meeting before or after chapter meeting to answer questions and dispense information is permissible.

 ·        Plan and schedules activity units based on Alpha Chi Omega's membership standards for all members. Ensure attendance of both new and lifetime members at all activity units.

 ·        Complete all five activity units in the time period between the New Member Ceremony and Initiation Ceremony.

 ·        Assist VP-RFA with programming to ensure an initiation rate of at least 90 percent of new members.

 ·        Help VP-PRM collect Form C3-A, New Member Profiles, after the new members have completed them.

 ·        Chairs regular education committee meetings to be held at least once every semester.

 ·        Attend regularly scheduled executive board meetings.

 ·        Prior to recruitment, contact Headquarters to order new member packets for the new members. (Includes: stickpin, Sisterhood Book, parent brochure, Statement of Obligation, National Initiation Examination -instructions and answer sheet.)

 ·        Train successor.

 ·        Attend all Panhellenic events required of position.

 ·        If a fine is distributed with the event member will need to pay out of their personal funds

**VICE PRESIDENT - PUBLIC RELATIONS AND MARKETING**

 ·        Ensure proper forms are submitted correctly and promptly to Headquarters, Province Collegiate Chair (PCC) and campus organizations,

 ·        Maintain calendar with all due dates of funds.

 ·        Oversee officers to ensure that they submit forms to Headquarters on time.

 ·        Devise an agenda/announcement sheet for each chapter meeting to expedite business. Keep a permanent copy for your records.

 ·        Record and maintain minutes of Executive Board meetings.

 ·        Ensure that Recording Secretary records the minutes of chapter meetings and posts them on email. Keep a permanent copy.

 ·        Work with Publications Chair to ensure chapter events and accomplishments are promoted and publicized.

 ·        Assist in developing a chapter newsletter bulletin via hard copy, voice mail or email.

 ·        Maintain a phone, campus address, permanent address, and birthday list of new members, lifetime members and advisors.

 ·        Oversee that articles and pictures are submitted, by the Publications Officer to the LYRE magazine at least two times a semester or term.

 ·        Work with Historian to oversee preservation of chapter archives-activities, photographs and events.

 ·        Assist Chapter President in compiling Form C145, Collegiate Awards Nomination.

 ·        Maintain positive correspondence with all campus organizations and other Alpha Chi Omega Chapters. For example, thank you notes congratulation letters, Founder's Day acknowledgements and holiday greetings. Purchase of stationary may be necessary.

 ·        Use only the most recent versions of Headquarters forms

 ·        Complete Form C51, Membership Report, on the web site. Due at the beginning of each semester.

 ·        Complete Form C3, New Member Report and C3-A New Member Profile, on the web site (www.aIphachiomega.org) 10 days after first degree of initiation.

 ·        Complete Form C1, Initiation Report, on the web site (www.alphachiomega.org) 10 days after initiation. Print a copy of the completed wet, site fonI1 and send a check payable to Burr, Patterson & Auld for the badges.

 ·        Make sure that Form C58, Officer Summer Address List, Form C66, Campus Schedule, and Form C45, Officer and Advisor Phone List are completed and sent to Headquarters.

 ·        Record bond numbers, assigned by Headquarters, in the chapter's bond book.

 ·        Assist the VP-Membership Programming in updating the calendar of events.

 ·        If the chapter has the resources, time, and members interested, elect someone to maintain a chapter web site. If desired you may wish to elect a member to link the site to the National Alpha Chi Omega web site and/or the University web site if one exists.

 ·        Hold PR and Marketing Committee meetings at least once per semester or term.

 ·        Attend regularly scheduled executive board meetings.

 ·        Train Successor.

 ·        Attend all Panhellenic events required of position.

 o    If a fine is distributed with the event member will need to pay out of their personal funds

**VICE PRESIDENT - MEMBERSHIP PROGRAMMING**

 ·        Maintain chapter calendar by recording all events relevant to the chapter and ensure executive officers plan activities with a mix of social, intellectual, sisterhood,  educational and risk management events.

 ·        Collect all information about scheduled events from Executive Board for their input and requests for the chapter calendar. It is the responsibility of the Membership Programming  Chair and her committee to achieve and maintain balanced programming based on the input from the Executive Board.

 ·        Update chapter calendar monthly and make available to all members including any updates and revisions.

 ·        Oversee Social Chair during chapter event activity planning.

 ·        Attends all risk management committee meetings.

 ·        Attend regularly scheduled executive board meetings.

 ·        Oversee and/or plan sisterhood activities for the chapter. If desired, provide ''just for fun" activities that are not mandatory or point related.

 ·        Promote campus/community involvement.

 ·        Assist Cultural Chair on educating chapter on diversity awareness.

 ·        Plan, coordinate and implement year-round activities to promote senior member appreciation and involvement.

 ·        Implement system to track member’s activities, such as list file of campus organizations and who is involved.

 ·        Work with Personal Development Chair to promote awareness of appearance, social graces, household management, health issues, etc.

 ·        Work with Song Chair to ensure members learn Alpha Chi Omega songs.

 ·        Oversee and ensure House Manager fulfills her responsibilities.

 ·        Chair regular Membership Programming Committee meetings at least once per term.

 ·        Train successor.

 ·        Attend all Panhellenic events required of position.

 o    If a fine is distributed with the event member will need to pay out of their personal funds.

**VICE PRESIDENT - PANHELLENIC DELEGATE**

 ·        Has a copy of, and uses the National Panhellenic Conference~ Manual.

 ·        Attends and/or ensures representation at all Panhellenic meetings.

 ·        Maintains minutes on all Panhellenic meetings and reports to the chapter, Executive Board, and VP-Recruitment  as needed.

 ·        Reports to Headquarters and/or the National Panhellenic Conference Delegate (NPCD) about major concerns or decisions requiring a vote within local Panhellenic, such as changes in total, addition or removal of NPC chapter, and the timing of recruitment.

 ·        Help to ensure chapter participation in Panhellenic sponsored events.

 ·        Models and encourages Panhellenic spirit and cooperation.

 ·        Present a positive and favorable Alpha Chi Omega image within Panhellenic.

 ·        Promotes member involvement on Panhellenic committees (and the Panhellenic Executive Board if applicable).

 ·        Coordinate joint functions with other NPC and NPHC groups on campus.

 ·        Chair regular Panhellenic committee meeting at least once a semester.

 ·        Attend regularly scheduled executive board meetings.

 ·        Train successor.

 ·        Attend all Panhellenic events required of position.

 o    If a fine is distributed with the event member will need to pay out of their personal funds

**VICE PRESIDENT - INTELLECTUAL DEVELOPMENT**

 ·        Annually review and or create terms of the Intellectual Development program. This program should establish the minimum grade and credit requirement for lifetime members, actions to be taken if those are not met, and methods to assist members who need to improve.

 ·        Ensure chapter maintains GPA at least equal or above all sorority average is at or above 3.0, or ranks academically in top 1/3 of sororities on campus.

 ·        Work with Chapter Relations & Standards Board by calling in members that do not meet intellectual development requirements and establishing an academic contract.

 ·        Work with Chapter Relations &Standards Board by calling in members that do not

 ·        Meet intellectual development requirements and establishing an academic contract using the Procedural Fairness process.

 ·        Use only the most recent versions of Headquarters forms

 ·        Coordinate and implement intellectual development events.

 ·        Coordinate and implement activities involving and utilizing the Faculty Advisor.

 ·        Motivate members toward better performance through recognition and awards.

 ·        Ensure that Form C48, Scholarship Report, is completed and submitted to Headquarters every semester.

 ·        Chair regular meetings of the Intellectual Development committee at least once every semester.

 ·        Attend regularly scheduled executive board meetings.

 ·        Train successor.

 ·        Attend all Panhellenic events required of position.

 o    If a fine is distributed with the event member will need to pay out of their personal funds

**VICE PRESIDENT - FACILITY OPERATIONS**

 ·        Serve as the chapter liaison to the House Director

 ·        Meet with members on the chapter's meal plan to gain their input regarding menus

 ·        Work with the House Director to establish weekly meal plans for the cook to prepare

 ·        Develop a concrete plan for upkeep of the facility

 ·        Work with the House Director and Chapter Relations and Standards Board to implement and enforce house rules

 ·        Attend all campus housing information sessions that address fraternity/sorority housing issues

 ·        Work with the House Director and the landlord to schedule fire inspections with the appropriate fire safety personnel

 ·        Provide continuous fire/facility safety information and training according to the FIPG/ Alpha Chi Omega risk management policies

 ·        Work in conjunction with the Risk Management committee to prepare a fire/house safety workshop at least once a year

 ·        Develop a recognition system to acknowledge members who go above and beyond cleaning or caring for the facility

 ·        Serve as one of the chapter's representatives to the House Corporation Board or the Property Manager meetings

 ·        Work with the VP-CRS to use the positive points system for room selection

 ·        Conduct a mid- year survey of the members to identify the highest priority housing needs for the upcoming year

 ·        Serve as a member of the Membership Programming committee.

 ·        Maintain and officer a well-organized folder, binder or file that includes everything someone would need to hold your office.

 ·        Train your successor.

 ·        Report to your committee chair (VP -Membership Programming) regularly.

 ·        Attend all Panhellenic events required of position.

 o    If a fine is distributed with the event member will need to pay out of their personal funds

**VICE PRESIDENT - PHILANTHROPY**

 ·        Promote domestic violence awareness, Alpha Chi Omega’s national philanthropy

 ·        Coordinate chapter philanthropy and service events, using event planning proposal C144C

 ·        Educate the chapter about the role of the Alpha Chi Omega Foundation

 ·        Educate the chapter about what it means to live a life of philanthropy

 ·        Encourage participation in campus and other fraternities’ and sororities’ philanthropies

 ·        Attend regularly scheduled executive board meetings

 ·        Chair philanthropy committee meetings

 ·        Read the Alpha Chi Omega policies and Chapter Bylaws

 ·        Actively participate in the completion of the chapter accreditation program

 ·        Represent yourself appropriately on social media

 ·        Be a role model as a real, strong woman

 ·        Train your successor

 ·        Lead and work in conjunction with the service chair when planning community service opportunities

**JR EXEC POSITIONS**

**Assistant Finance**

 ·        Assist VP Finance.

 ·        Coordinate PF list

**Assistant Education**

 ·        Assist VP New Member Education with projects and events.

**Mystagogue/Big Sis Chair**

 ·        Develop the process for matching new girls with a mystagogue and assign every new girl a mystagogue on Bid Day!

 ·        Develop the process for matching Little’s and Big’s and assign every new girl a Big Sis!

 ·        Educate members about the matching process used.

 ·        Develop expectations for mystagogues and confront any who do not meet these expectations.

 ·        Develop expectations for Big Sisters and confront any who do not meet these expectations.

**Chi Connections Chair**

 ·        Create Chi Connection groups.

 ·        Coordinate Chi Connections to be held in place of chapter meetings once a month.

 ·        Work with Personal Development Chair to hold one chi connection relating to personal development issues each term.

 ·        Evaluate your chapter’s chi connection program.

**Alumnae Chair**

 ·        Maintain an updated list of chapter alumnae who live in the area.

 ·        Coordinate the preparations of an annual alumnae newsletter

 ·        Write thank you notes to advisors and alumnae who have assisted the chapter.

 ·        Educate seniors about the rights and responsibilities of an alumnae membership.

**Chaplain**

 ·        Provide weekly inspirational messages at Chapter

 ·        Provide Continuous inspirational materials to chapter members.

 ·        Assist with the ritual and ceremonies.

**Fundraising Chair**

 ·        Set Fundraising Goals

 ·        Assist with all fundraising endeavors.

 ·        Work with chapter to determine allocation of funds raised.

 ·        Encourage participation in fund raising events.

 ·        Work with Alpha Chi Omega Foundation to raise money.

**Warden**

 ·        Have a positive attitude about and respect for all the Ritual of Alpha Chi Omega

 ·        Oversee the planning, practice and set-up of all ceremonies.

 ·        Maintain upkeep of all ritual equipment

 ·        Conduct a post-initiation ritual meeting between Initiation Ceremony and the next formal chapter meeting.

**Philanthropy Chair**

 ·        Plan and Coordinate Philanthropic events

 ·        Help coordinate Flapjack Frenzy

 ·        Coordinate Choices parties.

 ·        Promote group and/or personal community service opportunities in the area.

**Cultural Chair**

 ·        Promote multicultural sensitivity.

 ·        Educate Chapter about cultural events taking place in the community and on campus.

 ·        Assist in the coordination of cultural activities, especially though which take place during McDowell month.

 ·        Educate chapter about cultural resources and centers available and volunteer opportunities.

**Personal Development**

 ·        Promote awareness of personal development issues.

 ·        Educate members about proper attire for chapter meetings

 ·        Promote programming on personal development through speakers and activities.

 ·        Provide continuous education about personal development through tips printed on chapter announcements, and my chapter room website.

 ·        Plan one personal Chi Connection with the Education Committee and Chi Connection Chair.

**Senior Week Chair**

 ·        Plan and organize all events during Senior Week

 ·        Recognize Senior’s contributions to the chapter

 ·        Communicate events to the chapter

**Song Chair**

 ·        Maintain a copy of all the Alpha Chi Omega Songbook and all songs that the chapter uses for recruitment.

 ·        Be familiar with the ritual songs contained on the CD obtained from Headquarters.

 ·        Educate chapter about all songs and chants and encourage practice.

 ·        Help teach initiation songs.

**Resources Chair**

 ·        Educate members about resources available through the university, Alpha Chi Omega, and the local community.

 ·        Organize, update and maintain all chapter resources relating to intellectual development.

 ·        Maintain Study Files.

 ·        Provide written professor evaluations for members to complete and keep on file for reference.

**Recognition Chair**

 ·        Choose an Alpha Chi to recognize every month and create a poster to be displayed around the house for that month!

 ·        Promote positive and encouraging chapter atmosphere.

 ·        Reward accomplishments of chapter members through signs, prizes or recognition at meetings.

**Assistant Recruitment**

 ·        Work with VP- Recruitment to set goals for continuous recruitment and establish a plan to meet those goals.

 ·        Plan, coordinate and execute all continuous recruitment events and efforts.

 ·        Provide member education about the Fraternity’s recruitment policies.

 ·        Attend all campus PHA meetings about COB.

**Assistant Collegiate Recruitment Information Chair**

 ·        Work with VP CRIC to set goals for recruitment and establish a plan to meet those goals

 ·        Attend meetings of the Collegiate Recruitment Information Board (CRIB).

 ·        Ensure that confidentiality is maintained.

 ·       Work with matching committee to match PNMs to active members during recruitment

**Assistant Panhellenic Delegate**

* Attend PHA meetings when PHA cannot attend.

**Promote Alpha Chi Everyday (PACE) chair**

* Encourage members to display their pride in Alpha Chi Omega!
* Help officers promote chapter events
* Create Banners to hang from Balcony promoting events.
* Promote year round advertising and recruitment.
* Help the chapter develop a marketing plan to assist with chapter publicity and recruiting.
* Look for new ways in which to promote Alpha Chi Omega to the campus and community.

**Bid Day Chair**

* Coordinate all preparations and event pertaining to bid day.

**Assistant Social Chair**

* Plan events for Homecoming and Greek Week (and Greek Olympics if continued)
* Encourage participation during Homecoming and Greek week (and Greek Olympics if continued)
* Encourage positive programming with other organizations on campus
* Organize Senior Night.
* Promote attendance at all chapter events.

**Historian**

* Take photos at chapter events, or arrange for someone to take photos
* Prepare scrapbook each academic year.
* Organize composite pictures and any other picture service such as bid day or date party.

**Publications Chair**

* Publish all chapter and individual member accomplishments in the school or local papers.
* Utilize publications to provide continuous education to both new and lifetime members about the history and heritage of Alpha Chi Omega.
* Assist in developing and circulation a chapter news bulletin.
* Provide articles and photos for chapter’s website.
* Provide information to chapter about National Alpha Chi Omega Traditions and special days; Hera Day, Founder’s Day, MacDowell Month, Hall of Commitment, and our chapter’s birthday!

**Recording Secretary**

* Record the minutes of chapter
* Assist the chapter president with voting during chapter meetings.
* Take attendance at chapter meetings and all mandatory events.
* Assist in developing and circulating a chapter news bulletin

**Website Chair**

1. Work with VP communications to maintain the chapter’s website

**Variety Show**

1. Choreograph and teach Variety Show Dance
2. Attend Variety Show meetings
3. Coordinate Variety Show team
4. Coordinate and lead Variety Show practices

**Service Chair**

1. Attend service roundtable
2. Coordinate chapter service events
3. Keep record of service hours for chapter members

**Campus Involvement Chair**

1. Provide service resources/opportunities to chapter
2. Register teams for intramural sports/girls for RPAC classes

**Orientation Chair**

1. Inform chapter about campus events and clubs weekly
2. Create and facilitate orientation retreat
3. Assist VP Education throughout new member period as needed

**Social Chair\***

1. Must present speech during chapter and meet with previous officer in order to be eligible to run.
2. Coordinate social activities as a compliment to other chapter activities on the chapter’s calendar
3. Plan, Organize and Coordinate supervision of all social functions, whether alcohol is served or not.
4. Prepare Form C144, Event Planning Proposal, in conjunction with the membership development and risk management committees and keep completed forms on file for one year.
5. Complete third party vendor checklists one week prior to an event, staple to form C144, and keep on file for one year.
6. Read, understand, and enforce your campus, Panhellenic, and Alpha Chi Omega/FIPG risk management policies
7. Encourage positive programming with other organizations on campus.
8. Promote attendance at all chapter event.
9. Collect input from chapter members about event ideas.
10. Evaluate each event after the fact.

**EXHIBIT B**

**ALPHA CHI OMEGA HOUSE RULES**

**for the Chapter House located at**

**The Ohio State University**

**103 E. 15th Ave. Columbus, Ohio 43201**

**DEFINITIONS:**

**“Landlord” means the owner of the facility, including the Local House Corporation or the National Housing Corporation.**

**“Tenant” means the person sub-letting a room from the Landlord**

**“Chapter House” means the building, individual rooms therein, parking areas and the land owned by Owner or landlord**

**“Alpha Chi Omega” means Alpha Chi Omega Fraternity, Inc., an Indiana nonprofit corporation**

**GENERAL:**

1.    The Tenant shall not perform or permit any illegal activities at the Chapter House.  

2.    The Tenant agrees not to permit the Chapter House to be used for any purpose that is in violation of the University’s and Alpha Chi Omega’s  risk management polices as stated in the Alpha Chi Omega Model Bylaws and Form 138, Contract for Residential Services.

3.    The Tenant will not remove any furnishings in “Common Areas” without the Landlord’s knowledge and approval nor will any new furnishings be purchased or placed in the common areas without the same approval.

4.    The Tenant shall use all reasonable precaution to prevent the Chapter House from being destroyed or injured by fire or other casualty, and to act in such a manner as to keep her room and the common areas of the Chapter House in a clean and healthful condition.

5.    The possession, sale, use, or consumption of alcoholic beverages while in or about the Chapter House is strictly forbidden. 

6.    No animals, with the exception of an assistance animal (subject to approval) are allowed in the Chapter House.

7.    No bicycles are to be stored in any public areas. The Landlord designates the location for bicycle storage. The Housing Advisor on behalf of the Landlord works with the House Director and House Manager to ensure that the bicycles are properly stored.

8.    No roller blades, skates, skateboards, or other damaging modes of transportation shall be used inside the Chapter House.

9.    Meals served by the Chapter are to be eaten in dining room area and “snack room/kitchenette”.

10.  Personal items are not to be stored over the summer in the facility without the Landlord’s approval. The Housing Advisor on behalf of the Landlord works with the House Director and the House Manager to determine if there is space which might be used, under unique circumstances, for summer storage.

*NOTE: All personal property of the individual is not covered by the chapter’s or the Landlord’s insurance policy. It is recommended the Tenant acquire insurance coverage for individual’s personal property.*

11.A Student shall not, nor allow:

-removal from, or unauthorized addition to, any furniture, equipment, or property belonging to the Owner or the NHC

-any alterations to the floors, walls, ceilings, doors, or door locks of the Chapter House

-use of kitchen appliances- stove, dishwasher, refrigerator space etc., unless in a designated area (kitchenettes)

-refrigerators, microwaves, kitchen appliances in the bedrooms of the Chapter House

-halogen lamps in the Chapter House

12. Commercial kitchens at the Chapter House are not for the Tenants’ use. Commercial kitchens are to be locked at night.

13. Cars shall be parked in the designated areas. Parking areas at the Chapter House shall not be used to store vehicles.  Parking areas shall not be used for unregistered vehicles.  Trucks larger than pick-ups, motor homes or other large vehicles are prohibited.  SUVs are permitted.  No repair work to any vehicle shall be carried out at the Chapter House.

14. Tape, putty, etc. shall not be used on the walls.  Small nails, thumb tacks, or damage free adhesive strips are to be used instead, upon the Landlord’s approval.

15. All plumbing shall be used for only that purpose for which it is constructed.  All articles such as tampons, paper towels, etc., must be placed in waste paper baskets.

16. Smoking is not permitted at the Chapter House.  The Chapter House is to be smoke free at all times.

**SECURITY AND SAFETY**

1.The Tenant must meet all local fire and health codes and standards.

2. The possession and/or use of firearms or explosive devices of any kind at the Chapter House is expressly forbidden.

3. No structure is allowed that would impede the operation of a fire safety mechanism (smoke alarm, sprinkler system, alarm box, etc.) at the Chapter House.

4.  Tampering with safety system equipment at the Chapter House is strictly forbidden.

5.  Any item with an open flame or an open coil is absolutely prohibited in private rooms and common areas of the Chapter House (candles, kerosene lamps, space heaters, etc.).

6.  If permitted appliances create a danger for circulatory overload, the landlord may issue instructions for the safe use of the appliances in question, or withdraw permission for their use.

**SOLICITATION/PEDDLING**

1. The Chapter House shall only be used for study and living purposes and not as a salesroom, office, service area, or for the storage of merchandise.

**EXHIBIT C**

**(Additional House Rules to H138- Chapter Specific)**

**Additional ALPHA CHI OMEGA HOUSE RULES**

**for the Chapter House located at**

**The Ohio State University**

**103 E. 15th Ave. Columbus, Ohio 43201**

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**“Alpha Chi Omega” means Alpha Chi Omega Fraternity, Inc., an Indiana nonprofit corporation**

* Alcohol is not permitted in the house at any time, or anywhere, regardless of age.
* All illegal substances are prohibited.
* No smoking in the house at any time. Member must maintain a 25 feet distance from the house and is required to remove debris.
* No candles are allowed in the house, even as decorations for recruitment.
* Only use electrical appliances in the bathrooms. No hairdryers or straighteners in the day rooms.
* Surge protectors, rather than extension cords are necessary for lights, laptops, etc.
* Room-sized refrigerators are not permitted due to limited electrical power. The large refrigerator and freezer in the basement are for your use. Please mark stored items with your name and respect your sisters’ property.
* Sleeping is not permitted in the day rooms. Due to taxation and fire prevention rules, the city could close our residence due to lack of compliance.
* Lock your doors when you’re gone during the day and when you go to the dormers at night. Be sure to keep your keys with you.
* Do NOT store things in the hallways or stairwells, as these are fire hazards.
* The sinks in the back of the kitchen are not for doing anything with food. You cannot use soap in them. Basically, don’t use them.
* You are responsible for your personal trash. Put it in the dumpster only, not the kitchen, bathrooms, hallways, etc.
* Wallpaper is not permitted; neither is fabric hanging from the ceiling. Curtains are ok if hung from a removable rod.
* Please use REMOVAVBLE wall fasteners only, not nails or screws. You will be charged for any holes during checkout.
* Report anything broken, light bulbs needing replaced, etc. to either the house manager or house director.
* You may only keep food in sealed containers upstairs.
* Do not prop open any doors for any reason unless the door is being supervised.
* Never use the side doors unless there is an emergency. The side doors have alarms.
* Do NOT give out the house code. You will be fined $100 if you do.
* Absolutely no men are permitted in the upstairs bathrooms. They may only use the basement and first floor bathrooms. **Chapter women may not use the first floor bathroom. This is a guest bathroom only.**
* Guests are never allowed in any of the dormers on the third floor.
* Guests are invited to be in the house between the hours of 8am and 2am.
* There is a $50 fine/occurrence for breaking this rule.
* The Guest room is for GUESTS only.  **Chapter women may not use this room for any reason.**
* Any guest must be accompanied at all times while in the house.
* Please reserve the Townie Room with House Manager for any approved overnight guests.
* Kitchen hours are: Monday-Thursday 7:30am-10pm, Friday 7:30am-8pm, Saturday 9am-8pm, and Sunday 9am-10pm
* Do not eat food in the formal living room or in the kitchen. You may only take beverages with lids and dry snacks in to the TV room.
* If you are eating after the kitchen is closed, put your garbage in the garbage can in the dining room and the dishes in the container in the dining room.
* Cover dishes with a paper towel when using the microwave. If there are spills, clean them up please.
* Take responsibility for late plates. If you do not use them, throw them away. Late plates will be taken to the downstairs refrigerator when the kitchen is cleaned after dinner. Please be respectful of those who have signed up for the late plates.
* Shoes or slippers are to be worn in the kitchen. NO BARE FEET!
* Do not use your fingers to pick food out of the containers in the kitchen.
* The chef’s area of the kitchen around the gas stove is off-limits.
* Lockup dates are posted on the bulletin board outside the kitchen and the coat closet.
* Lockup must be done by the required time. For special circumstances, please see the house manager. Failure to do so will result in a $25.00 fine per person. The fine will increase by $10 every consecutive time they miss lockup each semester.
* Please make sure you straighten up your hairdryers, straighteners, etc on the bathroom counters so the house cleaning crew can clean sufficiently.
* Also, every time you use the sink area in the bathroom, clean up after yourself. Do not leave hair on the counters, toothpaste in the sink, etc.
* When we have inclement weather, please put your boots, umbrellas, etc. on the mat provided. Once they are dry, please put them away.
* If you become sick, you must clean after yourself (i.e. vomit)
* When banner painting in the basement, please use a drop cloth which will be in the closet to prevent spills on the floor, carpet, etc. Do not paint on top of area rug or carpet.
* The washers and dryers are available for in-house members only. The washers are 75 cents and run approximately 25 minutes. The dryers are 50 cents for 45 minutes of drying time.
* Please remove all clothing out of the washer and dryer in a timely manner. The laundry room will be cleaned each Wednesday and any clothing remaining will be put in a pile. If it is there the next week, it will be donated.
* Make sure after you use the exercise equipment; you clean it with the spray bottle and cleaning rags provided. Straighten up the equipment and turn off lights when finished.
* Please keep the basement kitchen area clean at all times and take dirty dishes to the kitchen.
* Please do not tamper with the thermostats and/or the security system.
* Do not tape anything on the walls on the first floor.
* Do not use intercom after 11pm and before 9am. These are our respect hours and apply to anyone who is in the house at the time. Please do not make disturbances at this time.
* Please be considerate of those who are sleeping in the dormers.
* Turn off all lights and the TVs when you are not using them.
* Always dress appropriately and use acceptable language on the first floor of the house. Once school starts, we will have guests in and out of the house all day, whether people who are studying with others or the houseboys. Be presentable and act like ladies.
* Please be respectful to the staff that keeps our house operating on a day-to-day basis.
* NEVER park in front of the dumpster.
* If you have parking spot #1, park as far away from the dumpster as possible, as they will not clear the trash if the car is close and they charge a fee to come back to do it later.

Other notes:

* Menu will be posted every week on MCR.
* Do not throw away your silverware.
* Do not put glasses in the dish thing with the prongs sticking up. They will break.
* There is a new coffee dispenser, check directions posted above it for use.
* To use the sink disposal, follow the posted directions. If it is clogged, quickly pull the lever and release to clear the drain; otherwise you will get a disposal shower. Repeat this procedure if necessary.
* Clean up after yourself after you eat. Put your silverware in the bucket and clean out your dishes COMPLETELY with the sprayer in the sink. We do not have a dishwasher. It is only a sanitizer.

**EMERGENCY PROCEDURE:**

The Alpha Omicron chapter of Alpha Chi Omega has a phone tree in place to ensure the safety of its members. In the case of an emergency, a chapter member must alert the Chapter president, and she will start communications and contact all necessary people.

Chapter president                                                                                                             Date

Chapter advisor                                                                                                               Date

**Alpha Chi Omega Room Search Best Practices**

**Updated March 2014**

This room search process is based on the chapter using the residential service agreement form H138 from Alpha Chi Omega.

1. Searches may be conducted without prior notice at reasonable times unless some emergency at an unusual time (e.g., very late at night) requires immediate action at such an hour.

2. The search should be performed by a responsible individual who is available at the time of the search, including but not limited to an officer of the House Corporation, the House Director, Chapter Advisor, a representative from Headquarters, or a designee of one of the above.

3. It is best for the person conducting the search to be accompanied by another individual.

4. The specific rooms or areas that may need to be searched and the extent and nature of the search will depend on what led to the need for the search. Accordingly, the areas searched may include individual rooms, common areas, dressers, beds, refrigerators, totes, shoeboxes and other places and things depending on what led to the need for the search.

5. All items found while conducting the search that violate house rules, chapter bylaws, and/or National Fraternity policies or that you think are suspicious should be taken to the House Director’s apartment, a private room in the chapter facility such as the chapter president’s room, or another appropriately designated room.

6. Each member that you suspect has violated house rules should be called into the designated room individually. The items found in her room or believed to be associated with the individual member should be shown to her.

7. If you find suspicious items, such as a water bottle, have the member explain the item and/or its contents. If she admits the item or its contents is in violation of applicable policies then the item should be disposed. If alcohol is found, have the woman immediately dump it out for you or dump it out yourself. If items are found that are against applicable policies such as candles or drug paraphernalia the woman should be asked to dispose of the item immediately.

8. Responsibility of items found in rooms is shared by roommates; therefore both members should be called in.

9. Document the items found, the location the item was found, and any information collected through the conversations with individual members.

10. After you have questioned each member about what was found, make sure they are aware that they will be called into CRSB the next time CRSB has a scheduled meeting.

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