Non-Discriminatory Policy

Phi Sigma Rho and its members shall not discriminate against any individual(s) for reasons of race, color, age, gender identity or expression, disability, religion, sexual orientation, national origin, or veteran status.

Article I: Membership

Section 1.1 Member Statuses

1. **ACTIVE STATUS** - an Active member has completed New Member requirements and has been activated. The responsibilities of the Active member are as follows:
   i. to vote on all presented proposals,
   ii. to meet all financial obligations to the sorority,
   iii. to attend all Chapter meetings,
   iv. to attend all mandatory sorority functions.

   A status change request form, available from the VP of Standards, must be submitted to the Standards Board for consideration before the first Standards Board meeting of the semester in which the member wishes to take the statuses below. Under extenuating circumstances, members will be permitted to request a status change after this deadline. Standards Board will accept or deny the request within one week. If an active member is put on probation (housing, academic, financial, or social), the requirements of the probation take precedence over the requirements of active status.

2. **INACTIVE STATUS** - available to sisters who are trying to raise their grade point average or who are undergoing personal difficulties. A member on inactive status:
   i. has full voting privileges,
   ii. is required to pay full active dues,
   iii. is required to attend 50% of chapters,
   iv. is required to attend mandatory events,
   v. is required to attend 50% of recruitment events,
   vi. may not have a Little or Pearl Sis, unless no other sister can do so,
   vii. is prohibited from holding an office.

3. **SPECIAL INACTIVE STATUS** - If a member has serious problems financially, health-wise, or class-wise, is a member of an in-season varsity sport or the Current
Semester Marching Band, she is eligible to be put on special inactive status. A member on special inactive:

i. Can only vote on National Sorority proposals and new members,
ii. Pays to cover national dues, and all expense the sorority has for the sister,
iii. Is not required to attend chapters,
iv. Is required to attend mandatory events,
v. Is not required to attend recruitment events,
vi. May not have a Little or Pearl Sis,
vii. Is prohibited from holding an office,
viii. Must pay for all social events attended.

If a member has not paid the previous semester’s dues by the time the next semester’s bills are issued, she will be required to go on Special Inactive status by the standards board until her entire balance is paid in full. Social events may not be attended until a payment plan is approved and being followed or the balance is paid in full.

4. CO-OP/STUDY ABROAD STATUS A member participating in a university recognized full time co-op or study abroad may take this status option. A member on co-op/Study Abroad status:

i. Cannot vote,
ii. Pays to cover national dues, and all expenses the sorority has for the sister,
iii. Is not required to attend chapter,
iv. Is not required to attend mandatory events,
v. Is not required to attend recruitment events.
vi. May not have a Little or Pearl Sis,
vii. Is prohibited from holding an office,
viii. Must pay for all social events attended.

If a member is co-oping in Columbus or somewhere nearby, she can choose not to be placed on this status. She will then be allowed to participate as any other Active member. During Fall Semester, a member on Co-op status will have the right to vote for the following year's officers, if and only if she had been Active the previous Spring Semester. For all other situations she is prohibited from voting.

5. SENIOR STATUS - available to seniors with one semester left before graduation. A member must have at least two active semesters of membership in the sorority before she is eligible for senior status. A member must be in good financial and academic standing to take senior status. A member granted senior status will:

i. Have full voting privileges,
ii. Pay to cover national dues,
iii. Be required to attend 50% of chapters,
iv. Be required to attend mandatory events,
v. Be required to attend 50% of recruitment events,
vi. Not have a Little or Pearl Sis, unless no other sister can do so,
vii. Be prohibited from holding an office.
6. **SPECIAL ALUMNI STATUS** - A member may apply if she has been active in the sorority for 7 semesters (3.5 years, including new member semester) and has all financial obligations paid in full to the sorority. A member on Special Alumni:
   i. Cannot vote
   ii. No longer needs to pay dues and is considered an alumnae,
   iii. Is only required to attend Inductions, Senior Send-off (if graduating) and Initiation,
   iv. May not hold any office or position,
   v. Must pay for all social events attended.

**Section 1.2 Clarification on Inactive and Special Inactive Status Requests**

If a second non-consecutive request is made by a member for inactive and/or special inactive status, she must meet with Standards Board for a consultation. If a member makes a second consecutive request, she must meet with Standards Board and will be asked to consider deactivation. A member cannot take inactive (includes special inactive) status and senior status in her senior year. Unacceptable reasons for inactive status request include:

   a) Personal conflicts with other sisters.
   b) Dissatisfaction with sorority activities
   c) Commitments to other organizations, with the exception of the Ohio State University Marching Band and varsity sports.

**Section 1.3 Not Fulfilling a Status**

If you do not fulfill the minimum requirements of your Standards Board approved status (Inactive, Special Inactive, Co-op/Study Abroad, Senior, Special Alum), the Standards Board may choose to follow one, or any combination of the following courses of action.

   a) Prohibit person from going on status the following semester/remainder of the academic year.
   b) Prohibit person from attending “big event” (formal, homecoming, date party, etc.) the following semester
   c) Person must attend extra hours of the events missed the previous semester (recruitment, chapter, etc.)
   d) Person must do extra hours of community service, fundraising, or philanthropy the following semester.
   e) Person could have study pass(es) revoked
   f) Person must plan and promote a sisterhood event the next semester.
Section 1.4 Deactivation
A member who has unexcused absences from at least 75% of the sorority’s mandatory events and/or who has not made any attempt to pay her dues for a semester will be brought in front of the standards board to begin the process of deactivation.

1) Process of Deactivation
   a. If a member requests to the President and/or the Vice President of Standards to deactivate, the following will proceed: The President and/or VP of Standards will give the member a two-week pending deactivation status, which will be made known to the chapter at the next chapter meeting. During this time, the member is encouraged to attend as many events as she can.
   b. Once the two-week period is up, if the member still wishes to deactivate a meeting between the President, Vice President of Standards, Vice President of Communications, the Standards Board, and the member will be set up. At the meeting, the member will need to present the following materials:
      i) Active Pin
      ii) National New Member Manual
      iii) National Sister Manual
      iv) National Membership Certificate
      v) Beta Chapter Manual
   c. It is encouraged that the member “wills” other sorority items to sorority family members or donates them to the chapter.
   d. By returning her membership manual and active pin, the member is eligible to receive her candidate fee back.
   e. After items are returned, the member will be asked if she is sure about her decision and let known that the decision cannot be undone. The Release of Oath will then be read and signed by the member, the President, the Vice President of Standards, and the Vice President of Communications.
   f. By signing the deactivation form, the sister is cutting her ties to Phi Sigma Rho and any of its privileges. For her to portray herself as a member in any way, shape, or form (in voice, apparel, digital media, or on paper) is considered perjury.

ARTICLE II: Election of Officers

Section 2.1 Requirements
1. Executive Board members and all elected officers must have a previous semester GPA of 2.75 and an overall graduation index of 2.75.
2. If an officer position member receives below a 2.75 semester index her first semester in office or fails to meet the requirements above, she must go in front of the Standards
Board. The Standards Board may require her to step down from the office until she is able to meet these requirements. In the meantime, the executive board will appoint an active member to hold office to protect the privacy of the officer. If deemed necessary by the Standards Board, an officer may stay on as a consultant to the acting officer who is in her place.

3. President, New Member Educators, and Recruitment Chairperson must be students in the College of Engineering or School of Architecture.

4. The Executive Board Members and New Member Educators must have been active in the sorority for at least one semester (excluding summer semester), prior to beginning of term, or go in front of the Standards Board to be approved. In addition, the President must have held at least one (1) executive board position for two semesters (excluding summer semester).

Section 2.2 Procedures

1. The retiring President or acting President shall make an address and administer the oath of office, collectively, to the new officers. Oath of office: “I do solemnly swear (or affirm) that I will fulfill, to the best of my ability, the duties of my office and that I will at all times maintain the honor of Phi Sigma Rho”

2. The retiring President or acting President shall then deliver a short talk at the close of which she shall present the official gavel and yield control of the meeting to the new President.

3. The new President shall make an address of acceptance.

4. Any elected officer who is not present for officer switchover shall take the oath of office at the next regular chapter meeting.

Section 2.3 Length of Term

1. All offices (excluding Assistant Director of New Member Education and Assistant Director of Recruitment) are for one year.

2. If an officer decides to step down, another member will be elected to replace this person immediately.

Section 2.4 Election Schedule

1. Nominations for all offices except for President are held during the 13th week of Fall Semester. Nominations for President will occur during the 12th week of Fall Semester.

2. Elections for all offices, except President, are held during the 14th week of Fall Semester. Elections for President are held during the 13th week of Fall Semester.
3. All old officers and new officers are required to be switched over by the 3rd week of Spring Semester.
4. All new officers will take over immediately following officer switchover excluding the Vice President of Housing Affairs, Vice President of Recruitment and Vice President of New Member Education.

ARTICLE III: Duties of the Officers and Directors

Section 3.1 Executive Board

The Executive Board has the responsibilities of organizing the chapter meetings, reviewing and discussing relevant topics, and reviewing all mail correspondences. They are required to hold bi-weekly meetings and to review all governing documents at the annual Executive Board Retreat. The Executive Board is composed of the President, Vice President of Standards, Vice President of Communications, Vice President of Finance, Vice President of Social Relations, Vice President of Recruitment and Outreach, Vice President of Member Development, Vice President of Sisterhood and the Vice President of New Member Education.

Section 3.2 President

The President is responsible for overseeing all chapter and Executive Board meetings and it is her duty to keep them running smoothly. She is responsible for running all voting during meetings. She is responsible for collecting Executive Board summary reports at the Executive meetings. She is also responsible for the chapter report to nationals and compiling all semester forms. She is required to attend applicable PHA and Greek Life meetings. The President is responsible for maintaining the rituals and traditions of Phi Sigma Rho. Also, the president shall live in the house from the autumn semester after she is elected until the following spring. This will allow sorority members to reach her more easily and centralize sorority events at the house. Even if she has fulfilled her one year live-in policy requirement she still needs to live in the same year she is president.

Section 3.3 Vice President (VP) of Standards

The Vice President of Standards is responsible for overseeing all Standards Board meetings and seeing that the Standards Board performs its duties. She must distribute and collect status forms. She obtains the grades from the previous semester and is responsible for placing members on academic probation and for helping the Director of Scholarship enforce academic
probation restrictions. Additionally, she also must make sure all members read, understand and agree to all parts of the PHA alcohol policy and Phi Sigma Rho risk management policy. VP of Standards will act as the official risk manager. She will be responsible for educating and obtaining Sober Sisters when required and attending all Risk Management meetings as needed. The VP of Standards will oversee the Director of Scholarship and will meet individually with the Director of Scholarship at least once a semester to discuss shared goals.

Section 3.4 Vice President (VP) of Communications

The VP of Communication will record all chapter meeting minutes and make available, upon request, copies of the meeting minutes. She will also send the minutes to the Chapter Advisor(s) and members weekly. She is responsible for recording attendance and tallying points for each member. She oversees organizing and overseeing the making of the sorority composite each year. She shall oversee any greeting, condolence, important dates, or thank you cards or gifts presented by the chapter. The VP of Communications shall be in charge of and oversee all public relations matters of the sorority as well. She is responsible for assisting the President in compiling information for the national end of the year report. She will also send an end of the semester newsletter, as well as monthly newsletter updates (with the exception of the summer semester) to keep the active, alumni, and parents updated on events. The VP of Communications’ duties also include the pomp and circumstance responsibilities - certificates for the “Phi”, “Sigma” and “Rho” awards, “Amy Wong” Service Award, as well as the “Bertha Lamme” Award and the “Anita Chatterjea” Award given at the spring picnic and by Director of Alumnae Relations. The VP of Communications will oversee the Director of Media, Director of Alumnae Relations, and the Director of Ritual and will meet individually with each of the positions at least once a semester to discuss shared goals.

Section 3.5 Vice President (VP) of Finance

The VP of Finance is responsible for all disbursements made by the sorority. She is responsible for creating a budget and getting approval for the budget by the Executive Board. She is also responsible for maintaining accurate and updated financial records, applying for operating funds, collecting dues, collecting fines and setting up payment plans if needed. The VP of Finance oversees Director of Fundraising and Director of Apparel and will meet individually with each of the positions at least once a semester to discuss shared goals.

Section 3.6 Vice President (VP) of Social Relations

The VP of Social Relations is responsible for overseeing and organizing all social events. These events include but are not limited to, socials with other chapters, Date Party, Block, and Formal and performing any other duties deemed necessary by the Chapter. She is responsible for following all event registration rules given by PHA and by Phi Sigma Rho Nationals. She is also
available to help resolve conflicts between sisters. She is responsible for overseeing the award of Phi Rho Guy at Formal. Any member can request that the VP of Social Relations call a meeting between sisters in conflict or out of concern for a sister. Ideally, the VP of Social Relations will live outside of the sorority house to facilitate conflict mediation; however, this is not a requirement to hold the position. The VP of Social Relations will oversee the Director of Intramurals and Director of Sisterhood and will meet individually with each of the positions at least once a semester to discuss shared goals.

Section 3.7 Vice President (VP) of Recruitment and Outreach

The VP of Recruitment and Outreach is responsible for arranging, publicizing all recruitment events, organizing and overseeing recruitment events, and delivering bids following recruitment. She should inform potential members of the requirements of membership and confirm them before extending a bid. She is responsible for New Member Recruitment and oversees the Recruitment Assistant and will work with her throughout the semester to discuss and achieve shared goals.

Section 3.8 Vice President (VP) of Member Development

The VP of Member Development is responsible for attending meetings of the Panhellenic Association as the PHA Delegate, voting at those meetings, and reporting the events of those meetings to the Chapter. She shall handle all cross-council awareness, continuing education, and development of members in diversity, risk management, safety, health, and wellness. It is also the duty of the VP of Member Development to coordinate 75% chapter participation in a Diversity and Safety, Health and Wellness event every semester. The VP of Member Development is responsible for filing all Standards of Excellence forms, each semester and returning it to the Greek office. As per the Phi Sigma Rho National Bylaws, the VP of Member Development shall plan two alcohol related risk management events per year, with one being in fall semester. The VP of Member Development oversees the Director of Philanthropy, Director of Professional Development, and Director of Community Service and will meet individually with each of the positions at least once a semester to discuss shared goals.

Section 3.9 Vice President (VP) of Sisterhood

The VP of Sisterhood is responsible for organizing member only events used to promote bonding and friendship throughout the chapter. She is required to plan at least two events a month. She is also in charge of planning the yearly Sisterhood Retreat. She will be in charge of
organizing co-op gifts to ship to the members who are away from Columbus on co-op each semester.

**Section 3.10 Vice President (VP) of New Member Education**

The VP of New Member Education is responsible for overseeing Inductions and Initiation with the help of the President and the Director of Ritual Affairs, to oversee all New Member events and all I-Week events, follow the New Member Program as outlined by the National Manuals, inform all new members of their requirements during the first week of membership, plan new member activities and dates for ceremonies, inform the Executive Board of any problems concerning a new member, ensure all New Members have the proper credentials to pledge the sorority, help oversee the final voting of New Members before activation, distribute new member pins and active badges and record their appropriate numbers, and coordinate all information needed for Chapter new member manual and education. She shall attend all council roundtables pertaining to new member education and be the primary communicator with the National organization, the Greek Life office, and PHA about new member education to keep communication and organization consistent throughout the calendar year. During the term of VP of New Member Education, she is ineligible to take a little sister, unless approved by the standards board. The VP of New Member Education shall serve for a full academic year beginning in the following Autumn Semester after elections. She will oversee the Assistant Director of New Member Education.

**Section 3.11 Director of Ritual Affairs**

The Director of Ritual Affairs is responsible for setting up, organizing, and running all ritual events. She is responsible for setting up rituals and holding ritual practices to teach and review songs, speeches and ceremonies, including those for Inductions, Initiation, Pass It On, Senior Sendoff, and candle passing ceremonies. The Director of Ritual Affairs is also responsible for updating any ritual documents. Director of Ritual will plan the ritual portion of events that overlap with the Vice President of New Member Education such as scheduling the location, any refreshments.

**Section 3.12 Director of Alumnae Relations**

She is responsible for maintaining active and good relations with alumnae. She is responsible for keeping up to date information on alumnae including: addresses, phone numbers, e-mails and all other relevant information. She is also responsible for coordinating an alumni/active
event once a semester and help in planning the Spring Alumnae Picnic with the Beta Chapter Alumnae Association (BCAA) president.

Section 3.13 Director of Housing Affairs

At times when the sorority has a house, the Director of Housing Affairs is the liaison between the house residents, the chapter and the landlord. She is responsible for establishing an emergency contact sheet for the members as well as general contacts (911, police, rental company, etc.), setting up cleaning schedules as well as a semester chapter house cleaning schedule, handling any repairs that may need to be made to the house, making sure supplies are stocked (toilet paper, paper towels, etc.), making sure the house meets all the proper requirements for emergencies and safety (i.e. evacuation routes), and overseeing that the lease is followed. She is also responsible for making sure all members/boarders read, understand and agree to the house rules, and sign a key agreement form, before a key can be issued. At times when the sorority does not have a house, the Director of Housing Affairs is responsible for the storage of sorority property, the procurement of a new house as the chapter wishes, and for overseeing the signing of leases. Additionally, the Director of Housing Affairs must plan one safety, health, and wellness event pertaining to the potential risks of living in, in which 75% of the total chapter must be present.

Section 3.14 Director of Fundraising

The Director of Fundraising is responsible for scheduling fundraising activities for the sorority. She is also responsible for making all members aware of campus fundraisers. She is required to hold one fundraising event per semester and is responsible for meeting the fundraising goals according to the budget. The Director of Fundraising is also responsible for attending all E-Council meetings and relaying all necessary information back to the chapter. She is responsible for coordinating the E-Council volunteering as well as presenting the funding requests. She is also responsible for scheduling Phi Sigma Rho’s involvement with the Engineering Involvement Fair each fall.

Section 3.15 Director of Philanthropy

The Director of Philanthropy is responsible for organizing and overseeing all philanthropies. She must plan one two philanthropy events per semester. She is also responsible for making all members aware of campus wide philanthropies and events.
**Section 3.16 Director of Community Service**

The Director of Community Service is responsible for overseeing all community service events and making all members aware of community service events available. She is responsible for finding and organizing group community service events that require active participation with the community. She is responsible for organizing the required group sorority service project for each semester per year. She is responsible for collecting the Community Service Verification Forms each semester and recording them for her records.

**Section 3.17 Director of Intramurals**

The Director of Intramurals is responsible for organizing intramural sports teams for other fraternities’ sporting philanthropy events and university intramurals for the sorority if the chapter shows an interest. She shall collect all fees to play and register the sorority team. She shall also organize other fitness events throughout the term. She shall plan none week each semester dedicated to educating the chapter on healthy living.

**Section 3.18 Director of Media**

The Director of Media is responsible for updating the chapter web pages, which includes posting necessary information on sorority events as well as updating the site biweekly, or as seen necessary by the Executive Board, and general maintenance, including pictures. She is responsible for updating all social media, including the Facebook page, Instagram, LinkedIn and the Twitter page. The Media Chair is responsible for taking pictures at sorority events, or assigning someone attending the event to do so. The Director of Media is required to work with the Director of Alumnae Relations and feature an alumnae on social media at least once every two (2) weeks. The Director of Media is required to post on Facebook and Instagram once per week.

**Section 3.19 Director of Professional Development**

The Director of Professional Development is responsible for maintaining the professional relationships with companies, their recruiters, and alumni through (but not limited to) consistent and timely communication and planned events with Phi Sigma Rho. She should keep the chapter updated with professional development opportunities in the College of Engineering. She should be experienced enough to assist sisters in their professional career at OSU or be able to find them the necessary resources.
Section 3.20 Director of Apparel
The Director of Apparel is responsible for organizing the customization and ordering of Fall and Spring apparel as well as any additional apparel that needs to be ordered for the chapter. She will communicate with the chapter to gather orders and will communicate with the vendor to arrange orders. She will also keep an updated list of all approved vendors and work to get new vendors approved if needed.

Section 3.21 Director of Scholarship
The Director of Scholarship is responsible for maintaining scholarship and academic requirements in the chapter. She will support the chapter by providing academic resources to those that need it and by providing motivation and incentives for the chapter to keep up with their classes. She is responsible for enforcing restrictions for those on academic probation as well as keeping track of and enforcing study hours for the whole chapter. She will schedule chapter study hours during the week and promote their attendance. The Director of Scholarship will create one (1) event a semester dedicated to mental health education and promotion. She will be responsible for organizing the yearly scholarship with Triangle Fraternity.

Section 3.22 Assistant Director of Social Relations
The Greek Representative shall assist the VP of Social relations with all matters concerning Greek Week and Homecoming Week. She shall attend all Greek mandated meetings concerning Homecoming and Greek Week. If she is not able to make it, the VP of Social Relations shall go in her place. She is in charge of planning all Homecoming and Greek Week events, and she is in charge of informing the chapter regarding Homecoming and Greek Week events. When planning events at third party venues, she must reach out to the current VP of Social Relations prior to committing to the plans.

Section 3.23.1 Assistant Director of New Member Education
The Assistant Director of New Member Education shall assist the VP of New Member Education with all matters concerning the education of New Members. She shall attend any meetings that the VP of New Member Education cannot make and be present at the weekly new member education meetings. The term of the Assistant Director of New Member Education will be for one semester. Both the Autumn and Spring Assistant Directors shall be elected in Autumn Semester prior to the beginning of their terms.
Section 3.23.2 Assistant Director of Recruitment

The Assistant Director of Recruitment shall assist the VP of Recruitment with all matters concerning recruitment. She shall attend any meetings that the VP of Recruitment can not attend and be present at all recruitment events. She will be responsible for planning and running one recruitment event on her own and assisting the VP Recruitment with all other events. The term of the Assistant Director of Recruitment will be for one semester. Both the Autumn and Spring Assistant Directors shall be elected in Autumn Semester prior to the beginning of their terms.

Section 3.24 National Convention/Conference

Attendants

The President will be responsible for attending the national Phi Sigma Rho conference/convention held in the summer. If the President is unable to attend, there shall be an election of 1 National Convention/Conference delegate. She must be chosen by the last chapter of spring semester. The Sorority shall cover expenses for the mentioned National Convention/Council meetings for the President or the delegate. It is an option by the Standards Board for the expenses to be divided between any of the members that would like to go.

Section 3.25 Removal from Office

Chapter officers and other chapter positions may be brought in front of Standards Board as a result of a formal, written complaint due to nonperformance of a duty. If the officer does not comply with the requirements of Standards Board, then she will be removed from office by a majority vote of the Standards Board and will not be able to run for another position in the following election.

ARTICLE IV: Duties of Committees

Section 4.1 Committees

The standing committees of the sorority shall be:
   i) Standards Board
   ii) Other Committees as needed

Committees should have regularly scheduled meetings.
Section 4.2 Standards Board

1) Standards Board shall consist of 4 elected members and 2 elected alternative members. The percentage of executive board members on this board must not exceed 50% (not including the VP of Standards). Standards board will consist of 4 members from the previous 4 pledge classes to be representative of the different classes. The last 2 alternatives can be from any other pledge class as long as they are not graduating during their term on the standards board. A sister on Standards Board can not serve more than three (3) semesters on Standards Board.

2) The Standards Board is responsible for defining policies and standards for the sorority, deciding appropriate actions to be taken when policies are broken and/or members do not uphold the standards stated in the active vows, and handling any grievances.

3) The Alumna advisor(s) can sit in on difficult cases as determined by the discretion of VP Standards or member having case.

4) The VP of Standards will keep notes on each case including recording the Standards Board members present for the case, the member going before standards, the reason for the member to be sent to standards, description of any evidence presented (if applicable), the ruling of the case along with any consequences, and the reasoning for the ruling. These notes are only to be seen by the VP of Standards and the President unless any other officer needs to be involved.

5) If another member or officer besides the member appearing before Standards Board is involved in the case, they may submit a written testimony or background information to the VP of Standards for the Standards Board to read before the case if approved to be necessary in determining the outcome of the case.

6) Any unpermitted release of private information or evidence presented in confidentiality to the VP of Standards and the Standards board will result in investigation and possible dismissal of any responsible member of the Standards Board or VP of Standards.

7) The VP of Standards can ask an impartial Executive Board member to take the place of a Standards Board Member if and only if there are not enough board members that do not have an inherent bias toward or against the case.

8) A Standards Board Member can not sit in on a case involving their big, grand big, little or grand little due to inherent bias. If there is also another form of bias known or reported to the VP of Standards the same standards will apply.

Section 4.3 Other Committees
All Vice Presidents and Directors may form committees at their discretion.

ARTICLE V: Meeting and Function Requirements
Section 5.1 Meeting Procedure

Call to Order:
   1) The President will signal that the meeting is ready to begin.
      a. Chapter meetings begin promptly at the time voted upon by the chapter prior to
         the start of the semester.
   2) At this time, all members should take a seat and cease talking.
      a. The door should be closed.
   3) Reciting of the Creed
      a. Initiated by the President after the meeting room has become silent
   4) Active Member Attendance Check
   5) Voting on issues proposed at least a week in advance.
   6) Proposal of any new issues for voting
      a. If discussion of the issue is required, then each member who wishes to express
         an opinion or make a comment will raise her hand until noticed by the President.
         The President will then call on the member to share her opinion. Only one
         member may speak at a time.
   7) Reports for officers and committee chairs will be given in the following order:
      a. President
      b. VP of Standards
      c. VP of Communication
      d. VP of Finance
      e. VP of Social Relations
      f. VP of Recruitment and Outreach
      g. VP of Member Development
      h. VP of Sisterhood
      i. VP of New Member Education
      j. Director of Ritual Affairs
      k. Director of Alumnae Relations
      l. Director of Housing Affairs
      m. Director of Fundraising
      n. Director of Philanthropy
      o. Director of Community Service
      p. Director of Housing Affairs
      q. Director of Intramurals
      r. Director of Media
      s. Director of Apparel
      t. Director of Professional Development
      u. Director of Scholarship
v. Greek Representative
w. Assistant Director of New Member of Education
x. Assistant Director of Recruitment
y. Chapter Faculty Advisor
z. Chapter Alumni Advisor

8) Announcements
9) After the last report has been given, the President will open the floor to any miscellaneous information.
10) Giving of weekly awards.
11) Perform a pinning circle if necessary.
12) Reciting of the Active Vows.
13) Dismissal: President will signal the end of the meeting.

Section 5.2 Voting Procedure
1) The President will announce the voting outcome within 24 hours of the conclusion of the vote.
2) A ballot (physical or electronic) must be made for the proposals of more than just a yes/no response (three or more choices).
3) The rank, etc. must be explained on the ballot.
4) Each person will be secretly assigned a number and their number will be on their ballot. (The President will update a complete list of eligible voters and their numbers at the beginning of each semester.)
5) The President and VP of Communications will be the only one to see this list.
6) The voter must rank everything on the ballot.
7) If a member has classes on the night of voting, or has a valid excuse, she will be permitted to turn in her ballot 24 hours prior to voting via an email to the President.
8) A quorum, or 50%+1, must vote or abstain for a vote to be valid.
9) The President is only permitted to vote in the event of a tie.

Section 5.3 Dress Code

1) Members of Phi Sigma Rho will be required to formally dress for various occasions during the school year. All dress code infractions are at the discretion of the Director or Executive Board member in charge of the event.
2) Dress for all chapter meetings, callbacks, and other events as deemed necessary includes: dresses, fingertip length skirts, suits, dress pants, etc. Shoulders must be covered by straps that are at least one inch. No denim pants of any color are allowed. No tennis shoes will be worn. No hooded sweatshirts are to be worn.
a. If the Executive Board agrees, for an approved semester the dress code for chapter meetings will alternate between pin dress and the wearing of letters. Wearing letters is defined as having on any article of clothing with the words Phi Sigma Rho, “Phi Rho”, or letters.

3) Dress for initiation, inductions and senior send off includes: the same guidelines as previously mentioned in part (2), but in all black attire, including shoes. Members may wear family colored jewelry. Members are required to wear their active pin.

Section 5.4 Mandatory Events

1) All events listed in this section are considered mandatory for all sisters, unless specifically stated otherwise in a sister’s status. Missing the event may result in a fine and negative points.
   i) Chapter
   ii) Recruitment Events
   iii) Philanthropy (1 event per semester)
   iv) Fundraising (1 event per semester)
   v) Safety, Health, and Wellness/Diversity Event
   vi) I-Week Events
   vii) Initiation/Inductions
   viii) Community Group Service Event
   ix) National Visits

2) In order for a function to be mandatory, it must be brought before Standards board two (2) month before the date of the function approved (can be electronically), and announced two (2) weeks prior to the date of the function. The function can be vetoed by a fifty (50%) plus one vote of the general members present at the meetings. To be considered present at a mandatory event, a member must stay at the event at least one hour (unless the event isn’t that long.)

3) If a member wishes to use an excuse form (points or no points) on a ritual event she must have a standards case (electronic or in person) at least one week from the function date.

Section 5.5 Excused Absences

1) In order for an absence to be considered excused, the VP of Communications must be notified at least twenty-four (24) hours before the mandatory function or meeting unless extenuating circumstances exist. The following are accepted excuses for an absence:
   a) Death in the family
b) Participation in a wedding  
c) A test on the same night as the event  
d) Class on the night of the event  
e) Help session at the same time as the event  
f) Student team or organization trip  
g) Illness  
h) Plant trip or interview during event  
i) Work-excluding weekly chapter meetings, unless approved by Standards Board  
j) Religious events  

2) Three absences are allowed for all members from a Sunday-Thursday event (excludes weekend events) for a study pass. One additional study pass is given to each Executive Board member for Executive meetings. The reason for absence must be submitted in writing to the Vice President of Communications via an excuse form 24 hours prior to the event.

3) A reason for absence from mandatory events not stated in Section 5 of the article must be submitted in writing to the VP of Communications twenty-four (24) hours in advance to the time of the event. If the reason for absence is not submitted at that time, it must be submitted after the event to the VP of Communications and will be subject to its discretion. If a member submits a reason for absence from an event that can be made up (i.e. Diversity and Safety, Health, and Wellness Events), she must attend another of the same type of event that meets the requirements of the Standards of Excellence.

4) A position cannot extend a mandatory event over multiple days with options to pick which day, and requiring multiple study passes to be used on one (1) overarching event.

Section 5.6 Class during Chapter

1) No classes are to be scheduled for Monday nights during meeting time.  
2) Any scheduling conflicts regarding class during chapter must be approved by the Standards Board prior to the scheduling of the class.

Section 5.7 Executive Meetings

1) Executive meetings are mandatory for all Executive members. Each member of the Executive Board gets one vote.
Section 5.8 Guests

1) Actives and new members are permitted to bring female guests to social events (T.G.s, cookouts) if they are both:
   a. not potential members
   b. out of town guests
2) If a member brings a guest, she must let the VP of Social Relations know as soon as possible before the event.
3) The member must explain Phi Sigma Rho’s policies to the guest. The guest must sign the alcohol policy at or prior to the event.
4) Any guest who comes to a Phi Sigma Rho event must come escorted by an Active or New Member.
5) Each member is permitted only one guest for Date Party and Orchid Ball.

Article VI: Dues

Section 6.1 Payment of Dues

1) All dues must be paid by the date designated or be accompanied by a fine.

Section 6.2 Payment Arrangements

1) The above may be overruled if a satisfactory prior arrangement has been worked out between the member and the VP of Finance and confirmed by the President.

Section 6.3 Budget

1) Dues will be set by the Executive Board at the beginning of each year, beginning at officer switchover when the budget is determined.
Section 6.4 Bad Checks

1) Any person who writes a bad check paid to any office or fund pertaining to the sorority will be responsible for all incurred expenses.

Section 6.5 Financial Probation

1) A member who has not paid dues by the last day of scheduled classes for the current semester will go on financial probation for the following semester. While on probation the member is required to attend all chapters, philanthropy, and fundraising and is prohibited from attending all other sorority functions. If on probation, a member will be removed from office. If a payment plan is not determined by Standards Board and the member by the 5th week of the following semester, the sister will be forcibly deactivated.

Section 6.6 Fines

1) Unexcused absences from mandatory events and behaviors that negatively affect the sorority can result in fines and loss of points. This is not meant to be a way that members can pay instead of going to an event but a way to stress the importance of Attendance. All collected fines will be donated to the Leukemia and Lymphoma Society unless the fine was to cover the costs incurred by the sorority (i.e. PHA fines, missed social events, etc...). A sister can request to have community service hour requirements in place of fines with one (1) hour equaling a $5 fine. The service must be documented, can not come from a group service event, and can not count toward the minimum required 5 hours of community service. The service must be performed one (1) month after fines are sent out. To request this the sister must contact the VP of Standards.

2) The sorority fines are:
   a. Missing Chapter: $5
   b. Missing Ritual (i.e. Inductions, Initiation, and Senior Sendoff): $50
   c. Missing other Mandatory Event or Obligation (i.e. Philanthropy, recruitment events, failure to provide recruitment names, late payments, etc…): $10
   d. Unexcused absence from PHA Formal Recruitment (during spring semesters that Phi Sigma Rho participates in any round of PHA Primary Recruitment) will result in a fine of $10. A member with an unexcused absence must also fulfill one extra informal recruitment event (2 total for seniors, 3 total for actives)

3) There will be a $10 fee for late fines/payments that increases by $5 each week they aren’t paid. If fines are not paid in full by the end of the semester, the sister must go before Standards Board.

4) The Executive Board may vote a fine two weeks before any mandatory event not mentioned above not to exceed $10. This fine decision can be vetoed by the chapter with a 50%+1 vote.
5) If a sister is having difficulties she should contact Standards Board as soon as possible; this fine system is not meant to hinder someone having academic, health or financial difficulties. Also, fines don’t apply to the use of a study pass, an excused absence or if a member’s status excuses them from the event.

**Article VII: Active Point System**

### Section 7.1 Active Points System

1) The active point system shall be used to determine the eligibility of a member to participate in specified social events of each semester.

2) Points will be distributed at the discretion of the VP of Communications. The VP of Communications will be responsible for keeping a running tally of members’ points. Two weeks before the social events, the points will be tallied and sent out so members can make up points accordingly. The determination will be made the chapter before the social event to which members are eligible to attend. Members ineligible to attend will be informed so privately. Under no circumstances will a member be permitted to attend the social event without the required percentage of core points. It is the responsibility of each member to keep track of her own points, should a discrepancy appear in the tally book. It is the responsibility of each member to meet with the VP of Communications and provide proof of participation in the event that is being disputed. If the situation cannot be easily resolved, the Standards Board will rule on the validity of the disputed points.

3) The value of points is highlighted in the Amendments, Article 13, Section 3.

**Article VIII: Selection and Initiation**

### Section 8.1 Recruitment

1) All potential members must have a 2.9/4.0 semester index from the previous semester.

2) All potential members must have at least a 2.9/4.0 cumulative GPA index. All potential members must carry at least 12.0 credit hours the semester pledging or be recognized as a coop student of the university.

3) Qualifying Majors include:
   a. Aeronautical and Astronomical Engineering
   b. Agricultural Systems Management
c. Architecture  
d. Astronomy  
e. Atmospheric Sciences  
f. Aviation  
g. Biochemistry  
h. Biomedical Engineering  
i. Chemical Engineering  
j. Chemistry  
k. City and Regional Planning  
l. Civil Engineering  
m. Computer and Information Science  
n. Computer Engineering  
o. Computer Science and Engineering  
p. Electrical and Computer Engineering  
q. Electrical Engineering  
r. Engineering Physics  
s. Engineering, Undecided  
t. Environmental Engineering  
u. Food, Agricultural, and Biological Engineering  
v. Food, Agricultural, and Ecological Engineering  
w. Geological Engineering  
x. Geomatics Engineering  
y. Industrial and Systems Engineering  
z. Materials Science and Engineering  
aa. Mechanical Engineering  
bb. Physics  
cc. Welding Engineering  

Section 8.2 Potential Member Selection

1) After callbacks, the voting for the new member class will occur. The voting for the round is based on a three point scale. Each eligible member will give potential members zero, one, or two points. The points are defined as:
   a) 2 points - Liked very much and want as a sister
   b) 1 points - Undecided
   c) 0 point - Do not want her as a sister

2) A discussion in which active members must be present in order to vote will take place prior to voting for each potential member. No other discussion will be allowed. After voting, the points will be totaled. Potential members receiving at least 75% of the
maximum total points (two times the number of members voting) will be extended a bid to become candidates of the new member class.

3) During spring semesters that Phi Sigma Rho participates in any round of PHA Primary Recruitment, the process of rolling bids shall be allowed. 
   a. If a PNM attends a formal recruitment event and expresses interest in Phi Sigma Rho, she should be invited to attend our informal recruitment events.
   b. Once the PNM has attended at least one additional event (ie. MTC then attended recruitment trivia), she is eligible to schedule a callback.
   c. The Vice President of Recruitment will be responsible for arranging a time, place, and attendees for the PNM's callback.
      i. Any active with a Director or Executive Board position is eligible to facilitate the callback.
      ii. No fewer than 3 eligible actives should be present at the callback.
      iii. One active at the callback is responsible for taking notes and dictating the PNM's responses, to then be sent to the chapter prior to voting.
   d. Preliminary voting for rolling bids should be scheduled before PHA Bid Day (typically the Monday after the second weekend of primary recruitment) and should be conducted similar to regular PNM voting.

Section 8.3 New Member Requirements for Initiation

1) At the end of the New Member period, a final vote will occur. Only members present for discussion at the time of voting and that have pixied will be eligible to vote. If the New Member receives a 75% vote (yes or no vote) and has successfully completed the New Member requirements, she will become an initiated member of the sorority.

2) If the New Member does not complete the requirements, she will remain a New Member and attend half of the next New Member class’ meetings and pay half of the Active dues.

3) If the requirements are not fulfilled because of extenuating circumstances, satisfactory solutions may be approved by the Standards Board.

Article IX: Appropriate Behavior

Section 9.1 Wearing Letters

1) New Members will not be allowed to wear the sorority letters unless it is followed by their class name.

2) Letters, including “Phi Rho” or any nicknames, may never be worn in the presence of alcohol. This includes sorority jewelry such as rings, lavaliers, etc.

3) The sorority pins should never be worn in the presence of alcohol.
4) The sorority pins should never be worn with casual clothing.

Section 9.2 Public Behavior

1) Excessive drinking, public displays of affection, and excessive physical contact are considered inappropriate at any sorority event.
2) At a sorority event, every sister should concern herself with the safety of her sisters, and realize each sister is concerned about her.

Section 9.3 Alcohol and Drug Policy

1) It is the responsibility of each Active and New Member of Phi Sigma Rho to be aware of rules specified in the PHA alcohol policy, the Phi Sigma Rho risk management policy, and the state law concerning alcohol and drug possession and consumption and the consequences of violating these laws.
2) Each Active and New Member is hereby charged with the responsibility of keeping a concerned and watchful eye over her sisters at all sorority events.
3) If any Active or New Member is proven by investigation to be in possession of illegal drugs, she will be deactivated or depledged automatically. Warning will not be issued and probation will not be granted.
4) The chapter is responsible for conducting a mandatory educational program concerning the effects of alcohol for both New Members and Actives twice a year.
5) No quantity of alcohol or illegal substance will ever be purchased with Phi Sigma Rho funds.
6) No individual may possess alcohol or illegal substances on house grounds.
7) No theme parties will be based on an alcoholic beverage or on becoming intoxicated.
8) At any Phi Sigma Rho sponsored event (Orchid Ball, etc.) alcohol may only be provided by a licensed bartender.
9) At functions where alcohol is being served, drinks may be provided only at a specified place, only to a predetermined time, and never to someone who appears intoxicated or who is under the age of 21 years.
10) At every social event where alcoholic beverages are being served, there must also be nonalcoholic beverages and food served. These must be easily accessible and available all throughout the event.
11) At any function that is considered “out-of-town” by a chapter, members must either return to campus via transportation provided by the chapter or provide proof of lodging reservations at the location of the function. Any exceptions to this point must be approved by the chapter Standards Board one week prior to the function.
12) The sorority’s Social Chairperson is responsible for notifying the organization co-sponsoring a function with Phi Sigma Rho of this policy. She will sign a form saying that she is aware that this is her responsibility.
13) At the Executive Meeting before any function where alcohol is present, the Executive Board is responsible for determining the event's ending time, the night of the event, and/or the sorority function. Each member of the chapter must sign the Phi Sigma Rho risk management policy form saying that they will comply with this policy and time.

14) Any Sober Sister who drinks any alcohol at an event will be fined and brought up in front of Standards Board.

15) A member who is very drunk can be told to leave the event by a Sober Sister and/or an Executive Board member. The Sober Sister needs to ensure that the sister gets home safely.

Section 9.4: Social Probation

1) All social probation requirements will be determined on a case by case basis by the Standards Board. It is up to the Standards Board to decide appropriate punishment and help for a sister who has failed to represent Phi Sigma Rho in a positive manner at a social event. While on probation, the member is required to attend all mandatory events and chapter, but may need to fulfill additional requirements including, but not limited to, being Sober Sister during social events, loss of social events, extra risk management events pertaining to alcohol, stepping down from office, loss of eligibility to be a Big Sister, and counseling by an advisor or university employee trained on the matter.

Article X: Probation and Deactivation for Academics

Section 10.1 Academic Probation

1) First Level Probation
   a) Any time a sister's semester or cumulative GPA falls below 2.75, the following will occur:
      i) The sister will remain active on the Phi Sigma Rho National and Chapter roster.
      ii) The sister will remain active on the University roster.
      iii) The sister will be given one (1) extra study pass.
      iv) The sister will not be able to take a Little Sister or a Pearl Sister.
v) The sister will be required to complete a total of five (5) study hours in which two (2) study hours must be proctored by the Executive Board or Standards Board.

2) Second Level Probation
   a) The first time a sister's semester GPA falls below 2.5 the following will occur:
      i) The sister will remain active on the Phi Sigma Rho National and Chapter roster.
      ii) The sister will be placed inactive on the University roster.
      iii) The sister will be given two extra study passes
      iv) Attendance at social events will be evaluated on a case-by-case basis, to the discretion of VP of Standards and Director of Scholarship. Any sister who is attending a significant number of social events and has not shown signs of grade improvement may be asked to meet with VP of Standards and/or Director of Scholarship to discuss a plan going forward.
      v) The sister will be required to do six total study hours (at least two study hours must be proctored per week by the Executive Board or Standards Board).
      vi) The sister will not be able to take a Little Sister or a Pearl Sister.
      vii) The sister will be encouraged to attend office hours with either their teaching assistant or professor for any class the sister is taking. She will attend office hours twice a month.
      viii) The sister will be required to meet with the Director of Scholarship at the beginning of the semester to discuss a plan to improve grades.
   b) The second semester a sister's semester GPA falls below 2.5 the following will occur:
      i) The sister will remain active on the Phi Sigma Rho National and Chapter roster.
      ii) The sister will be placed inactive on the University roster.
      iii) The sister will be given two extra study passes.
      iv) The sister will be asked to give up any positions for the semester.
      v) The sister will be required to do 8 total study hours with four study hours per week being proctored by the Executive Board or Standards Board.
      vi) The sister will only be required to attend 50% of chapter meeting
      vii) The sister will not be able to take a Little Sister or a Pearl Sister.
      viii) The sister will be encouraged to attend one office hour per week
      ix) Attendance at social events will be evaluated on a case-by-case basis, to the discretion of VP of Standards and Director of Scholarship. Any sister who is attending a significant number of social events and has not shown signs of grade improvement may be asked to meet with VP of Standards and/or Director of Scholarship to discuss a plan going forward.
      x) The sister will be required to meet with the Director of Scholarship at the beginning of the semester to discuss a plan to improve grades.
xi) The sister will meet with the Alumni Advisor or Chapter Advocate once during the semester and work with her to make an academic plan to improve her grades and submit the plan to Standards.

xii) The sister will be required to attend one seminar at the Younkin Success Center during the semester.

c) Any following semesters a sister’s GPA falls below a 2.5 the sister will be asked to have a meeting with the VP Standards and Director of Scholarship to determine the best plan going forward.

### Section 10.2 Deactivation

1) If deactivation is recommended for a sister to the Standards Board or Executive Board by an Active member, the status of the sister of concern will be decided in the following manner:
   a) In order for deactivation procedures to commence, a 75% plus 1 vote in favor of deactivation must occur. (See Section 2 for voting procedures.)
   b) If the vote passes, the sister will be notified. Once notified, the sister of concern has one (1) week to appeal to the Standards Board.
   c) If no appeal is made, Standards Board will hold to the prior decision and deactivation is effective one (1) week following notification.

2) For the deactivation process, please see Article I, Section 4.

### Article XI: Chapter Facility

#### Section 11.1 Live-in Policy

1) It is the decree of the Ohio State University chapter of Phi Sigma Rho that all members will have a signed lease for the chapter facility for one-full year (3 semesters, including summer) during their undergraduate studies. Members initiated before January 1st will begin their required live in semesters the following autumn. Those initiated after January 1st will be required to live in the chapter facility the following year or when eligible after fulfilling OSU’s second year live on campus policy (signed lease for the live in period starting two autumn semesters from initiation). During the required live-in period, each member is bound by the standard lease obtained through the leaser and the house policies set by Phi Sigma Rho. Room picks will be determined by a system of points based on the following:
i) number of semesters previously lived in the house,
ii) number of active semesters,
iii) rank in school,
iv) random order

a) In situations of a tie, the room pick order of those that are tied will be determined randomly.
b) Parking should be decided according to the same rules as room pick.

2) If the house is full after the above preferences or a previous lease is signed before initiation, a member can postpone living in until the following autumn. If a member either lives with family member/s or lives in the dorms, she is not required to live in the house. The President is required to live in the house during her elected year. Special circumstances must be brought before Standards Board.

Section 11.2 Housing Probation

1) Housing probation will only become active when the house is unable to be filled. In the case that the house is unable to be filled, all girls required to live in that have not yet fulfilled the live in policy will be selected at random to live in the house or be put on housing probation. This will continue until the house is full. A sister will be put on probation for one semester, either Fall or Spring. While on probation she is required to attend all mandatory events. She will not be permitted to attend social events other than date party or formal, and may not hold an office or take a little sister or pearl sister. She will be required to pay $25 for every month they do not fulfill the live in policy, totaling to $300. The amount can be paid upfront or monthly on the day that rent is due for members that live in the house. These members can be subjected to the fees associated with late payments of rent or utilities.

Section 11.3 Finance Management

1) Under this article Phi Sigma Rho will be responsible for the payment of utilities and each person living in the house will pay equal portions to the sorority for utilities. If a person does not pay utilities for more than two consecutive months she will be considered for legal action.

Section 11.4 Chores
1) If a person fails to complete their assigned chores/responsibilities then consequences including the loss of privileges and fines will be enforced at the discretion of the VP of Housing Affairs, in accordance with house rules. These discussions can be appealed to Standards Board.

Section 11.5 House Key Agreement
1) Every member/boarder must understand, agree to, and sign the House Key Agreement before a house key can be made available to them.

Section 11.6 In-House Decisions
1) All in-house decisions made by the Vice President of Housing Affairs are final. Examples of this include but are not limited to: bathroom assignments, space/room allocation, chore assignments, etc. In case of disagreement, the sister may bring the decision in front of the Standards Board for review.

Article XII: Alumni Advisor

Section 12.1 Alumni Advisor
1) An Alumni Advisor should be elected annually by the Chapter during the 15th week of Spring Semester of the year for which she will serve. Nominations will occur the 14th week of Spring Semester and those Alumnus nominated will be notified immediately.

Article XIII: Bylaw Amendments

Section 13.1 Voting and Change Proposition
1) These Bylaws may be amended by a three-fourths vote of the active chapter membership at any chapter meeting.
2) An amendment to these Bylaws may be proposed by any active member of the chapter. The proposal should be submitted in writing to the President at an Executive Board meeting.

3) A vote to amend any portion of the bylaws must be announced to the chapter at least a week in advance during a chapter meeting, whether it be electronic or in-person.

Section 13.2 Policies

1) Scholarship Plan
   a) Objectives and Goals:
      i) The purpose of this plan is to present the chapter with an organized guideline for achieving academic excellence. The goal of this chapter is to demand excellent academic performance from each sister. To do so, we must set realistic goals. It is the chapter’s responsibility to offer continued encouragement to those who excel and concentrated support to those who struggle. To improve this process, we organize our ideas into this scholarship plan in which we find guidance to achieve the following objectives:
         (1) Obtain an overall chapter grade point average (GPA) that places Phi Sigma Rho in the top five for the Panhellenic Association (PHA).
         (2) Have every sister earn a GPA of at least 2.5 each semester.
         (3) Have every sister feel comfortable with her study habits and academic status.
         (4) Connect the sisters to the resources available to her on campus, such as the Younkin Success Center, Sorority and Fraternity Life, University provided tutors, etc.
      ii) Support for those who Struggle:
         (1) Members will be placed on academic probation by the VP of Standards in accordance with Article X, Section 1 of the Phi Sigma Rho-Beta Chapter Bylaws
      iii) Grade Improvement (Encouragement as Motivation)
         (1) Each consecutive semester a sister improves her cumulative GPA over the previous semester by at least .1 for the first semester, and .05 for consecutive semesters, she will be rewarded in the following ways in addition to any form of public recognition:
             (a) First semester: The sister will be allowed to have one pass to wear casual attire at chapter to be used at any chapter unless specified otherwise.
             (b) Second semester: The sister will receive $5 off her dues.
             (c) Third semester: The sister will get a $10 gift card.
             (d) Fourth semester: The sister will receive the Star Pin for her efforts.
             (e) Fifth semester: The sister will receive a gift from the Phi Rho Store.
(f) Any semesters over five that a sister improves her grades the executive board will meet to determine what her reward shall be.

iv) Good Grade Rewards
(1) Active members receiving above a 3.5 GPA for the previous semester shall be recognized in front of chapter and other ways that the VP of Standards deems necessary. The sister will also receive a small gift from the scholarship fund.

v) Study Tables
(1) Study tables will not be required for every member, but will be provided as an optional resource throughout the semester.

Section 13.3 Active Point System
1) The active point system shall be used to determine the eligibility of a member to participate in the specified major social event(s) for each quarter. Points will be distributed at the discretion of the VP of Communications. A member must have 75% of the total points for that quarter to attend the event(s). The point system is not meant to punish but rather to ensure that we have the majority of members attending most events. In order for Phi Sigma Rho to operate properly, it is important that we have good attendance from members at all chapter sponsored events. Eligibility to attend sponsored sorority social function(s) is considered a privilege.
   i) +2 Chapter (+1 attendance, +1 proper attire)
   ii) +5 New Member Social
   iii) +5 House Cleaning
   iv) +2 Continuous Open Bidding (COB) events (+1 attendance, +1 proper attire)
   v) +2 Callbacks (+1 extra bids)
   vi) +5 Inductions/Initiation (+1 attendance, +1 proper attire)
   vii) +5 Fundraising, Philanthropy, Community Service Event
   viii) +2 Safety, Health, and Wellness/Diversity Event
   ix) +2 Alumni/Active Event
   x) +2 Mandatory Sister Bonding
   xi) +5 I-Week Events

a) Extra Point Opportunities (all +1)
   i) Holding a committee position
   ii) Holding a position
   iii) Attending or Facilitating a Sorority and Fraternity Life Conference
   iv) Attending Non-mandatory sisterhood events
   v) Being a Pearl Sister
   vi) Extra study table hours (over required hours) – only proctored study hours
   vii) Extra community service hours (over required 2 hours)
   viii) Participating in Extra Recruitment Events (+2)
   ix) Participating in (+2) or attending and cheering at (+1) an intramural event.
2) A sister who attends the event will receive positive points, an approved excused absence (including study and work passes) will receive positive points, a regular excused absence (excuse not on the list of approved absences) will receive zero points, and someone who has an unexcused absence will receive negative points. Sisters missing an event for the sorority, i.e. having a round table at the same time as an event, will receive full credit. The total amount of points each sister’s total attendance is measured out of will increase by that event’s point amount after every mandatory event for their status.

3) Excuse form must be turned in 24 hours before the event to the VP of Communications.

Section 13.4. Standards Board Alternates Policy

1) The alternates are to be used in times when there is a conflict of interest between a standards board member and an active member being reviewed in a standards board case. The alternates shall be 2 elected members who are in good standing with the sorority. If a standards board member feels uncomfortable because of a personal relationship or a conflict of interest involving the case, that member can step out, in which an alternate will fill in during the case and assume all responsibilities of the standards board. Any member of the Standards Board, including the VP of Standards, can suggest that a member step out for the particular case. An alternate will then be chosen by the VP of Standards, with approval by the remaining members of the Standards Board, to fill in and fulfill the requirements of a standards board member.

Section 13.5 Big Sister Policy

1) An active member may apply to be a Big Sister after an active semester of membership has been completed. The Big Sister must be on active status and not on any form of probation. The active member must apply by filling out the Big Sister Application. By signing the application, she agrees to attend Pearl Night, the Big Reveal, the Big/Little Social, all I-Week Events, and initiation. She also agrees to get the required gifts for her potential little sister as stated in the application.

2) In fairness and for the sake of getting to know all potential little sisters, and to ensure all new members receive a similar experience, the Big Sister should not reveal herself as a potential Big until Pearl Night to ensure that no new member is trying to specify her Big. Potential Big Sisters should also show no favoritism to a potential Little Sister. Favoritism can be shown by inviting only one new member or a select amount less than the majority of new members out to a non-sorority function; i.e. dinner, party, shopping, etc. All signs of favoritism will result in a fine of $5.

3) A fine of $50 will be given to the potential Big Sister that is caught asking someone to be their Little Sister or revealing to a new member that they favor them as a Little Sister. To keep this from happening, the potential Big Sister shall not pixie or reveal herself as such until Pearl Night.
4) Taking a Little Sister is a privilege and should not be taken for granted. Each potential Big Sister that contacts the Vice President of New Member Education about who her Little Sister is or if she is getting a Little Sister after rankings on Pearl Night have been turned in will receive a fine of $5 for each instance.

Section 13.6 Electronic Chapter
1) Electronic Chapter may be held in a case when chapter has been cancelled for any given reason. Notes will be sent out Monday evening and will include a secret question. The question must be answered by the following Thursday to the VP of Communications by 11:59pm. If the question is not answered, the member will receive an unexcused absence for that chapter. If she answers the question on time, she will receive full points for attending chapter. Electronic voting may be done through electronic chapter as well. The proposed options of the vote will be sent through the electronic notes. Active members will submit their votes to the President via email or voting form. The President may require the vote to be submitted earlier than the time that the secret answer is due to the VP of Communications.

Section 13.7 Policy on Missing Chapter
1) Policy on Missing Chapter with Excused Absence
   a) When an absence is excused for missing chapter, the member must answer a question hidden in the chapter notes and submit the answer to the VP of Communications by Thursday at 11:59pm. If she does not, one point will be deducted from her excused absence for the Active Point System. If the member answers on time, she will receive 1 point in the Active Point System.

Section 13.8 PHA Voting Policy
1) If a vote is proposed concerning the Panhellenic Association at the Ohio State University, the vote may be done in the same chapter following its presentation at the Panhellenic Association Meeting.

Section 13.9 Purchases
1) Leftover funds from autumn semester will be evenly distributed: 50% will go to savings and 50% will go to a reserved funds pool that will available to officers to use for their position upon request. Approval and distribution of funds will be made at the discretion of the VP Finance and the President. 
2) Purchases larger than $250 must be approved by the President and VP Finance before the purchase is made. The sister must submit a form for approval to the VP Finance seven days in advance for approval.
3) A sister may request funds in advance to make a purchase on behalf of the sorority. A form to request the funds must be submitted seven days in advance for approval.

4) If an officer goes over their budget without getting permission from the VP of Finance, they will be responsible for paying up to $30 of what they spent over budget. This money may or may not be refunded to them at the end of the semester based on the discretion of the VP of Finance on if there is enough extra money from the budget at the end of the semester. If the officer went more than $30 over their budget they will be sent to Standards Board to discuss further consequences.