**BYLAWS OF THE ALPHA CHAPTER OF SIGMA ALPHA SORORITY**

Revised 08/27/2018

**ARTICLE 1**

**NAME**

This chapter shall be officially known as the Alpha Chapter of Sigma Alpha Sorority.

**ARTICLE II**

**OBJECTIVES AND PURPOSES**

The objective of this sorority shall be to promote its members in all facets of agriculture and to strengthen the bonds of friendship among them. It is the purpose of its members to strive for achievement in scholarship, leadership, and service, and to further the development of excellence in women pursuing careers in agriculture.

**ARTICLE III**

**MEMBERSHIP**

**Section 1. Good Standing –** This chapter shall consist of all memberiated by or affiliated with the chapter, who are in good standing and who attend The Ohio State University. Good standing is defined as those members who are not indebted to the local sorority for any sum of money past due, have achieved the required cumulative grade point hour ratio, maintain membership in one other organization, and are not on probation or suspension by this sorority or The Ohio State University. Members who do not maintain membership in one other organization but are taking a minimum of 18 credit hours or are working a minimum of 20 hours per week will also be considered in good standing.

**Section 2. Qualification –** Members are expected to strive for high academic standing. Only those maintaining a cumulative grade point hour ratio of 2.25 on a 4.0 scale, 4.25 on a 6.0 scale, or its equivalent, who are a member of at least one other OSU campus or off-campus organization, who are enrolled in a qualified program, as hereinafter described, or who have a sincere interest in agriculture or natural resources, and who agree to comply with the Laws of this sorority, defined under Article 3, Section 3 of the National Bylaws, shall be eligible for election as a member of the Alpha Chapter. Membership shall be free from discrimination based on race, color, religion, ethnic group, national origin, sex, age, disability, sexual orientation, marital status, or parental status.

**Section 3. Qualified Programs –**

1. **The term “qualified program” whenever used in the Bylaws of this sorority, shall, include, but shall not be limited to,**
2. Those courses within the curriculum offered by an accredited school of agriculture that are requisite to obtaining a bachelor or graduate degree conferred by such school; or,
3. Those courses designated by such school as a prerequisite to enrollment in the courses specified in paragraph 1, above. The National Board shall determine the standards required under this subsection.

b. The term “school” whenever used in the Bylaws shall include, but shall not be limited to, the terms “college”, “department”, “division”, and any other designation as may be determined by the National Board.

**Section 4. Membership Classifications –**The Alpha Chapter can be composed of active members, associate members, honorary members, and membership candidates, early alumni members, senior status members, inactive members, and members on professional internship, study abroad, and friendly statuses.

a. Active Member—Defined as a member who:

1. Has completed membership candidate requirements and has been initiated;
2. Has voting privileges;
3. Pays dues and attends mandatory functions; and
4. Meets leadership, scholarship, financial, and service obligations.
5. Associate Membership
6. Associate members shall be those individuals who have been duly elected by a chapter (or the National Chapter Congress) and have been approved by the National Executive Committee, and at the time of initiation are not undergraduate students at the university where the chapter is located. Only those individuals who, in the opinion of the chapter and the National Executive Committee, adhere to the ideals of Sigma Alpha, who have made a significant contribution to the chapter and agriculture, and whose professional achievements warrant the bestowing upon the Associate Membership in Sigma Alpha Sorority may be initiated as Associate Members. Associate Membership may be conferred upon two (2) individuals per chapter per year. Examples of Associate Members are graduate students, international exchange program students, or other similar students that meet the above criteria.
7. See Article X and Article XIII of the National Bylaws for more information.
8. Honorary Membership
9. Honorary members shall be those individuals, both men and women, of special note in agriculture. All chapters are encouraged to nominate candidates they feel are worthy of this honor. Sigma Alpha Sorority conducts the recognition of Honorary Members during National Convention.
10. See Article XIII of the National Bylaws for more information.
11. Membership Candidate – Defined as those individuals who have been extended an offer of membership candidacy by eligible members of the Alpha Chapter of Sigma Alpha.
12. Alumni Status — Active members are placed on alumni status when the active member has ceased to be an undergraduate student of The Ohio State University. Alumni will not be required to pay dues thus, they do not have voting privileges, and will not be able to participate in active chapter functions and events.
13. Early Alumni Status — In order to be granted early alumni status, an active member should request such status change in person and in writing to the executive committee during the first two (2) weeks of the term in which the status change will be effective. Members may also request and be granted early alumni status one term prior to graduation for any professional reason deemed reasonable by the Executive Committee. Those who are accepted into a graduate or professional college have the option of being placed on early alumni status. Members must have been an active for at least one year in order to be eligible for consideration. Additionally, all members who apply for early alumni have to be in good financial standing in order for it to be granted. Early alumni will not be required to pay dues thus, they do not have voting privileges, and will not be able to participate in active chapter functions and events.
14. Senior Status - An active member may opt to be placed on senior status if the member has been active for at least one year prior to the request for senior status, and the member has no more than two semesters remaining. In order to be granted senior status, an active member should request such status change in person and in writing to the executive committee during the first two (2) weeks of the term in which the status change will be effective. A member on senior status must pay 70% of active member dues to go toward the Alpha Chapter and are subject to change. A member on senior status must also raise one half of the required active individual fundraising amount, complete one half of required active philanthropy hours, and attend one half of the planned recruitment events, at minimum. They are required to attend at least one (1) fundraiser, one (1) philanthropy event, all ceremonies, I-Week, and three (3) additional events. Additionally, all members who apply for senior status must be in good financial standing in order for it to be granted.
15. Inactive Status – Granted by the Executive Committee to those individuals who have the inability to meet financial obligations, extremely heavy course loads, health reason, or an extreme situation that the member may find themselves in. Inactive status is limited to no more than twice during a collegiate career and may not be consecutive. A member must be an active member for a minimum of one year before inactive status may be granted and will be required to pay $100 of dues. Inactive members may be required to adhere to certain provisions of membership as set forth by this chapter. In order to be granted early inactive status, an active member should request such status change in person and in writing to the executive committee during the first two (2) weeks of the term in which the status change will be effective.
16. Professional Internship – Members participating in a vigorous professional internship while absent from campus shall be responsible for paying the amount of dues listed in Article 8, section 4. Such members shall remain in good standing with the Alpha chapter, however, may not hold an office but may serve as co-chair of a committee if they have the ability to regularly attend chapter meetings and functions. In order to be granted professional internship status, an active member should request such status change in person and in writing to the executive committee during the first two (2) weeks of the term in which the status change will be effective.
17. Study Abroad Status – Those members, who are studying abroad, shall be responsible for paying the amount of dues listed in Article 8, section 4. Such members shall remain in good standing with their collegiate chapters, however, may not hold an office or serve as a committee chair while absent from the campus. In order to be granted study abroad status, an active member should request such status change in person and in writing to the executive committee during the term prior to when the status change will be effective.
18. Friendly Status – An active member whose cumulative grade point average falls below 2.25 will be placed on friendly status. Friendly status members must pay full dues and attend five meetings per semester. They have no voting privileges and may not run for an elected office or committee chair. If they are currently serving a role as an officer or chair, they must forfeit those responsibilities until they are removed from such status when the semester ends. A member on friendly status must also raise one half of the required active individual fundraising amount, and complete one half of required active philanthropy hours. They are required to attend mandatory events and meet with the Executive Committee once each semester during until their grades improve. Failure to fulfill any of the above gives the Alpha Chapter the right to consider the member for probation, suspension, or deactivation.
19. Any member who earns less than a cumulative grade point average of 2.25 will: Be given a verbal and written notice by the President the first term that the cumulative GPA falls below 2.25 and be placed on “Friendly Status.” Be placed on suspension for a second consecutive term if a member’s GPA is below a 2.25. Suspension is temporary removal for one term from the Alpha Chapter. The individual is no longer recognized as a participating member and is not allowed to attend any sorority function; however, membership is maintained and responsibility for payment of full dues, listed in article 8, section 4. The third consecutive term a member’s cumulative GPA is below a 2.25, the member will be asked to deactivate by the Executive Committee.

**Section 5. Executive Committee –** The Executive Committee has the power to grant early alumni status, senior status, inactive status, professional internship status, study abroad status. They can also place a member on probation, suspension, friendly status, or request the deactivation of a member.

**ARTICLE IV**

**MEMBERSHIP CANDIDATES**

**Section 1. Election –** In order to be a membership candidate, a prospective member may not be a member of a Pan-Hellenic or other recognized social sorority. The prospective member must have attended a minimum of three recruitment events the same semester she is wishing to join.

1. Each active member of the Alpha Chapter must meet the prospective member at least twice during Recruitment/Rush functions to be eligible to vote to extend a bid.
2. Based on the ability to become a contributing member of the Alpha Chapter, each prospective member must receive seventy-five percent (75%) of the vote of the active membership. Abstained votes count as a yes vote.
3. Once all qualified members have voted, the ballot is declared closed, and votes are counted by the advisor. In absence of advisor, votes are counted by the president.
4. When a prospective member does not receive seventy-five (75%) of the vote, that individual shall not be considered again for one term from the date of rejection.

**Section 2. Education Program –** Prospective members will be given a written invitation to join the Alpha Chapter and a schedule of the Membership Candidate education program as well as all semester events by the Second Vice President. If in the case she decides to defer her offer, she must submit a written reason to the Recruitment Chair and Second Vice explaining and has only one following semester to come back if she so chooses. If she returns to rush that following semester, she can attend one less recruitment event than the number that is required. Once the prospective member has given verbal acceptance of the invitation to an active member of the Alpha Chapter and has signed a written acceptance in the presence of the Alpha Chapter, they shall be considered a membership candidate and will be educated according to National guidelines. The offer of membership is contingent upon the membership candidate’s ability to meet financial, scholarship, and leadership requirements. At any point during the membership candidate education program, the Alpha Chapter may withdraw the offer of membership by a seventy-five percent (75%) vote of the active membership. Members may abstain from voting and abstained votes count as ‘yes’ votes in favor of keeping the membership candidate in the program.

1. Pin numbers will be assigned according to the date and time of bid acceptance

**Section 3. Final Voting –** Active members will evaluate each membership candidate’s performance during the membership education period at least one week prior to activation. Voting will take place at the chapter before Inspiration week and the Thursday of Inspiration week. To become activated, membership candidates must receive one hundred percent (100%) vote of those active members present.

**ARTICLE V**

**OFFICERS**

**Section 1. Election –** Officer Elections will be held the last Chapter meeting in October. New officers will assume their duties at the first regularly scheduled meeting of the Spring semester.

1. A nominating committee, comprised of the Advisors and Executive Team, will compile a slate of officers and present that slate to the active chapter two weeks prior to elections. Interviews will be conducted before the development of the slate.
2. At the time the slate is presented, nominations can be made by active members from the floor. Members are not eligible to be slated if they have not filled out the application and completed the interview process. Consent must be given before a nominee’s name is added to the slate.
3. At the time designated for elections, a brief introduction by the nominee will be given and they shall state the reason why they are running for that certain office. Other candidates for the office shall be absent from the room during this time.
4. A majority vote, defined as more than fifty percent (50%) of the active membership, is required by written ballot for each officer’s election. Votes shall be counted by a non-biased person (alumni, advisor, etc.) in attendance.
5. In the case of only one candidate in each position and no new additions on the slate a motion can be made to accept the officer team as a whole.
6. Each officer is elected for a one (1) year term.

**Section 2. Qualifications for Office –** The officers of this chapter shall be members thereof, enrolled as fulltime students, and in good standing. If, after nomination or election, any officer temporarily or permanently ceases to be a member in good standing, is placed on probation by the university, or becomes in arrears for more than sixty (60) days for any chapter liability of any kind whatsoever, such officer shall automatically resign.

a. A successor shall either be elected at the next business meeting or appointed by the Executive Committee as designed by the rules of election to fill the vacancy created.

**Section 3. Officer Positions and Duties –** The Chapter Executive Committee shall consist of the following elected and required officers: President, First Vice President, Second Vice President, Secretary, Treasurer, Recruitment Chair and Social Chair. The duties of the elected and appointed officers are as follows:

1. **President –** The President shall be the executive head of the chapter and shall have the following duties and powers:
2. To conduct regular meetings of this chapter.
3. To prepare and distribute agendas for each regular chapter meeting.
4. To call special meetings in accordance with the Bylaws of this chapter.
5. To see that officers of the Chapter, discharge their duties impartially, accurately, faithfully, and promptly.
6. To enforce the strict observance of the Bylaws of this sorority.
7. To appoint such committees provided for in the Bylaws of this chapter.
8. To sign all certificates of membership for members initiated by this chapter while in office.
9. To maintain regular contact with the chapter’s National Board assigned representative.
10. To act as House Manager in the event that the Alpha Chapter has an official house.
11. The President shall inform the active chapter of any mandatory function two (2) weeks prior to the event held by the office.

The President shall have such other duties and powers as may be described in the Bylaws of this sorority.

1. **First Vice President –** The First Vice President shall have the following duties and powers:
2. To assist the President in the performance of her duties and to succeed to the duties and powers of the President in the temporary absence or disability of the latter.
3. To be responsible for policy development and effective and meaningful formulation of the chapter’s professional program.
4. To oversee all appointed committees.
5. To prepare and submit the Bi-Annual Report to National Board.
6. To call and preside over executive committee meetings.
7. To distribute and oversee risk management policies.
8. To ensure the by-laws are upheld.
9. To inform the active chapter of any mandatory function two (2) weeks prior to the event held by the office.

The First Vice President shall have such other duties and powers as may be described in the Bylaws of this sorority

1. **Second Vice President –** The Second Vice President shall have the following duties and powers:
2. To be responsible for the membership candidate education and initiation.
3. To present reports on all projects to the First Vice President to be included with the National Report.
4. The Second Vice President shall inform the active chapter of any mandatory function two (2) weeks prior to the event held by the office.

The Second Vice President shall have such other duties and powers as may be described in the Bylaws of this sorority

1. **Secretary -** The Secretary shall have the following duties and powers:
2. To record and distribute the minutes of all meetings of the Alpha Chapter to members and advisors.
3. To read all official communications into the minutes of the Alpha Chapter.
4. To promptly handle correspondence with the National Board.
5. To promptly file all reports when due, except those designated to be the responsibility of other officers of the Alpha Chapter.
6. To present reports on all projects to the First Vice President to be included with the National Report.

The Secretary shall have other such duties and powers as may be described in the Bylaws of this sorority.

1. **Treasurer –** The Treasurer shall have the following duties and powers:
2. To receive and expend, upon duly authorized orders, all monies of the chapter.
3. To keep an accurate account of the receipts and expenditures of the chapter in a standard accounting system.
4. To forward such reports as may be required by the National Board in a timely manner.
5. To prepare a term budget for the chapter.
6. To pay all monies due to the National Board in a timely manner.
7. To submit the previous month’s detailed income, expense, and account balance to the active chapter at the first meeting of each month and submit a copy to the Secretary for filing with the official minutes of the meeting.
8. To present reports on all projects to the First Vice President to be included with the National Report.

The Treasurer shall have other such duties and powers as may be described in the Bylaws of this sorority.

1. **Recruitment Chair –** The Recruitment Chair shall have the following responsibilities:
   * 1. Be responsible for all activities involving the recruitment of new members into the Alpha Chapter.
     2. Track attendance of potential members at all official recruitment events.
     3. To inform the active chapter of those recruits who have met the requirement of attending three events and individually recommend that the active chapter extend a bid to the individual.
     4. To present reports on all projects to the First Vice President to be included in the National Report.
     5. The Recruitment Chair shall inform the active chapter of any mandatory function two (2) weeks prior to the event held by the office.

The Recruitment Chair shall have such other duties and powers as may be described in the Bylaws of the sorority.

1. **Social Chair –** The Social Chair shall have the following responsibilities:
2. Plan and oversee all chapter social functions of the sorority.
3. May appoint some member of the chapter as chair of any event.
4. To present reports on all projects to the First Vice President to be included in the National Report.
5. The Social Chair shall inform the active chapter of any mandatory function two (2) weeks prior to the event held by the office.
6. Attend all CFAES Student Council meetings. They will represent Sigma Alpha at the college level via voting, funding requests and Council sponsored events.

The Social Chair shall have such other duties and powers as may be described in the Bylaws of the sorority.

**ARTICLE VI**

**COMMITTEES**

**Section 1. Committee Positions –**

1. The Chapter Executive Committee shall consist of the following elected and required chapter officers: President, First Vice President, Second Vice President, Secretary, Treasurer, Recruitment Chair, and Social Chair.
2. The appointed and required Chairs of the Alpha Chapter are Fundraising, Historian/Sisterhood, Philanthropy, Scholarship, and Leadership Board.
3. The optional appointive officers of committees for the Alpha Chapter are: Public Relations, Founder’s Day, YLC, Housing, and additional appointed chairs as seen necessary by the Executive Committee.

**Section 2. Committee Duties-** The committees are combined based on similarities as followed: Alumni/Public Relations, Founder’s Day, Fundraising, Historian/Sisterhood, Housing, Philanthropy/Scholarship, Young Leaders Conference.

1. **Housing Committee** – The House Manger shall have the following duties and powers, in the event that the Alpha Chapter has an official house, defined as a house the Alpha Chapter has a financial responsibility over:
2. To receive and expend, upon duly authorized orders, all monies related to the house. To keep an accurate account of the household related receipts and expenditures for the active chapter in a standard accounting system. To forward such reports as may be required by the National Board in a timely manner. To prepare a term and annual budget. To present reports on all projects to the First Vice President to be included with the National Report. Establish house-cleaning schedule and enforce the current Housing Agreement. Responsible for all communication with the landlord and maintenance personnel.
3. If the Alpha Chapter is in temporary or permanent possession of a house, then the housing committee is responsible for finding people to fill the house for the next school year and having them sign the agreement contract. The housing committee is also responsible for finding a new house if we decide to move locations on campus.

In the event that Sigma Alpha does not possess a sorority house, the housing committee is responsible for finding a new house. The housing committee must present any houses in consideration to the chapter. Once a house is selected for the upcoming year, the housing committee must then resume the duties of finding individuals to live in the house.

1. **Fundraising Committee –** The Fundraising Committee shall plan and oversee all fundraising events conducted by the active chapter. The Fundraising committee may appoint some member of the committee as chair of any project. The Fundraising Committee shall present reports on all projects to the First Vice President to be included with the National Report. The Fundraising Committee must present at least two options for fundraising to the chapter during the first two weeks of the term. The Fundraising Committee shall inform the active chapter of any mandatory fundraising function two (2) weeks prior to the event held by the committee. The Fundraising Committee chairperson shall have such other duties and powers as may be described in the Bylaws of the sorority.
2. **Historian/Sisterhood –** The Historian/Sisterhood committee shall keep a historical record and scrapbook of the chapter, of all membership of the chapter, and of Big/Little family tree(s). The Historian is responsible for sending all historical information to the National Board as requested. They shall present reports on all projects to the First Vice President to be included with the National Report. They are responsible for developing strong sisterhood ties among active members by creating fun events that encourage bonding among the sisters. The Sisterhood Committee must hold at least one sisterhood event per semester and is encouraged to send inspiration messages to the sisters.
3. **Standards Board –** Shall be chaired by First Vice, who conducts meetings, but does not vote unless the case of a tie. The secretary will take minutes but will have no voting privileges. The board shall consist of one representative per each MC class that serves as a committee to represent between each individual class and the entire chapter to ensure each voice is heard. Each team member will help uphold the bylaws, uphold risk management, and help create policy, they will also be responsible for reaching out to sisters that are not meeting expectations or meeting all chapter requirements. All action by this committee must be approved by the Executive Committee.
4. **Philanthropy Committee –** The Philanthropy Committee shall plan and oversee all service projects conducted by the chapter. The Philanthropy Committee may appoint some member of the committee as committee chair of any project. The Philanthropy Committee shall present reports on all service projects to the First Vice President to be included with the National Report. The Philanthropy Committee shall inform the active chapter of any mandatory function two (2) weeks prior to the event held by the committee. It is required to plan one Ag in the Community per semester, one service project and members must complete 10 individual hours of community service within each semester to reach their required goal. Hours do not carry over.
5. **Scholarship Committee –** The committee shall have the responsibility of promoting and enhancing scholastic achievement. The Committee shall maintain records of all members’ activities in other organizations, including the degree of involvement such as committees, offices, and awards. The Committee shall work directly with an advisor to receive names and implement programs to improve and reward scholastic achievement to such members. The Committee shall present reports on all projects to the First Vice President to be included with the National Report.
6. **Founder’s Day Committee-** The Founder’s Day committee is in charge of planning and coordinating the Founder’s Day banquet. Founder’s Day shall recognize the accomplishments of the sorority in the past year as well as outstanding members (actives and one membership candidate) and any other awards as seen fit. Founder’s Day shall be held during Spring semester during the month of February.
7. **Young Leaders Conference Committee-** The YLC Committee will hold an annual conference for high school students to promote an interest in agriculture among young students. The YLC Committee will have a savings account to track profits and expenses of the event. The president, advisor, treasurer and member of the committee will be on the account.
8. **Public Relations Committee-** The PR Committee shall be in charge of keeping the chapter website, recruitment display board/brochures, and newsletter up to date as well as all social media platforms we have a presence on. The newsletter should be constructed and distributed once every semester to alumni, parents of actives, and advisors.
9. **Leadership Board-** This board shall be responsible for creating strong ties with the industry professionals as restructuring the Advisory Board. They should keep correspondence with sponsors and industry professionals, (which may be alumni of the Alpha chapter) to create Professional Development events for the members as well as current events in agriculture. This may be done in any manner such as events, special occasion cards, or a newsletter.

**Section 6. Impeachment of Chapter Officers and Elected Committee Chairs—**

1. If one-third (1/3) of the Executive Committee members feel that an elected officer/chair should be removed from office, they shall submit the motion to the chapter at the next general meeting. This motion will include all of the charges against the member.
2. A favorable majority vote on the motion, more than fifty (50%) of the active voting members, it will be necessary to determine a date for the recall proceedings. This recall meeting will not occur sooner than seven (7) days nor more than twenty-one (21) days from the date of the impeachment motion. Notice of five (5) days will be given to the members of the Alpha Chapter for the recall meeting.
3. The president will appoint another member to perform the duties of the officer/chair in question until the outcome is determined. Should the president be the officer in question, the First Vice President shall assume the duties of the President.
4. Chapter members voting to recall an elected officer/chair must do so with a two-thirds (2/3) favorable vote for the recall to be effective. A special election shall be held within five (5) days of a favorable vote to fill the unexpired portion of the term of office.

**ARTICLE VII**

**HOUSING**

**Section 1. Residence –** If the Alpha Chapter is in temporary or permanent possession of an official house, then:

1. The President, 2nd Vice President, Treasurer and House Manager must live in the house.
2. Any other officer who has not lived in the house is strongly encouraged to live in the house for their active year.
3. If the combined efforts of all actives do not fill the residence for the coming year, then the monetary assessment shall vary upon the finances of the sorority. This situation will be assessed on a case-by-case and term-by-term basis. In order for any action to be taken, it must be voted upon and approved by 100% vote of the active chapter.
4. In the situation that the house is not filled by a posted time, designated by the housing committee, then the house will proceed to be filled by means of pin order. The order will start with low pin number and move in order to high pin number.

**ARTICLE VIII**

**FINANCES**

**Section 1. Chapter Checking Account –** The Alpha Chapter shall maintain its checking account in a recognized bank.

1. All checks of the Alpha Chapter must be signed by the Treasurer and/or the President of the Alpha Chapter or other designated member appointed by the President.
2. A reimbursement form accompanied by all receipts must be given to the Treasurer for financial records.
3. Within the first 3 weeks of the semester, the Chapter will approve a budget as prepared and presented for vote by the Treasurer.

**Section 2. House Checking Account** – The Alpha Chapter House Manager and an advisor shall maintain its checking account in a recognized bank.

1. All checks must be signed by the House Manager and/or a designated advisor or a designated member appointed by the President.
2. A reimbursement form accompanied by all receipts must be given to the Treasurer for financial records.
3. At the beginning of each semester, when the Alpha Chapter is in possession of an official house, the Chapter will approve a budget as prepared and presented for vote by the House Manager

**Section 3. New Member Fees –** New members and potential new members shall have the following financial obligation:

1. Membership Education Fee – An $115 fee will be required after the Membership Candidate Ceremony.
2. National Activation Fee – The national activation fee for membership candidates and associate members is set forth as dictated by the National Board. Late fees will be assessed according to National Bylaws. Dues are subject to change pending maintenance fee increases at the national level, see National Bylaws.
3. 1st Term: $85
4. 2nd Term: $85

\* Additional membership fees will be determined based on activation date.

\* Activation fee is due by the end of the semester the membership candidate is activated

**Section 4. Dues-** Each collegiate member pays dues to the National Board as set forth in the National Bylaws. The Alpha Chapter may, at the discretion of the Executive committee, forgive the dues of any of its members for good cause, or work out a payment plan with the member.

1. **Chapter dues –** Are due on at the second Chapter of the semester. Requests for payment plans must be submitted in writing to the treasurer by the second Monday of the semester. In the case you have not paid your semester dues and have not provided a payment plan to the Treasurer, an additional $5 per week until you provide a plan or pay your balance will be applied. The total cost of dues for the school year shall be split evening between semesters.

1st Term, Active Member $265

2nd Term, Active Member $265

1. Dues are subject to change pending maintenance fee increases at the national level, see National Bylaws
2. Any person related to Sigma Alpha including inactive members, or early alumni may use official house equipment by paying a house fee of twenty-five ($25) per term.
3. An amount proposed by the treasurer per term of these dues will go toward the housing account. This money will be deposited into Sigma Alpha’s housing account, which will then be used for costs associated with housing expenses.

**Section 5. Fines –** Fines for unexcused meetings and mandatory events are set forth in Article IX.

**ARTICLE IX**

**MEETINGS AND MAJOR FUNCTIONS**

**Section 1. Chapter Meetings –** The Alpha Chapter shall meet at least once a month during the academic year at a time and place determined by the Executive Committee. The meeting time and place will be announced not later than one (1) week prior to the meeting.

1. All meetings are to be conducted in accordance with the latest version of Robert’s Rule of Order.
2. For the transaction of business at all meetings, a majority, as heretofore defined, must be present.
3. In order to be granted an excused absence from a meeting, a member must contact the Secretary, in writing, 24 hours prior to the meeting. The Executive Committee has the reasonable right to accept or reject the excuse. In the event of an unexcused absence to a chapter meeting a ten-dollar ($10) fine will assessed.

**Section 2. Chapter Executive Committee Meetings –** The Executive Committee shall meet weekly prior to the chapter meeting.

a. There will be a five-dollar ($5) fine for a primary officer missing an executive meeting without a reasonable excuse given to the 1st vice president 24 hours in advance, unless emergency circumstances arise.

**Section 3. Membership Candidate Meetings –** The membership candidates shall meet weekly with the Second Vice President. In order to be granted an excused absence from a membership candidate meeting, the membership candidate must notify the Second Vice President, in writing, at least twenty-four (24) hours prior to the meeting. The Executive Committee has the reasonable right to accept or reject the excuse.

**Section 4. Mandatory Functions-** Defined as Recruitment Functions, Professional Events, Philanthropy Projects, Activation, Fundraisers, Ceremonies, and events during Inspiration Week.

1. In order to be granted an excused absence from any of the above-defined mandatory functions, an active member must notify the Secretary and head of the event in writing. The Executive Committee has the reasonable right to accept or reject the excuse. In the event of an unexcused absence, a ten-dollar ($10) fine will be assessed.
2. An excused absence is defined as: class or class-related function, family emergency, or illness. In addition, other special circumstances may be considered at the discretion of the executive committee. Work circumstances will be handled case by case by Exec Committee.
3. Any persons that have not been duly initiated into this sorority are not allowed in the official house 4PM to 7AM, Monday-Thursday of Inspiration week and all-day Friday until 7AM Saturday morning. The active member(s) responsible for these guests will be fined ten dollars ($10) for failure to comply.
4. Fundraisers - Each semester, each member must raise a profit of sixty dollars ($60) to go towards fundraising. Special circumstances will be considered by the executive committee. Fines for not reaching fundraising requirement shall not exceed sixty dollars, member is only responsible for paying the difference she didn’t raise.
5. Any organizer of a mandatory chapter event must notify active members two (2) weeks in advance of a mandatory function. It is the active member’s responsibility to reconcile any pre-existing calendar conflicts, such as work, or submit written notification to the executive committee. It is the discretion of the executive committee to consider each situation individually and either approve or disapprove the member’s absence.
6. Each member has four (4) miscellaneous cuts per term that can be used for any function that is not a recruitment, professional, philanthropy, fundraising or I-week event. Excuses must still be sent to the secretary and event planner 24 hours prior to the event, unless there is an emergency circumstance, in which communication still needs to be made in writing to the secretary and event planner.

**ARTICLE X**

**DISCIPLINE OF INDIVIDUAL MEMBERS**

**Section 1. Types of Offenses and Penalties –** Any member who commits any of the following shall be subject to a fine, reprimand, probation, suspension, or deactivation:

1. Violates the oath of allegiance to Sigma Alpha; or
2. Breaks the Bylaws of this sorority or any chapter with which the member is affiliated; or
3. Who acts in a manner unbecoming a member of this sorority; or
4. Who engages in, participates in, consents to, aids or abets any act or acts of disloyalty or conduct; or
5. Who is delinquent for any sum of money past due or who fails to discharge financial obligations to the chapter with which affiliated or this sorority; or
6. Who fails to uphold the membership requirements; or
7. Who does anything or causes anything to be done that is prejudicial to the best interest of this sorority or any of its members.
8. Who brings or allows alcohol to be brought into the official house. Alcohol is prohibited in the house. If alcohol is found in the house, the owner will be fined twenty-five ($25) dollars for the first offense, and fifty dollars ($50) for each successive offense. Members are responsible for their own guests.

**Section 2. Definition of Penalties –**

1. Fine – A sum of money, not to exceed one hundred dollars ($100.00) per fine in a given term, charged to a member as a penalty.
2. Reprimand – A reprieval given in the form of a formal censure intended to correct a fault. The reprimand shall be given orally and in writing to the member being reprimanded.
3. Probation – A period of time, not to exceed six (6) months, during which the member must meet certain specific obligations or requirements determined by the chapter or National Board, designed to correct faults or to encourage improved participation. The member maintains membership in the sorority, continues as a participating member, is only allowed to attend mandatory sorority functions, and maintains all financial responsibilities as an active member during the period of probation.
4. Suspension – Temporary removal, for a period not to exceed six (6) months, of the member from office and privileges; the member is no longer recognized as a participating member and is not allowed to attend any sorority function; however, membership in the sorority, as well as financial obligations, are maintained.
5. Deactivation – The member in question is no longer a member of Sigma Alpha. The member’s name is removed from all sorority records and the Dean of the college, school or division of Agriculture and Natural Resources and the Registrar of any school are so notified, if applicable.

**Section 3. Powers of the Chapter –** The Alpha Chapter shall have the power to impose any of the penalties heretofore mentioned, with the exception of deactivation, upon any member of its own body who commits any offense herein mentioned.

**Section 4. Vote Required to Fine –** A majority vote, as heretofore defined, of the Executive Committee at a regularly called executive meeting shall be required to fine a member of the chapter. The member in question shall not vote.

**Section 5. Vote Required to Reprimand, Place on Probation, or Suspend** – A majority vote, as heretofore defined, of the executive committee at a regularly called executive meeting shall be required to reprimand, place on probation, or suspend any member of the chapter. The member in question shall not vote.

**Section 6. Appeal –** The member in question may appeal to the National Board within three (3) months from the date of the action as specified in Article XIV, Section 8 of the National Bylaws.

**ARTICLE XI**

**BYLAWS**

**Section 1. Bylaw Changes –** These bylaws may be amended or suspended in whole or part by three fourths (3/4) vote of the active members of the Alpha Chapter. Changes should be submitted to the Alpha Chapter two (2) weeks prior to the meeting where the vote will take place.

**To amend Article XI, Section 1, entitled Bylaw Changes, a ninety percent (90%) vote shall be required.**

**Section 2. National Board Approval—**Bylaws and their amendments must be submitted to the National Board for approval.

**ARTICLE XII**

**POLICY**

**Section 1. Dress Code**

1. For the Alpha Chapter’s Dress Code policy, please see Appendix A, titled “Dress Code Policy”.
2. Any member who does not conform to the proper dress code may be fined, reprimanded, placed on probation, or placed on suspension by the Executive Committee.

**Section 2. Risk Management**

1. For the Alpha Chapter’s Risk Management policy, please see Appendix B, titled “Risk Management Policy”.
2. Any member who does not conform to the Alpha Chapter’s Risk Management policy may be fined, reprimanded, placed on probation, or placed on suspension by the Executive Committee.

**Section 3. Schottenstein Center Clean-Up**

1. For the Alpha Chapter’s Schottenstein Center Clean-Up Policy, please see Appendix C, titled “Schottenstein Center Clean-Up”.
2. Any member who does not conform to the Alpha Chapter’s Schottenstein Center Clean-Up policy may be fined, reprimanded, placed on probation, or placed on suspension by the Executive Committee.

Alpha Chapter President

Revised Date

National Board Approval

Date of Approval

**APPENDIX A**

**DRESS CODE POLICY**

As Sigma Alpha Sorority has dress code guidelines, the Alpha Chapter encourages its members to follow those set forth by our Nationals. However, we also recognize the necessity to set forth our own adaptations to fit the professional culture of our college. Therefore, by following this policy, a member of the Alpha Chapter will not be penalized for what they wear to chapter functions. Please note that the National Dress Code must be followed during participation in any National or multi-state Sigma Alpha function.

Most Important Dress Guidelines:

* Be cognitive of where and what activities you will be participating in and make sure your dress is suitable for those environment and community events.
* Hair should be done appropriately and made presentable for the occasion. No bedhead or similar “messy” styles.
* Avoid revealing clothing. You shouldn’t be able to see anything defined as undergarments. No legging, jeggings or any other spandex inspired “pants.”
* Cover all visible tattoos and remove lip, chin, brow piercings and discs.
  + This does not include those intended for medical reasons.
* No sports apparel: jersey’s, running or yoga tops, spandex tops, etc. unless otherwise notified in advance.
* Clothing should be free of dust, pet hair, dander, wrinkles, tears (purposely or not), and stains. Wearing clothes obviously picked up from the floor or plucked from a laundry basket are obvious, and unacceptable.

**Casual**

Casual attire will be worn for chapters containing breakout committee work, recruitment events, retreats, and when otherwise noted in advance.

1. Shoes: Shoes that are comfortable and appropriate for your surroundings can include flip flops, boots, tennis shoes, etc.
2. Bottoms: Jeans, capris, and cargos are acceptable.
   1. Darker washes are encouraged, but not required.
   2. No sweat pants or sleepwear inspired pants.
   3. No excessive rips, tears, or holes.
   4. Shorts should cover your bottom, no one wants to see that. Keep it classy.
   5. NO undergarments should be showing at any time.
   6. NO leggings unless otherwise notified in advance.
3. Shirts: t-shirts, polos, tanks, sweatshirts, etc. are acceptable.
   1. You are always are encouraged to wear letters.
      1. Remember you are representing the sorority!
   2. NO revealing bra straps, excessive cleavage, or midriffs should be showing at any time.

**Smart Business Casual**

Smart Business Casual is to be worn at all chapter meetings and events, unless otherwise noted in advance.

1. Shoes: Shoe choices are vast. Dressy sandals, dress cowboy boots, loafers (i.e. Sperry and loafer-cut Twisted X-type shoes; NOT high tops), peep-toes, flats, pumps, slingback heels and wedges make for excellent choices.
   1. Clean, buffed, and scratch-free shoes.
   2. No metallic or distracting colors.
   3. No flip flops, UGGs, sneakers, crocs, Birkenstocks, or similar footwear.
   4. No more than a three-inch (3 in) heel.
      1. Avoid wearing heels that are scratched and “peeling”
2. Pants: Your pants will resemble a professional slack with a fit of classic, straight leg, slightly flared, bootcut, or trouser cut.
   1. Khakis, colored pants, and palazzo pants are acceptable.
   2. Professional colors such as browns, dark blue, grey, or black are encouraged but not required. Avoid distracting colors, but you are free to express your personality.
   3. NO jeans, cords, shorts, or cargo pants of any length or denim material are allowed.
3. Skirts and Dresses: Smart vs. trendy is your best choice for business dress occasions.
   1. Have your dress and skirt pressed, clean and matching.
   2. Avoid cotton, jersey, leather-like, or metallic fabrics skirts.
   3. Invest and wear (when needed) nude, black and white slips.
   4. The maximum hem length is 2 inches above the knee.
4. Tops: A variety of shirts are acceptable, but always remember to keep it classy.
   1. Shirts with collars, including polo’s, button-ups, and sleeveless styles are acceptable.
   2. Nice, matching cardigans and sweaters are acceptable.
   3. Sleeveless shirts are allowed as long as the straps are one inch thick or wider.
   4. Off the shoulder and cold shoulder tops are acceptable.
   5. NO bra straps or excessive cleavage should be showing at any time.

**Professional Dress**

Professional Dress attire is worn during National Visits, professional development events, and special campus and community engagements. There are two styles of professional dress and either one is acceptable to wear when professional dress is required. No matter which one you choose, always remember that professional dress requires a jacket at all times.

* Formal Professional: Formal professional is your classic dress, skirt or pant suit, generally monochromatic in color which gives an unbroken, polished look and usually comes in dark shades of color, but not limited to.
* Smart professional attire is bought as ‘separates’, and includes professional dresses, skirts, blouses and suit jackets. Never be afraid to mix color!

1. Shoes: Closed-toe pumps and sling-back heels, dressy flats and wedges will compliment your professional look. Shoes must have a backing and be less than 3 inches in height.
   1. No sandals, flip-flops or strappy special occasion heels, tennis shoes, crocs or cowgirl, work boot or UGG boots.
2. Pants: Professional slack can be a classic fit, straight legged, slightly flared, or trouser cut.
   1. Pants are pressed and clean, free of stains and not tattered.
3. Skirts and Dresses: Smart vs. trendy is your best choice for professional dress occasions.
   1. Having your dress and skirt pressed, clean and matching your business jacket is key.
   2. Skirts and dresses 2 inches above the knee are not permitted.
   3. No miniskirts.
   4. Avoid jersey, cotton, leather-like, or metallic fabrics.
   5. Invest and wear (when needed) nude, black and white slips.
4. NOTE: Nylons will NOT be required at Alpha Chapter functions, although they are highly recommended. If attending any national or multi-state event, remember that they are required (i.e. Kentucky PD weekend).
   1. Sheer and nude hose are best. Black opaque or sheer nylons are best worn in the fall and winter.
   2. There should be no visible tears, runs or dirt marks, sagging or excessive snags.
      1. Purchase and pack extra nylons. A couple dabs of clear nail polish or a few spritzes of hair spray will stop an occurring run.
5. Tops: The right style enhances your image, draws attention upward and adds color or chic to an outfit.
   1. Capped, short, ¾ or long-sleeved tailored button-up tops and pull over styles are acceptable.
   2. Blouses should be of ample length to be tucked in if the outfit requires.
   3. Avoid sheer fabrics or wear a camisole underneath your blouses.
   4. Do not wear button-up tops that pucker or with deep armholes exposing undergarment(s). You will need tailoring or require a different size.
   5. NO bra straps or cleavage should be showing at any time.
6. Shawls, Wraps and Cardigans: These separate pieces are especially handy if you are in a meeting and decide to remove your jacket. Room temperatures fluctuate; therefore, having one of these items in your tote is always smart. They maintain the professional look you are striving for when the jacket becomes too unbearable or not enough.
7. The Business Jacket: Professional Dress requires a suit jacket.
   1. Smart Professional Dress allows room to experiment with color, design and fabrics to help draw out your fashion personality. However, maintaining a professional look is crucial.

**Formal to Semi-Formal**

Formal to semi-formal will be required for special evening events including the Emerald Banquet.

1. Shoes: Dress heels, dressy flats or strappy heels. Dress shoes can be open-toed, sling-back or closed toed.
   1. Heels should not exceed 4 inches.
   2. Consider not wearing super trendy platforms or extreme high-heeled shoes. A trendy style shoe doesn’t always represent class.
   3. Wearing winter boots or knee-high dress boots to and from ‘After Five’ events is acceptable, but slip on your dress shoes upon arrival.
2. Cocktail Dresses: The appropriate length for a cocktail dress is no more than 2.5” above the knee. Strapless and one-shouldered dresses are acceptable.
   1. Pairing a dressy cardigan, shawl or blazer/jacket is smart, especially on chilly nights.
   2. Avoid see-through fabrics, bodice cut-outs, plunging necklines and backless dresses. Choose a different size or have the dress tailored if the armholes show your undergarment(s).
   3. There should be very little to no cleavage showing.
3. Formal (Long) Dresses: The appropriate length for formal dresses is to the ground. Strapless and one-shouldered dresses are acceptable.
   1. Pairing a dressy cardigan, shawl or blazer/jacket is smart, especially on chilly nights.
   2. Avoid see-through fabrics, bodice cut-outs, plunging necklines and backless dresses. Choose a different size or have the dress tailored if the armholes show your undergarment(s).
   3. There should be very little to no cleavage showing.
4. Cocktail and Formal Skirts with Blouses: Cocktail and formal skirts come as separates or as two-piece sets.
   1. The style and fabric is dressy and mirrors that of a formal or cocktail style dress.
   2. Cocktail skirts are no more than 2.5’’ above the knee.
   3. Blouses and jackets are made of dressy fabrics, not t-shirt or casual materials.
   4. Avoid see-through fabrics, plunging necklines or backless garments and bodice cut-outs. Tailor the armholes if your undergarments are visible
5. Evening Suits: Evening suits are generally sold as two-piece sets, although you are able to mix and match formal wear to create a semi-to-formal evening suit.
   1. No leggings, skinny pants, cords or cropped/Capri pants.
   2. The hem of the pants should touch the instep of your foot while wearing shoes, and slope down to cover half your heel.

**Appendix B**

**“Risk Management Policy”**

**Risk Management**

Our risk management policies are intended to assist Sigma Alpha in reducing the Sorority’s exposures to risks and losses by educating and assisting our chapters and members and increasing their awareness of risks. The Sorority will provide educational assistance to help chapters and members establish sound risk management practices that will minimize their exposures.

Compliance with our policy stresses the individual responsibility of each Sigma Alpha Sorority member and collectively the chapter. It is to be followed in addition to The Ohio State University policy requirements.

**WARNING:** Failure to abide by the Sigma Alpha Sorority Risk Management Policy will result in reprimand, fines, suspension, or the loss of your individual membership in the Sorority according to the National Bylaws.

*Alcohol and Drugs*

As Sigma Alpha Sorority has guidelines, the Alpha Chapter requires its members to follow those set forth by our Nationals. The Alpha Chapter reserves the right to include additional policy at Alpha Chapter functions. By following this policy, a member of the Alpha Chapter will not be penalized for what they do. Please note that the National Policy must be followed during participation in any National or multi-state Sigma Alpha functions.

1. The possession, sale, use or consumption of alcoholic beverages during a sorority event must follow any and all applicable laws of the state, province, county, city and institution of higher education.
2. Actives shall not consume alcohol within two hours prior to any sorority event, including recruitment, membership candidate program, activity, or ritual of the chapter including, but not limited to, Initiation and Activation.
3. All recruitment or rush activities associated with any chapter will be non-alcoholic.
4. No alcohol shall be present at any membership candidate program, activity, or ritual of the chapter including, but not limited to, Initiation and Activation.
5. Sigma Alpha Sorority member must not consume alcohol while wearing Sigma Alpha apparel, whether in Greek letters or written “Sigma Alpha”.
6. No alcoholic beverages may be purchased through or with chapter or sorority funds, nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter or sorority.
7. When alcohol is served at Sorority events, service of alcohol must be conducted on a cash bar basis utilizing the services of a properly licensed and insured company providing professional bartender services.
8. Reasonable precautions will be taken by the Alpha Chapter to prevent the excessive consumption of alcohol and to prevent the service of alcohol to underage persons by anyone at sorority events.
9. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (those under legal drinking age) at sorority events.
10. No shots or “drinking games” shall be permitted.
11. Any members or welcomed (determined by members) guests who arrive to a sorority event, including recruitment, membership candidate program, activity, mandatory function, or ritual of the chapter including, but not limited to, Initiation and Activation.  in an intoxicated state must not be admitted. Any member or guest who becomes intoxicated shall be removed from the event.
    1. Intoxicated state includes: person smells like alcohol, has glassed-over eyes, slurred conversation, acting or speaking unlike themselves, impaired motor function, or inappropriate interactions.
    2. Designated person (determined by members) will ensure the intoxicated person’s safety, removing them from premises.
12. At events where alcohol is permitted, there must be two (2) designated non-drinking members, and ample non-alcoholic beverages must be provided.
13. The service of alcohol shall end at a specific time, at least one hour before the end of the event. This time must be established and clearly published in advance of the event.
14. Open sorority sponsored events or parties where alcohol is present, are prohibited.
    1. Open events or parties are those with unrestricted access by non-members of the sorority, without specific invitation.
15. No event will be planned or promoted by the Alpha Chapter or under the name of Sigma Alpha Sorority or any related entity, for which the main purpose is consuming alcohol.
16. The Alpha Chapter may not co-sponsor or co-finance a function at which alcohol is purchased by any of the host chapters, groups or organizations that does not comply with this policy.
17. The Alpha Chapter may not co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy.
18. The Alpha Chapter may not conduct or enter into an agreement to participate in a fundraising project if the activity involves Sigma Alpha members selling or distributing alcohol (regardless if the proceeds are for chapter or charity use) if the venue requires t Sorority to add it as an “additional insured.” Chapters may conduct or enter into an agreement to participate in such fundraising projects if the venue provides the insurance.
19. The possession, sale or use of any illegal drugs or controlled substances during a sorority event, or at any event that an observer would associate with the sorority, is strictly prohibited.

*Hazing*

No chapter member, or those affiliated with Sigma Alpha (collegiate, alumni, or membership candidate), shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

“Any action taken, or situation created, intentionally, or unintentionally, whether on or off sorority premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, road trips or any other such activities carried on outside or inside of the confines of the chapter room; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.”

The Ohio State University Hazing Policy is found in section 3335-23-04 (M) of the Code of Student Conduct and defined as:

“Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form.”

*Contractual Agreements and Additional Insureds*

Under certain circumstances the liability coverage of Sigma Alpha’s insurance contract is extended to protect other parties with whom a Sigma Alpha chapter may enter into a contractual agreement. No contract should be signed by the Alpha Chapter of Sigma Alpha, without review and approval by Sigma Alpha Sorority and insurance carrier, Willis, at least 30 days prior to the event date. A contractual agreement is any document the chapter is asked to sign by universities/colleges, third party vendors, landlords or any other reason that is associated with the sorority needs to follow the procedure below before being signed. This procedure is required by all chapters to insure coverage under Sigma Alpha’s national insurance program:

1. All chapters and alumni must submit any and all contractual agreements to the National Sorority Board President for review and approval at least thirty (30) days prior to date needed to ensure adequate time for review per insurance company requirement.
2. Any contractual agreement signed without review and approval by the insurance company will not be afforded any liability coverage under the Sigma Alpha’s national insurance program.
3. After receiving the contractual agreement, the National Sorority Board President will submit to the insurance company for review.
4. If the insurance company states that the agreement requests the assumption of any liability for a third party’s negligence, the contractual agreement shall be denied. The National Sorority Board President will notify the chapter of the insurance company’s recommendation.
5. Any agreement requesting the assumption of any liability for a third party’s negligence such as a host institution, third party vendor or landlord will not be approved. If such an agreement is signed without the authorization of the insurance company, Sigma Alpha will exclude insurance coverage for the specific chapter. In addition, the National Sorority Board will use its discretion to apply a disciplinary action to the chapter as described under the National Bylaws, Article XV, Discipline of Chapters.
6. Be advised that there may be a fee assessed to the chapter if the chapter is asked to be listed as an additional insured.

Important Definitions:

* Sorority: Sigma Alpha, Alpha Chapter
* Host Institution: The Ohio State University
* Third Party Vendor: any place rented for an event like a restaurant or hotel
* Assumption of Liability: the request that the insurance policy provide liability coverage for the requesting party.

*Special Event Planning*

In general, special events sponsored by the Alpha Chapter are covered under the general liability policy. Special events are defined as any functions that take place outside of regularly scheduled sorority meetings (e.g. social functions, philanthropy events, professional programming, fundraising events etc.). Poorly planned special events are the usual cause of injury to members and their guests. Proper planning is critical to the success of the event, avoiding injuries and controlling the costs of insurance protection.

To properly plan special events, a checklist is available upon request. The Alpha Chapter must provide this checklist to their Regional Consultant and Director of Policy and Risk Management at least two weeks prior to the event. The Alpha Chapter must have approval of the checklist before holding the following events:

1. Any event where alcohol will be served
2. Any event in which the chapter is listed as an additional insured
3. Any off-campus event in which members are providing transportation for members and/or guests

If the form is utilized and all sections are addressed, the guidance provided by the checklist can do a great deal to help avoid an injury from occurring.

*Automobiles and Transportation*

Any individual who drives or provides transportation in conjunction with Sorority events or activities shall obey all applicable motor vehicle laws, including, but not limited to, those concerning vehicle safety, vehicle operation, financial responsibility and/or insurance, and the transportation and consumption of alcoholic beverages. Operators shall ensure that vehicles are properly maintained, not overloaded, and are operated in a safe manner. Rental vehicles shall be operated in accordance with rental contracts. Use of personal vehicles shall be strictly voluntary and the sole responsibility of the vehicle owner/operator. Financial responsibility laws generally impose responsibility for accidents on the driver or owner of vehicles. The Sorority assumes no responsibility or liability and provides no insurance to drivers or owners of vehicles for accidents or injuries, or for any damages to vehicles not owned by the Sorority that may be used in conjunction with Sorority events or activities.

Members must fill out the transportation form found on the Sigma Alpha Sorority website.

*Sexual Harassment, Abuse, and Misconduct*

Sigma Alpha Sorority does not condone nor will it tolerate any form of sexist or sexually abusive behavior such as sexual harassment, abusive behavior or misconduct on the part of its chapters or members whether physical, mental, or emotional. This includes but is not limited to any actions which are demeaning to anyone including without limitation date rape, verbal harassment, or physical, verbal, and emotional abuse by members, guests, or outside persons acting together.

*Fire, Health, and Safety\**

1. All chapter houses, or those officially designated, should meet all local fire and health codes and standards.
2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house is prohibited.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

*Member Personal Property*

Use of personal property in Sorority events or activities shall be strictly voluntary and the sole responsibility of the owner. The Sorority assumes no liability or responsibility for any loss or damage to any personal property of members even if used in conjunction of Sorority events or activities.

*Risk Management Policy Awareness*

Upon association, each member shall be advised of, provided with and required to sign an acknowledgement of the Sigma Alpha Sorority’s Risk Management Policy. Each chapter shall review the Risk Management Policy once each term, and shall record the Risk Management Policy review in the minutes of that meeting. A visible copy of the Risk Management Policy must be provided to all members (collegiate and alumni) annually and will be available upon request.

*Disclaimer*

The risk management policies presented are broad and are not meant to encompass every situation. The Alpha Chapter reserves the right to make individual decisions based on unique circumstances.

\*Not in effect until an official house is secured for the Alpha Chapter.