



FORM C7

BYLAWS OF ALPHA OMICRON CHAPTER OF ALPHA CHI OMEGA

Effective August 1, 2021 - July 31, 2022

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

ARTICLE I. NAME

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

ARTICLE II. PURPOSE

Section 1. **Alpha Chi Omega Fraternity.** The purpose of Alpha Chi Omega Fraternity (the National Fraternity), as stated in *The Heritage of Alpha Chi Omega Fraternity*, is “to encourage the spirit of true sisterhood, to develop through personal effort a high moral and mental standard, and to advance the appreciation and practice of the fine arts among its members.”

Section 2. **Alpha Chi Omega Collegiate Chapters.** The purpose of the ***Alpha Omicron*** is:

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

ARTICLE III. RELATIONSHIP WITH NATIONAL FRATERNITY

[Reference: National Policies Section C: Collegiate Chapters]

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

Section 2. **Self-Governing.** ***Alpha Omicron*** chapter is self-governing. A chapter offers members an opportunity to experience self-governance within the parameters of the standards of Alpha Chi Omega. The National Fraternity assigns to a chartered collegiate chapter the responsibility for executing the National Fraternity's bylaws and policies, adhering to its principles and enforcing its standards.

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

Section 4. **Responsibilities.** ***Alpha Omicron*** chapter is responsible for the recruitment of collegiate members, the discipline of collegiate members and the collection of

dues and fees from collegiate members, along with maintaining a balanced budget and member education and programming.

Section 5. Accountability. Should *Alpha Omicron* chapter fail to uphold these assigned responsibilities, the National Fraternity may do so on behalf of the chapter.

ARTICLE IV. RESPONSIBILITIES OF INDIVIDUAL MEMBERS

Section 1. Annual Obligations. Each collegiate member is required to acknowledge the Annual Obligations via the Alpha Chi Omega website. The Annual Obligations include:

- **Chapter bylaws.** Annually, the chapter updates chapter bylaws based on the model bylaws provided by headquarters. Collegiate chapter bylaws are adopted by the membership and give the chapter members the privilege and responsibility of participating in the governance of the chapter. Bylaws are binding on all members of the collegiate chapter.
- **Anti-Hazing Contract.** The Anti-Hazing Contract affirms the member's agreement to not participate in hazing activities as defined by Alpha Chi Omega policies, bylaws and best practices.
- **Financial Responsibility Agreement.** The Financial Responsibility Agreement outlines the responsibility of the member to keep current on all payments due to the local chapter and National Fraternity, and the consequences for failing to do so.
- **Claims and Dispute Resolution Program.** The Claims and Dispute Resolution Program provides members and the National Fraternity with the opportunity to resolve disputes via an arbitrator.
- **Statement of Obligation.** The Statement of Obligation affirms the member's agreement to abide by the Alpha Chi Omega Code of Conduct and to keep Alpha Chi Omega Ritual secret.
- **Member Wellness Agreement.** The Wellness Agreement affirms the member's agreement to prioritize health and safety within Alpha Chi Omega facilities and shared spaces.
- **Privacy Policy.** The privacy policy allows for Alpha Chi Omega to disclose to collegiate members some or all of the ways that we may give their personal information to vendor or business partners in association with their membership experience.

Section 2. Alpha Chi Omega Fraternity Member Code of Conduct. *[National Policies Section M: Members]*

Alpha Chi Omega was founded in 1885 as a women's fraternity. Since its inception, Alpha Chi Omega has offered lifetime affiliation to its members, encouraging them to develop to their fullest potential as educated women as expressed in the Fraternity's open motto: "Together let us seek the heights."

The objects of Alpha Chi Omega are to encourage the spirit of true sisterhood, to develop through personal effort a high moral and mental standard, and to advance the appreciation and practice of fine arts. All members of Alpha Chi Omega, as beneficiaries of the heritage and history of the Fraternity, strive to be both true to, and worthy of, the legacy and principles of Alpha Chi Omega.

Women voluntarily become members of Alpha Chi Omega through a mutual selection process. Women choose to join Alpha Chi Omega because they value and share the standards for membership in the Fraternity. Women are invited to membership based on five membership standards: academic interest, character, financial responsibility, leadership ability and personal development. In accepting membership in Alpha Chi Omega, each member agrees that the member's conduct will bring honor and integrity to the Fraternity and that conduct will demonstrate respect for the member, the member's sisters and the Fraternity.

Membership in Alpha Chi Omega is a privilege. If an individual member's conduct is inconsistent with the standards of Alpha Chi Omega and/or the chapter bylaws, that conduct will be addressed. The member may be asked to adapt the member's conduct to the standards and/or bylaws of Alpha Chi Omega or to resign, or the member may be released from membership or have membership action taken that alters the member's good standing in Alpha Chi Omega.

Alpha Chi Omega offers its members sisterhood for a lifetime, based on the precepts contained in The Ritual of Alpha Chi Omega Fraternity. The Bond of Alpha Chi Omega provides lifelong inspiration, encouragement and support to all who pledge their oath of allegiance.

Section 3. Required Participation. All active collegiate members are required to attend chapter business meetings, initiation ceremonies, recruitment and recruitment and membership selection practices. All other required participation is to be determined by the individual chapter and in accordance with the *Policies of Alpha Chi Omega Fraternity*.

ARTICLE V. MEMBERSHIP AS AN ACTIVE COLLEGIATE MEMBER

[Reference: National Policies Section M: Members]

Section 1. Active Collegiate Member. An active collegiate member of the Fraternity shall be:

An undergraduate member, regularly enrolled in a college or university, who is an initiate or an affiliate to a collegiate chapter at that institution. If a member of the chapter is taking a part-time course load because that is all **that is needed** to graduate, then the member should remain an active member of the chapter.

An active collegiate member of the Fraternity is a member for life and may be referred to as a lifetime member so as long as the member remains in good standing.

Section 2. New Member. Undergraduate new members attend informal and formal collegiate chapter meetings and are entitled to vote on chapter business upon completion of the new member ceremony. Undergraduate new members enter formal chapter meetings at the conclusion of formal opening and leave before formal closing. A new member becomes an active collegiate member upon completion of the initiation ceremony.

Participation in the ceremonies and Ritual of Alpha Chi Omega is detailed in the *Policies of Alpha Chi Omega* in Section RC: Ritual and Ceremonies.

Prior to participation in the initiation ceremony, a new member is required to:

- Attend and complete new member orientation activities
- Attend formal chapter business meetings
- Agree to Annual Obligations
- Be current on required dues and fees
- Uphold the Member Code of Conduct

Section 3. Undergraduate Education Extending Beyond Four Years. An undergraduate student whose undergraduate education extends beyond four years may be an active collegiate member if it is requested and permission is received from the chapter to do so. The request must be made during the spring term of the undergraduate's fourth year as an undergraduate student to the chapter relations and standards board (CRSB). The CRSB considers the request at a scheduled meeting before the end of the member's fourth year as an undergraduate student. This member is responsible for all dues and fees of an active collegiate member.

Students whose undergraduate education extends beyond four years who do not request or who are not granted active collegiate member status are considered alumnae members and are not included on the chapter's roster.

Section 4. Special Status. A special status can be requested by a member facing circumstances that have a significant impact on membership. The National Fraternity authorizes *Alpha Omicron* chapter to grant a special status to an active collegiate member for a defined period of time. A member shall continue to meet the financial obligations outlined in the member's contract. The period of special status shall not exceed one academic year. New members are not eligible to be granted special status.

Absence for a Portion of the School Year. If an active collegiate member is enrolled in a course of study that requires absence from *The Ohio State University* for only a portion of the academic year, the member is considered an active collegiate member, is listed on the chapter roster and is required to pay all national dues and fees for that year, in addition to local dues and fees as determined by the chapter.

Absence for the Entire School Year. If an active collegiate member is enrolled in a course of study that requires absence from *The Ohio State University* an entire academic year, the member is considered an alumna member for that year, is removed from the chapter roster and is not required to pay national dues and fees for that period of time.

Educational Status. An active collegiate member who has extreme academic circumstances may request educational status through the chapter relations and standards board (CRSB). **This includes students who may be operating in a virtual learning environment, members who are partially enrolled or members who may not be present on campus.** The CRSB considers the worthiness of the request and, if approved, sets the terms of the educational status. These terms address participation in chapter activities, payment of financial obligations in addition to national dues and fees, length of status and details related to living in the house. Length of educational status shall not exceed one academic year and must be renewed each term. The member is considered an active collegiate member, is listed on the chapter roster and is required to pay all fees billed by Alpha Chi Omega headquarters in addition to local dues and fees as determined by the chapter.

Extreme Personal Circumstances. An active collegiate member who has extreme personal circumstances and believes this may warrant significant accommodations in membership as an active collegiate member may request a special status from the collegiate chapter. No more than 3% of the active collegiate members in a chapter may be granted a special status for extreme personal circumstances at the same time. Members remain on the chapter roster. The period of special status shall not exceed one academic year.

The purpose of special status for extreme personal circumstances is to offer assistance to members in times of extreme need. The CRSB considers the worthiness of the request and, if approved, outlines the participation requirements of the member. The member meets with the CRSB to document and acknowledge acceptance of the terms of the special status. The member is considered an active collegiate member and is listed on the chapter roster. Any relief of applicable member fees should be discussed with the vice president finance and approved by the chapter advisor.

Section 5. Affiliated Member. An active collegiate member in good standing who transfers to *The Ohio State University* may be affiliated by *Alpha Omicron* chapter, provided that both the member and the chapter agree to the affiliation. Affiliation requires a positive recommendation from the chapter via the collegiate recruitment information board and is not automatic.

A member who affiliates has all of the rights and privileges of an active collegiate member of *Alpha Omicron* chapter. An affiliated member is expected to meet financial obligations to the chapter and to the National Fraternity and to uphold the standards of the National Fraternity and the bylaws of the chapter.

An affiliated active collegiate member who wishes to dissolve the affiliation may ask the affiliating chapter to dissolve the affiliation at any time. The affiliated member must fulfill financial obligations before becoming an alumna member, and the member's chapter of record will be the member's chapter of initiation.

Section 6. Sustaining Member. A member who has not yet graduated from the member's initiated or affiliated college or university chapter and is unable to continue membership but does not want to resign from the collegiate experience. Membership is placed on hold for a limited time not to extend beyond two years. Member pays a national sustaining fee, remains on the chapter roster with Alpha Chi Omega and is eligible to receive chapter communication but is not an active collegiate member.

ARTICLE VI. INDIVIDUAL MEMBER ACCOUNTABILITY AND DISCIPLINE OF INDIVIDUAL MEMBERS

[Reference: National Policies Section M: Members]

Section 1. Individual Accountability. The National Fraternity and *Alpha Omicron* believe that actions have consequences and that every effort must be made to hold individual members accountable for their actions that cloud the integrity and image of the National Fraternity, its members and its chapters.

Section 2. Discipline of Members. A member of the Fraternity who fails to observe and maintain the standards of Alpha Chi Omega may be disciplined in accordance with the policies of the Fraternity.

The requirement that a member observe and maintain the standards of Alpha Chi Omega – and otherwise meet the expectations of membership in Alpha Chi Omega – includes (but is not limited to) the member's adherence to the *Policies of Alpha Chi Omega Fraternity*, the National Fraternity's governing documents, the Member Code of Conduct, the Annual Obligations and applicable bylaws of the collegiate chapter.

The **Alpha Omicron** chapter has jurisdiction to discipline the active collegiate members and new members of the chapter. If the chapter does not exercise that jurisdiction or take necessary action, the National Fraternity, through its designated representatives, may assume jurisdiction.

Section 3. Responsibility in Collegiate Chapter. The vice president chapter relations and standards and the CRSB members are responsible for maintaining the standards and Member Code of Conduct of the National Fraternity, enforcing the bylaws of the collegiate chapter, and following a disciplinary process in dealing with individual chapter members by adhering to Alpha Chi Omega's fraternity process which includes (i) education of policies and bylaws, (ii) notice of inconsistent behavior to members, (iii) taking action if necessary and (iv) the CRSB having the right to take this authority.

All chapter relations and standards board meetings are between the board and the individual chapter member.

Section 4. Authority of Chapter Relations and Standards Board. Following the National Fraternity's policies and procedures, the chapter relations and standards board has the authority to:

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

Meetings regarding member discipline can occur once the CRSB meets quorum and schedules a CRSB meeting. The member shall receive advance notice of this meeting. A quorum is a simple majority (50% plus one) of the board membership.

Section 5. Authority of Collegiate Recruitment Information Board. Following the National Fraternity's policies and procedures, the collegiate recruitment information board (CRIB) has the authority to:

- **To review and consider** information about potential new members submitted by members or alumnae. Submit recommendations for prospective members and review negative information received.
- Oversee the membership selection process for formal and informal recruitment
- Create and enforce member responsibilities related to recruitment for active collegiate members, including approving serving as Panhellenic recruitment counselors
- Ensure members' adherence to chapter, National Fraternity, College Panhellenic and National Panhellenic recruitment rules and guidelines

- Remove a non-executive board member of the recruitment team from office
- Vote on members seeking affiliation with the collegiate chapter

Section 6. Financial Responsibilities. New and lifetime members are required annually to complete the Financial Responsibility Agreement as part of the Annual Obligations and to pay all financial obligations to the chapter by the stated deadlines.

- **Lifetime Active Collegiate Members.** A lifetime active collegiate member is placed on financial suspension when the member is 30 days past due for all amounts owed/billed for the term.

Financial suspensions will be automated and processed at Alpha Chi Omega headquarters on the first day of the month when the member is 30 days past due for all amounts owed/billed for the term. Members placed on financial suspension are not in good standing and may not participate in any alumnae, collegiate, Panhellenic or National Fraternity activities while the financial suspension is in effect.

A member who wishes to be reinstated from financial suspension is required to pay the entire amount of outstanding debt. In addition, the member must pay a reinstatement fee.

A reinstatement fee is set annually by the National Council. A member may be reinstated from a financial suspension on the 15th and 27th of any month once the outstanding balances owed to applicable entities and the reinstatement fee owed are paid in full.

- **New Members.** The first installment of dues and fees must be paid in full prior to initiation. If a new member has not paid the first installment in full, the new member should be released from membership prior to the initiation ceremony. All new members should be billed in no more than two installments.
- **Collections.** Members not in good standing who are classified as financially suspended, resigned owing money or disciplinary suspended, who end the fiscal year owing the chapter money, may be sent to collections by Alpha Chi Omega headquarters.

Section 7. Disciplinary Actions. Based on the circumstances of the member's actions, a member who fails to observe and maintain the standards of Alpha Chi Omega should be placed on a disciplinary contract or temporary suspension by the chapter. The chapter may also petition the National Council for disciplinary suspension.

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

1. **Disciplinary Contract.** A collegiate member may be placed on a disciplinary contract when the member's conduct does not meet expectations of membership in Alpha Chi Omega. A member placed on a disciplinary contract receives a copy of the contract's terms and conditions. The conditions shall include the consequence(s) of noncompliance. If the member fails to meet these terms and conditions, proceedings may be initiated to alter the member's status as a member in good standing.

In addition to the chapter relations and standards board, a designated representative of the National Fraternity also may place an active collegiate member on a disciplinary contract.

A member placed on a disciplinary contract is responsible for all National Fraternity and collegiate chapter financial obligations during the term of the contract. The time period for a disciplinary contract is not to exceed one calendar year. The chapter relations and standards board or a designated representative of the National Fraternity, as applicable, shall periodically review the contract for compliance.

2. **Temporary Suspension.** A designated representative of the National Fraternity, chapter advisor, chapter president, or vice president chapter relations and standards may place an active collegiate member on temporary suspension if the member's behavior or actions require immediate action. The member's status as a member in good standing is suspended pending the results of the investigation and the member cannot participate in any alumnae, collegiate, Panhellenic or National Fraternity activities. The temporary suspension remains in effect during an investigation of the behavior or actions of concern and will continue until the process outlined in Section M of *Policies of Alpha Chi Omega Fraternity* that is ordinarily applicable to the kind of discipline in question can be completed. All reasonable efforts shall be made to commence and to complete the ordinary disciplinary process as soon as possible so that the temporary suspension can be kept to the shortest length.

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

A member can be notified of placement on temporary suspension during a CRSB meeting and documented in the minutes, or via email to the member from a designated representative.

3. **Disciplinary Suspension.** The *Alpha Omicron* chapter or a headquarters-appointed volunteer initiates the disciplinary suspension proceedings for a collegiate member; only the National Council has the authority to enact disciplinary suspension. The action requires a two-thirds [2/3] affirmative vote of the members of the National Council.

An active collegiate member may be placed on disciplinary suspension if the member violates the Member Code of Conduct; National Fraternity standards or policies; chapter bylaws; college/university policies; or federal, state or local law.

A Petition for Disciplinary Suspension involving an active collegiate member may be submitted to the National Council by the chapter's CRSB, a collegiate chapter, the province collegiate chair or a designated representative of the National Fraternity.

A member named in a Petition for Disciplinary Suspension shall be advised of the circumstances resulting in the petition and given the opportunity to prepare a written statement in connection with the petition. In the case of active collegiate members, the National Council does not review factual claims leading to the petition but acts to make sure that the procedural requirements have been met. The member shall

be advised of the National Council's decision. There is no appeal from the National Council's decision.

Alpha Chi Omega headquarters staff-initiated discipline arising out of an investigation does not require adherence to the disciplinary process. In the event staff recommends disciplinary suspension or expulsion, affected members may but are not required to provide a written statement to the National Council.

A member placed on disciplinary suspension is not in good standing and may not participate in any alumnae, collegiate, Panhellenic or National Fraternity activities.

Section 8. Resignation. To initiate a resignation, an undergraduate member may request a Membership Resignation form from the chapter advisor of the member's chapter of initiation, any executive board member, the chapter relations and standards board, or Alpha Chi Omega headquarters. The form must be completed and submitted per its instructions.

Alternatively, a member may send a written statement of the member's desire to resign membership to Alpha Chi Omega headquarters or to any chapter officer. This includes electronic communication such as, but not limited to, email, Facebook, Twitter, text messages, screen shots, etc. A chapter officer must verify the total amount owed to the chapter by the member. Attach the member's statement or screen shot including the member's name and/or account number to the completed resignation form verifying any remaining financial responsibilities.

Members may not be forced to resign their membership. Resignation may be offered by a chapter as the alternative to the disciplinary suspension process, but the member retains the right to refuse resignation.

Section 9. Member Resignation and Financial Indebtedness. Resignation does not relieve a member from financial obligations to Alpha Chi Omega. When a member resigns owing debt to the chapter, the member becomes a resigned member owing money. Chapter officers must verify in the approved financial service online system the total amount owed by the member before processing the resignation.

In cases of resignation, Alpha Chi Omega does not prorate bills or refund dues and fees.

In the event that a member voluntarily resigns from Alpha Chi Omega and has executed a residential services agreement, the member is still responsible for the unpaid portion of the House Fee for the remainder of the Fraternity Year as defined in the residential services agreement.

Section 10. University Disciplinary Action. A member who is suspended or expelled by a college or university is considered an alumna member who will be subject to the alumna disciplinary process.

ARTICLE VII. SELECTION OF NEW MEMBERS

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

Section 1. Eligibility. Alpha Chi Omega does not discriminate on the basis of race, ethnicity, color, sexual orientation, religion or other characteristics protected by applicable law. Women, including those who live and identify as women,

regardless of the gender assigned to them at birth, are eligible for membership in Alpha Chi Omega based solely on five membership standards. The national membership standards are: (1) academic interest; (2) character; (3) financial responsibility; (4) leadership ability; (5) personal development. Alpha Chi Omega remains, as it always has been, a women's organization. Those assigned female at birth who live and identify as men are not eligible for membership.

Women shall be eligible for consideration for election to membership in the Fraternity, provided they have not been an initiated member of any other existing National Panhellenic Conference group.

Eligibility as an Undergraduate Student. An undergraduate student must be regularly enrolled in a college/university where the Fraternity has a collegiate chapter. To be eligible for membership in *Alpha Omicron* chapter, an undergraduate woman must be a full-time student as defined by *The Ohio State University*.

Recommendation. In accordance with the national membership standards, a favorable recommendation shall be received from an alumna member. Only if a recommendation from an alumna member cannot be obtained shall the collegiate recruitment information board (CRIB) make a recommendation for a prospective member. Collegiate members may write recommendations to confirm a legacy relationship.

A positive recommendation is required:

- prior to the issuing of an invitation to a preference event during a formal recruitment process, or
- prior to issuing an invitation to membership during an informal or continuous recruiting process.

A chapter's collegiate recruitment information board is authorized to submit recommendations for prospective members and to investigate negative information. All information provided to the CRIB is confidential. The CRIB makes the final decision regarding an individual's eligibility for membership.

Scholastic Requirement.

First-term Freshmen. To be eligible for membership, first-term freshmen are required to have an academic ranking in the upper one-third of their high school graduating class or have a minimum 3.0 cumulative high school grade point average. Grade exceptions may be granted by the CRIB or a National Fraternity representative.

Second-term Freshmen and Upperclass Students. Prospective members with prior college/university grades are required to have a minimum **2.8** grade point average. *[NOTE: The National Fraternity requires at least a 2.5 cumulative average. The chapter is encouraged to set a higher requirement.]*

Section 2. Participation by Active Collegiate Members. All active collegiate members **attend membership selection meetings and vote on prospective members.** To be eligible to participate in recruitment and in the selection of new members, active collegiate members are required to abide by all local recruitment rules,

expectations and guidelines. This includes all Panhellenic rules as well as those established by the chapter.

Section 3. Method of Voting on Prospective Members.

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

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

Section 4. Participation in a Panhellenic Role during Formal Recruitment. The following officers cannot serve as recruitment counselors during formal recruitment due to their roles and responsibilities within the chapter: chapter president, VP finance, VP recruitment, VP new member education, VP facility operations and VP recruitment information. All members applying to be recruitment counselors must meet with the CRIB to receive approval prior to submitting their application.

ARTICLE VIII. ELECTED EXECUTIVE OFFICERS

[Reference: National Policies Section C: Collegiate Chapters]

Section 1. Elected Executive Officers. The elected executive officers of the chapter are: chapter president; vice president chapter relations and standards; vice president finance; vice president risk management; vice president Ritual and fraternity appreciation; vice president recruitment; vice president new member education; vice president public relations and marketing; vice president membership programming; **vice president diversity, equity and inclusion**; Panhellenic delegate; vice president intellectual development; vice president facility operations (if applicable); vice president philanthropy; **and vice president recruitment information.**

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

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

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

Section 3. Individual Duties of Elected Officers. Chapter officers perform duties as defined in the *Policies of Alpha Chi Omega Fraternity*, National Fraternity collegiate officer materials, chapter bylaws and by the parliamentary authority, *Robert's Rules of Order Newly Revised*.

Section 4. Executive Board Duties. The elected executive officers serve on the chapter's executive board and are responsible for the overall management and direction of the chapter. The executive board prepares recommendations for action to be considered during chapter business meetings. The executive board meets prior to chapter business meetings and at other times as necessary. **When serving as an executive officer, member communication preferences must be set to subscribe to receive all headquarters communication at an email address regularly checked by the officer.**

Section 5. Order of Command. The order of command if the chapter president is incapacitated is:

- Vice president chapter relations and standards
- Vice president finance
- Vice president risk management
- Vice president Ritual and fraternity appreciation
- Vice president recruitment
- Vice president new member education
- Vice president public relations and marketing
- Vice president membership programming
- **Vice president diversity, equity and inclusion**
- Panhellenic delegate
- Vice president intellectual development
- Vice president facility operations
- Vice president philanthropy
- **Vice president recruitment information**

ARTICLE IX. ELECTION PROCESS

Section 1. Election of Nominating Committee. The collegiate chapter nominating committee shall determine the leadership needs of Alpha Chi Omega for the coming term. The nominating committee shall prepare and present a slate of candidates who are best able to lead the chapter in the upcoming term. Nominating committee meetings can occur once quorum is achieved. A quorum is a simple majority (50% plus one) of the committee membership.

The nominating committee is elected two weeks prior to the beginning of the election process.

- No active collegiate member running for an executive office may serve on the nominating committee. Members running for non-executive committees may serve on the nominating committee but should step out of discussions involving the position for which they are running. [If this is not possible due to the chapter's membership size, the chapter should contact Alpha Chi Omega headquarters.]
- **The Alpha Omicron Chapter Nominating Committee will operate with six members. These six members include: The Chapter President, a sophomore class representative, a junior class representative, a senior class representative and two chapter members at large.**
- Each academic class elects a representative to serve on the nominating committee.
- The chair of the nominating committee is appointed by the other members of the nominating committee.
- The chapter president serves as an ex-officio member of the nominating committee with voice and vote unless the chapter president is a candidate for

office. In that case, the next executive board member in order of command not running for an office serves as the ex-officio member of the nominating committee with voice and vote.

- The members of the nominating committee promise to keep confidential all deliberations of the committee.
- The chapter advisor or designated advisor representative attends nominating committee meetings, having voice but no vote, **and does not count toward quorum.**

Section 2. Election of Officers. All steps in the election process take place during regularly scheduled chapter meetings. All steps in the election process should be concluded by the third week of November for semester schools, or by the fourth week of November for quarter schools.

The Process for Selection of Candidates

- All officers should be elected on the same timeline, both executive board offices and non-executive board positions.
- Each candidate must meet the qualifications established in the Chapter's Bylaws.
- A chapter member must be in good standing with the chapter to be considered for an officer position. The Vice President Chapter Relations and Standards, Vice President Finance and Vice President Intellectual Development should be asked to verify the eligibility of all candidates.
 - The nominating committee has the right to grant exceptions to potential candidates. Any member running for a position looking for an exception should reach out directly to the nominating committee chair.
- There is to be no campaigning for officers during elections, either from the individual candidate or general membership.
- Any member on a special status may not hold an executive officer position.

IDENTIFYING CANDIDATES FOR OFFICE

Week One: Prepare Officer Interest Survey

- The nominating committee creates a list of all the executive offices and other elected offices to be filled in the election process. See Collegiate Chapter Organization Chart.

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

- The Officer Interest Survey is distributed to each member. Each member can preference executive and non-executive offices of interest and may black out positions the member will not accept.
- The nominating committee meets to review the information on the officer interest surveys. The nominating committee verifies that the individual interested in running for office meet the listed qualifications for holding that office.
- The nominating committee then prepares an election grid. The election grid is a list of all the executive officers and other elected offices. It also contains a list of all the individuals who are eligible and willing to serve in the offices.
- The nominating committee chair posts the election grid 4-7 days before the next regularly scheduled formal chapter meeting.
- To help chapters that are conducting elections in a virtual environment, the chapter could create a "meet the candidates" document in which all members

running for an executive board office can submit some fun facts about themselves in order for all members to familiarize themselves with those participating in the process.

- The Alpha Omicron Chapter will follow a single slate voting process as stated below:

SINGLE SLATE VOTING PROCESS

Process Preparation

- Prepare the ballot for presentation.
- The ballot should be created in an electronic format.
- It is recommended that the electronic ballot has required fields for the members to enter their name and student ID numbers.

Week Three: Vote

- Candidates may address the chapter with a short speech at this time or at a forum held prior to this meeting.
- The election grid and ballot are distributed electronically to each collegiate member in attendance following the chapter meeting. It is recommended the ballot remain open for voting 12 hours following the chapter meeting.
- Any questions about the elections process should be directed to the nominating committee or chapter advisor.
- The chapter members should not discuss individual candidates on election night.
- All members attending the chapter meeting, including those on the nominating committee, should complete a ballot.
- Each member votes for one candidate for each office.
- The nominating committee chair should be the person who has ownership and access to the electronic ballot submissions. Once the voting period has closed, the nominating committee chair should pull the results. The chair should share a summary of the total votes per candidate for review in a nominating committee meeting. (This may be completed electronically on a platform such as "Survey Monkey.")
- The nominating committee creates the slate:
 - If a candidate receives 50% +1 votes (a majority), she is the winner.
 - If a candidate receives a clear majority, with results such as: 40 votes for candidate A, 20 votes for candidate B, and 20 votes for candidate C, candidate A is the winner.
 - If a candidate does not receive a clear majority, with results such as: 26 votes for a candidate A, 25 votes for candidate B, and 24 votes for candidate C, the nominating committee places the most qualified candidate on the slate.
 - If there is a tie, the nominating committee places the most qualified candidate on the slate.
- The nominating committee chair posts the final slate of candidates 4-7 days prior to the next regularly scheduled chapter meeting.

Week Four: Approve Slate

- The final slate is presented to those collegiate members present for a vote on the slate as a whole. The slate must pass by a simple majority of 50% +1. If the slate passes, the election process is complete.
 - The process will be the same in the virtual setting and should be completed at the virtual chapter meeting.

- If the slate does not pass by a simple majority of 50% +1, the petitioning process begins.
 - Candidates who have previous met qualifications can be nominated.
 - The nominating committee chair prepares a petition for each candidate.
 - Members have 48 hours to sign a petition that is in the petition that is in the possess of the nominating committee chair.
 - The nominating committee reviews all petitions. Any candidate who has a signature from two-thirds of the membership replaces the previously slated candidate.
 - If the petitioner does not receive the necessary two-thirds signatures, the original candidate remains on the slate.

Week Five

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

Section 3. Term of Office. The elected officers assume their duties at the close of the installation meeting and serve for a term of one year or until their successors are elected and installed. Terms are based on a calendar year.

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

Section 4. Training of Officers. Each outgoing officer is responsible for the training of the officer’s successor. This training includes a review of duties, current plans, manuals and other resources, and forms. The outgoing and incoming executive boards should host an officer transition workshop in addition to individual officer transition meetings.

It is required that elected officers who are invited to Alpha Chi Omega’s national education programs attend as part of their training and position requirement.

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

Section 6. Removal from Office. A chapter officer may be removed from office by the CRSB in accordance with Article VI of these bylaws, by the chapter advisor in consultation with the province collegiate chair, by the province collegiate chair or by a National Fraternity representative. A removed chapter officer cannot participate in the vacancy election as a candidate.

ARTICLE X. OTHER ELECTED OFFICERS

Section 1. Other Elected Officers.

The following non-executive officers are required to be slated. The appropriate committee they sit on is indicated in parentheses following the position. Depending on the size of the chapter, members may hold more than one non-

executive position at a time. The number of positions should be determined by the chapter; however, Alpha Chi Omega headquarters recommends that each member hold no more than two non-executive positions at a time.

- One elected representative from each class for the CRSB (chapter relations and standards board)
- Assistant vice president new member education (new member education committee)
- Warden (Ritual and fraternity appreciate committee)
- Assistant vice president finance (finance committee)
- Assistant vice president recruitment (recruitment committee)
- Continuous recruitment chair (recruitment committee)
- One elected representative from each class for risk management committee (risk management committee)
- **Representatives per chapter** to serve as MyJourney facilitators (membership programming committee)
- Mystagogue chair (new member education committee)
- Big /Little Chair (new member education committee)
- Alumnae chair (membership programming committee)
- Announcements chair (philanthropy committee)
- Assistant vice president recruitment information (recruitment committee)
- Assistant PHA (panhellenic committee)
- Assistant PR & Marketing (public relations and marketing committee)
- Assistant Philanthropy (philanthropy committee)
- Bid Day chair (recruitment committee)
- Chaplain (Ritual and fraternity appreciation committee)
- COB chair (recruitment information board)
- Culture/Diversity chair (membership programming committee)
- External Social chair (risk management committee)
- Greek Week chair (membership programming committee)
- Historian (Ritual and fraternity appreciation committee)
- Internal Social Chair (risk management committee)
- KROM chair (membership programming committee)
- Orientation chair (new member education committee)
- Banner chair (public relations and marketing committee)
- Real STRONG Women chair (membership programming committee)
- Recording secretary (public relations and marketing committee)
- Senior Week chair (membership programming committee)
- Service chair (philanthropy committee)
- Song chair (Ritual and fraternity appreciation committee)
- Variety show manager (membership programming committee)
- Variety show choreographer (membership programming committee)
- Wellness chair (membership programming committee)
- Resource Chair (Intellectual Development Committee)
- Newsletter Chair (public relations and marketing Committee)
- Sisterhood Chair (membership programming Committee)

Section 2. Qualifications for Office. A non-executive chapter officer must have and maintain a cumulative grade average at or above **2.8** and be a member in good standing. *[NOTE: The National Fraternity requires at least a 2.5 cumulative average but encourages the chapter to set a higher requirement.]*

Any member on a special status may not hold a non-executive officer position.

Section 3. Individual Duties of Elected Officers. Chapter officers perform duties as defined in the National Fraternity collegiate officer materials, chapter bylaws and by the parliamentary authority, *Robert's Rules of Order Newly Revised*.

Section 4. Election of Officers. All steps in the election process take place during scheduled chapter meetings. This process should be concluded by the third week of November for semester schools, or by the fourth week of November for quarter schools.

[The election process for non-executive board officers is the same as what is listed in Article IX, Section 2.]

Section 5. Term of Office. Collegiate chapter officers serve for a term of one year or until their successors are elected and installed. Terms are based on a calendar year.

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

Section 6. Training of Officers. Each outgoing officer is responsible for the training of the officer's successor. This training includes a review of duties, current plans, manuals and other resources, and forms.

Section 7. Vacancy in Office. A vacancy occurring in any elected office is filled promptly by election at the next scheduled chapter business meeting.

Section 8. Removal from Office. A chapter officer may be removed from office:
[a] By the chapter relations and standards board
[b] By the chapter advisor in consultation with the province collegiate chair
[c] By the province collegiate chair
[d] By a designated National Fraternity representative

A removed chapter officer cannot participate in the vacancy election as a candidate.

ARTICLE XI. COMMITTEES

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

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

- Nominating committee
- Chapter relations and standards board
- Finance committee
- Risk management committee
- Ritual and fraternity appreciation committee
- Recruitment committee
- Collegiate recruitment information board
- New member education committee
- Public relations and marketing committee
- Membership programming committee
- Diversity, equity and inclusion committee
- Panhellenic committee
- Intellectual development committee

- Facility operations committee
- Philanthropy committee

Section 2. Committee Chairs. The chapter follows the election procedures described in Article VIII of these bylaws in electing officers who serve as chairs of the standing committees, with the exception of the nominating committee.

Section 3. Special Committees. The chapter may establish other committees and sub-committees as needed to carry out the plans and activities of the chapter. Chairs of special committees may be elected by the chapter or appointed by the chapter president.

Vacancy in Office. A vacancy in the position of chair of a special committee is filled in the same manner as the original selection, either by election or appointment.

Removal from Office. A special committee chair may be removed from office by the chapter relations and standards board, by the chapter president, by the chapter advisor in consultation with the province collegiate chair, by the province collegiate chair or by a National Fraternity representative. Alternatively, a special committee chair may be removed from office by the CRSB in accordance with Article VI of these bylaws.

Section 4. Chapter President as Committee Member. The chapter president is an ex-officio member, with voice and vote, of all standing and special committees. An **ex-officio member** is an individual who serves on a committee by virtue of the member's office in the organization.

Section 5. Responsibilities of Standing Committees.

Nominating Committee

- **Composition.** Members are elected by vote of the chapter. See Article IX, Section 1 of these bylaws.
- **Basic Function.** To educate the chapter about and to oversee the chapter officer election process. The nominating committee prepares the slate of candidates that the chapter will vote on and keeps confidential all deliberations by the committee.
- **Meetings.** The collegiate chapter nominating committee shall determine the leadership needs of Alpha Chi Omega for the coming term. The nominating committee shall prepare and present a slate of candidates who are best able to lead the chapter in the upcoming term. Nominating committee meetings can occur once quorum is achieved. A quorum is a simple majority (50% plus one) of the committee membership.

Chapter Relations and Standards Board

- **Composition.**
 - The composition of the chapter relations and standards board may not be altered by collegiate chapters. The following officers sit on the chapter relations and standards board for the entire term:
 - Vice president chapter relations and standards, chair
 - Chapter president
 - Vice president risk management
 - Vice president diversity, equity and inclusion
 - One elected representative from each academic class
 - The following officers sit on the chapter relations and standards board on an as-needed basis:

- Vice president intellectual development
- National representative (if present)
- **The following sit on the board and have a voice but no vote. They do not count toward quorum:**
 - Chapter relations and standards advisor or chapter advisor (or the advisors' representative) if present or available electronically
 - National representative (if present)
- **Basic Function.** To promote adherence to the Alpha Chi Omega Fraternity Member Code of Conduct by chapter members through education, positive programming and disciplinary action. To develop and administer a positive points system for chapter activities and member participation.
- **Meetings.** When there is information that a collegiate member has not met the expectations of membership in Alpha Chi Omega, the member is called to a scheduled chapter relations and standards board meeting. The member shall receive advance notice of this meeting. A quorum is a simple majority (50% plus one) of the board membership.

Finance Committee

- **Composition.**
 - Vice president finance, chair
 - Assistant vice president finance
 - Vice president facility operations
 - Vice president philanthropy
 - Finance advisor
- **Basic Function.** To manage all financial aspects of the chapter.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Risk Management Committee

- **Composition.**
 - Vice president risk management, chair
 - Chapter president
 - Vice president membership programming (as needed)
 - Vice president chapter relations and standards
 - Elected representative of each class
 - Risk management advisor
 - [Social Chair](#)
- **Basic Function.** To ensure that sound risk management planning and practices are implemented at all chapter-sponsored or co-sponsored events. It is also a responsibility of this committee to educate the members of the chapter on safety, health and making positive choices.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Ritual and Fraternity Appreciation Committee

- **Composition.**
 - Vice president Ritual and fraternity appreciation, chair
 - Warden
 - [Chaplain](#)
 - [Historian](#)
 - [Song Chair](#)
 - Ritual and fraternity appreciation advisor
- **Basic Function.** To plan and implement the chapter's Fraternity education, collegiate/alumnae relations, and Ritual education and appreciation. This

committee leads the chapter in recognizing and celebrating Alpha Chi Omega heritage and history through the Fraternity holidays.

- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Recruitment Committee

- **Composition.**
 - Vice president recruitment, chair
 - Assistant vice president recruitment
 - Vice president recruitment information
 - Continuous recruitment chair
 - [Assistant Vice President Recruitment Information](#)
 - [Bid Day Chair](#)
 - Recruitment advisor
- **Basic Function.** To develop, promote and oversee recruitment activities of the chapter.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Collegiate Recruitment Information Board

- **Composition.**
 - The composition of the collegiate recruitment information board may not be altered by collegiate chapters.
 - Vice president recruitment information, chair
 - Vice president recruitment
 - Chapter president
 - Assistant vice president recruitment information
 - Member at large, appointed by the chapter president
 - **The following sit on the board and have a voice but no vote. They do not count toward quorum.**
 - **Recruitment information advisor (or the advisor's representative)**
 - **National representative (if present)**
- **Basic Function.** **To review and consider** recommendations as needed as outlined in the *Policies of Alpha Chi Omega Fraternity*; and to review and verify negative information received. The CRIB creates and enforces member responsibilities related to recruitment for active collegiate members; ensures members' adherence to chapter, National Fraternity, College Panhellenic and National Panhellenic recruitment rules and guidelines; and may remove a member of the recruitment team from office. The CRIB oversees the membership selection process for formal and informal recruitment.
- **Meetings.** Meetings regarding recruitment operations and recommendations can occur once the CRIB can meet quorum. Chapter members should be given notice of when meetings are going to take place. A quorum is a simple majority (50% plus one) of the board membership.

New Member Education Committee

- **Composition.**
 - Vice president new member education, chair
 - Assistant vice president new member education
 - Mystagogue chair
 - New member education advisor
 - [Big / Little Chair](#)
 - [Orientation Chair](#)
- **Basic Function.** To develop, implement, promote and evaluate a comprehensive education program for new chapter members, including the

planning of the orientation retreat and the Dedication. In addition, committee should provide ongoing education to chapter regarding the new member period and expectations of the chapter.

- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Public Relations and Marketing Committee

- **Composition.**
 - Vice president public relations and marketing, chair
 - Public relations and marketing advisor
 - Newsletter Chair
 - Banner Chair
 - Assistant Public Relations and Marketing
 - Recording Secretary
- **Basic Function.** To develop and maintain clear and concise methods of marketing and promoting Alpha Chi Omega to other chapters, the campus community and the general public. It is the responsibility of this committee to report all information to Alpha Chi Omega headquarters in a timely fashion via Lyre Links, the online reporting system, or other methods (as requested by Alpha Chi Omega headquarters).
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Membership Programming Committee

- **Composition.**
 - Vice president membership programming, chair
 - MyJourney facilitators
 - Membership programming advisor
 - Sisterhood Chair
 - Alumnae Chair
 - Culture / Diversity Chair
 - Greek Week Chair
 - Real Strong Woman Chair
 - Senior Week Chair
 - Variety Show Manager
 - Variety Show Choreographer
 - Wellness Chair
 - KROM Chair
- **Basic Function.** To develop and implement the **relational**, cultural and personal programming of collegiate members through the organization and implementation of balanced chapter programming. This committee also facilitates the MyJourney program.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Diversity, Equity and Inclusion Committee

- **Composition.**
 - Vice president diversity, equity and inclusion
 - Cultural chair
 - Panhellenic delegate
 - Assistant vice president diversity, equity and inclusion
 - Assistant vice president finance
 - Assistant vice president recruitment
 - Assistant vice president new member education
 - Assistant vice president membership programming (if applicable)
 - Assistant vice president recruitment information (if applicable)

- Assistant vice president intellectual development (if applicable)
- Assistant vice president philanthropy (if applicable)
- Diversity, equity and inclusion advisor
- **Basic Function.** The purpose of this committee is to initiate chapter diversity and inclusion goals and activities, such as workshops and educational programs, which guide membership to create and utilize useful tools in creating an inclusive chapter experience.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Panhellenic Committee

- **Composition.**
 - Panhellenic delegate, chair
 - [Assistant PHA](#)
 - Panhellenic advisor
- **Basic Function.** To represent Alpha Chi Omega in the College Panhellenic Association; to represent the Association to the chapter; to develop, promote and oversee chapter involvement in the Association; and to assure chapter adherence to the binding agreements of the National Panhellenic Conference. The Panhellenic committee oversees Panhellenic endeavors and promotes service and philanthropy opportunities to members of the chapter.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Intellectual Development Committee

- **Composition.**
 - Vice president intellectual development, chair
 - [Resource Chair](#)
 - Intellectual development advisor
- **Basic Function.** To plan and implement an intellectual development program based on Alpha Chi Omega's expectations for intellectual development and the basic academic expectations of members.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Facility Operations Committee

- **Composition.**
 - Vice president facility operations, chair
 - Facility operations advisor
 - Additional committee members related to facility operations
- **Basic Function.** To oversee and manage aspects related to the facility.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Philanthropy Committee

- **Composition.**
 - Vice president philanthropy, chair
 - [Announcements Chair](#)
 - [Assistant Philanthropy](#)
 - [Service Chair](#)
 - Philanthropy advisor
- **Basic Function.** To implement and oversee philanthropic endeavors, including fundraising, marketing and promotion of all philanthropic events. This committee also organizes and promotes service opportunities in the community to all chapter members.

- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

ARTICLE XII. MEETINGS

[Reference: National Policies Section C: Collegiate Chapters]

Section 1. Chapter Business Meetings. Regular business meetings are held ***Monday's at 6:00 PM (EST) virtually via an online platform or in the chapter facility basement*** and are conducted in accordance with National Fraternity closed ceremonies and *Robert's Rules of Order Newly Revised*. Decisions regarding budget, dues and fees, and bylaws must be made during the academic year. Any exceptions must be approved by headquarters staff in consultation with appropriate volunteers. A quorum is a simple majority (50% plus one) of the chapter membership, and quorum must be present in order for chapter business to be conducted.

In the event that a quorum is not present at a regular chapter business meeting, action taken at that meeting must be ratified at the next regular business meeting provided that meeting occurs within the current academic year.

Section 2. Chapter Relations and Standard Board Meetings. Meetings regarding member discipline can occur once the CRSB can meet quorum and schedule a CRSB meeting. The member shall receive advance notice of this meeting. A quorum is a simple majority (50% plus one) of the board membership.

Section 3. Collegiate Recruitment Information Board Meetings. Meetings regarding recruitment operations and recommendations can occur once the CRIB can meet quorum. Chapter members should be given notice of when meetings are going to take place. A quorum is a simple majority (50% plus one) of the board membership.

Section 4. Nominating Committee Meetings. The collegiate chapter nominating committee shall determine the leadership needs of Alpha Chi Omega for the coming term. The nominating committee shall prepare and present a slate of candidates who are best able to lead the chapter in the upcoming term. Nominating committee meetings can occur once quorum is achieved. A quorum is a simple majority (50% plus one) of the committee membership.

Section 5. Additional Meetings. The chapter calendar will also include additional meetings such as:

1. All-chapter retreats
2. Risk management education
3. Educational programs
4. MyJourney meetings
5. Recruitment workshops
6. Committee meetings
7. Panhellenic events and/or meetings

Section 6. Chapter Business Voting. Active collegiate members and new members of ***Alpha Omicron*** chapter in good standing with the National Fraternity and the chapter are entitled to one [1] vote per member during chapter business meetings.

ARTICLE XIII. FINANCES

[Reference: National Policies C9; M4; NF]

Section 1. Billing Members: All semester school chapters will bill members two times per year: August 1 and January 1 of each academic year. All quarter school chapters will bill members three times per year: September 1, January 1 and April 1 of each academic year.

Chapters can place members on consecutive payment installments, but semester schools may not offer more than three installments each term and quarter schools may not offer more than two installments each term.

If a member resigns within the first week of the academic term or immediately following the first chapter relations and standards board meeting of the academic term, the member will not be held accountable for any chapter dues and fees that have been billed to her. This does not include any housing contract obligations that the member is responsible for or Other Fees, such as but not limited to merchandise fees the chapter may have already incurred on the member's behalf.

Section 2. Member Dues and Fees. All active collegiate members in a chapter are charged the same amount of chapter and national dues and fees. All new members in the chapter are charged the same amount of chapter and national dues and fees, with the exception of the badge fee which can vary based on badge selection. National dues and fees are set annually by the National Council.

The chapter does not prorate bills or refund any dues and fees.

One-time Dues/Fees:

- **National New Member Fee. \$199.00.** This is a one-time membership fee to the national organization.
- **Sisterhood Packet. \$23.00.** Packet includes new member pin, new member gift, and Alpha Chi Omega jewelry brochure.
- **Bond Card and Certificate Fee. \$8.00.** Covers the cost of an 8"x10" certificate of membership and wallet-sized membership card.
- **Badge Fee.** Minimum of **\$160.00.** See Exhibit C. Price includes shipping and sales tax. Actual cost will be dependent on the type of badge each member selects.

Annual Dues/Fees

- **National Dues and Fees. \$220.00.** Covers Per Capita, Protection, Insurance, Communication and Technology fees.
Per-semester charge: \$110.00
Per-quarter charge: \$73.33
- **Chapter Dues.** Amount determined by the chapter per quarter/semester to cover local activities and expenses. See Exhibit C.

Section 3. Delinquent Payments. A billing is considered delinquent one day following the due date.

If a member's full payment is not received by the five-day grace period given, a late charge of 5% of the remaining amount owed will be added to the amount due by the member.

Chapters may decide on a case-by-case basis to waive the third-party vendor late fee for an individual member. The member must have a conversation with the VP finance as to why the late fee waiver is being requested. However, the chapter will be responsible for paying this fee to third-party vendor.

If a member's payment is returned for insufficient funds, Billhighway will bill the member a \$25 NSF (non-sufficient fund) fee.

If a member disputes the member's credit card payment, Billhighway will bill the member a \$25 NSF (non-sufficient fund) fee.

Section 4. Active Collegiate Members. An active collegiate member is placed on financial suspension when the member is 30 days past due for all amounts owed/billed for the term.

Financial suspensions will be automated and processed at Alpha Chi Omega headquarters on the first day of the month when the member is 30 days past due for all amounts owed/billed for the term. Members placed on financial suspension are not in good standing and may not participate in any alumnae, collegiate, Panhellenic or National Fraternity activities while the financial suspension is in effect.

A member who wishes to be reinstated from financial suspension is required to pay the entire amount of outstanding debt to the collegiate chapter. In addition, the member must pay a reinstatement fee to Alpha Chi Omega Fraternity.

A reinstatement fee is set annually by the National Council. A member may be reinstated from a financial suspension on the 15th and 27th of any month once the outstanding balances owed to applicable entities and the reinstatement fee owed to the Fraternity are paid in full.

Section 5. New Member. The first installment of dues and fees must be paid in full prior to initiation. If a new member has not paid the first installment in full, the new member should be released from membership prior to the initiation ceremony. All new members should be billed in no more than two installments.

Section 6. Chapter Member Assessments. If the chapter's disbursements for a fiscal year exceed its receipts, or if the chapter is showing a proposed deficit for the upcoming academic year, the total deficit is divided by the number of active collegiate members, including graduating seniors. The members are required to pay this pro-rated assessment.

Chapter House Assessments: Should the chapter not fill the facility to capacity, then lost rent revenue from unfilled beds shall be collected in the form of a chapter house assessment. The amount shall be evenly assessed to all active members of the chapter returning each term, not including the new member class from the term of the assessment.

Section 7. Chapter Member Fines.

- In-house members who fail to do "lock up" duties are to be fined \$25 per person/per night (see also, House Rules). The fine will increase by \$10 every consecutive time they miss lockup each semester.
- Members who have guests who fail to stay out of the chapter house during the non-visiting hours (2am-8am) will be fined \$50 per day (see also, House Rules).
- Members who give out the code of the chapter facility to non-members shall be fined \$100.

- Members who sign up for an activity and do not attend the activity will be fined for the cost of the activity.
- Failure to attend any initiation event will incur a fine of \$50 per day missed. Failure to attend any initiation practice will incur a fine of \$50 per day.
- Failure to fulfill your set up/clean up duties, as assigned by the Recruitment Chair, will incur a fine of \$25.
- Fine of \$25 for failure to attend a philanthropy event.
- Fine of \$50 for failure to attend mandatory sisterhood retreat (once per semester).
- Fine of \$25 for violation of the Phone Bucket rule for Formal Chapter
- Fine of \$25 for turning in Housing Contract late
- Fine of \$50 for missing a recruitment workshop not during pre-recruitment week
- Fine of \$100 for missing a date of polish week
- Fine of \$100 for missing any day of formal recruitment or membership selection.

A majority vote of the members at a chapter business meeting is required to establish additional charges to members for unbudgeted activities or member fines. The chapter relations and standards board and collegiate recruitment information board are not permitted to create new fines as part of a disciplinary contract.

Section 8. Additional Charges and Fines. A majority vote of the members at a regular chapter business meeting is required to establish additional charges to members for unbudgeted activities or member fines.

Section 9. Officer and Advisor Compensation. All chapter officers and advisors serve without compensation from the chapter. Any reductions in dues, fees, room and board charges, or extensions of the designated payment due dates are considered compensation. Officer-related privileges may not be considered compensation.

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

Section 10. Bank Accounts. The chapter may have only one checking account and one savings account. When using the national organization's approved financial service firm (currently Billhighway), these accounts must be held by that firm.

The chapter's approved checking account should have at least four individuals authorized to issue and/or approve checks for that account: chapter president, VP finance, chapter advisor and finance advisor. If any of these advisor positions are vacant, the chapter shall give check-issuing and/or check-approval authority to an assistant VP finance in place of the advisor(s). Signature stamps are not allowed. New bank signature cards must be filed with the banking institution whenever officers or advisors change.

A person authorized to issue and/or approve checks for the chapter's account cannot issue and/or approve a check payable to **that same person**. Chapters may obtain up to the allotted number of prepaid credit cards issued through the approved financial service firm. Chapters shall not have credit cards outside of these allotted prepaid cards. Exemptions from this requirement must be requested from and approved by Alpha Chi Omega headquarters staff.

The chapters are not permitted open a Certificate of Deposit (CD) account.

Section 11. Contracts. The chapter president and VP finance sign all contracts and other legal documents, with the exception of individual housing contracts, on behalf of the chapter. Housing contracts are executed on behalf of the chapter by the signature of the chapter president and chapter advisor.

Section 12. Fiscal Year. The fiscal year is August 1 through July 31. Each fiscal year must be financially self-supporting.

Section 13. Professional Financial Service. A chapter must use the national organization's approved financial service firm to assist in managing the chapter's finances.

Section 14. Tax Requirements. Chapters are required to follow all requirements of the Internal Revenue Service (IRS) and provisions of the Internal Revenue Code applicable to organizations exempt from federal income tax under section 501(c)(7) of the Internal Revenue Code. All collegiate chapters utilizing the approved financial system will be included in a unified Group Tax Exemption, and the IRS Form 990 will be submitted to the IRS as a group return. All collegiate chapters included in the group return are required to submit data to be included in the group return as requested by Alpha Chi Omega headquarters.

Chapters are required to pay state and local taxes, including sales tax.

Section 15. Investment Income. Investment income (passive income such as dividends, interest and other investment income) is unrelated business income subject to income tax unless such income is set aside for exempt purposes. When the chapter has investment income, it must adopt the following resolution before October 15 of each fiscal year and record it in the chapter business meeting minutes:

“Resolved, that all of the net investment income of the 2021-2022 fiscal year shall be set aside and used for educational and charitable purposes; to make principal payments on mortgage loans relating to *Alpha Omicron* chapter or to any other Alpha Chi Omega collegiate chapter house; or for any other proper set aside purposes within the meaning of Internal Revenue Code section 512(a)(3)(B)(i). Any excess of investment income over expenditures for the year will be carried over and utilized within a reasonable period of time for the purposes allowable in the aforementioned code section.”

Section 16. Mobile Fundraising Service. Chapters that wish to set up mobile fundraising platforms -must use mobile fundraising platforms that are not linked to individual member bank accounts (such as Venmo). Depositing fundraising proceeds into a member's private bank account exposes that member to potential allegations of fraud or theft. Additionally, the IRS will view all deposits from the fundraising service into the member's private account as taxable income to that member.

ARTICLE XIV. RISK MANAGEMENT

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

Section 1. Risk Management Philosophy Statement. Alpha Chi Omega Fraternity encourages members to stand up and intervene when something is unsafe or undignified, to be a positive role model and influencer to shape the Alpha Chi Omega experience with health and safety as a priority, and to make positive choices reflective of dignity and respect. The Fraternity believes that substance abuse prevents individual members from seeking the heights as real, strong women and from exemplifying these characteristics of sisterhood.

The Fraternity believes in the betterment of women through the Real. Strong. Women.[®] Experience. Our organization upholds the following philosophy specifically related to drugs and alcohol:

- The Fraternity expects that our members follow federal and state laws across the United States making consumption of alcohol illegal for people under 21 years of age.
- As a subset of the campus community, the Fraternity collaborates with the host institution to address the problem of alcohol misuse and abuse.
- The Fraternity works to address the negative behaviors associated with alcohol misuse and abuse. As such, Alpha Chi Omega addresses these behaviors utilizing evidence-based education.
- Through education, training and mature adult guidance, we provide the tools to help women make good choices and to understand the consequences of their choices. The organization will hold chapters and individual chapter members accountable for the choices they make.
- The Fraternity expects personal responsibility from its members and accountability through local self-governance.
- The Fraternity follows a consistent and progressive discipline strategy with our chapters.
- The health and safety of our members is paramount to the Alpha Chi Omega experience and should be what every member strives for.

Section 2. Alpha Chi Omega's Risk Management Policy

Alcohol and Drug Policy: In any activity or event sponsored or endorsed by the chapter, including those that occur on or off chapter premises:

1. Chapters, members and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
2. Chapters, members and guests must follow the federal law regarding illegal drugs and controlled substances.

No person may possess, use, provide, distribute, sell and/or manufacture illegal drugs or un-prescribed controlled substances, as well as the abuse of controlled substances, at any activity or event sponsored or endorsed by the chapter, including those that occur on or off chapter premises.

3. Alcoholic beverages must either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, hotel, caterer, etc.); or (2) brought by individual members and guests through a "bring your own beverage" ("BYOB") system.
4. THIRD-PARTY VENDOR PROCEDURES

- The Third-Party Vendor (TPV) must be properly licensed by the appropriate local and state authority.
- The TPV must be properly insured with a minimum of \$1 million of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.
- The TPV must agree to per-drink sales only, collected by the vendor, during the function.
- The TPV must assume, in writing, all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - a. Checking ID cards upon entry
 - b. Not serving minors
 - c. Not serving individuals who appear intoxicated
 - d. Maintaining absolute control of ALL alcoholic containers present
 - A guest list is required.
 - Alpha Chi Omega allows for a maximum of two guests per member and cannot exceed fire-code capacity.
 - Event monitors are required.

5. BYOB PROCEDURES

- The alcohol that each person of legal drinking age may bring to and consume during a BYOB event is **NO MORE THAN** six standard drinks (consisting of beer, cider, wine, malt beverage, wine coolers, etc.).
 - No hard liquor is allowed.
 - There shall be no beverages served from a bulk or common source of alcohol, such as a keg, punch container or handles.
 - A guest list is required.
 - Alpha Chi Omega allows for a maximum of two guests per member and cannot exceed the fire-code capacity.
 - Event monitors are required.
6. Common sources of alcohol, including bulk quantities (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event), are prohibited.
 7. Alcoholic beverages may not be purchased with chapter funds. Additionally, no members or guests may coordinate the purchase (e.g., via digital app, pooling of funds, etc.) of alcoholic beverages for the chapter, members or guests.
 8. A chapter may not co-host or co-sponsor an event with a bar, event promoter or alcohol distributor where alcohol is given away, sold or otherwise provided to those present.
 9. Alpha Chi Omega chapters may host philanthropy events where alcohol is present in accordance with philanthropy risk management guidelines.

10. A chapter must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
11. No alcohol or drugs may be present if the event or activity is related to recruitment, new member activities, meetings or initiation, including but not limited to bid day, “big/little” events or activities, “family” events or activities, and any Ritual or ceremony.
12. Chapters, members and guests must not permit, encourage or participate in drinking games, nor any activity or event that involves the consumption of alcohol under duress, coercion or encouragement.
13. Alcohol or illegal and un-prescribed controlled substances cannot be brought into, stored, consumed or served in a house, lodge, room, apartment or other location being used or operated as a chapter facility.
14. No Alpha Chi Omega event can take place outside the country in which the chapter is located.
15. Themes and activities may not intimidate, or ridicule groups based on gender, sexuality, ethnicity, nationality, race or cultural practices.
16. No Alpha Chi Omega collegiate chapter shall sponsor an event that involves overnight accommodations for its members and their guests when alcohol is present.
17. TRANSPORTATION POLICY OF ALPHA CHI OMEGA
 - Designated driver programs are allowed when they are associated with an Alpha Chi Omega event and the event is held within the college or university area.
 - For events outside of the college or university area, all members and guests attending shall travel to and from the event by licensed and insured commercial transportation within the same day.
 - When commercial transportation is used for BYOB events, alcohol must be stored within the cargo compartment of the vehicle.
 - For Third-Party Vendor events, no alcohol is allowed on the commercial transportation (e.g., bus).

Section 3. Hazing. Alpha Chi Omega does not condone unkind, undignified, or humiliating activities. No chapter, new member, student, alumna, or volunteer shall engage in or permit hazing activities. Hazing is any reckless or intentional act that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule, regardless of a person’s willingness to participate, that is required or expected of a member and that is not related to the Fraternity’s mission. This includes any activity, whether it is presented as option or required, that places a member in a position of servitude as a condition of membership.

Retaliation against any person who reports, is a witness to, or is involved with or cooperates in the investigation and adjudication of hazing is strictly prohibited.

Section 4. Sexual Misconduct. Alpha Chi Omega and its members must comply with all federal, state, provincial and local laws related to sexual misconduct. This includes but is not limited to definitions around consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking and sexual exploitation.

Alpha Chi Omega will not tolerate any behavior that is demeaning to anyone on the basis of gender, including verbal, written or graphic material, including electronic material, that contains inappropriate sexual content.

Any member who encourages or coerces another member, new member or potential member into such behavior also violates this policy.

Section 5. Human Dignity Clause. Alpha Chi Omega supports the statement on human dignity and sexual harassment endorsed by the National Panhellenic Conference members groups, “that college women should have a positive influence in the direction and achievements of the university community and that activities should promote self-worth, human dignity and a positive fraternity/sorority image.”

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

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

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

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

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

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

Section 6. Anti-Bullying Clause. Alpha Chi Omega prohibits acts of harassment or bullying. Harassment or bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – e.g. internet, cell phone, social media) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Alpha Chi Omega members should promote a safe and welcoming environment to its members.

ARTICLE XV. POSITIVE POINT SYSTEM

Section 1. Purpose. The positive point system is designed to encourage chapter members to participate in events. Points are used as positive recognition of attendance and achievement at any event held for the well-being of any of the members, the chapter, the college/university, and the community.

Section 2. Chapter Approval. The positive point system is approved by at least a majority vote of the members at a regular chapter business meeting.

Section 3. Responsibility. The positive point system is designed, implemented, and monitored by the CRSB or its designees.

Section 4. Requirement. Active collegiate members should **strive to** maintain 85% of positive points.

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

- The following details the activity requirements of each member.
- Members are required to earn a number of points no less than 85% of the total Golden and Carnation points possible.
- Total points possible will be calculated at the end of each month.
- If a member is excused from any Golden or Carnation events, her total points will be adjusted. Acceptable excuses include serious illness, family emergency, class, midterm or final, participation in an OSU athletic team or student organization in which the student is a team member or officer.
 - Work may also be an excuse in some cases. If you are looking to be excused from a mandatory event, you must email crsосу@gmail.com three days in advance with proof that this is a mandatory event and that you cannot get out of it at all (this could be a forward of an email to your boss asking if there's any way you could miss it and their negative response).
 - Work excuses are at the discretion of the CRSB.
- Members may take two "study cuts" per semester from Chapter meeting, informal or formal (with the exception of elections).
- Events at which alcohol is present may never be considered mandatory for members nor are they to be made part of the point system.
- Members with prior commitments, including excused ones, must notify the Vice President Chapter Relations and Standards in writing or in Carmen before the scheduled activity. Any exceptions are to be brought before Chapter Relations and Standards Board.
- Any headquarters mandated training session (such as REPRESENT, InTune, and Lets Talk Love is worth 50 points.)
 - If a member does not attend and does not have a valid excuse, she will be required to pay the fine billed by Headquarters if the attendance requirement is not reached.
- All philanthropy events, ritual events, recruitment events, and chapter events have points associated with them.
- **The Point System and its implementation may be adapted at the discretion of current executive board and chapter advisor as seen as necessary in response to issues of health and safety or virtual events.**

GOLDEN LYRE EVENTS (50 points)

- Completing Annual Obligations on time including electronically acknowledging the bylaws and other required documents.
- Chapter Meetings (Formal and Informal)
- Bid Day
- New Member Ribbon Ceremony
- Initiation

- Recruitment (Meet the chapters Day 1, Meet the chapters Day 2, Philanthropy round, Sisterhood round, and Preference Round - 50 points per day)
- Headquarters educational program
- All sisterhood retreats
- Elections

PEARL EVENTS (40 Points)

- Paying all bills on time (points awarded after fourth bill - November 25th and April 25th)
- Initiation Practices
- Sisterhood Week in January (40 points per day)
- Recruitment Workshops
- Recruitment Swaps
- Buckeye's at Bat Philanthropy Event (Fall)
- Best Kisser Philanthropy Event (Fall)
- Cookie Dough with AXO (Spring)
- Pre-Initiation Ceremonies (Lavalier, Dream Cake, Mystagogue, etc.)
- My Journey Events and Meetings (40 points per event)
- Required 5 hours of Alpha Chi community service hour submitted on time
- Standards of Excellence (SOE) (40 points each)

CARNATION EVENTS (25 Points)

- Hera Day service project
- Membership development event (Sisterhood sponsored by AXO)
- Becoming an Alpha Sis, Chi Sis, OR Omega Sis
- PHA/IFC/NPHC/MCGC service event (includes food events)

BERTHA'S BONUS (lose points if signed up, but do not fulfill)

- Holding a position
 - Becoming a big sister (5)
 - Exec for Alpha Chi Omega (25)
 - Junior Exec for Alpha Chi Omega (15)
 - Exec for other OSU organization, PHA (10)
 - Participating in an OSU athletic team (5)
- Attending events
 - Founder's Day (15)
 - House Corp Meeting (2) c. PHA meeting (2)
 - Buckeyethon (5)
 - Attending additional PHA/IFC/NPHC/MCGC service event (no food events)
- Academic Achievements
 - Study Hours (10)
 - Dean's List (10)
 - Participating in presenting research (5)

ARTICLE XVI. CHAPTER INTELLECTUAL DEVELOPMENT PROGRAM

Section 1. Purpose. The intellectual development program is designed to encourage achievement by all members in the pursuit of high standards of intellectual development through programs offering support, guidance and assistance.

Section 2. Required Grade Point Average. All chapter members are required to be academically in good standing with *The Ohio State University*. In addition, the chapter requires **2.8 GPA**

Section 3. Member Assistance. A member who falls below the chapter's required grade point average meets with the CRSB and the vice president intellectual development. An individual intellectual development contract is developed to meet the member's needs. Continued failure to meet the required grade point average jeopardizes a member's good standing in Alpha Chi Omega.

Alpha Omicron Chapter's Intellectual Development Program

- Ongoing scholarship activities include: Weekly Raffle for those who complete the TED TALK video reflection of the week; Academic Cohort program led by Upperclassmen
- As a part of the intellectual development contract, members who do not reach the required GPA are placed on academic contract and required to achieve a certain number of study hours (number reached through conversation with the CRSB and VP ID) and/or points described as below:
 - Go to professor's office hours 4 pts
 - Meet with academic advisor 2 pts
 - Receive help from a tutor 3 pts
 - Complete extra Study Tables 1 pt per hour
 - Join a study group 1 pt per hour
 - Meet with VPID to discuss study skills 2 pts
 - Attend approved academic presentation 2 pts
 - Visit academic help center 2 pts
 - Earn A/B on exam 5/3 pts
 - Earn A/B on quiz or project 3/2 pts

ARTICLE XVII. PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* govern this chapter in all cases to which they are applicable and in which they are consistent with the *Policies of Alpha Chi Omega Fraternity*, these bylaws and any special rules the chapter may adopt.

ARTICLE XVIII. BYLAWS

[Reference: National Policies Section C: Collegiate Chapters]

Section 1. Annual Adoption. Each collegiate chapter shall adopt bylaws annually. Collegiate chapter bylaws are adopted by the membership and give the chapter members the privilege and responsibility of participating in governance of the chapter. Bylaws are binding on all members of the collegiate chapter.

Section 2. Responsibility for Review. The National Fraternity provides updated collegiate model bylaws to each collegiate chapter following the timeline and procedure set by Alpha Chi Omega headquarters. The collegiate chapter model bylaws contain the information that is required by the National Fraternity to be included in the chapter bylaws and form the basis for review and revision of existing bylaws.

The VP chapter relations and standards and the chapter relations and standards board are responsible for reviewing the chapter's existing bylaws based on the

collegiate model bylaws. They recommend revisions and additions to the chapter for approval by a date specified by headquarters of each year.

Section 3. Procedure and Timeline.

- The National Fraternity provides updated collegiate model bylaws to the chapter following the timeline and procedure set by Alpha Chi Omega headquarters. The chapter must adopt the collegiate chapter model bylaws in their entirety.
- The CRSB presents bylaws revisions and additions to the chapter by a date designated by Alpha Chi Omega headquarters each year.
- The chapter members are given at least one week to study the revised bylaws before a vote on the bylaws is taken during a regular chapter business meeting at which a quorum is present.
- The vice president chapter relations and standards submits the revised bylaws, as approved by the chapter, to Alpha Chi Omega headquarters by the designated date.

Section 4. Adoption by Chapter Members. The VP chapter relations and standards presents to the collegiate chapter the revisions and additions to the bylaws, following the timeline and procedure contained in the bylaws and included in the collegiate chapter model bylaws information from Alpha Chi Omega headquarters.

The revised bylaws must be adopted by a two-thirds [2/3] majority vote of the members present at a regular meeting of the chapter.

Until a chapter's local bylaws are officially approved by the chapter and Alpha Chi Omega headquarters, the current year model bylaws distributed from the National Fraternity will be in effect.

Section 5. Filing of Bylaws. The VP chapter relations and standards ensures that the bylaws are filed with Alpha Chi Omega headquarters by the published deadline. Current bylaws must be on file at Alpha Chi Omega headquarters for the chapter to be in good standing with the National Fraternity.

Section 6. Acknowledgment of Bylaws by Members: The chapter relations and standards board annually provides a copy of the current bylaws to each member of the chapter at the beginning of the school year.

Each chapter member annually acknowledges via the Alpha Chi Omega website that the member has read the chapter's current bylaws.

New members receive a copy of the chapter's current bylaws and acknowledge via the Alpha Chi Omega website they have read the chapter's bylaws prior to initiation.

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

ARTICLE XIX. HOUSING

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

- Section 1. Contract with Landlord.** A contract between the chapter and the house corporation board must be signed annually.
- Section 2. Contract with Members.** The residential services agreement is to be used as the agreement between the chapter and the residents and must be signed annually. The collegiate chapter must use the Alpha Chi Omega headquarters residential services agreement as its model and require all chapter members leasing space in the chapter facility to sign the agreement for the term of occupancy. These contracts should be signed by December 1 for the following academic year.
- Section 3. Dues to Support Facility Operations.** This fee is to be charged to all members to cover all housing expenses not covered by room charges.
- Section 4. Room Rent.** Room rent is to be established on an annual basis by the chapter. Room rates must be comparable to college/university housing and those of the other Panhellenic groups.
- Section 5. Occupancy of Facility.** The chapter facility exists for the benefit of the chapter membership and should be maintained with financial resources that allow the facility to be competitive on campus. Revenue from house operations must be sufficient to cover all housing expenses including the lease payment to either the local house corporation or the Alpha Chi Omega National Housing Corporation. Therefore, the chapter must fill the facility to the occupancy of **36**.
- Section 6. Live-in Policy.** The collegiate chapter shall enforce a policy requiring members to live in the chapter house in order to maintain the facility at the designated capacity defined in the lease agreement established by the house corporation board.

Requirements for living in the **Alpha Omicron** chapter facility are:

1. **Any member who has not fulfilled the live-in requirement** shall not commit to reside in another facility until enough members have executed the residential services agreement for the chapter house to be at full occupancy. Residential services agreements should be executed each year by December 1.
2. The chapter president, vice president facility operations, the vice president of new member education and vice president of risk management for both semesters of their term. **This is in effect for those elected after the adoption of these bylaws.**
3. After the executive officers, priority to live in will then go to those members choosing to live in. All remaining, unfilled spots will be filled by members of **members of the exec board who have not let lived in the house, and then** the rising new member class. Chapter should determine its method of selection either by lottery or by lowest GPA / positive points in order to determine which members of the rising new member class shall be required to live in. If the rising new member class does not fill the facility, chapter members who have not met the live-in requirement will be asked.
4. Each member is required to live in the facility a minimum of one academic year, **(either two semesters or three quarters)**. The term of the contract will typically be August through May.
5. Should the chapter not fill the facility to capacity, then lost rent revenue from unfilled beds shall be collected in the form of a chapter house assessment. The amount shall be evenly assessed to all active collegiate members of the chapter

returning each term, not including the new member class from the term of the assessment.

6. Exceptions to this live-in policy may be granted only by a decision of the CRSB in consultation with a headquarters staff member. A member who fails to honor the live-in policy jeopardizes good standing as a member of Alpha Chi Omega.
7. Medical Accommodations Request: Should a member with a doctor's note request a single room, then a single room rate should be offered. It is recommended that the member pay a doubled rate.

Section 7. Room Selection Process.

1. Class of initiation and highest percentage of positive points will rank non-executive board members who wish to live in the chapter facility. Therefore, those who have been lifetime members the longest with a high percentage of points will receive seniority. If additional members are needed to reach the desired occupancy, those required to live in will be members with the most recent date of initiation, who have the fewest terms as in-house members and who have the lowest percentage of positive points.
2. Single-occupancy rooms should neither be expected nor guaranteed, regardless of whether the chapter facility is at capacity.

PREFERENCE TO LIVE IN THE CHAPTER HOUSE

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

1. **ACADEMICS:** The following table explains points awarded for a sister's cumulative GPA. Point averages will be "rounded up" to the next decimal point; for example, a sister with a 3.95 is given credit for having a 4.00. In order to round up the grade must be .05 or higher.
2. **CHAPTER INVOLVEMENT:** Involvement points will be based on the percentage of positive points found on **Carmen** which are based on the previous year's participation. During the semester that housing preference is done (usually Spring Semester) an average will be taken of each sister's points for the previous two semesters, including most of Spring Semester. The points are calculated according to the chapter involvement point system described in Exhibit C. If the point totals are not available for the past two semesters, the past semesters total will be used. In the case of new members or recently initiated members, they will be given an average score taken from the average of all sisters, minus the 5 sisters with the lowest overall points. However, if a newly initiated member's involvement is in question, the CRSB may make a recommendation to not allow that person to live in the house.
3. **ACADEMIC CLASS:** For every semester that a sister has been a fully initiated member, including the semester in which she was initiated, she is awarded 5 points per semester.
4. **OFFICER RANK:** Those sisters who hold an office will be awarded a total of 5 points for Junior Executive Office and 25 points for an Executive Office.
5. **POINTS FOR LIVING IN DURING A PREVIOUS YEAR: 20**

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

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

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

Section 8. Nonmembers as Residents. Nonmember women or alumnae may live in the chapter house as boarders with the approval of the facility operations advisor (or chapter advisor). During the summer, nonmembers or alumnae may live in the chapter house with the approval of the landlord. According to the IRS, the revenue the chapter receives from nonmembers may not exceed 15% of the chapter's gross receipts.

Section 9. House Director. The collegiate chapter is required to use the services of Pearl Stone Partners, LLC to employ any employees, including a house director. Collegiate chapters with a housing capacity of 11 or more must use the services of Pearl Stone Partners, LLC to employ a house director. All other chapters (capacity of 10 or fewer) are encouraged to employ a house director, and if choosing to do so must use the services of Pearl Stone Partners, LLC. If this requirement conflicts with college/university requirements, headquarters staff shall be consulted.

House directors shall not serve in any advisory or local house corporation capacity. Exemptions shall be granted by the collegiate experience staff. Substitute house directors shall be employed by Pearl Stone Partners, LLC.

Section 10. Guests. Alpha Chi Omega facilities may be open to guests between 7:30 a.m. and 2 a.m. However, a chapter may provide for more restrictive hours in its bylaws, provided a majority of the members living in the chapter facility approve. In no instance may the hours of visitation be expanded beyond 7:30 a.m. and 2:00 a.m. The chapter may designate the areas of the facility that are available for guests, provided a majority of the members living in the chapter facility approve.

Alpha Omicron Chapter's Guest Policy

- Guests are invited to be in the house between 8:00 AM to 2:00 AM
 - Failure to observe these hours will result in a \$50 fine/occurrence for breaking this rule
- Guests must be accompanied at all times while in the house and are expected to observe the housing rules and expectations set by the chapter
- Overnight guests must be approved by the House Manager
 - Residents' with overnight guests must reserve the Townie Room with the House Manager before hand
- Any individual who does not live in the house (members, guests, advisors, etc.) must adhere to all federal, state, local, and health guidelines set forth by the Alpha Omicron Chapter's Housing Corporation.

Section 11. Overnight Guests. Members requesting guests to stay in the house overnight must have the approval of the facility operations advisor, chapter advisor, vice president chapter relations and standards, or designee. The house director needs to be informed of any overnight guests.

- Section 12. Alcohol.** Alcohol may not be stored, served or consumed on Alpha Chi Omega property that is owned, rented or otherwise designated for regular use by the collegiate chapters and prospective chapters of the National Fraternity.
- Section 13. Illegal Drugs.** The illicit use, possession, sale, conveyance, distribution or manufacture of any illegal drug or controlled substance or drug paraphernalia on Alpha Chi Omega property that is owned, rented or designated for regular use by collegiate chapters and prospective chapters is strictly prohibited. In the event of a conflict between federal and state law or any other conflict, members of Alpha Chi Omega shall follow the strictest law or regulation.
- Section 14. Tobacco and Smoking in Chapter Facility.** All collegiate chapter facilities must be smoke-free and tobacco-free environments. This includes vaping and the use of e-cigarettes as well.
- Section 15. Candles in the Facility.** The use of open-flame candles in the chapter facility or on property is prohibited.
- Section 16. Animals.** Collegiate chapter facilities are not permitted to have pets. Exceptions may be allowed for assistance animals with headquarters' knowledge and approval.
- Section 17. Room Searches.** Room searches may be conducted by a combination of the chapter president, VP chapter relations and standards, chapter advisor, province collegiate chair, member of the CRSB, VP facility operations or a designated representative of the National Fraternity in compliance with the collegiate chapter's housing contracts.
- Section 18. Local House Corporation Representatives (if applicable).** The **President and the Vice President of Facility Operations** shall be the two chapter officers that serve as liaisons to the local house corporation board. In this role, the liaisons shall exercise their voice to represent the interest of the collegiate chapter but shall not vote on the business of the local house corporation as a member of the LHC Board of Directors.
- Section 18. Outsourcing and Employment Services.** The collegiate chapter is required to use the services of Pearl Stone Partners, LLC to employ any employees. The LLC provides all employer responsibilities, making Pearl Stone Partners, LLC the employer of all employees performing work at the chapter facility.
- Pearl Stone Partners, LLC has the right to manage the employment of an employee. Pearl Stone Partners, LLC will depend upon the chapter to establish and communicate job duties and performance expectations to an employee. The chapter's facility operations advisor will define an employee's scope of work and provide day-to-day direction.
- Any services performed at the chapter facility by a vendor/service provider contract are not considered employees of the chapter. (e.g. catering or a housekeeping company)
- Section 20. Service Provider Agreements.** Outsourcing refers to the transfer to a third-party vendor services or function which would otherwise have been fulfilled by the chapter. In advance of a service provider contract being executed:
- The chapter must make certain the outsourcing contract describes the services clearly, sets out the minimum levels of service which are

acceptable and provides the chapter with remedies and/or a right to terminate in the event that such standards are not met.

- The chapter must make certain the service provider maintains adequate insurance coverage and minimum coverage limits for its business as required by any applicable law or regulation, including Workers' Compensation insurance as required by any applicable law or regulation, or otherwise as determined in its reasonable discretion.

Individuals performing work at the chapter worksite(s) through a service provider contract are not considered employees of the chapter.

Section 21. Administrative Services Agreement with Pearl Stone Partners, LLC. Any collegiate chapter required to use the services of Pearl Stone Partners, LLC to employ any employees is required to sign an annual administrative services agreement with Pearl Stone Partners, LLC.

ARTICLE XX. MEDIA AND COMMUNICATION

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

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

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

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

Section 3. Electronic Communication. *Alpha Omicron* chapter has the right to discipline members for promoting inappropriate information based on their digital footprint. Alpha Chi Omega has determined that a member is responsible for the member's digital footprint, which must adhere to the Member Code of Conduct, chapter bylaws and all policies of Alpha Chi Omega Fraternity. A digital footprint is defined as any information that exists on a digital platform in the public domain as a result of a person's activity. This includes, but is not limited to, when members falsely represent themselves or when the member is not the original poster of the communication. Members found violating this will be called into a CRSB meeting and will be subject to disciplinary consequences.

Additional Alpha Omicron Online Policies

Alpha Omicron Chapter reserves the right to discipline members for inappropriate information found through electronic communication including but not limited to social networking sites, email, Instant Messenger Applications (such as GroupMe), picture-sharing sites and blogs. Members that are posting pictures, comments, or information that does not uphold the membership standards, violates Alpha Chi Omega policies, and/or misrepresents the organization may be called into CRSB.

- **If you are under 21:**

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

- **If you are 21 and over:**

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

- **Language:**

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

If VP PR and Marketing contacts a member 3 times to take down a picture off social media due to alcohol in media posts the member will be called down to a CRS meeting. If a separate member tells another member to take down a social media post due to alcohol before VP PR and Marketing contacts you to take down the post, it does not account for one of the strikes against said member.

ARTICLE XXI. AMENDMENTS

Section 1. Proposal of Amendment(s).

1. Any amendment(s) to these bylaws must be presented to the CRSB by a member or a committee of the chapter.
2. The proposed amendment(s) shall be submitted to the CRSB for final preparation, recommendation and posting.
3. The CRSB may also originate amendments.

Section 2. Previous Notice and Posting.

1. Following consideration of the proposed amendment(s) by the CRSB, notice of the proposed amendment(s) shall be given at the regular or special chapter meeting prior to the meeting at which the vote on the proposed amendment(s) will be taken.
2. The specific wording of the proposed amendment(s) shall be available to chapter members for at least one week prior to voting by the chapter.

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

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

ARTICLE XXII. HOUSE RULES

Section 1. House Rules in Bylaws. Alpha Chi Omega House Rules or Exhibit A detail the use of the property, social behavior and other miscellaneous polices for the chapter to be developed as needed. Alpha Chi Omega House Rules should also be attached with Form H138 Residential Services Agreement. Any members violating house rules should be called to the chapter relations and standards board. Please note that local house corporations are not responsible for ensuring chapter members adhere to House Rules; that is the responsibility of the chapter.

Section 2. Amendment of House Rules. Amendments to the House Rules may be made by a majority vote of the members at a chapter business meeting if notice of the proposed change(s) has been given at the previous business meeting or by a two-thirds [2/3] vote if notice of the proposed change(s) and vote are part of the same meeting. Amendments that are chapter-specific may be added to Exhibit B, Additional House Rules to H138 – Chapter Specific.

Section 3. Annual Review. House Rules are reviewed annually by the CRSB and distributed with the chapter bylaws and also Form H138 Residential Services Agreement.

EXHIBIT A

ALPHA CHI OMEGA HOUSE RULES FOR THE CHAPTER HOUSE LOCATED AT THE OHIO STATE UNIVERSITY – 103 E. 15TH AVE COLUMBUS, OH, 43210

DEFINITIONS:

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

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

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

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

GENERAL:

1. The Tenant shall not perform or permit any illegal activities at the Chapter House.
2. The Tenant agrees not to permit the Chapter House to be used for any purpose that is in violation of the college/university’s and Alpha Chi Omega’s risk management polices as stated in the Alpha Chi Omega model bylaws and Form H138, Residential Services Agreement.

3. The Tenant will not remove any furnishings in “common areas” without the Landlord’s knowledge and approval nor will any new furnishings be purchased or placed in the common areas without the same approval. The Tenant shall not paint, wallpaper or redecorate in any manner any part of the Chapter House, including construction of built-in furniture such as lofts, desks or counters in the Tenant’s room. The Tenant may hang pictures and curtains in the Tenant’s room without obtaining consent, provided that the method used complies with the methods allowed by the chapter pursuant to its lease.
4. The Tenant shall use all reasonable precaution to prevent the Chapter House from being destroyed or injured by fire or other casualty, and to act in such a manner as to keep the Tenant’s room and the common areas of the Chapter House in a clean and healthful condition.
5. The possession, sale, use or consumption of alcoholic beverages while in or about the chapter house is strictly forbidden. The illicit use, possession, sale, conveyance, distribution or manufacture of any illegal drug or controlled substance or drug paraphernalia on Alpha Chi Omega property owned, rented or designated for regular use by collegiate chapters and prospective chapter is strictly prohibited. In the event of a conflict between federal and state law or any other conflict, members of Alpha Chi Omega shall follow the strictest law or regulation.
6. No animals, with the exception of an assistance animal (subject to approval) are allowed in the Chapter House.
7. No bicycles are to be stored in any public areas. The Landlord designates the location for bicycle storage. The facility operations advisor on behalf of the Landlord works with the house director and VP facility operations to ensure that the bicycles are properly stored.
8. No roller blades, skates, skateboards or other damaging modes of transportation shall be used inside the Chapter House.
9. Meals served by the chapter are to be eaten in dining room area and “snack room/kitchenette.”
10. Personal items are not to be stored over the summer in the facility without the Landlord’s approval. The facility operations advisor on behalf of the Landlord works with the house director and the VP facility operations to determine if there is space which might be used, under unique circumstances, for summer storage.

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

11. A Tenant shall not, nor allow:

- removal from, or unauthorized addition to, any furniture, equipment or property belonging to the Landlord or the NHC
- any alterations to the floors, walls, ceilings, doors or door locks of the Chapter House
- use of kitchen appliances - stove, dishwasher, refrigerator space, etc. - unless in a designated area (kitchenettes)
- refrigerators, microwaves, kitchen appliances in the bedrooms of the Chapter House

-halogen lamps in the Chapter House

12. Commercial kitchens at the Chapter House are not for the Tenants' use. Commercial kitchens are to be locked at night.
13. Cars shall be parked in the designated areas. Parking areas at the Chapter House shall not be used to store vehicles. Parking areas shall not be used for unregistered vehicles. Trucks larger than pick-ups, motor homes or other large vehicles are prohibited. SUVs are permitted. No repair work to any vehicle shall be carried out at the Chapter House.
14. Tape, putty, adhesives, etc. shall not be used on the walls. Small nails or thumb tacks are to be used instead, upon the Landlord's approval.
15. All plumbing shall be used for only that purpose for which it is constructed. All articles such as tampons, paper towels, etc., must be placed in wastepaper baskets.
16. Smoking, vaping, e-cigarettes and use of tobacco is not permitted at the Chapter House. The Chapter House is to be smoke-free and tobacco-free at all times.

SECURITY AND SAFETY:

1. The Tenant must meet all local fire and health codes and standards.
2. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the Chapter House is prohibited.
3. No structure is allowed that would impede the operation of a fire safety mechanism (smoke alarm, sprinkler system, alarm box, etc.) at the Chapter House.
4. Tampering with safety system equipment at the Chapter House is strictly forbidden.
5. Any item with an open flame or an open coil is absolutely prohibited in private rooms and common areas of the Chapter House (candles, kerosene lamps, space heaters, etc.).
6. If permitted appliances create a danger for circulatory overload, the Landlord may issue instructions for the safe use of the appliances in question or withdraw permission for their use.

SOLICITATION/PEDDLING:

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

EXHIBIT B

(ADDITIONAL HOUSE RULES TO H138- CHAPTER SPECIFIC)

- Alcohol is not permitted in the house at any time, or anywhere, regardless of age.
- All illegal substances are prohibited.
- No smoking in the house at any time. Member must maintain a 25 feet distance from the house and are required to remove debris. This includes electronic cigarettes and "Juuls."
- No candles are allowed in the house, even as decorations for recruitment.
- Only use electrical appliances in the bathrooms. No hair dryers or straighteners are permitted in the [resident's personal room](#).
- [Occupants may use surge protectors, rather than extension cords, as needed for lights, laptops, etc.](#)

- Room-sized refrigerators are not permitted due to limited electrical power.
 - The large refrigerator and freezer in the basement are for the use of in-house members. When used, please mark stored items with your name, respect your sisters' property, and discard of food items in a timely manner.
- In-House members should lock doors to their personal rooms when they are gone during the day. Be sure to keep your keys with you.
- Do NOT store things in the hallways or stairwells, as these are fire hazards.
- Please do not use the sinks in the back of the kitchen. They are for the chef's use only.
- In-House members are responsible for their personal trash. This trash is to be discarded in the dumpster only, not the kitchen, bathrooms, hallways, etc.
- Wallpaper is not permitted; neither is fabric hanging from the ceiling. Curtains are ok if hung from a removable rod.
- Please use REMOVABLE wall fasteners only, not nails or screws.
- Report anything broken, light bulbs needing replaced, etc. to either the house manager or house director.
- Only non-perishable and food store in seal containers is permitted in residents' personal rooms.
- Do not prop open any doors for any reason unless the door is being supervised.
- Never use the side doors unless there is an emergency. The side doors have alarms.
- Do NOT give out the house code. You will be fined \$100.00 if you do.
- Absolutely no men are permitted in the upstairs bathrooms. They may only use the basement and first floor bathrooms. Chapter women may not use the first-floor bathroom. This is a guest bathroom only.
- Guests are invited to be in the house between the hours of 8am and 2am.
 - There is a \$50 fine/occurrence for breaking this rule.
- Any guest must be accompanied at all times while in the house.
- Please reserve the Townie Room with House Manager for any approved overnight guests.
- Kitchen hours are: Monday-Thursday 7:30am-10pm, Friday 7:30am-8pm, Saturday 9am-8pm, and Sunday 9am-10pm
 - Unless otherwise noted by Campus Cooks
- Do not eat food in the formal living room or in the kitchen. All food or beverages consumed in the informal living room (or any other area of the house) must be cleaned up.
- If you are eating after the kitchen is closed, put your garbage in the garbage can in the dining room and the dishes in the container in the dining room.
- Cover dishes with a paper towel when using the microwave. If there are spills, they must be cleaned.
- Take responsibility for late plates. If you do not use them, throw them away. Late plates will be taken to the downstairs refrigerator when the kitchen is cleaned after dinner. Please be respectful of those who have signed up for the late plates.
- Shoes or slippers are to be worn at all times in the kitchen. No bare feet are permitted in the kitchen area.
- Do not use your fingers to pick food out of the containers in the kitchen.
- The chef's area of the kitchen around the gas stove is off-limits.
- Lockup dates are posted on the bulletin board outside the kitchen and the coat closet.
 - Lockup must be done by the required time. For special circumstances, please see the house manager. Failure to do so will result in a \$25.00 fine per person. The fine will increase by \$10 every consecutive time they miss lockup each semester.
- Residents are responsible for removing hair dryers, straighteners, personal items, etc., from the bathroom counters so that the cleaning crew can clean efficiently.
- Any debris (toothpaste, soap, hair, etc.) left on the surfaces of the bathrooms' sinks or showers must be cleaned up immediately after use.
- When we have inclement weather, please put your boots, umbrellas, etc. on the mat provided. Once they are dry, please put them away.
- If you become sick, you must clean after yourself (i.e. vomit)
- Any crafts or that require paint (i.e., banner painting) must be completed in the designated areas in the basement (i.e., any rooms without carpet) with a drop cloth/tarp below it.

- The cloth is to prevent spills on the floor, carpet, etc.
- The drop cloth is located in basement closet
- The washers and dryers are available for in-house members only. In-house members are required to pay \$1.50 for approximately 45 minutes of wash time, and \$1.00 for approximately 60 minutes of drying time.
- Please remove all clothing out of the washer and dryer in a timely manner. The laundry room will be cleaned each Wednesday and any clothing remaining will be put in a pile. If it is there the next week, it will be donated.
- Make sure after you use the exercise equipment; you clean it with the spray bottle and cleaning rags provided. Straighten up the equipment and turn off lights when finished.
- Please always keep the basement kitchen area clean and take dirty dishes to the kitchen.
- Please do not tamper with the thermostats and/or the security system.
- Do not tape anything on the walls on the first floor.
- Do not use intercom after 11pm and before 9am.
- Occupants and residents of the chapter house should be considerate of other residents sleeping during quiet hours.
- Turn off all lights and the TVs when you are not using them.
- Please be respectful to the staff that keeps our house operating on a day-to-day basis.
- NEVER park in front of the dumpster.
 - If you have parking spot #1, park as far away from the dumpster as possible, as they will not clear the trash if the car is close
 - Failure to do either of the above could led to additional fee charged if they must come back to do it later.

Other notes:

- Weekly menus will be available through the Campus Cooks application
- Do not throw away metal/reusable silverware.
- Do not put glasses in the dish thing with the prongs sticking up.
- To use the sink disposal, follow the posted directions. If it is clogged, quickly pull the lever and release to clear the drain; otherwise you will get a disposal shower. Repeat this procedure if necessary.
- Clean up after yourself after you eat. Put your silverware in the bucket and clean out your dishes COMPLETELY with the sprayer in the sink. We do not have a dishwasher. It is only a sanitizer.

**ADDITIONAL ALPHA CHI OMEGA HOUSE RULES
FOR THE CHAPTER HOUSE LOCATED AT
THE OHIO STATE UNIVERSITY – 103 E. 15TH AVE, COLUMBUS OH, 43210**

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Guests:

1.

2.

3.

Safety:

1.

2.

3.

Emergency Procedures:

1.

2.

3.

Chapter president

Date

Chapter advisor

Date

