

Kappa Phi Lambda Sorority: Omicron Chapter

Bylaws

Last Updated: January 21, 2020

We, the Sisters of the Kappa Phi Lambda Sorority, Inc. strive to strengthen sisterhood amongst women by providing service and promoting cultural diversity to our members and our community, thus securing the bond of kinship for posterity. Kappa Phi Lambda Sorority, Inc. exists to further educate individuals about Pan-Asian culture. We aim for academic excellence, keeping in mind the importance of education and learning as the key to strength, awareness, and fulfillment.

Article I – Standards

Section 1: Introduction

- A. The name of this organization shall be the Omicron Chapter of the Kappa Phi Lambda Sorority, Inc. Throughout this document, the organization shall be referred to as “Omicron Chapter” and its members shall be referred to as “Sisters”.
- B. All references to other Chapters and Colonies of the Kappa Phi Lambda Sorority, Inc. shall be referred to as the “Chapter/Colony” along with their designated Greek letter or school name. Sisters from other Chapters/Colonies shall be referred to as “Sisters”.
- C. The standards and symbols of the Kappa Phi Lambda Sorority, Inc. can never be changed in any way, shape, or form.

Section 2: Bylaws

- A. This document describes the bylaws of the Omicron Chapter of the Kappa Phi Lambda Sorority, Inc.
- B. Members of the Omicron Chapter must abide by these bylaws accordingly in addition to the rules and regulations set forth by the National Constitution.
- C. Any proposed amendments to these bylaws must be approved by the Chapter before adopting the changes.
- D. Any approved amendments to the bylaws will be effective the following semester.

Section 3: Letters

- A. The letters will always remain Kappa Phi Lambda, as each letter represents meanings that

have been omitted for the public release of the Omicron Chapter bylaws.

Section 4:
Symbols

A. The meanings of the symbols have been omitted for the public release of the Omicron Chapter bylaws.

1. Colors: Red, White and Heather Grey.
2. Flower: Orchid
3. Mascot: Phoenix
4. Gem: Diamond
5. Handshake
6. Crest

Section 5: Discrimination Clause

A. Discrimination based on race, color, creed, religion, sexual orientation, national origin, age, handicap or Vietnam-era veteran status will not be advocated or tolerated by the Sisters of the Omicron Chapter of the Kappa Phi Lambda Sorority, Inc.

Article II – Sister
Statuses

Section 1: Active Status

A. A Sister is considered “active” within the Chapter if she:

1. Is a full time student.
2. Pays dues.
3. Qualifies to hold a position.
4. Has voting privileges.
5. Fulfills National, Chapter and Sister Requirements (refer to *Article III – Chapter Requirements* and *Article IV – Active Member Requirements*).

Section 2: Inactive
Status

A. A Sister is considered “inactive” within the Chapter if she:

1. Does not fulfill National, Chapter, and Sister requirements.
- B. A Sister is considered “inactive-matriculated” if she:
1. Is matriculated at an affiliated Chapter or Colony but requests inactivity for personal/academic reasons.
 2. Pays dues.
- C. A Sister is considered “inactive-non-matriculated” if she:
1. Does not attend school for at least one semester or more.
 2. Does not pay dues.
- D. Refer to *Article VIII – Inactivity Regulations*.

Section 3: Transfer Students

- A. Sisters of the Sorority who transfer to a non-affiliated, undergraduate school are not responsible for fulfilling any of the requirements. They are eligible for automatic inactivity.
1. The transfer Sister will not be recognized by The Ohio State University as an active member of the Omicron Chapter.
 2. She may be considered active if she is able to fulfill the requirements of an active Sister of the Omicron Chapter and the National Rules and Regulations.
- B. Any member of the Sorority who transfers to an affiliated, undergraduate institution must declare at the time of transfer whether she will be an active or inactive member of that Chapter or Colony.
1. To be granted active status, the transferring Sister must be voted into the respective Chapter or Colony by a three-fourths (3/4) vote from the active body.
 2. A sister of the Sorority is considered an “Active-Transfer” if she has transferred to an affiliated undergraduate institution (refer to *Article II – Sister Statuses, Section 1: Active Status*).
 3. A sister of the Sorority is considered an “Inactive-Transfer” if she has transferred to a non-affiliated undergraduate institution (refer to *Article II – Sister Statuses, Section 1: Inactive Status*).
- C. Transfer Sisters at a non-affiliated, undergraduate school are allowed to take Little Sisters, assuming she is able to fulfill the duties of being a Big Sister.

Section 4: Fifth-Year Senior

A. A Sister who does not graduate after being a full-time student for at least eight semesters (excluding summer term) of their undergraduate studies has the choice to stay active, or obtain an alumna status (refer to *Article II – Sister Statutes, Section 1: Active Status* and *Article II – Sister Statutes, Section 3: Alumnae*).

Section 5: Alumnae Status

A. A Sister is granted “alumna” status within the Chapter if she:

1. Has received a bachelor’s degree.

B. Is not allowed to vote on any issues pertaining to the activities of the Chapter.

C. Is not permitted to hold a position at a Chapter.

D. Does not pay dues.

E. Is eligible for a Little Sister if she is a paying member of the National Alumnae Association.

F. Any alumna who wishes to become “active” at an affiliated Chapter must fulfill National, Chapter, and Sister requirements (refer to *Article III – Chapter Requirements* and *Article IV – Active Sister Requirements*).

Article III – Chapter Requirements

Section 1: Recognition

A. As stated in the National Rules and Regulations, the Omicron Chapter must have a minimum of twelve (12) active Sisters to maintain chapter status.

1. Failure to do so will result in a warning for one academic semester.

2. If the minimum has still not been reached by the following semester, Omicron Chapter will no longer be considered an active subsidiary. Chapter status will be revoked and Omicron Chapter will assume a Colony status.

B. The Omicron Chapter must be a member of the Multicultural Greek Council (MCGC) at The Ohio State University.

1. Omicron Chapter must also adhere to the Constitution and Bylaws of MCGC.

2. Sorority bylaws should be amended to coincide with MCGC requirements in order to stay an active member of the council.

C. Omicron Chapter must fulfill the requirements and complete The Ohio State University Greek Standards of Excellence (refer to *Article III – Chapter Requirements, Section 2: OSU Greek Standards of Excellence*).

Section 2: OSU Greek Standards of Excellence

A. Academic Standard (refer to *Article VI – Academics*).

B. Advisors and Alumni Standard

1. Omicron Chapter must select at least two (2) advisors. At least one of the two must be a member of the university staff or faculty (Chapter Advocate), though that person need not be a member of the organization he/she advises.
2. Advisors and Chapter Advocates must be at least three (3) years removed from their undergraduate graduation, and they must live within one (1) hour of the Columbus campus.

C. Citizenship (refer to *Article III – Chapter Requirements, Section 7: Community Service*).

D. Diversity Commitment Standard

1. Omicron Chapter sisters must participate in at least one diversity-oriented program or event per semester. Qualifying programs will focus on a diversity topic other than one central to the organization. Seventy-five percent (75%) or greater attendance is required.

E. Housing Standard

1. Omicron Chapter sisters must attend or sponsor at least one (1) program on potential risks related to their living environment. This session must be attended by at least seventy-five percent (75%) of the chapter's total membership once an academic year. This standard can be fulfilled by another diversity program in place of a housing event.

F. Recruitment Standard

1. To help meet chapter goals, Omicron Chapter must submit a yearly recruitment plan as part of the Chapter Plan and semesterly progress reports to the Ohio Union.

G. Safety Health, and Wellness Standard

1. Omicron Chapter sisters must coordinate or attend an educational session on risk management each semester for a total of two (2) per school year. Seventy-five percent (75%) or greater attendance is required.
2. All social functions must be registered with the Ohio Union.

3. Omicron Chapter must submit an annual Anti-Hazing form that verifies that the chapter has discussed the anti-hazing policies of the university with its membership

H. Fiscal Responsibility Standard

1. Omicron Chapter is expected to remain in good financial standing within the University, Nationals, and other partners.

Section 3: National Meetings

- A. Omicron Chapter must send at least twenty-five percent (25%) of active Sisters to National Meetings in order to vote with the exception of August Conference which only required 2 representatives.
- B. National meetings include: August National Conference, January National Conference, Spring Convention, and Newly-Crossed Sisters Retreat.
- C. Refer to *Article IV – Active Member Requirements, Section 3: National Events*

Section 4: Road

Trips

- A. The Chapter must plan and attend at least one road trip to another Kappa Phi Lambda affiliated school once an academic year.
- B. At least twenty-five percent (25%) of active Sisters must attend.
- C. To be reimbursed for required road trips, receipts must be given to the Omicron Chapter treasurer no more than two weeks after the trip.

Section 5: Chapter Dues

- A. Dues are to be paid promptly at the beginning of each semester.
 1. Payment is to be given to the Chapter treasurer by the second official Chapter meeting of the semester.
 2. If dues are not paid by the second Chapter meeting, the Sister has a three-day grace period. If dues are still not paid after the three-day grace period, the Sister will be subjected to consequences at the discretion of Warden and Treasurer.
 3. Both Actives and Inactives-matriculated sisters are subject to paying dues.
- B. Chapter dues are one hundred dollars (\$100) per semester.
- C. National Board dues are one hundred and thirty dollars (\$130) per semester.
- D. Payment plans are available for Sisters who have serious financial difficulties, which is to be determined by the Chapter Treasurer.

Section 6: Academic Standard

- A. The Omicron Chapter as a whole must maintain a 2.5 cumulative GPA each semester.
 - 1. The GPA standard will apply to all active Sisters for the semester in review.
- B. If not upheld, there will be intervention from National Board.

Section 7: Community Service

- A. Omicron Chapter must organize and participate in at least fifteen (15) group service hours per semester.
 - 1. Fifty percent (50%) or greater attendance of the active chapter is required to attend the service event.
 - 2. Sisters must also fulfill at least five (5) individual service hours per academic semester.

Section 8: Philanthropy

- A. The National philanthropy is CARE.
- B. Omicron Chapter's local philanthropy is 1girl.
- C. Omicron Chapter must organize and participate in at least one philanthropic event per semester.
 - 1. Donations earned from the philanthropic event will be given to the National philanthropy and the local philanthropy supported by Omicron sisters.

Section 9: Cultural Diversity

- A. A high level of importance should always be placed on pan-Asian cultural awareness.
- B. Omicron Chapter must organize and host at least one (1) cultural workshops per semester that has been approved by the National Board Cultural Chair.
 - 1. Seventy-five percent (75%) or greater attendance is required for all hosted workshops.
- C. Sisters must also attend at least three (3) cultural workshops per semester that is hosted by another organization or another Chapter/Colony.
 - 1. Twenty-five percent (25%) or greater attendance is required for all attending cultural workshops.

Section 10:

Fundraising

- A. At least one fundraising event must be held each semester.
- B. Omicron Chapter is responsible for maintaining the contract agreed upon with Nationwide Arena fundraising.
 - 1. Sisters must participate in at least one (1) Nationwide fundraising event per semester.
 - 2. Omicron Chapter must fundraise at least ten (10) Nationwide events per academic year.
- C. Sisters must attend any necessary fundraising training.

Article IV – Active Member Requirements

Section 1: Academics

- A. Active Sisters must maintain a cumulative GPA of 2.5 or above.
- B. Sisters must maintain a semester GPA of 2.5 or above.
- C. Refer to *Article VI – Academics, Section 1: Active Sisters* for further details.

Section 2:

Dues

- A. Each Sister must pay all Chapter and all National Board dues.
- B. Refer to *Article III – Chapter Requirements, Section 5: Chapter Dues* for further details.

Section 3: National Events

- A. Each Sister must attend one National event per year. National events include: August National Conference, January National Conference, Spring Convention, or Newly-Crossed Sisters Retreat.
- B. Attending Sisters will receive a maximum reimbursement of fifty-dollars (\$50) for traveling expenses to National meetings from the Omicron Chapter bank.
 - 1. This is a one time reimbursement for the year.
 - 2. Traveling Sisters will be subjected to pay all other costs for traveling to National events if they exceed the fifty-dollar (\$50) limit for the year.

C. President and Program Educator(s) will receive a maximum reimbursement of fifty-dollars (\$50) per National event attended.

1. This is a reimbursement for August and January National Conferences, as their attendance is mandatory.
2. President and Program Educator(s) will be subjected to pay all other costs for traveling to National events if they exceed the fifty-dollar (\$50) limit for Nationals.

Section 4: Meeting/Event

Attendance

A. Active Sisters are required to attend all Chapter meetings (refer to *Article VII – Meetings, Section 3: Chapter Meetings*).

B. As an overlapping standard, Sisters must participate in all Omicron Chapter events, hosting or attending, unless excused by the position holder planning the event (refer to *Article XI – Absences and Fines, Section 1: Excused vs. Unexcused Absences*).

C. At minimum, Omicron Chapter Sisters must:

1. Participate in one organized philanthropic event per semester.
2. Participate in one fundraising event per semester.
3. Participate in one group community service event per semester.
4. Attend one hosted cultural event per semester.
5. Attend one Sisterhood event per semester.
6. Attend one MCGC social per year.
7. Attend one risk management workshop per year.
8. Attend the required Greek Standards of Excellence events.

D. During recruitment period, Sisters must:

1. Attend fifty percent (50%) of all recruitment events.
 - i. If the fifty percent (50%) attendance requirement is not made, the Sister will not be allowed to vote during interviews on bids (refer to *Article XII – New Member Process, Section 2: Bids, E*).
2. Interviews are mandatory.

E. Active Sisters are required to attend both Induction and Initiation.

F. Other individual requirements are to be decided by the respective position holder by the first official Chapter of the year.

Section 5: Fines

A. In the situation that a Sister does not complete requirements, she is subject to be fined.

B. Terms for payment are to be determined by the Warden.

C. If an active Sister would like to take a Little Sister, she must have no outstanding fines on her account.

Article V – Clothing

Section 1: Letters

A. Non-members of Kappa Phi Lambda are forbidden from wearing any Kappa Phi Lambda letters. Letters are for Sisters exclusively.

Section 2: Double Lettering

A. Doubling letters is forbidden.

1. Only one item of clothing bearing the Greek letters of the Sorority may be worn at one time.

2. Multiple accessories are allowed to be worn more than one at a time.

Section 3: Lettering Guidelines

A. The following are guidelines effective as of Spring 2011.

B. Any and all types of twill lettering or patches regardless of size, of Kappa Phi Lambda in Greek letters must be in Sorority colors.

1. Any type of design within the twill lettering is permitted as long as it is in Sorority colors.

2. Sorority colors are: Red, White, and Heather Grey (Silver will be accepted and black will not be accepted). Black stitching is only permitted for the crest.

C. Embroidery or stitching of any size of Kappa Phi Lambda in Greek letters may be in any color.

D. Any infractions will be fines \$50 per case per article by National Board.

Article VI – Academics

Section 1: Active Sisters

- A. As Sisters of Kappa Phi Lambda Sorority, Inc. we strive for academic excellence.
- B. Each Sister must maintain a cumulative GPA above 2.5 at all times.
 - 1. If a Sister does not maintain a cumulative GPA of 2.5 at all times, she will be subjected to automatic inactivity from the Sorority.
- C. Each Sister must have a semester GPA of 2.5 or above.
 - 1. If this requirement is not met at the end of the semester, she will be on social/academic probation only if she has a semester GPA higher than a 2.3.
 - 2. If the Sister's semester GPA is still 2.5 or below following the probationary period, she will be placed into automatic inactivity.
- D. If a Sister earns a semester GPA of 2.3 or below, she will be subjected to automatic inactivity.

Section 2: Social/Academic Probation

- A. During this probationary period, the Sister is given the chance to raise her grades and earn a semester GPA above 2.5.
- B. The offending Sister is not permitted to attend any social events hosted by the Sorority, locally or nationally.
 - 1. Failure to uphold this regulation can result in disciplinary decided by the Judiciary Board.

Section 3: Inactivity

- A. Inactive Sisters are not required to fulfill the active Sister requirements. They have been given time off as a chance to redeem their grades.
- B. Refer to *Article VIII – Inactivity Regulations, Section 3: Procedure and Requirements, C* for further details.

Section 4: Position Requirements

A. To hold the position of Academic Chair, the Sister must have a minimum cumulative GPA of 2.75.

B. To hold a position on the Executive Board, the Sister must have a minimum cumulative GPA of 2.75.

1. If the Executive Board position holder's cumulative GPA falls below a 2.75, she must resign from her position.

i. A vote will take place for her position to be filled.

ii. If the position is not filled voluntarily, the Vice President will take the position and fulfill its responsibilities.

2. If later in the year her cumulative GPA rises above a 2.75, she may reclaim her position if she wishes.

Section 5: Academic Contracts

A. If the Chapter allows for a Sister to run for a position and she is elected despite not meeting the minimum GPA requirements, she must sign a contract with the Academic Chair.

B. The contract must require that the Sister:

1. Maintain a semester GPA that is at least at or above her cumulative GPA while she maintains the position.

2. If she fails to do so, she will have broken the contract and must resign from her position.

Article VII – Meetings

Section 1: National Meetings

A. National meetings will convene two (2) times a year: during every second (2nd) weekend of January and first (1st) or second (2nd) weekend of August.

B. President and the Program Educator(s) are required to attend Nationals.

1. They must attend their respective positional meetings, which are held twice a year at August and January National Conferences.

2. If they are unable to attend the Nationals, Omicron Chapter must send a representative in their place to the positional meeting.

3. Refer to *Article IV – Active Member Requirements, Section 3: National Events* for traveling reimbursement details.

C. One-fourth (1/4) of the Chapter must be present to be eligible to vote on any issues, elections, bids, and Chapter status presentations.

D. If any dress code requirements are not met, or any member is late after attendance has been taken, they will not count towards the Chapter's attendance requirements.

1. In this scenario, the Sister will not be reimbursed her fifty dollar (\$50) traveling fee and must pay back the Chapter the cost of her attendance fee.

2. In the event that the Sister's missing attendance causes the Chapter's attendance to fall below the requirements she will be subjected to pay all fines incurred from National Board.

Section 2: National Spring Convention

A. National Spring Convention is held each year in the springtime. The hosting school for that year picks the official weekend.

B. One-fourth (1/4) of the Chapter must be in attendance if Chapter is unable to meet attendance requirements in either January or August Nationals.

C. If any dress code requirements are not met, or any member is late after attendance has been taken, they will not count towards the Chapter's attendance requirements.

1. In this scenario, the Sister will not be reimbursed her fifty dollar (\$50) traveling fee and must pay back the Chapter the cost of her attendance fee.

2. In the event that the Sister's missing attendance causes the Chapter's attendance to fall below the required twenty-five percent (25%), she will be subjected to pay all fines incurred from National Board.

Section 3: Chapter Meetings

A. Day, time, and location of Chapter meetings must be determined at the end of the previous semester.

B. Chapter meetings start on time.

1. One late attendance is permitted per semester.

- i. The Secretary must be informed at least twenty four (24) hours prior to the meeting.

- ii. If the Secretary cannot be reached, the Warden should be contacted.

2. For all other lateness after that, if a Sister is more than five (5) minutes late she will be fined ten dollars (\$10).

3. After thirty minutes has passed from the starting time of the Chapter meeting, if the Sister is still not present she will be marked as an unexcused absence and incur a fifty dollar (\$50) fine.

C. Absence:

1. All absences from Chapter must be excused (refer to *Article XI – Absences and Fines, Section 1: Excused vs. Unexcused*).

i. The Secretary must be informed at least one (1) hour prior to the absence.

ii. If the Secretary cannot be reached, the Warden should be contacted.

2. All unexcused absences will result in a fifty dollar (\$50) fine.

i. After two (2) unexcused absences, the consequences will be at the discretion of the Secretary and Warden.

ii. Absences thereafter, the Sister will be brought to the Judiciary Board.

3. Absence results in the loss of the absentee's vote on topics discussed during the meeting.

D. Disruption of meetings will not be tolerated.

1. Disruptive actions include excessively talking out of turn, side conversations, eating, use of electronics, and chaotic behaviors.

i. A warning will be given to those who disrupt the meeting.

ii. If the disruption continues after the initial warning, the Sister will be expelled from the meeting and considered absent.

E. A Sister may be allowed to leave a meeting early if she meets the following criteria:

1. The Secretary is informed at twenty four (24) hours prior to leaving early.

2. If a position holder, the Sister must update the Chapter of positional announcements before leaving.

3. The Sister sits near an exit and does not cause a distraction when leaving.

4. If the reasoning follows the guidelines for an excused absence.

F. Cell phones and other electronics are not to be used without permission during meetings.

1. All devices should be turned off or put on silent during meetings and placed out of sight.

i. A warning will be given to those who use their device during the meeting.

- ii. If the use of the device continues after the warning, the Sister will be fined five dollars (\$5).
 - iii. That amount doubles if she continues to break this rule.
2. A Sister may ask for permission to keep her phone in sight if she is expecting a call from another Sister, or in the case of an emergency.

Article VIII – Inactivity Regulations

Section 1: Inactivity

- A. There is a limit of one (1) inactive Sister per ten (10) active Sisters unless there are extenuating circumstances. This is up to the judgment and discretion of the Sisters.
- B. Only one semester of inactivity is allowed for any Sister, unless there are extenuating circumstances. This is up to the judgment and discretion of the Sisters. Note that this is a limit and does not mean that any number of sisters is guaranteed inactive status.

Section 2: Eligibility

- A. Sisters are eligible for inactivity for the following reasons: study abroad, full-time internship or co-op, family problems, financial difficulties, or educational/grade issues.
- B. Automatic inactivity will be granted for the following reasons: study abroad, prolonged illness, not attending The Ohio State University for the semester, or receiving a GPA below 2.3 for the semester.

Section 3: Procedure and Requirements

- A. Sisters who are seeking to be inactive will be considered after presenting a formal letter to the Chapter as to why such status is desired.
 - 1. The formal letter must be presented the second to last Chapter of the previous semester to when inactivity is desired.
 - 2. Inactivity must be approved by eighty percent (80%) of the active Chapter.
- B. Sisters who are going to be inactive non-matriculated the next semester must notify all of executive board as soon as possible. The sister will be responsible for any fines incurred by National Board if E-board is told too late.

C. While inactive, the Sister:

1. Must pay one-third (1/3) of Chapter dues and one-hundred percent (100%) of National Board dues.
2. May not vote during the duration of her inactivity.
3. May not hold a position.
4. Is ineligible for a Little Sister.
5. Must meet with the Academic Chair to create an academic plan to improve her grades if inactive for academic reasons.
6. Is required to attend one Chapter meeting a month.
7. Is required to attend one sisterhood, service, and cultural event.
8. Is not allowed to attend social events under any circumstances.
9. Permitted to attend Induction, Initiation, and banquet .
10. Must request permission from the Executive Board to attend any other Chapter events than the ones permitted above.
11. The only exception to the requirements above is inactive Sisters who do not attend The Ohio State University. In this scenario, the Sister does not have to pay dues or attend meetings or events.

Article IX – Upholding Sisterhood

Section 1: Divulging Sorority Secrets

A. Sorority secrets may not be divulged under any circumstances. You must uphold and respect the secrets of Kappa Phi Lambda outlined below:

1. Any and all meanings of sorority standards and symbols.
2. Information obtained about the sorority during the new member process.

B. If accused of divulging secrets, the Sister shall be brought to the Judiciary Board.

1. If proven guilty of sharing secrets by the Judiciary Board, the offending member may be removed from the sisterhood and expelled from the Sorority.

Section 2: Slander

A. Slander is defined as behavior that publicly embarrasses or is detrimental to the

reputation of a Sister or the Sorority as a whole.

B. Slander is strictly forbidden within the Sorority.

C. If a Sister is caught performing slanderous acts, she shall be brought before the Chapter with her offense.

1. A unanimous vote by the Judiciary Board is needed to determine guilt regarding the Sister in question.

2. The consequences of a guilty verdict are up to the discretion of the Judiciary Board.

Section 3: Lying

A. Lying, the telling of untruths, to the Sorority is strictly forbidden.

B. If a Sister causes harm towards the Sorority or Sisters by lying, she shall be brought before the Chapter with her offense.

1. The consequences of a guilty verdict are up to the discretion of the Judiciary Board.

Section 4: Respectful Behavior

A. Members of Kappa Phi Lambda are considered to be wearing their letters at all times and are expected to conduct themselves in a manner that is decorous, respectful and representative of the Sorority.

B. Conduct that is disgraceful and/or embarrassing to the sorority will not be tolerated.

1. A warning will be issued after the first incidence of disorderly conduct.

2. After the first warning, continuance of disorderly conduct may result in disciplinary action decided by the Judiciary Board.

Section 5: Disaffiliation

A. Involuntary disaffiliation:

1. A Sister who joins more than one social or cultural sorority:

- i. Is automatically considered disaffiliated.

- ii. Once disaffiliation is finalized, she must return all Sorority property within thirty (30) days of such notification.

B. Voluntary disaffiliation:

1. A Sister who wishes to terminate her affiliation with the Sorority:

- i. Must notify National Board and the Omicron Chapter President in

writing.

ii. Once finalized, she must return all Sorority property within thirty (30) days of such notification.

Article X – Judiciary Board

Section 1: Committee

A. The purpose of the committee is to determine the guilt and penalty of any and all disorderly conduct, lies, etc. brought forth by the Sisters of the Omicron Chapter.

B. The Judiciary Committee consists of President, Vice President, Treasurer, Secretary, Warden, and two adjuncts.

Section 2: Procedure

A. Judicial Board hearings are open to all Sisters of the Chapter to attend.

B. The Warden will conduct the hearing, randomly select the two adjuncts, and not vote during the procedure.

Article XI – Absences and Fines

Section 1: Excused vs. Unexcused Absences

A. Sisters must attend all events hosted by the Chapter, and participate in all other events planned by the various position holders.

B. In order to not be present for an event, the Sister must be excused. Excused reasons include:

1. Family emergency or bereavement.
2. Extreme illness.
3. Work obligations.
4. Class or exam schedule overlap.
5. A flare-up of a medical condition or disability.
6. Use of the academic pass under the discretion

of the Secretary and the chairholder whom the event is under. (*refer to Article XIII - Positions, Term Length, and Eligibility, Section 3: Minor Board.*)

C. All other reasons for absence will be considered unexcused and not tolerated.

Section 2: Fines

A. All Sisters are subject to being fined.

1. Graduating seniors are required to pay a “security deposit” of fifty dollars (\$50) to the Kappa Bank the semester she is graduating. If the Sister has not incurred any fines by the end of the semester or she has paid off all her fines, the \$50 will be returned to her.

B. Position holders responsible for the event are in charge of keeping track of attendance and penalizing any offending Sisters based off the fine amounts listed below.

1. Late arrival:

i. Sisters have a five (5) minute grace period after the official start time of an event to arrive without being fined.

ii. Late arrival occurs when a Sister is five (5) minutes or more late to an event. Late Sisters will incur a five dollar (\$5) fine.

iii. After thirty minutes has passed from the starting time of the event, if the Sister is still not present she will be marked with an unexcused absence and incur an additional fifteen dollar (\$15) fine.

2. Unexcused absence:

i. Unexcused absences occur when a Sister does not forewarn the position holder she is not attending the event, or if the Sister misses the event for inexcusable reasons (*refer to Article XI – Absences and Fines, Section 1: Excused vs. Unexcused Absences*).

ii. Absent Sisters who are unexcused will incur a twenty dollar (\$20) fine.

3. “No-Show”:

i. No-Show absences occur when a Sister claims she will attend an event, and then does not show up.

ii. No-shows may affect the Omicron Chapter from completing Chapter requirements.

iii. No-Show Sisters will incur a twenty dollar (\$20) fine.

C. Any additional fines, such as a Sister not completing requirements set by chair holders at the beginning of each semester, will be up to the discretion of the chair holder.

1. These fine amounts must be approved by the Executive Board.

Article XII – New Member Process

Section 1:

Anti-Hazing

A. Kappa Phi Lambda does not advocate any willful act or practice by a member or associate member directed against a member or associate member, which, with or without intent, is likely to:

1. Cause bodily harm or danger.
2. Cause offensive punishment.
3. Evoke disturbing pain.
4. Compromise the person's dignity.
5. Cause embarrassment or shame in public.
6. Cause the person to be the object of malicious amusement or ridicule.
7. Cause psychological harm or substantial emotional strain.
8. Impair academic efforts.

B. Violation of this policy subjects the Omicron Chapter to National supervision and the violators to be dismissed.

Section 2: Bids

A. Freshmen are not allowed to receive bids during their first semester. They must have at least twelve (12) credit hours to be eligible for an interview their freshman year.

B. In order to be eligible for a bid, the recruit must attend at least one general interest meeting, one community service/philanthropic recruitment event, one cultural recruitment event, the interviews, and have a minimum 2.5 cumulative GPA and a minimum of 2.3 semester GPA.

C. Recruits must be at least eighteen (18) years of age by the time of their induction in order to be eligible for a bid.

D. Once a bid is given out, it cannot be detracted.

E. Deferred bids are not allowed.

1. A recruit receiving a bid cannot defer their bids to next semester. They must attend the required amount of recruitment activities and events again to be eligible.

F. In order to vote on bids, the Sister must:

1. Have attended at least fifty percent (50%) of all recruitment events.
2. Be present at interviews.

G. An eighty percent (80%) vote, taken by only active Sisters, is required to grant a bid.

H. Legacies are eligible to receive automatic bids from the Sorority.

Section 3: New Member Class Requirements

A. A hazing information sheet, policy sheet, must be passed out to all new members to sign ten (10) days after accepting the bid.

B. The new member process must follow duration constraints as set by the National Board and the University.

C. Newly crossed sisters may not participate in events until the following semester.

D. All membership to the Omicron Chapter is limited to students of The Ohio State University only.

Section 4: Sisterly Conduct

A. Program Educators are responsible for keeping order, monitoring conduct, and informing sisters how things are to be done. They must state before, or pass out written documents, of what is expected of the sisters at new member events.

B. The new member events attendance requirements for Sisters will be determined by the Program Educators at the beginning of the semester.

1. Attendance will be kept by Program Educator(s).
2. Attendance for that event will be counted only if the sister remains at that activity for at least fifty percent (50%) of that time.
3. If a Sister does not fulfill this requirement, she will be fined ten dollars (\$10) for every new member event that she missed the quota by.

C. In general:

1. Sisters should exercise orderly behavior.
2. Sisters must refrain from cursing.
3. During new member events Sisters should not gossip, talk, play on electronic devices, do school work, etc. Sisters will respect the new members and participate in the event with their undivided attention.

Article XIII – Positions, Term Length, and Eligibility

Section 1: Requirements

A. Each chair holder is responsible for submitting proofs and any other additional materials to the respective National Board chair.

1. Deadlines are determined by National Board. Position holders are responsible for knowing their deadlines.
2. If late, that chair holder will be fined ten dollars (\$10) for every week the proofs are sent late.
3. Additional fines may be assigned by the National Board chair.

B. The position holder hosting an event, or responsible for an event, must record and turn in Sister attendance records to the Warden.

C. Under the circumstance of a small active house, these positions may be petitioned to be merged as follows

President - Academic Chair

Liaison - Alumnae Relations Chair

Webmistress - Public Relations Chair

Wellness Chair - Sisterhood Chair

MCGC Delegate - Social Chair

The positions may be unmerged under the vote of the active house before elections of the following academic year. All positions are subject to a full academic year term length (May until May) with exception to MCGC Delegate/Social Chair and Wellness Chair/ Sisterhood Chair which may be

re-elected each academic semester.

Section 2: Executive Board

A. President

1. Publicly represents the Omicron Chapter in all external affairs.
2. Supervises the Executive Board.
3. Responsible for writing letters, grants, appeals, etc. for the sorority if it does not fall under a specific position's description.
4. Only votes only if there is a tiebreaker needed.
5. Responsible for creating meeting agendas.
6. Handles the risk management requirements for the Chapter.
7. Must attend President training coordinated by the University.

B. Vice President

1. Handles all internal affairs within the Omicron Chapter.
2. Supervises the Minor Board.
3. If the President is unable to fulfill her duties, the Vice President will assume duties of President.

C. Secretary

1. Takes minutes during all meetings.
2. Reviews and clarifies past minutes for present meetings.
3. Takes attendance at Chapter meetings.
4. Responsible for updating rosters, addresses, phone numbers, etc. and distributing the roster to National Board.
5. Updates the No-Contact List.
6. Organizes meeting locations.
7. Approves last minute absences requested from the academic pass. (*refer to Article XIII - Positions, Term Length, and Eligibility, Section 3: Minor Board.*)

D. Treasurer

1. Must attend Treasurer training coordinated by the University.
2. Retains all records of and handles the Chapter's financial transactions.
3. Collects dues from Sisters by the second official Chapter meeting of each semester.
4. Responsible for reimbursements.
5. Responsible for dealing with any monetary transactions within National Board and its subsidiaries.

E. Warden

1. Conducts all meetings, voting, and elections for the Omicron Chapter.
2. Maintains an orderly conduct during all meetings, voting, elections, and when deemed necessary.
3. Conducts all judicial hearings.
4. Keeps a notebook or binder containing a record of all fines and punishments.

F. Liaison

1. Represents the Chapter to the National Board and other Chapters/Colonies.
2. Relays information from the Chapter to the National Board and/or other Chapters/Colonies and vice versa.
3. Organizes National Meeting and Convention travel arrangements.
4. Must inform chapter of all minutes discussed during Central and National meetings.

G. Program Educator

1. Facilitates the new member program for the semester.
2. Is the representative of the potential new members to the sorority and vice versa.
3. Carries out all tasks assigned by the National Board in association with the position.
4. Is only required to perform fifty percent (50%) of the required community service hours.
5. Is only required to fundraise fifty percent (50%) of fundraising requirements.
6. Is considered a part of E-board, but is only responsible for New Member Process related issues.

Section 3: Minor Board

A. Academic Chair

1. Must have a minimum 2.75 cumulative GPA.
2. Keeps a record of every sister's GPA, cumulative and semester.
3. Assigns and enforces library hours for Sisters that are on social/academic probation or academic inactivity.
4. Creates an academic pass calendar to excuse Sisters from events during heavy exam or project weeks. Excuses are up to the approval of Secretary and the chair holder to whom the event is held under and are to be requested no later than 24 hours in advance of the event.

B. Alumnae Relations Chair

1. Organizes all alumnae events for the Omicron Chapter.
2. Records Sister attendance at events.
3. Maintains and updates the alumnae listserv.
4. Responsible for contacting alumnae to provide information about the Sorority and all events in case they wish to attend and support.
5. Creates and sends out alumnae-active pairings.
6. Creates and sends out monthly newsletter to alumnae listserv and Regional Consultant 4.

C. Banquet Chair

1. A one semester-long position during Spring semester.
2. Responsible for organizing and planning the annual banquet at the end of the year.
3. Responsible for planning the Sisterhood Photoshoot in Spring semester.

D. Community Service Chair

1. Organizes all group community service events for the Omicron Chapter.
2. Records Sister attendance at events.
3. Must keep a chronological portfolio of all community service events completed

(date, time, location, etc.).

E. Cultural Chair

1. Organizes all cultural events for the Omicron Chapter.
2. Records Sister attendance at events.
3. Must keep a chronological portfolio of all cultural events completed (date, time, location, etc.).

F. Dance Chair

1. Responsible for choreographing all dances and instructing the Sisters.
2. Responsible for teaching the Chapter and National stroll to all Sisters.

G. Fundraising Chair

1. Responsible for organizing all fundraising events for the Omicron Chapter.
2. Records Sister attendance at events.
3. Calculates and plans the required monetary amounts to be fundraised per Sister in order to maintain Chapter operations.
4. Must obtain and distribute accordingly all necessary materials for all fundraising events.

H. Historian

1. Conducts Induction, Initiation, and Founder's Day ceremonies.
2. Must update the Chapter's history regularly.
3. Must prepare all bid, signature sheets, and Induction/Initiation certificates.
4. Responsible for making Founder's Day candles.
5. Responsible for making and updating the information board for Student Involvement Fairs and General Interest Meetings.
6. Must create or update the Chapter photo album annually.

I. MCGC Delegate

1. Representative of the Omicron Chapter within the Multicultural Greek Council (MCGC).
2. Attend each MCGC general body meeting.
3. Required to submit chapter updates/events/announcements at MCGC meetings.
4. Acts as a voice of the Omicron Chapter during votes within MCGC.

5. Must complete all requirements and necessary documentation to be turned into MCGC.

J. Philanthropy Chair

1. Organizes all philanthropic events for the Omicron Chapter.
2. Records Sister attendance at events.
3. Acts as the liaison between beneficiaries and the Chapter.
4. Must keep a chronological portfolio of all philanthropy events completed (date, time, location, etc.)

K. Public Relations Chair

1. Responsible for making flyers for events and promoting Kappa Phi Lambda.
2. Responsible for taking pictures at all sorority events for promotional use.
3. Responsible for managing the image of Kappa Phi Lambda.
4. Responsible for creating Facebook events for events using the official Ohio State Kappa Phi Lambda page.
5. Responsible for archiving and digitally storing photos from all sorority events.
 - i. If the Public Relations Chair is unable to attend, she must assign the duty of taking pictures to someone who will be at the event.

L. Recruitment Chair

1. Organizes all recruitment events for the Omicron Chapter.
2. Records Sister attendance at events, as well as recruit attendance.
3. Must be present at and conduct all General Interest Meetings.
4. Acts as the liaison between recruits and Sisters.
5. Responsible for obtaining all the necessary information updates for General Interest Meetings from the Historian.
6. Responsible for completing all necessary recruitment paperwork and grade checks requested by the University.

M. Sisterhood Chair

1. Responsible for organizing sisterhood events for the Omicron Chapter.

- i. An event counts as sisterhood if more than fifty percent (50%) of Sisters attend
2. Records Sister attendance at events.
3. Plan the Sisterhood Retreat in the Spring semester for Active Sisters and alumnae
4. Responsible for planning sisterhood chapters in place of every 4th chapter.
5. Organizes pairings for weekly sister buddy days.

N. Social Chair

1. Organizes social events between the Omicron Chapter and other organizations.
 - i. Social events are not limited to parties. They may include co-philanthropic events, community service, dinner, etc.
2. Records Sister attendance at events.
3. Is responsible for attending delegate meetings and organizing participation for Homecoming and Greek Week.
4. Must organize one social event per semester with a Chapter from the Multicultural Greek Council.
 - i. Seventy-five percent (75%) attendance is required.
5. Responsible for registering all social events through OSU.

O. Webmistress

1. Responsible for updating and maintaining the Chapter's website.
2. Moderator of the Chapter's listserv and calendars.
3. Responsible for setting up all the necessary new members' Sorority accounts.
4. Responsible for informing sisters of all upcoming events at every meeting to avoid any scheduling conflicts

P. Wellness

1. Organizes educational wellness events
2. Works with Sisterhood Events Coordinator to plan fun events to help sisters destress
3. Responsible for getting sisters QPR Trained at the beginning of every school year

(QPR is suicide awareness training)

Section 4: Term Length

- A. All Executive Board positions are held for one academic school year (from May until May) with the exception of Program Educator, which is held for one academic semester.
- B. All Minor Board positions are held for one academic semester with the exception of Historian, Webmistress, Academic Chair, Banquet Chair, and Alumnae Chair, which are held for one academic school year (from May until May).
- C. For all positions held, each member will get two (2) warnings for misbehavior and/or not completing position requirements. After that, with the discretion of the Judiciary Board, the person may be discharged from their position.
- D. Resignation is only allowed in the most extreme cases as determined by executive board. If the resignation occurs before the roster submission deadline, the Sister must pay a twenty five dollar (\$25) fine as an inconvenience fee. If the resignation occurs after the roster submission deadline, the Sister must pay a seventy five dollar (\$75) fine to cover both the National Board fine for changing the chapter roster, as well as inconveniences brought upon the active chapter.
 - 1. Extraordinary circumstances should be taken into consideration by executive board when determining a fine for resignation.

Section 5: Eligibility

- A. Executive Board Eligibility:
 - 1. The Sister must have first served a full term on Minor Board.
 - i. If there are extenuating circumstances, a Sister that has not held a minor board position may run for Executive Board. This exception is to be determined by all Sisters.
 - 2. All Executive Board positions can only be held by one member at a time. The exception is with Program Educator, where two members can share the position if desired.
 - 3. Sisters are not allowed to hold more than one Executive Board position unless it is Program Educator. (Once a sister is voted in during elections, she is holding that position at that time.)

4. Must have a cumulative GPA of at least 2.75 (refer *to Article VI – Academics*,

Section 4: Position Requirements).

B. Minor Board Eligibility:

1. The Sister must be a current active member of the Omicron Chapter to hold a position.

Article XIV – Voting and Elections

Section 1: Voting

- A. All sisters hold voting privileges except for those who have delinquent accounts, are absent, inactive, or alumna status.
- B. Quorum two-thirds (2/3) of members who hold voting privileges must be present to vote.
- C. A three-fourth (3/4) majority is required to pass an issue.
- D. In the case of giving bids, an eighty percent (80%) or higher vote is needed.
- E. There are no re-votes allowed on the same issue. Once an issue has been voted on the decision is final.

Section 2: Elections

- A. A quorum two-thirds (2/3) of members who hold voting privileges must be present to hold elections.
- B. A Minor Board candidate has up to two (2) minutes to give a speech. An Executive Board candidate has up to three (3) minutes to give a speech.
- C. A question and answer session follows.
- D. “Pro-and-Con” and discussion sessions are held. The candidates are not permitted to attend these sessions.
 1. These sessions are expected to be constructive and professional in nature at all times.
 2. For every con, there must be a pro.

3. Slander is not permitted.

4. In the case of multiple candidates, comparison is not to be discussed during these sessions.

E. Secret ballots are used to cast votes and will be counted by Warden and President.

F. A majority vote is required to be elected into a position.

Section 3: Election

Timeline

A. The positions of President and Treasurer will be elected by the third week of the Spring semester.

1. This allows the new President and new Treasurer to complete the associated university training and for the new President to have a transitional semester.

2. They will shadow the current President on school policies and procedures, paperwork, and chairing meetings.

B. Elections for all other Executive Board positions will be held during the month of February.

1. This allows Executive Board to have a transitional period.

2. Upcoming position holders will shadow the current position holder to learn about each individual position and how Executive Board should work together.

C. Elections for all Fall Minor Board positions will be held on the second chapter the new member class attends.