

Bylaws of Alpha Xi Delta – Psi Chapter

The Ohio State University

Mission Statement

Alpha Xi Delta inspires women to realize their potential by providing opportunities for Sisterhood, leadership, knowledge, and service

ARTICLE I – Membership

Sec. 1 New Member Requirements. To be considered for membership, a woman must be a full-time student at The Ohio State University and have at least a 2.75 cumulative college grade point average.

Clause 1 This organization and its members shall not discriminate against any individual(s) for reasons of age, ancestry, color, disability, genetic information, HIV/AIDS status, national origin, race, religion, gender identity or expression, sex, sexual orientation, or veteran/military status.

Clause 2. However, if she has a documented learning disability and does not meet Alpha Xi Delta's minimum grade requirements, exceptions to those requirements may be granted by the National Council Designee (National Team Lead or Area Facilitator).

Sec. 2 Active Member Requirements. All active members of Alpha Xi Delta must maintain at least a 2.75 cumulative grade point average and be a full-time student at The Ohio State University. Grades are reviewed following the grade release by The Ohio State University at the conclusion of fall and spring semester only. Exceptions to the grade requirements may be requested to the National Council designee.

Clause 1. However, if she has a documented learning disability and does not meet Alpha Xi Delta's minimum grade requirements, exceptions to those requirements may be granted by the National Council Designee (National Team Lead or Area Facilitator).

Sec. 3 Inactive Status. No more than 5% of members may have inactive status per term. Procedures for determining inactive status will be as prescribed in the National Bylaws. It is up for discretion by the Executive Board, Chapter Advisor or Area Facilitator.

Sec. 4 Alumna Status. Members who have completed four (4) academic years at The Ohio State University will be considered alumna members or members who have graduated from The Ohio State University or are otherwise no longer enrolled at The Ohio State University will be considered alumna members.

Sec. 5 Member Live-In Requirement. The Psi Chapter housing facility has a live-in requirement of a minimum of one year, but up to three years. If the chapter house is not full all members will be financially responsible for the deficit to keep the house running. Their amount will be determined by characteristics such as, but not limited to, years lived in house, new member class in house, living in before, etc.

Clause 1 It is highly encouraged and expected to be a full time enrolled student to the university (12 hours) but for some classes or other circumstances, to be below 12 hours is acceptable (must be approved by the National Council Designee). In order to live in the Alpha Xi Delta chapter house, one must be registered as a student at The Ohio State University (at least enrolled in one class).

Sec. 6 Suspended Members and Clothing. Upon voluntary or involuntary suspension of membership, all clothing or paraphernalia containing Alpha Xi Delta block letters, crest, or any other insignia must be returned to the chapter (one's big or little, the executive board, etc.) regardless of funds used to purchase. The clothing or paraphernalia containing Alpha Xi Delta block letters, crest, or any other insignia will be distributed to the member's big sister first and in the case that the big has graduated, the clothing/paraphernalia will be distributed to the member's little sisters if they have any. Quill and other fraternity property must be returned to FHQ.

Clause 1 When items are returned, executive committee will distribute the items as they see fit.

Sec. 7 Suspended Members and Events. If a member has been suspended from the chapter voluntarily or involuntarily due to circumstances contrary to the best interest of the fraternity, they are not permitted to attend any sanctioned and sponsored Alpha Xi Delta event as a member's guest such as date events.

ARTICLE II – Meetings

Sec. 1 Chapter. Chapter meetings are to be held every Monday during the academic year, except when prohibited by campus regulations. Attendance is required except in the case of scheduled class with documentation, illness, or emergency. Meetings will begin promptly after dinner which begins at 5:30pm.

Clause 1. Sisters must send in excuses 24 hours before chapter meetings via OmegaOne to the Finance and Operations VP.

Sec. 2 New Member. New member meetings are to be held weekly at a time designated by the New Member Orientation Director with the consent of the new member class and the Member Development Advisor or Chapter Advisor. New members are required to attend except in the case of scheduled class with documentation, illness or emergency and must reschedule a make-up meeting.

Sec. 3 Special. Special meetings may be called by any member of the executive committee or advisory board in case or emergency or to conduct special business. Notice must be given 24 hours in advance to chapter members, and attendance is required except in the case of scheduled class with documentation, illness or emergency.

Sec. 4 Council. Each council will meet once per week at a time established by the vice president in charge of the council. Attendance for council officers is required except in the case of scheduled class with documentation, illness or emergency. Members without offices are encouraged to attend council meetings.

Sec. 5 Quorum. 51% of the chapter membership eligible to vote shall constitute quorum. A quorum is required to act in all chapter business.

Sec. 6 Mandatory Attendance. The chapter will give members at least one week notice before any mandatory meeting when possible. The only exceptions may be emergency situations or recruitment events that would be detrimental to the chapter without maximum attendance.

ARTICLE III – Finances

Sec. 1 Dues and Fees

Clause 1 Chapter dues. Chapter dues stated by Finance and Operations Vice President, Housing Corporation or Omega Financial Systems per semester are paid by all members according to their status. This amount will be evaluated every year and may be changed by majority vote of the chapter or as determined by the Housing Corporation.

Clause 2 New member fees. The national new member fee is set by National Council. The local new member fee is stated by Financial Vice President. New member fees must be paid before Initiation.

Clause 3 Initiation fees. The national Initiation must be paid before Initiation.

Clause 4 Quill badge. All new members will be offered the opportunity to select their own badges. Badges must be paid for before Initiation. A badge is required by every member.

Clause 5 National semi-annual dues and risk management fee. National semi- annual dues are paid twice per academic year. The risk management fee is broken into two installments. These funds are paid to the chapter, and then the chapter pays the National Fraternity. Dues are set by National Council on an annual basis.

Clause 6 Corporation note. All members will pay a corporation note according to the Housing Corporation and may change each semester. The corporation note is paid the first two semesters of membership.

Clause 7 Local Panhellenic dues must be paid. Dues are set by The Ohio State University Panhellenic Association.

Clause 8 Chapter savings and convention funds are set aside in the budget by the Finance and Operations Vice President and are determined by position. Other members wishing to attend will do so at their own cost if no money will be provided.

Clause 9 Inactive Status fees. Members on inactive status are required to pay national semi-annual dues and risk management fees and local Panhellenic dues during the term before their status begins. A local inactive status fee will also be paid to the chapter as noted in your inactive status application.

Clause 10 Collection. Member dues are to be paid on the designated payment date or payment plan due dates. All payments are to be paid directly to Omega Financial Systems. Payments are considered late ten days after the due date. Checks should be made out to Alpha Xi Delta unless being directly mailed to Omega Financial Systems.

Clause 11 Check fees. Members will be billed for every returned check.

Clause 12 Miscellaneous expenses. The Finance and Operations Vice President will set a payment schedule for miscellaneous billed items including, but not limited to t-shirts, formal events, and any other added expense.

Clause 13 Reimbursement for Chapter Expenses. No chapter member shall receive reimbursement without an itemized receipt and prior approval to make the purchase out of a specific officer budget. Each budget is monitored by the respective position. This is not the Finance and Operations Vice President's responsibility. Any over spending will be considered a gift to the chapter and no reimbursement will be made.

Clause 14 If a member of Alpha Xi Delta has unpaid dues in charge-off status after graduation or suspension, the Chapter Advisor and Financial and Operations VP reserve the right to send member to collections.

Sec. 2 Chapter funds.

Clause 1 Chapter savings account. The chapter will maintain a minimum balance of \$10,000.00 in the savings account at all times.

Clause 2 Chapter convention account. The chapter will maintain a minimum balance of \$1,000.00 in the convention account at all times.

Clause 3 Special funds. The Finance and Operations Vice President is to send \$2.50 per member on November 1 of each year and the sum of \$2.50 per member on April 1 of each year to the Alpha Xi Delta Foundation.

Clause 4 Surplus funds. After sufficient start-up funds for the next school year are set aside and deposits have been made into the chapter savings and convention funds, all surplus chapter funds are to be turned over to the local building corporation.

Clause 5 If a member of Alpha Xi Delta voluntarily suspends their membership, they must have a balance of \$0 on OmegaFi. They also need to address the President with their decision and sign appropriate paperwork prior the first statement date of the OmegaFi bills that semester.

Sec. 3 Budget. A budget for each academic year will be established by the Finance and Operations Vice President in cooperation with chapter officers and with the guidance of the

financial advisor. The budget is to be completed and voted on by the chapter in time for submission to the National Council Designee by May 1.

Sec. 4 Check signatures. The only officers authorized to sign chapter's checks are the Finance and Operations Vice President, President, Chapter Advisor or Financial Advisor.

ARTICLE IV – Elections

Sec. 1 Timing. Elections will be completed by January 1st each year.

Sec. 2 Nominating Committee. A nominating committee is to be elected by the chapter four weeks prior to elections. It is to be composed of at least two seniors, two juniors, two sophomores, (determined by year in school ie. 2nd, 3rd, 4th), one member at large and the Chapter Advisor. The Chapter President serves with no vote.

Clause 1. Each Nominating Committee member is required to sign the Nominating Committee contract. Violation of the Nominating Committee contract will result in probation or immediate remove from office to be decided by the Executive Committee.

Sec. 3 A slate of candidates is selected by the Nominating Committee. The candidates for elected officers shall be as stated in the National Bylaws.

ARTICLE V – Appointments

Sec. 1 Officers. The following officers are to be appointed by the executive committee.

- Intramural Chair
- Homecoming/Greek Week Chair
- Campus Involvement Chair
- Sunshine & Spirit Chair
- Retreat Chair
- Social Events Chair
- Paired Events Chair
- Date Events Chair
- Social Procedures & Logistics Chair
- Academic Resource Chair
- NM Academic Engagement Chair
- Heritage Appreciation Chair
- Song Chair
- Chaplain/ Spiritual and Mental Wellness
- Marshal/Quill Pride
- Historian
- New Member Engagement Chair
- Lifestyle, Health & Physical Wellness Chair
- Diversity, Equity & Inclusion Chair
- Recruitment Logistics
- Preference Chair
- Bid Day Chair
- Sisterhood Day Chair

- Meet the Chapters Chair
- Recruitment Data Director
- Strategic Membership Chair
- Recommendation Chair
- Kindly Hearts Fundraising Chair
- Fraternity & Sorority Philanthropy Events Chair
- Campus/Greek Community Events
- Service Hours Chair
- Double Blue and Gold Standard Chair
- Standards of Excellence Chair
- Merit Chair
- Finance Chair
- Website Chair
- Graphic Design
- Social Media
- Banner Chair
- Banner Committee
- Merchandise & Apparel Chair
- Newsletter Chair
- Photography & Video
- Alumnae Engagement Chair
- Alumnae Events Chair
- Parent Engagement Chair
- Parent Events Chair
- SFL Relations Chair
- OSU Relations Chair
- City of Columbus Relations Chair
- JR Panhellenic Delegate

Sec. 2 Timing. The executive committee will complete all appointments by February 1st of each year.

ARTICLE VI – Officers

Sec. 1 Term of office. All officers will serve a one-year term coinciding with the calendar year.

Clause 1 The Membership Vice President, President, Ritual and Fraternity Heritage Director and Recruitment Data Director must finish their duties at the end of formal recruitment.

Sec. 2 Eligibility for office. To be eligible for elected office, a member must be in good standing with the chapter, have at least a 2.75 cumulative college GPA, and be a full-time student.

Sec. 3 Vacancies. Should a vacancy in an office occur during the course of the year, the executive committee or national council designee will appoint a replacement. Procedures as outlined in the National Bylaws.

Clause 1 Vacancy in chapter president. If the President vacates her role, the Chapter Life Vice President fulfills her duties until the executive committee or national council designee appoints a replacement. Procedures as outlined in the National Bylaws.

Sec. 4 Structure and duties. The chapter officer structure and duties shall be as outlined in the Manual for Chapter Officers. Officers must sign Officer Contracts.

Sec. 5 Training. A chapter officer training retreat will be held annually and attending by both incoming and out-going officers and all chapter advisors.

Sec. 6 Live-In Requirements of Officers. Chapter President and Facilities Management Director must live in the chapter house.

Clause 1 President must seek approval from National Council Designee if not living in.

ARTICLE VII – Member Discipline

Sec. 1 Reasons. A member may be disciplined for any of the following:

- Failure to maintain financial good standing (Automatic)
- Failure to maintain academic good standing (Automatic)
- Conduct contrary to the best interests of the Fraternity
- Failure to maintain merit good standing (Automatic)

Clause 1 Conduct contrary to the best interests of the Fraternity including but not limited to destruction of property, being removed from a venue, using false identification, violation of local, state, and federal law, violation of the social media contract.

Sec. 2 Procedures. Procedures for member discipline (probation or suspension) shall be as outlined in the National Bylaws.

Sec. 3 Code of Conduct. All members are to follow the Psi Chapter Code of Conduct as it relates to alcohol, risk management, hazing, and other member policies.

ARTICLE VIII – Attendance and Participation

Sec. 1 Mandatory events. The following events are mandatory.

- A. Initiation Ceremony
- B. Pledging Ceremony/Pre-Initiation Ceremony
- C. Chapter Meetings
- D. Recruitment Events (Formal & COB)
- E. Recruitment Preparation (Work Week & Workshops)
- F. Founders Day
- G. Philanthropy events hosted by the chapter
- H. Standard of Excellence Events (As deemed by Panhellenic)

Sec. 2 Merit system. Attendance at all other chapter events will be managed by the chapter merit system. All members are expected to meet the requirements of the merit system.

Sec. 3 If the requirements of 80% for each member is not being met during the month, or other requirements determined ahead of time by the Executive Committee are not met, a member may be placed on merit probation. Merit checks will happen one week before social events.

Sec. 4 Ceremonies. Members may not consume alcohol 24 hours prior to a ceremony, regardless if they are attending the ceremony or not.

Sec. 5 Application and Administration. The Finance and Operations VP will handle the merit system administration. It is a member's responsibility to inform the Finance and Operations VP of any absences 24 hours prior via OmegaOne to the event or meeting.

Sec. 6 Fines. Members who have an unexcused absence to the following events will be fined.

- A. Chapter Meetings: \$35
- B. Initiation, Pledging, Pre-Initiation: \$100
- C. Work Week: \$100 per day
- D. Recruitment: \$100 per day
- E. Recruitment Workshops: \$75
- F. Philanthropy Event: \$100 (Donation to go to Chapter Philanthropy) Programs: \$25
- G. All Chapter Retreat: \$50

ARTICLE IX – Big Sister Program

Sec. 1 Eligibility. To be eligible to be a big sister, a member must be in good standing with the chapter, have at least a 2.75 cumulative college GPA, and be a full-time student. Must sign a contract and turn it in on time.

Sec. 2 Selection. Assignment of little sisters shall be at the discretion of the New Member Orientation Director, Member Development Advisor, Chapter President, Member Development Vice President, and National Council Designee. At all times, it shall be the goal to match each little sister to the big sister of her choice, unless it is deemed that match would be inappropriate.

Sec. 3. Alcohol shall not be consumed for 24 hours after Big Little Reveal for all families taking a little.

ARTICLE X – Quill and Rose Sister Program

Sec. 1 Preference. Those members who have not been a quill or rose sister will be matched first whenever possible.

Sec. 2 Contracts. Quill and rose sisters will follow the contracts as stated by the New Member Orientation Director.

Sec. 3 Eligibility. In order to be eligible to be a quill and/or rose sister, a member must be in good standing with the chapter, have at least a 2.75 cumulative college GPA, and be a full-time student.

ARTICLE XI – Sober Sister Program

Sec. 1. Sober Sisters are to be volunteer only or a result of probation requirements. All members must be initiated and good standing with the chapter to volunteer.

Sec. 2. The required number of Sober Sisters is based on the requirements by The Ohio State University Office of Greek Life and Panhellenic Association.

Sec. 3. The social event calendar will be e-mailed out as soon as events are finalized to the chapter through the OmegaOne e-mail notification system and added to the OmegaOne calendar

Clause 1 The Executive Committee and Chapter Events Director will volunteer for 2 spots of the sober sister program required for each social event.

Clause 2 Members at large will volunteer for the remaining required spots. Members will notify the Chapter Life Vice President prior to chapter or may volunteer at the chapter meeting.

Clause 3 If there are not enough volunteers prior to the chapter meeting, a timer will be set for 2 minutes to accept volunteers. If there are not a sufficient amount of volunteers, the event is cancelled.

Clause 4 A member cannot volunteer for more than two consecutive social events. Unless deemed a requirement in probationary terms.

Sec 4. If a sister needs to switch Sober Sister duties then she should inform the Chapter Life Vice President at least 24 hours prior to the social event. She can switch Sober Sister duties with a member who agrees to switch duties and is in good standing.

Clause 1 If no replacement is found, the member who originally signed up will be held responsible for the vacant sober sister spot.

Sec 5. If a member is taken from a social event, then said member is responsible for all taxi/ride share fees for herself and the Executive Committee member that took her home.

Article XII- Advisory Board Section

Sec 1. Advisory Board

Clause 1. Chapter Advisor: A Chapter Advisor is appointed by the National Council's designee.

Clause 2. Advisors: The National Team Lead appoints a group of advisors to assist in chapter development in the areas of membership, finance, academic achievement, new member education, programming and other areas as she may deem necessary.

Clause 3. Chapter Advisor Vote: The Chapter Advisor shall have the right to exercise one vote in all chapter matters and she may, at her discretion, delegate this vote to be exercised by any one of the advisors.

Clause 4. Convention Fund: Pending chapter finances, the chapter will pay for expenses for the Chapter Advisor to attend National Convention and other training opportunities offered by the National Fraternity.

Section 2. Meetings. Each officer shall meet with their respective advisor at least once per month of their term or at the discretion of the advisor.

Article XIII - Scholarship

Section 1. Member GPA Requirements. All chapter members shall maintain a 2.5 cumulative grade point average.

Clause 1 New Member Grades. New member grades will be checked prior to pledging to determine whether they meet the minimum standards of membership. After pledging, the academic guidelines for new members are the same as for initiated sisters.

Clause 2 Special circumstances will be considered at the discretion of the Executive Committee and the Academic Achievement Chair.

Section 2. Officer GPA Requirements. All non-Executive Committee officers shall maintain a 2.5 cumulative grade point average, and shall relinquish her office if she fails to do so. Executive members must maintain a 2.74 cumulative grade point average.

Section 3. Academic Achievement Plan. Any member who had a semester GPA below 2.75 the previous academic term, but who still has a cumulative GPA above 2.5 and who is not on academic probation will be placed onto an academic plan. The Academic Achievement Chair will send a letter to let her know of the concern for her and to set up an individual plan to support the Sister.

Section 4. Academic Probation. Any member whose cumulative grade point average falls below 2.5 for an academic term will be placed on Academic Probation (Appendix VI). A member on Academic Probation will be under the direct supervision of the Academic Achievement Chair.

Clause 1. An 'academic probation term' can be extended up to one year (2 consecutive semesters) before a member is suspended. This probation will be extended only if the member's semester GPA is at or above a 2.5, but her cumulative GPA is not.

Article XIV- Voting

Section 1. Membership Vote. Election to membership shall be by a minimum of seven/eighths (7/8) vote of the entire chapter present and eligible to vote.

Section 2. Officer Election. Election of officers will be executed as outlined in the Manual for Chapter Officers.

Section 3. Any member on financial probation must be current on Omega Fi and in good financial standing on the day of the chapter meeting to be considered eligible to vote.

Clause 1. If using Omega Fi, charges must be paid the Monday prior to the chapter meeting with the payment verification forwarded to the Financial Vice President in order to be considered in good standing.

ARTICLE XV – Amendments

Sec 1. Amendments to these bylaws may be made by a seven-eighths (7/8) vote of the entire membership present and eligible to vote. Two (2) weeks should elapse between the first reading of an amendment and the chapter vote.