

# Phi Sigma Rho Bylaws

The Ohio State University, Beta Chapter

Autumn 2020

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# 1 Non-Discriminatory Policy

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

## 2 Name

### 2.1 Organization Name

The name of this organization shall be Phi Sigma Rho, henceforth referred to as Phi Sigma Rho, Phi Rho, or Sorority.

### 2.2 Institution Name

The name of this university shall be The Ohio State University, henceforth referred to as Ohio State, or University.

## 3 Insignia

### 3.1 Colors

The official Beta Chapter colors are Navy Blue and Silver.

### 3.2 Motto

“In our Hands, We Hold the Past. In our Hearts, We Hold the Present. In our Minds, We Build the Future.”

## 4 Chapter Membership

### 4.1 Member Status

#### 4.1.1 Active Status

An Active Member has completed New Member requirements and has been activated. The responsibilities of the Active Member are as follows:

- to vote on all presented proposals,
- to meet all financial obligations to the sorority,
- to attend all Chapter Meetings,
- to attend all mandatory Sorority functions.

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

#### **4.1.2 Inactive Status**

Inactive Status is available to sisters who are trying to raise their grade point average or who are undergoing personal difficulties. A member on Inactive Status:

- Is prohibited from voting,
- Is required to pay full active dues,
- Is required to attend 50% of Chapter Meetings,
- Is required to attend all mandatory events,
- Is required to attend 50% of recruitment events,
- May not take a Little Sister or Pearl Sister, unless no other sister can do so,
- Is prohibited from holding an office.

Unacceptable reasons for Inactive Status request include:

- Personal conflicts with other sisters.
- Dissatisfaction with Sorority activities
- Commitments to other organizations, with the exception of the Ohio State University Marching Band and varsity sports.

#### **4.1.3 Special Inactive Status**

If a member has serious problems financially, health-wise, or class-wise, or is a member of an in-season varsity sport or the Ohio State University Marching Band, she is eligible for this status. A member on Special Inactive Status:

- Can only vote on National Sorority proposals and New Members,
- Pays to cover national dues, and all expenses the Sorority has for the sister,
- Is not required to attend Chapter Meetings,
- Is required to attend all mandatory events,
- Is not required to attend recruitment events,
- May not take a Little Sister or Pearl Sister,
- Is prohibited from holding an office,
- Must pay for all social events attended that are funded by the Chapter.

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

If a second non-consecutive request is made by a member for inactive and/or special inactive status, she must meet with Standards Board for a consultation. If a member makes a second consecutive request, she must meet with Standards Board and will be asked to consider deactivation. A member cannot take Inactive or Special Inactive Status and Senior Status in consecutive semesters.

#### **4.1.4 Co-op / Study Abroad Status**

A member participating in a University recognized full-time cooperative education or study abroad program may take this status. A member on Co-op/Study Abroad Status:

- Cannot vote,
- Pays to cover national dues, and all expenses the Sorority has for the sister,
- Is not required to attend Chapter Meetings,
- Is not required to attend mandatory events,
- Is not required to attend recruitment events,
- May not take a Little Sister or Pearl Sister,
- Is prohibited from holding an office,
- Must pay for all social events attended that are funded by the Chapter.

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

#### **4.1.5 Senior Status**

Senior Status is available to members with one semester left before graduation. A member must have at least two active semesters of membership in the sorority before she is eligible for Senior Status, and she must be in good financial and academic standing to receive her undergraduate degree. A member on Senior Status will:

- Have full voting privileges,
- Pay to cover national dues,
- Be required to attend 50% of Chapter Meetings,
- Be required to attend all mandatory events,
- Be required to attend 50% of recruitment events,
- Not take a Little Sister or Pearl Sister, unless no other sister can do so,
- Be prohibited from holding an office.

#### **4.1.6 Alumni Status**

Any member who has completed their degree or ceased their collegiate studies. The designation of Active Alumni Member is given to any alumnae member who is paying national alumnae dues to the Sorority. A member on Alumni Status:

- Cannot vote,
- No longer needs to pay dues to the Chapter,
- May not hold any office or position,
- Must pay for all social events attended that are funded by the Chapter.

#### **4.1.7 Special Alumni Status**

A member may apply for Special Alumni Status if she has been on Active or New Member Status in the sorority for 7 semesters (3.5 years, including her semester of Initiation) and has all financial obligations paid in full to the sorority. A member on Special Alumni:

- Cannot vote,
- No longer needs to pay dues and is considered an alum,
- Is only required to attend Inductions, Initiation, and Senior Send-off (if graduating),
- May not hold any office or position,
- Must pay for all social events attended that are funded by the Chapter.

#### **4.1.8 Honorary Member Status**

May be chosen from the female engineers, engineering technologists, and University administrators who have distinguished themselves by at least ten years of outstanding services in teaching, professional practice, or research in their discipline and exceptional service or assistance to the Sorority in an advisory, participatory, or financially supportive manner. Honorary Members:

- Cannot vote,
- Do not pay dues to the Chapter,
- May not hold any office.

### **4.2 Probationary Status**

#### **4.2.1 Academic Assistance**

Any time a sister's semester or cumulative GPA falls below 2.75, she will:

- Remain active on the Phi Sigma Rho National and Chapter roster,
- Remain active on the University roster,
- Be given one (1) extra study pass,
- Not be able to take a Little Sister or a Pearl Sister,
- Be required to complete a total of five (5) study hours, at least two (2) of which must be proctored by an officer or Standards Board.

#### **4.2.2 Academic Probation**

**First Occurrence** The first time a sister's semester GPA falls below 2.5, she will:

- Remain active on the Phi Sigma Rho National and Chapter roster,
- Be placed inactive on the University roster,
- Be given two (2) extra study passes,
- Not be able to take a Little Sister or a Pearl Sister,
- Be required to do six (6) total study hours a week, at least two (2) of which must be proctored by an officer or Standards Board.

**Second Occurrence** The second semester a sister's semester GPA falls below 2.5, she will:

- Remain active on the Phi Sigma Rho National and Chapter roster,
- Be placed inactive on the University roster,
- Be given two (2) extra study passes,
- Not be able to take a Little Sister or a Pearl Sister,
- Be required to do eight (8) total study hours per week, four (4) of which must be proctored by an officer or Standards Board,
- Be asked to give up any positions for the semester,
- Be required to attend 50% of Chapter Meetings,
- Be encouraged to attend one office hour per week,
- Be required to attend one seminar at the Younkin Success Center during the semester.

Attendance at social events will be evaluated on a case-by-case basis, to the discretion of VP of Standards and Director of Scholarship. Any sister who is attending a significant number of social events and has not shown signs of grade improvement may be asked to meet with VP of Standards and/or Director of Scholarship to discuss a plan going forward.

**Additional Occurrences** Any following semester a sister's GPA falls below a 2.5, the sister will be asked to have a meeting with the VP Standards and Director of Scholarship to determine the best plan going forward.

#### **4.2.3 Financial Probation**

A member is placed on Financial Probation when they are unable to meet the financial obligations to the sorority. A member on Financial Probation:

- Has full voting privileges,
- Must meet all financial obligations to the Sorority,
- Must attend all Chapter Meetings,
- Must attend all philanthropy and fundraising functions,
- Is prohibited from attending all other Sorority functions,
- Is prohibited from holding an office.

#### **4.2.4 Housing Probation**

If a member chosen by the point system in Section 7.5.1 chooses to abstain from their contracted live-in requirement, and the house is not filled on a volunteer basis, they will be placed on Housing Probation for one semester. A member on Housing Probation:

- Is required to attend all mandatory events,
- Is prohibited from attending social events, with the exceptions of Date Party or Orchid Ball,
- May not hold an office,
- May not take a Little Sister or Pearl Sister.



#### 4.2.5 Social Probation

Social Probation requirements will be determined on a case by case basis and are subject to change by Standards Board. A member on Social Probation is expected to fulfill all requirements of her status as outlined in Section 4.2. Additional requirements while on Social Probation include, but are not limited to, being Sober Sister during social events, loss of social events, extra risk management events pertaining to alcohol, loss of eligibility to be a Big Sister, and counseling by an advisor or University employee trained on the matter.

#### 4.3 Not Fulfilling a Status

If the sister does not fulfill the minimum requirements of a Standards Board approved status, Standards Board may choose to follow one, or any combination of the following courses of action:

- Prohibit the member from going on a certain status the following semester / remainder of the academic year,
- Prohibit the member from attending a certain event (i.e. Orchid Ball, Date Party, etc.) the following semester,
- Require the member to attend extra hours of the events missed the previous semester (recruitment, Chapter Meetings, etc.),
- Require the member to do extra hours of community service, fundraising, or philanthropy the following semester,
- Revoke one or more study passes from the member,
- Require the member to plan and promote a sisterhood event the following semester.

#### 4.4 Voluntary Deactivation

If a member requests to the President and/or the VP of Standards to deactivate she will be given a two-week pending deactivation status, which will be made known to the Chapter at the following Chapter Meeting. During this time, the member is encouraged to attend as many events as she can. Once this two week period is up, if the member still wishes to deactivate, she will follow the procedure as outlined in Section 4.5.

#### 4.5 Process of Deactivation

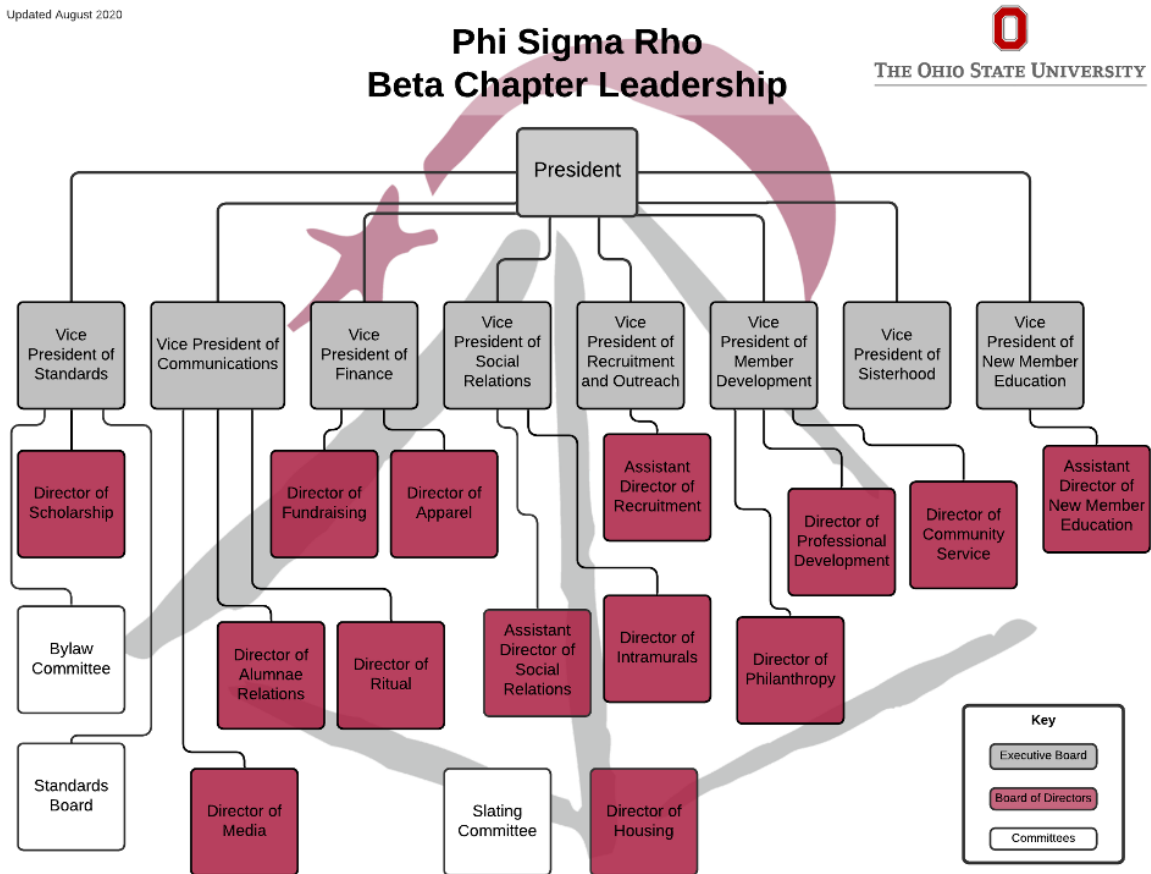
1. A meeting between the President, VP of Standards, VP of Communications, Standards Board, and the member wishing to deactivate will be set up. At the meeting, the member will need to present the following materials:
  - Active Pin,
  - National New Member Manual,
  - National Sister Manual,
  - National Membership Certificate,
  - Beta Chapter Manual.

It is encouraged that the member “wills” other Sorority items to Sorority family members or donates them to the Chapter. By returning her Membership Manual and Active Pin, the member is eligible to receive her candidate fee back.

2. After items are returned, the Release of Oath will be read and signed by the member, the President, the VP of Standards, and the VP of Communications. By signing this form, the sister is cutting her ties to Phi Sigma Rho and any of its privileges. For her to portray herself as a member in any way, shape, or form (in voice, apparel, digital media, or on paper) is considered perjury.

## 5 Chapter Leadership

Updated August 2020



The Executive Board and Board of Directors are responsible for running the Chapter Meetings, reviewing and discussing relevant topics, and organizing events for the Chapter. They will fulfill their individual duties, while also working together to promote the Chapter's values, provide a positive environment for all sisters, and maintain our Chapter traditions. They are required to hold bi-weekly meetings and to review all governing documents at the annual Executive Board Retreat.

In addition to the duties outlined in Section 5.5 and Section 5.6, officers that hold positions on the Sorority and Fraternity Life (SFL) roster are subject to all requirements as stated in the Bylaws of The Ohio State University Panhellenic Association (PHA). This includes, but is not limited to, relaying relevant PHA and SFL information to our Chapter and submitting all requested documents to PHA and SFL in a timely manner.

## **5.1 Eligibility**

- All elected officers must have a previous semester GPA and a cumulative GPA of 2.75.
- The Chapter President, New Member educators, and recruitment chairs must be students in the College of Engineering or School of Architecture.
- The Executive Board Members and Assistant Director of New Member Education must have been active in the sorority for at least one (1) semester prior to the beginning of their term (excluding summer semester), or go in front of Standards Board to be approved.
- The President must have held at least one (1) other elected position for at least two semesters.

If an officer receives below a 2.75 semester GPA her first semester in office or fails to meet the requirements of her position, she must go in front of Standards Board. If Standards Board rules that the member is unfit to fill the position, she will be forced to step down and an interim election will take place under Section 5.2.2.

## **5.2 Procedures**

### **5.2.1 Removal From Office**

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

### **5.2.2 Interim Procedure**

In the event that an officer must step down, another active meeting all requirements of Section 5.1 will be elected in her place.

- The officer must give the Chapter a two week notice of departure.
- The first week of her departure, the Chapter will take nominations for the position.
- The second week the Chapter will then hold a special election for her position, following the voting procedure outlined in Section 6.3.
- Once elected, the incoming officer will receive all materials, passwords, etc. from the outgoing officer.
- If deemed necessary by Standards Board, the outgoing officer may stay on as a consultant to the acting officer who is in her place; the consulting member will not have voting rights in Executive Board decisions.

### **5.2.3 Office Transition**

- The outgoing officer shall make contact with the incoming officer before they are due to take over the position.
- The outgoing officer must schedule time with the incoming officer to switch over any and all materials, as well as passwords for digital accounts.
- All outgoing and incoming officers are required to be switched over by the 3rd week of the semester.

## 5.3 Officer Terms

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

Position	Term Start	Term End	Nomination Date	Election Date
President	Spring	Fall	3 weeks before Thanksgiving Break	2 weeks before Thanksgiving Break
VP of Standards			2 weeks before Thanksgiving Break	1 week before Thanksgiving Break
VP of Communications				
VP of Finance				
VP of Social Relations				
VP of Recruitment	Fall	Spring		
VP of Member Development			2 weeks before Thanksgiving Break	1 week before Thanksgiving Break
VP of Sisterhood				
VP of New Member Education				
Director of Housing Affairs				
Director of Ritual	Spring	Fall		
Director of Alumni Relations				
Director of Fundraising				
Director of Philanthropy				
Director of Community Service				
Director of Intramural Sports				
Director of Media				
Director of Professional Development				
Director of Apparel				
Director of Scholarship				
Assistant Director of Social Relations				
Standards Board				
Asistant Director of New Member Education	Single Semester			
Assistant Director of Recruitment				

## 5.4 Executive Board

Executive meetings are mandatory for all Executive Board members and must occur at least once per week. Each member of the Executive Board gets one vote. Meeting minutes should be made available to the Chapter, confirming the topics discussed and the members in attendance.

### 5.4.1 President

- The President is responsible for overseeing all Chapter, Executive Board, and Board of Directors meetings and it is her duty to keep them running smoothly.
- She is responsible for running all voting during meetings.
- She is responsible for collecting Executive Board summary reports at the Executive meetings.
- She is responsible for the Chapter report to Nationals and compiling all semester forms.
- She is required to attend applicable PHA and SFL meetings.
- She is responsible for maintaining the rituals and traditions of Phi Sigma Rho.
- She serves as President on the University Sorority and Fraternity Life roster.

#### **5.4.2 Vice President (VP) of Standards**

- The VP of Standards is responsible for overseeing all Standards Board and Bylaw Committee meetings and seeing that they perform their duties.
- She must distribute and collect status change forms.
- She obtains the members' grades from the previous semester and is responsible for placing members on Academic Probation or Academic Assistance, as well as helping the Director of Scholarship enforce Academic Probation restrictions. She also awards grade improvement awards.
- She must make sure all members read, understand and agree to all parts of the PHA alcohol policy and Phi Sigma Rho Risk Management Policy.
- She acts as the official Risk Manager and works with VP of Social Relations to ensure proper risk management.
- She is responsible for educating and obtaining Sober Sisters when required and attending all Risk Management meetings as needed.
- She oversees the Director of Scholarship and will meet individually with her at least once a semester to discuss shared goals.
- She is responsible for working with the rest of the Executive Board and Board of Directors to make sure that they are staying consistent with the wishes and values of the Chapter as she sees fit.
- She serves as Internal Vice President, Standards/Judicial Chair, and Risk Manager on the University Sorority and Fraternity Life roster.

#### **5.4.3 Vice President (VP) of Communications**

- The VP of Communications will record all Chapter Meeting minutes and make copies available upon request.
- She sends the Chapter Meeting minutes to the Chapter Advisor(s) and members weekly.
- She is responsible for recording attendance and tallying attendance points for each member.
- She is responsible for adding and removing members to/from the Carmen page and assigning voting numbers to members.
- She creates new group messages for the Chapter at the beginning of her term and manages the formal and informal group chats.
- She oversees the making of the Sorority composite each year.
- She oversees the recognition of important dates within the Chapter, as well as the presentation of any greeting, condolence, thank you card or gift by the Chapter.
- She is in charge of all public relations matters for the Chapter.
- She is responsible for assisting the President in compiling information for a report to Nationals at the end of the year.
- She sends a newsletter at the end of the semester, as well as monthly newsletter updates (with the exception of the summer semester) to keep the members, alumni, and parents updated on events.

- She oversees the Director of Media, Director of Alumnae Relations, and the Director of Ritual and will meet individually with each of them at least once a semester to discuss shared goals.
- She serves as Secretary, History Chair, and Chapter Relations on the University Sorority and Fraternity Life roster.

#### **5.4.4 Vice President (VP) of Finance**

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

#### **5.4.5 Vice President (VP) of Social Relations**

- The VP of Social Relations is responsible for overseeing and organizing all social events, which include but are not limited to: socials with other chapters, Date Party, Block, and Orchid Ball.
- She is responsible for following alcohol, drug, and sober sister policies.
- She works alongside of VP of Standards to handle risk management for social events.
- She is responsible for following all event registration rules given by PHA and by Phi Sigma Rho Nationals.
- She attends all SFL and PHA mandated meetings concerning Homecoming and Greek Week that the Assistant Director of Social Relations is not able to attend.
- She oversees the Director of Intramural Sports and Assistant Director of Social Relations and will meet individually with each of the positions at least once a semester to discuss shared goals.
- She serves as Social Chair on the University Sorority and Fraternity Life roster.

#### **5.4.6 Vice President (VP) of Recruitment and Outreach**

- The VP of Recruitment and Outreach is responsible for arranging, publicizing, organizing, and overseeing all recruitment events, as well as delivering bids to Potential New Members (PNMs) following recruitment.
- She informs all PNMs of the requirements of membership and confirms that they understand them before extending a bid.
- She is responsible for organizing attendance at the Student Involvement Fair and the Engineering Involvement Fair.
- She oversees the Assistant Director of Recruitment and will work with her throughout the semester.
- She serves as Recruitment/Intake Chair on the University Sorority and Fraternity Life roster.

#### **5.4.7 Vice President (VP) of Member Development**

- The VP of Member Development is responsible for attending meetings of the Panhellenic Association as the PHA Delegate, voting at those meetings, and reporting the events of those meetings to the Chapter.
- She is responsible for filing all Standards of Excellence forms each semester and returning it to the SFL office.
- She handles all cross-council awareness, continuing education, and development of members in diversity, risk management, safety, health, and wellness.
- She is responsible for filling out our PHA chapter goals.
- She coordinates 80% Chapter Participation in Health and Safety/Risk Management, Inclusive Excellence, and Member Development SOE events every semester.
- She plans two alcohol related risk management events per year, with one being in fall semester.
- She oversees the Director of Philanthropy, Director of Professional Development, and Director of Community Service and will meet individually with each of the positions at least once a semester to discuss shared goals.

#### **5.4.8 Vice President (VP) of Sisterhood**

- The VP of Sisterhood is responsible for organizing member-only events used to promote bonding and friendship throughout the Chapter.
- She is required to plan at least five events each semester, in addition to the Sisterhood Retreat.
- She is in charge of organizing co-op gifts to ship to the members who are away from Columbus on co-op each semester, and awarding Sister of the Month.
- She is available to help resolve conflicts between sisters. Any member can request that the VP of Sisterhood call a meeting between sisters in conflict or out of concern for a sister.
- She serves as Sisterhood Chair on the University Sorority and Fraternity Life roster.

#### **5.4.9 Vice President (VP) of New Member Education**

- The VP of New Member Education is responsible for planning all New Member activities and ceremony dates, as well as overseeing Inductions and Initiation with the help of the President and the Director of Ritual Affairs.
- She oversees all I-Week events.
- During the Candidate period, she follows the New Member Program as outlined by the National Manual, informs all New Members of their requirements during the first week of membership, and ensures all Candidates have the proper credentials to pledge the sorority. She informs the Executive Board of any problems concerning a New Member.
- She helps oversee the final voting of New Members before activation, distribute new member pins and active pins, and record their appropriate Pin Numbers.
- She attends all council roundtables pertaining to New Member education and is the primary communicator with the National organization, the Greek Life office, and PHA about New Member education to keep communication and organization consistent throughout the calendar year.

- She organizes the assignment of the “Phi”, “Sigma,” and “Rho” pledge class awards.
- During her term, she is ineligible to take a Little Sister, unless approved by Standards Board.
- She oversees the Assistant Director of New Member Education and will work with her throughout the semester.
- She serves as New Member Education Chair and Member Education Chair on the University Sorority and Fraternity Life roster.

## **5.5 Board of Directors**

### **5.5.1 Director of Ritual Affairs**

- The Director of Ritual Affairs is responsible for setting up, organizing, and running all ritual events.
- She holds practice rituals to teach and review songs, speeches and ceremonies.
- She is responsible for updating any ritual documents.
- She works with the Vice President of New Member Education in selecting the date, time, location, and refreshments for New Member ritual events.
- She is responsible for organizing senior gifts, including stoles for graduation.
- She serves as Ritual/Ceremonies Chair on the University Sorority and Fraternity Life roster.

### **5.5.2 Director of Alumni Relations**

- The Director of Alumni Relations is responsible for maintaining active and good relations with Chapter alumni.
- She keeps up to date information on Chapter alumni and graduating members, including addresses, phone numbers, e-mails and all other relevant information.
- She is responsible for coordinating an alumni/active event once a semester and helps in planning the Spring Alumni Picnic with the Beta Chapter Alumni Association (BCAA) President.
- She organizes the assignment of the following certificates, which are given at the Spring Alumni Picnic: the “Amy Wong” Service Award, the “Bertha Lamme” Award, and the “Anita Chat-terjea” Award.
- She serves as Alumni Relations on the University Sorority and Fraternity Life roster.

### **5.5.3 Director of Housing Affairs**

- At times when the Sorority has a house, the Director of Housing Affairs is the liaison between the house residents, the Chapter, and the landlord.
- She is responsible for establishing an emergency contact sheet for the members as well as general contacts (911, police, rental company, etc.), setting up cleaning/laundry schedules, handling any repairs that may need to be made to the house, making sure supplies are stocked (toilet paper, paper towels, etc.), making sure the house meets all the proper requirements for emergencies and safety (i.e. evacuation routes), assigning common area spaces (cabinets, fridge space, and bathrooms), overseeing the bedroom and parking space selections, and ensuring that the lease and housing policy are followed.



- She makes sure all members/boarders read, understand and agree to the house rules and sign a key agreement form before a key can be issued.
- She is in charge of having written documentation of what is inside of the house for use by the Chapter at all times.
- If a member wishes to store anything at the house for Chapter use, she must get written approval from the Director of Housing.
- At times when the Sorority does not have a house, she is responsible for the storage of sorority property, the procurement of a new house as the Chapter wishes, and for overseeing the signing of leases.
- She serves as Facility Manager on the University Sorority and Fraternity Life roster.

#### **5.5.4 Director of Fundraising**

- The Director of Fundraising is responsible for scheduling fundraising activities for the Sorority, as well as making all members aware of campus fundraisers.
- She is required to hold one fundraising event per semester and is responsible for meeting the fundraising goals according to the budget.
- She is required to communicate with the chapter how a sister can meet her fundraising requirement that semester: through promotion, attending, helping plan or set-up etc.
- She attends all E-Council meetings and relays all necessary information back to the Chapter.
- She coordinates the E-Council volunteering and presents the funding requests.
- She is responsible for scheduling Phi Sigma Rho's involvement with the Engineering Expo each fall.

#### **5.5.5 Director of Philanthropy**

- The Director of Philanthropy is responsible for organizing and overseeing all philanthropic efforts within the Chapter.
- She plans at least two events per semester to raise money and/or awareness for our national philanthropy, the Leukemia and Lymphoma Society.
- Philanthropic efforts for any organization not affiliated with SFL or Phi Sigma Rho must first be proposed to the Chapter and receive a majority vote in favor.
- She assigns point values to various philanthropic activities and creates enough opportunities for sisters to fulfill their requirement as stated in Section 6.7. All point earning opportunities must first be approved by Standards Board.
- She serves as our Chapter's Philanthropy Chair on the Sorority and Fraternity Life roster

#### **5.5.6 Director of Community Service**

- The Director of Community Service is responsible for overseeing all community service events and making all members aware of community service events available.
- She finds and organizes group community service events for the Chapter that require active participation with the community.

- She is responsible for collecting the Community Service Verification Forms each semester and recording them for both Chapter and SFL records, as requested.
- She serves as Community Service Chair on the University Sorority and Fraternity Life roster.

#### **5.5.7 Director of Intramural Sports**

- The Director of Intramural Sports is responsible for organizing intramural sports teams for SFL sporting philanthropy events and University intramural sports on behalf of the Sorority if the Chapter shows an interest.
- She collects all fees to play and register the Sorority team.
- She organizes other fitness events throughout the term.
- She plans one week each semester dedicated to educating the Chapter on healthy living.
- She serves as Intramural Sports Chair on the University Sorority and Fraternity Life roster.

#### **5.5.8 Director of Media**

- The Director of Media is responsible for updating the Chapter web pages. This includes posting necessary information about Sorority and Chapter events, updating the site every semester (or as seen necessary by the Executive Board), and general maintenance.
- She is responsible for updating all social media, including coverage of Chapter events and other relevant material. She is required to be active on the Chapter's social media accounts.
- Any member of the Executive Board or Board of Directors can request temporary access to a social media account for the purposes of promoting Chapter activities. These requests must be submitted to and approved by the Director of Media.
- She is responsible for maintaining account security, such as updating and documenting account information as needed.
- She serves as Social Media Chair on the University Sorority and Fraternity Life roster.

#### **5.5.9 Director of Professional Development**

- The Director of Professional Development is responsible for maintaining professional relationships with companies, their recruiters, and alumni through (but not limited to) consistent and timely communication and planned events with Phi Sigma Rho.
- She keeps the Chapter updated with professional development opportunities in the College of Engineering.
- She assists sisters in their professional career at OSU and is able to find them the necessary resources.

#### **5.5.10 Director of Apparel**

- The Director of Apparel is responsible for organizing the customization and ordering of Fall and Spring apparel as well as any additional apparel that needs to be ordered for the Chapter.
- She communicates with the Chapter to gather orders/sizes and communicates with the vendor to arrange orders.

- She keeps an updated list of all approved vendors and works to get new vendors approved if needed.
- She is in charge of ensuring that apparel is distributed in a timely manner to the Chapter as well as organizing a sale of old apparel back to the Chapter once a semester.

#### **5.5.11 Director of Scholarship**

- The Director of Scholarship is responsible for maintaining scholarship and academic requirements in the Chapter including: distributing dean's list gifts to qualifying members, determining academic probation, enforcing regulations and providing assistance for those on academic probation, giving Scholar of the Month Award, and attending Scholarship Roundtables.
- She supports the Chapter by providing academic resources to those that need it and by providing motivation and incentives for the Chapter to keep up with their classes.
- She schedules Chapter study hours during the week and promotes their attendance.
- She is responsible for creating one (1) event a semester dedicated to mental health education and promotion.
- She organizes the yearly scholarship with Triangle Fraternity.
- She serves as Scholarship Chair on the University Sorority and Fraternity Life roster.

#### **5.5.12 Assistant Director of Social Relations**

- The Assistant Director of Social Relations assists the VP of Social Relations with all matters concerning Greek Week and Homecoming Week.
- She is in charge of planning all Homecoming and Greek Week events, and must attend all SFL mandated meetings and distribute information to the Chapter regarding these events.
- When planning events at third party venues, she must reach out to the current VP of Social Relations prior to committing to the plans.
- She serves on the Greek Programming Board and as Greek Week Coordinator on the University Sorority and Fraternity Life roster.

#### **5.5.13 Assistant Director of New Member Education**

- The Assistant Director of New Member Education assists the VP of New Member Education with all matters concerning the education of New Members.
- She attends any meetings that the VP of New Member Education cannot make and is present at the weekly New Member education meetings.

#### **5.5.14 Assistant Director of Recruitment**

- The Assistant Director of Recruitment assists the VP of Recruitment with all matters concerning recruitment.
- She attends any meetings that the VP of Recruitment can not attend and is present at all recruitment events.
- She is responsible for assisting the VP of Recruitment with all other events.
- She serves on the Recruitment/Intake Team on the University Sorority and Fraternity Life roster.

## 5.6 Committees

All Vice Presidents and Directors may form committees at their discretion.

### 5.6.1 Standards Board

- Standards Board shall consist of 4 elected members from the previous 4 pledge classes and 2 elected alternate members from any pledge class, so long as they are not graduating during their term. Executive Board members are not permitted to serve on the Standards Board, with the exception of the VP of Standards. The percentage of Board of Directors members on Standards Board will not exceed 50%. A sister can not serve more than three (3) semesters on Standards Board.
- The Standards Board is responsible for defining standards for the sorority, deciding appropriate actions to be taken when policies are broken and/or members do not uphold the standards stated in the active vows, handling any grievances, and processing status change requests.
- The Alumna advisor(s) can sit in on difficult cases at the discretion of the VP of Standards or the member having the case.
- The VP of Standards keeps notes on each case including the Standards Board members present for the case, the member going before Standards Board, the reason for the case, a description of any evidence presented (if applicable), the ruling of the case along with any consequences, and the reasoning for the ruling. These notes are only to be seen by the VP of Standards and the President unless any other officer needs to be involved.
- A summary of the proceedings is sent to the member or members appearing before Standards Board shortly following the meeting.
- If another member or officer besides the member appearing before Standards Board is involved in the case, they may submit a written testimony to the VP of Standards for the Standards Board to read before the case if it is deemed necessary in determining the outcome of the case.
- Any unauthorized release of private information or evidence presented in confidentiality to the VP of Standards and the Standards Board will result in investigation and possible dismissal of any responsible member of the Standards Board or VP of Standards.
- A Standards Board Member can not sit in on a case involving their Big, Grand Big, Little or Grand Little due to inherent bias. If there is another form of bias known or reported to the VP of Standards the same standards will apply.
- One Standards Board member is assigned by the VP of Standards to run a social media account to monitor the social media presence of the members and candidates. This person will not be made known to the Chapter.
- One Standards Board member is assigned by the VP of Standards at every event requiring formal dress to monitor dress code infractions.

#### 5.7.1.1 Standards Board Alternate Policy

- The Standards Board Alternates are to be used in times when there is a conflict of interest between a Standards Board member and an active member being reviewed in a Standards Board case, or when a schedule conflict otherwise prohibits the presence of all required parties.
- The alternates are 2 elected members who are in good standing with the sorority.

- If a Standards Board member feels uncomfortable because of a personal relationship or a conflict of interest involving the case, that member can step out, in which case an alternate fills in and assumes all responsibilities of the Standards Board.
- Any member of the Standards Board, including the Vice President of Standards, can suggest that a member step out for a particular case. An alternate will then be chosen by the Vice President of Standards, with approval by the remaining members of the Standards Board, to fill in and fulfill the requirements of a Standards Board member.
- The VP of Standards can ask an impartial Chapter Officer to take the place of a Standards Board Member if and only if there are not enough Standards Board members that do not have an inherent bias toward or against the case, or if scheduling conflicts prohibit the presence of all required parties.

### **5.6.2 Bylaw Committee**

- The Bylaw Committee shall consist of members appointed by the Vice President of Standards.
- The necessity of the Bylaw Committee will be determined by the Vice President of Standards and the President during the Spring Semester, and will be formed at their discretion. It does not need to be convened every year.
- They will meet during the summer and will be responsible for reviewing the Chapter bylaws and making edits that they deem reflective of changes to Chapter operations. They will take into account recommendations from the Chapter.
- All proposed changes will be presented to the Chapter at the first Chapter Meeting of the subsequent Fall Semester, and voted on according to our voting policy in Section 6.3.

### **5.6.3 Slating Committee**

- The Slating Committee consists of four elected members from any pledge class. Any member who is running for a position or who is on the incoming Executive Board is not permitted to serve on the Slating Committee.
- They consider the applications submitted by actives who wish to run for a position on the Board of Directors, and assign an active to each position on the slate.
- The slate is then voted on by the Chapter, following the voting policy outlined in Section 6.3. In the event that the slate does not pass, the Slating Committee will convene again to put together a new slate. This process will be repeated until the slate passes.

## **6 Chapter Operations**

### **6.1 National Convention and Conference Attendance**

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

## 6.2 Meeting procedure

Call to Order:

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

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

### **6.3 Voting procedure**

- A quorum of 50%+1 must vote or abstain for a vote to be valid.
- A ballot (physical or electronic) must be made for the proposals of more than just a yes/no response (three or more choices).
- The rank, etc. must be explained on the ballot.
- The voter must make a selection on the ballot.
- The President is only permitted to vote in the event of a tie.
- If a member has classes on the night of voting, or has a valid excuse, she will be permitted to turn in her ballot 24 hours prior to voting via an email to the President.
- The President announces the voting outcome within 24 hours of the conclusion of the vote.
- The sorority may not endorse a USG campaign.
- All votes taken from a poll in the chapter group text communication are unofficial and can only be used to gauge sorority interest. An official vote must take place for results to be enacted.

#### **6.3.1 PHA Voting Policy**

If a vote is proposed concerning the Panhellenic Association at the Ohio State University, the vote may be done in the same Chapter Meeting following its presentation at the Panhellenic Association Meeting.

### **6.4 Event requirements**

All events listed in this section are considered mandatory for all sisters, unless specifically stated otherwise in a sister's status. Missing the event may result in a fine and negative points.

- Chapter
- Recruitment Events
- Philanthropy (7 philanthropy points per semester)
- Fundraising (1 event per semester)
- Standard of Excellence (SOE) Event
- Pixie Dates and I-Week Events
- Initiation/Inductions/Infinity

- Community Group Service Event
- National Visits

In order for a function to be mandatory, it must be brought before Standards board two (2) weeks before the proposed date of the function, and announced one (1) week prior to the date of the function. The function can be vetoed by a fifty (50%) plus one vote of the general members present at the meetings. To be considered present at a mandatory event, a member must stay for the duration of the event up to an hour. If a member wishes to use an excuse form (points or no points) on a ritual event or Meet the Chapter, she must have a standards case, electronic or in person, at least one week from the function date. If a member wishes to use an excuse form (points or no points) on the sisterhood retreat, she must submit the excuse form one week in advance.

## 6.5 Excused Absences

In order for an absence to be considered excused, the VP of Communications must be notified at least twenty-four (24) hours before the mandatory function or meeting unless extenuating circumstances exist.

1. Each member is allotted 3 study passes per semester, which will only excuse them from a Sunday-Thursday event (excludes weekend events). One additional study pass is given to each Executive Board member for Executive meetings. The reason for absence must be submitted in writing to the VP of Communications via an excuse form 24 hours prior to the event.
2. A reason for absence from mandatory events not stated in this section must be submitted in writing to the VP of Communications twenty-four (24) hours in advance of the time of the event.
3. If the reason for absence is not submitted at that time, it must be submitted after the event to the VP of Communications and will be subject to their discretion. If a member submits a reason for absence from an event that can be made up (i.e. Standard of Excellence Events), she must attend another of the same type of event that meets the requirements.

Any absences submitted within 24 hours of the event will not be excused, excluding death in the family and illness. The following are accepted excuses for an absence:

1. Death in the family
2. Participation in a wedding
3. A test on the same night as the event
4. Class on the night of the event
5. Help session at the same time as the event
6. Student team or organization trip
7. Illness
8. Plant trip or interview during event
9. Work (excluding weekly Chapter Meetings, unless approved by Standards Board)
10. Religious events



### 6.5.1 Missing Chapter Policy

Unavoidable class scheduling conflicts must be sent to VP Communications. The member that has a class conflict is expected to answer the Minutes Question weekly to receive credit for Chapter Meetings. Sisters can also request to be excused for chapter due to weekly work obligations or unavoidable weekly religious reasons. When an absence is excused for missing Chapter Meetings, the member must answer a question hidden in the Chapter minutes and submit the answer to the VP of Communications by Thursday at 11:59pm to receive 1 point in the Active Points System. If she does not, one point will be deducted from her excused absence in the Active Points System.

## 6.6 Active Points System

- The Active Points System is used to determine the eligibility of a member to participate in specified major social event(s). A member must have at least 75% of the total points possible to attend the event(s).
- Active points reset after Orchid Ball in the spring and the last Date Party of the fall.
- Two weeks before the social events, the points will be tallied and sent out so members can make up points accordingly. The determination will be made at the Chapter Meeting before the social event to which members are eligible to attend. Members ineligible to attend will be informed so privately.
- Points will be distributed at the discretion of the VP of Communications. It is the responsibility of each member to meet with the VP of Communications and provide proof of participation in the event that is being disputed. If the situation cannot be easily resolved, Standards Board will rule on the validity of the disputed points.
- Any officer that is in charge of an event is responsible for giving the VP of Communications the attendance record for the event.
- A sister who attends the event or has an approved excused absence will receive positive points, a regular excused absence (excuse not on the list of approved absences) will receive zero points, and someone who has an unexcused absence will receive negative points.
- Sisters missing an event for the Sorority, i.e. having a round table at the same time as an event, will receive full credit.
- The total number of possible points for each sister will increase after every mandatory event for their status by that event's point value.

## 6.7 Philanthropy Points System

- Sisters are required to earn 7 philanthropy points every semester.
- No study passes or excuse forms can be used to excuse a sister from earning any number of philanthropy points.
- If a sister earns less than 7 points by the end of a big philanthropy event (i.e. Phi Rho Piasta, Lemonade for Leukemia), she will be fined \$5 per point missed.
- The point breakdown will be determined by the Director of Philanthropy each semester, approved by Standards Board, and then communicated to the chapter.

## **6.8 Mandatory Event Point Distribution**

- +2 Chapter (+1 attendance, +1 proper attire)
- +2 Recruitment events (+1 attendance, +1 proper attire)
- +6 Ritual (+3 attendance, +3 proper attire)
- +5 Fundraising Requirement Met
- +5 Philanthropy Requirement Met
- +2 Group Community Service Event
- +2 Standard of Excellence Event
- +2 Fall Alumni Brunch
- +2 Spring Picnic
- +2 Pixie Date
- +4 Sisterhood Retreat
- +6 I-Week Events (+2 for each I-week event)

### **6.8.1 Extra Point Opportunities**

- +2 Holding a committee position
- +2 Attending or facilitating a Sorority and Fraternity Life Conference
- +1 Attending Non-mandatory sisterhood events
- +2 Being a Pearl Sister
- +2 Being a Big Sister
- +1 Community service (per hour beyond required hours)
- +2 Attending an extra SOE event
- +1 Attending Bid Day
- +1 Philanthropy Points (per point beyond required points)
- +1 Assisting in event set up or take down
- +1 Participating in extra recruitment events
- +2 Participating in an intramural sporting event
- +1 Attending and cheering at an intramural sporting event.

## **6.9 Electronic Chapter**

- Electronic Chapter Meetings may be held in a case when a Chapter Meeting has been cancelled for any given reason.
- Minutes will be sent out Monday evening and will include a secret question. The question must be answered by the following Thursday to the VP of Communications by 11:59pm in order to receive full points. If the question is not answered, the member will receive an unexcused absence for that Chapter Meeting.
- Electronic voting is permitted during Electronic Chapter Meetings. The proposed options of the vote will be sent through the electronic notes. Active members will submit their votes to the President via email or voting form. Voting will end 24 hours after the Chapter meeting.

## **6.10 Alumni Advisor**

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

# **7 Finances and Property**

## **7.1 Payment of Dues**

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

### **7.1.1 Payment Arrangement**

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

### **7.1.2 Bad Checks**

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

### **7.1.3 Financial Probationary Action**

A member who has not paid dues by the last day of scheduled classes for the current semester will go on Financial Probation for the following semester. While on probation the member is required to fulfill all duties of their status. If a payment plan is not determined by Standards Board and the member by the 5th week of the following semester, the sister will be forcibly deactivated.

## **7.2 Budget**

Dues will be set by the VP Finance at the beginning of each semester.

## **7.3 Fines**

- Fines do not apply to the use of a study pass, an excused absence or if a member's status excuses them from the event.
- Unexcused absences from mandatory events and behaviors that negatively affect the Sorority can result in fines and loss of points. All collected fines will be donated to the Leukemia and Lymphoma Society unless the fine was to cover the costs incurred by the Sorority.

- A sister can request to have community service hour requirements in place of fines with one (1) hour equaling a \$5 fine. The service must be documented, can not come from a group service event, and can not count toward the minimum required 5 hours of community service. The service must be performed one (1) month after fines are sent out. To request this the sister must contact the VP of Standards.
- The Chapter fines are:
  - Missing Chapter Meetings: \$5
  - Missing ritual events: \$50
  - Missing other mandatory events or obligations (i.e. philanthropy, recruitment events, failure to provide recruitment names, late payments, etc. . . ): \$5 per missed obligation.
  - Unexcused absence from PHA Formal Recruitment (during spring semesters that Phi Sigma Rho participates in any round of PHA Primary Recruitment): \$10.
    - \* A member with an unexcused absence must also fulfill one extra informal recruitment event.
  - Violations of the Big Sister Policy, as outlined in Section 9.8.
  - Non-fulfillment of Pearl Sister responsibilities, as outlined in Section 9.9
- There will be a \$10 fee for late fines/payments that increases by \$5 each week they aren't paid. If fines are not paid in full by the end of the semester, the sister must go before Standards Board.
- The Executive Board may vote to implement a fine two weeks before any mandatory event not mentioned above, not to exceed \$10. This can be vetoed by the Chapter with a 50%+1 vote.

## 7.4 Purchases

- Leftover funds from the autumn semester will be evenly distributed: 50% will go to savings and 50% will go to a reserved funds pool that will be available to officers to use for their position upon request. Approval and distribution of funds will be made at the discretion of the VP of Finance and the President.
- Purchases larger than \$250 must be approved by the President and VP of Finance before the purchase is made. The sister must submit a form for approval to the VP of Finance seven days in advance for approval.
- A sister may request funds to make a purchase on behalf of the Sorority. A form to request the funds must be submitted seven days in advance for approval.
- If an officer goes over their budget without getting permission from the VP of Finance, they will be responsible for paying up to \$30 of what they spent over budget. At the end of the semester, the VP of Finance will determine whether or not to refund the officer based on whether there is extra money from the Chapter's budget. If the officer went more than \$30 over their budget they will be sent to Standards Board to discuss further consequences.

## 7.5 Housing Selection and Probationary Action

In the event that the house is not voluntarily filled, the sister with the lowest number of housing points (as determined in Section 7.5.1) will be given the privilege of living in the house. If the member chooses to abstain from their contracted live-in requirement, they will be placed on Housing Probation. She will be required to pay \$25 for every month she does not fulfill the live in policy, totaling to \$300. This amount can be paid upfront or monthly (on the day that rent is due for members that live in the house). These members can be subjected to the fees associated with late payments of rent or utilities.

### 7.5.1 House Point System

Housing Points are reevaluated every semester, and are adjusted to include points for that semester. This means that if house pick occurs early in the semester, each member should be given the points they are expected to have by the end of the semester. The Housing Point System is as follows:

- Two (2) points for each semester enrolled as a student at Ohio State University (not including summer),
- Two (2) points for each semester as an Active member of the Chapter (not including summer),
- Two (2) points for each semester on co-op, a semester-long internship, or study abroad during the academic year (not including summer),
- Four (4) points for each semester lived in the house (including summer, such that a whole year equals 3 semesters),
- Six (6) points for each semester served as President or VP of Standards,
- Five (5) points for each semester on an Executive Board position, excluding President and VP of Standards, and including Director of Housing,
- Three (3) points for each semester on the Board of Directors or Standards Board, including Assistant Directors, and excluding Director of Housing,
- Two (2) points for each semester on the PHA Executive Board,
- One (1) point for holding a candidate class position.

If a tie occurs, the order will be determined as follows:

1. Highest pledge class.
2. Earlier expected graduation date.

If the above tie breakers have not broken the tie then the order will be chosen at random.

### 7.5.2 House Assignment Policy

1. Sisters desiring to live in the house will be determined by the House Point System. Points will be distributed in amounts full, half, or zero depending on the length of office. These points will be distributed each semester by the Director of Housing with the collaboration of the VP of Finance and the VP of Standards.
2. If the number of sisters who express interest in living in the house exceeds the house capacity, priority will be given in the following order:
  - (a) Sisters who wish to live in the house for the full academic year.
  - (b) Sisters with the highest number of housing points.

If the number of sisters who express interest in living in the house falls under the house capacity, sisters with the lowest number of housing points will be asked to live in the house.

3. If a sister with a low number of housing points is unable to live in the house due to extenuating circumstances, she must inform the VP of Finance and Director of Housing, and petition the Standards Board to gain out-of-house status.
4. The Chapter will not pay to break outside housing leases.

5. Sisters choosing to room together will have their points summed, and the group totals will be ranked with the highest scored group getting priority pick.
6. Parking will be available in the eight (8) house parking spaces only for qualified live-in members during their designated contract period. All other vehicles are subject to removal.
7. Sisters may be asked to remove their vehicles from the house parking lot with at least 24 hours notice.

## 7.6 Housing Finance Management

Phi Sigma Rho is responsible for the payment of utilities. Each person living in the house will pay equal portions to the Chapter for utilities. If a person does not pay utilities for more than two consecutive months she will be considered for legal action.

## 7.7 In-House Decisions

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

# 8 Potential New Member (PNM) Selection and Initiation

## 8.1 Eligibility

- All Potential New Members (PNMs) must have a 2.5/4.0 semester index from the previous semester, as well as a 2.5/4.0 cumulative GPA index. All PNMs must carry at least 12.0 credit hours the semester pledging or be recognized as a co-op student of the University.
- All PNMs must be enrolled in an engineering, engineering technology or other major approved by the Phi Sigma Rho - Beta Chapter.
- An updated list of approved majors will be handled by the VP of New Member Education.
- A committee may be called every two years to update the approved major list. The approved major list will be held by the VP of Standards and VP of Recruitment and Outreach.

## 8.2 Approved Major List

The following are the current majors offered at Ohio State University that meet the National requirements of calculus, calculus-based physics, and technical-based science courses.

- |  |                                       |
|--|---------------------------------------|
| • Aeronautical and Astronautical Engineering | • Chemistry                           |
| • Architecture                               | • City and Regional Planning          |
| • Astronomy                                  | • Civil Engineering                   |
| • Aviation                                   | • Geodetic Engineering                |
| • Biochemistry                               | • Computer and Information Science    |
| • Biomedical Engineering                     | • Electrical and Computer Engineering |
| • Chemical Engineering                       | • Computer Science and Engineering    |

- Engineering Physics
- Undecided Engineering
- Environmental Engineering
- Computer Science and Engineering
- Engineering Physics
- Undecided Engineering
- Environmental Engineering
- Food Engineering
- Agricultural Engineering
- Biological Engineering
- Agricultural Systems Management
- Industrial Systems Engineering
- Landscape Architecture
- Material Science and Engineering
- Mechanical Engineering
- Physics
- Welding Engineering
- Applied Mathematics
- Earth Sciences/Geological Studies
- Physical Geography/Atmospheric Sciences

### 8.3 Potential New Member Selection

- After callbacks, the voting for the New Member class will occur. A discussion will take place prior to voting for each potential member, and all active members must be present in order to vote. Active and special inactive sisters are allowed to be exempt from the discussion and voting if they fill out an excuse form twenty-four hours beforehand. No other discussion will be allowed. After voting, the points will be totaled. PNMs receiving at least 75% of the maximum total points (two times the number of members voting) will be extended a bid to become candidates of the new member class.
- The voting for the round is based on a three point scale. Each eligible member will give PNMs zero, one, or two points. The points are defined as:
  - 2 points - Liked very much and want as a sister
  - 1 points - Undecided
  - 0 point - Do not want her as a sister
- During spring semesters that Phi Sigma Rho participates in any round of PHA Primary Recruitment, the process of rolling bids shall be allowed.
  - If a PNM attends a Primary Recruitment event and expresses interest in Phi Sigma Rho, she should be invited to attend our informal recruitment events.
  - Once the PNM has attended at least one additional event (ie. Meet the Chapters (MTC) followed by recruitment trivia), she is eligible to schedule a callback interview.
  - The VP of Recruitment will be responsible for arranging the time, place, and attendees for the PNM's callback interview.
    - \* VP of Recruitment will lead the callback interview. If she is unable to attend, another member of the Executive Board will lead the callback.
    - \* No fewer than 3 eligible actives should be present.
    - \* One active at the callback is responsible for taking notes and dictating the PNM's responses, to then be sent to the Chapter prior to voting.
  - Preliminary voting for rolling bids should be scheduled before PHA Bid Day (typically the Monday after the second weekend of Primary Recruitment) and should be conducted similar to regular PNM voting.

## 8.4 Candidate Requirements for Initiation

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

- If the Candidate does not complete the requirements, she will remain a Candidate and attend half of the next New Member class' meetings and pay half of the Active dues.
- If the requirements are not fulfilled because of extenuating circumstances, satisfactory solutions may be approved by Standards Board.
- When a New Member class is initiated into the Chapter, the members are assigned a Pin Number by the VP of New Member Education in the following order:
  1. Class President
  2. Class Vice President
  3. Class Secretary
  4. Class Treasurer
  5. Class Social Chair
  6. Class Community Service Chair
  7. Class Fundraising Chair
  8. Class Historian
  9. Phi Award recipient
  10. Sigma Award recipient
  11. Rho Award recipient
- The remaining members of the pledge class are assigned a Pin Number based on random selection. This document must be updated and shared with the Chapter by Initiation.
- Once initiated, a sister is ineligible from rushing another social sorority unless they officially deactivate.

## 9 Appropriate Behavior

### 9.1 Letter Policy

- Potential New Members and Candidates will not be allowed to wear the Sorority letters unless it is followed by their class name.
- Letters, including "Phi Rho" or any nicknames, may never be worn in the presence of alcohol. This includes Sorority jewelry such as rings, lavalieres, etc.
- The Sorority pins should never be worn in the presence of alcohol, or with casual clothing.

### 9.2 Housing Policy

All members will have a signed lease for the Chapter facility for one full year (3 semesters, including summer) during their undergraduate studies. If a member either lives with family member/s or lives in the dorms, she is not required to live in the house.



### 9.3 Public Behavior Policy

All sisters are required to always uphold the vows of Phi Sigma Rho. If a sister feels that another sister is not upholding the vows she can approach that sister or bring her up to Standards Board. Excessive drinking, excessive public displays of affection, and suggestive or offensive physical contact are considered inappropriate at any Sorority event.

### 9.4 Social Media Policy

All social media is subject to the Alcohol and Drug Policy, outlined in Section 9.5. Standards Board is responsible for running social media accounts on major platforms that monitor any account that can be identified as belonging to a member of Phi Sigma Rho - Beta Chapter. All members will accept follow requests from these accounts. If an account likes or comments on a member's post, then that post is considered an inappropriate representation of our Chapter, or is in violation of the Bylaws and/or Policies of Phi Sigma Rho National Sorority, Phi Sigma Rho - Beta Chapter, University Sorority and Fraternity Life (SFL), and/or University Panhellenic Association (PHA). The member's post should be taken down or adjusted within 24 hours in accordance with the above governing documents.

- Attending a party at an unrecognized fraternity
- Illegal drug paraphernalia is seen in the photograph
- If a sister is under 21, she cannot post a photo containing that sister and any other sisters under 21 holding an alcoholic beverage unless the beverage is covered up or cropped out. Additionally, the caption cannot make any references to alcohol or being intoxicated, and a bar cannot be tagged or referenced. Posters and other wall art which make alcoholic references are allowed to be seen. Non-members are allowed to be seen holding an alcoholic beverage. If taken at a family event, the sister can be holding an alcoholic beverage in the photograph.
- If a sister is over 21, she cannot post a photo containing a sister under 21 holding an alcoholic beverage unless it is cropped out or covered up.

### 9.5 Alcohol and Drug Policy

It is the responsibility of every member of Phi Sigma Rho to be aware of rules specified in the PHA alcohol policy, the Phi Sigma Rho Risk Management Policy, and the state law concerning alcohol and drug possession and consumption and the consequences of violating these laws.

- Each member is hereby charged with the responsibility of keeping a concerned and watchful eye over her sisters at all Sorority events.
- If any member is proven by investigation to be in possession of illegal drugs, she will be deactivated or depledged automatically. Warning will not be issued and probation will not be granted.
- The Chapter is responsible for conducting a mandatory educational program concerning the effects of alcohol for all members twice a year.
- No quantity of alcohol or illegal substance will ever be purchased with Phi Sigma Rho funds.
- No individual may possess alcohol or illegal substances on house grounds.
- No theme parties will be based on an alcoholic beverage or on becoming intoxicated.
- At any Phi Sigma Rho sponsored event, alcohol may only be provided by a licensed bartender.

- At functions where alcohol is being served, drinks may be provided only at a specified place, only to a predetermined time, and never to someone who appears intoxicated or who is under the age of 21 years.
- At every social event where alcoholic beverages are being served, there must also be nonalcoholic beverages and food served. These must be easily accessible and available throughout the event.
- A member who is very drunk can be told to leave the event by a Sober Sister and/or an Executive Board member. It is the responsibility of the Sober Sister to ensure that this member gets home safely.
- At any function that is considered “out-of- town” by the Chapter, members must either return to campus via transportation provided by the Chapter or provide proof of lodging reservations at the location of the function. Any exceptions must be approved by Standards Board one week prior to the function.
- The VP of Social Relations is responsible for notifying the organization co- sponsoring a function with Phi Sigma Rho of this policy.
- At the Executive Meeting before any function where alcohol is present, the Executive Board is responsible for determining the date and ending time of the event / function.
- Each member of the Chapter must sign the Phi Sigma Rho Risk Management Policy form saying that they will comply with this policy. A member will not be permitted to attend any social events held by the Chapter until this is completed.

## 9.6 Sober Sister Policy

- Sober Sisters will be responsible for watching over the attendees at any Chapter event where alcohol is present. They will be selected by the VP of Social Relations.
- There must be at least 1 Sober Sister for every 20 people attending the event.
- At least one member of the Executive Board or Board of Directors must be a Sober Sister at every social event where alcohol is present.
- Any Sober Sister who drinks alcohol at an event will be fined and brought up in front of Standards Board.

## 9.7 Dress Code Policy

- Members will be required to formally dress for various occasions during the school year. All dress code infractions are at the discretion of the members of Standards Board that are assigned to the event.
- Proper dress for all Chapter meetings, callbacks, and other events as deemed necessary includes: dresses, fingertip length skirts, suits, dress pants, etc. Shoulders must be covered by straps that are at least one inch. No denim pants of any color, tennis shoes, or sweatshirts are to be worn.
- Dress for Inductions, Initiation, and Senior Send-off includes the same guidelines as previously mentioned in part (ii), but in all black attire, including shoes. Members are required to wear their active pin.
- An assigned member of Standards Board will be checking for proper pin dress at each event, excluding Chapter Meetings. Failure to meet these requirements will result in a loss of active points.

## 9.8 Big Sister Policy

- An active member may apply to be a Big Sister after an active semester of membership has been completed and she has been a pearl sister. The Big Sister must be on Active Status and not on any form of probation. The active member must apply by filling out the Big Sister Application. By signing the application, she agrees to attend Pearl Night, the Big Reveal, the Big/Little Social, all I-Week Events, and Initiation. She also agrees to get the required gifts for her potential Little Sister as stated in the application.
- The Big Sister should not reveal herself as a potential Big until Pearl Night to ensure that no Candidate is trying to specify her Big. Potential Big Sisters should also show no favoritism to a potential Little Sister. Favoritism can be shown by inviting only one Candidate or a select amount less than the majority of Candidates out to a non-Sorority function; i.e. dinner, party, shopping, etc. All signs of favoritism will result in a fine of \$5.
- A fine of \$50 will be given to a potential Big Sister that is caught asking someone to be their Little Sister or revealing to a Candidate that they favor them as a Little Sister.
- Each potential Big Sister that contacts the VP of New Member Education about who her Little Sister is or if she is getting a Little Sister after rankings on Pearl Night have been turned in will receive a fine of \$5 for each instance.

## 9.9 Pearl Sister Policy

- An active member may apply to be a Pearl Sister after being Inducted into Phi Sigma Rho. The Pearl Sister must be on Active Status and not on any form of probation.
- The active member must apply by filling out the Pearl Sister application. By signing the application, she agrees to attend Inductions and a meeting/hang-out with her Pearl sister. Additionally, she agrees to reach out to her Pearl Sister at least twice between Inductions and Initiation through text, email, phone call, etc. The active member also agrees to get the required gifts, as stated in the application, if required by the New Member Educator.
- A fine of \$10 will be given to the Pearl Sister if she fails to uphold the above requirements.

## 9.10 Guest Policy

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

## 10 Scholarship Plan

When a sister's GPA falls below a 2.75/4.0, she will be placed on one of the statuses listed below and will be contacted by the Director of Scholarship to create a personal scholarship plan. Standards Board may take additional action if the sister's personal scholarship plan is not followed or sufficient progress has not been made.

### 10.1 Academic Assistance

- Additional academic assistance will be given any time a sister's semester or cumulative GPA falls below 2.75. The sister will be placed on Academic Assistance Status. Requirements of the status may be found in Section 4.2.1.
- The sister will be given one extra study pass.

### 10.2 Academic Probation

#### 10.2.1 First Occurrence

- The first time a sister's semester GPA falls below 2.5 the sister will be automatically placed on First Occurrence Academic Probation Status. Requirements of this status can be found in Section 4.2.1
- The sister will be given two extra study passes and will be encouraged to attend office hours.

#### 10.2.2 Second Occurrence

- The second time a sister's semester GPA falls below 2.5 the sister will be automatically placed on Inactive Status as well as Second Occurrence Academic Probationary Status. Requirements of each status can be found in Section 4.1.2 and Section 4.2.2 respectively.
- The sister will be given two extra study passes and will be encouraged to attend office hours.

#### 10.2.3 Any Further Occurrences

Any following semester that a sister's GPA falls below a 2.5, the sister will be asked to have a meeting with the VP of Standards and Director of Scholarship to determine the best plan going forward.

### 10.3 Encouraging Grade Improvement

Each consecutive semester a sister improves her cumulative GPA over the previous semester by at least .1 for the first semester, and .05 for consecutive semesters, she will be rewarded in the following ways in addition to any form of public recognition:

1. First semester: The sister will be allowed to have one pass to wear casual attire, to be used at any Chapter Meeting unless specified otherwise.
2. Second semester: The sister will receive \$5 off her dues.
3. Third semester: The sister will get a \$10 gift card.
4. Fourth semester: The sister will receive the Star Pin for her efforts.
5. Fifth semester: The sister will receive a gift from the Phi Rho Store.
6. Any semesters over five that a sister improves her grades the Executive Board will meet to determine what her reward shall be

## **10.4 Good Grade Reward**

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

## **10.5 Study Tables**

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

# **11 Discipline**

## **11.1 Social Probationary Action**

The first time a sister acts in a way that violates the Bylaws and/or Policies outlined by the Phi Sigma Rho National Sorority, Phi Sigma Rho - Beta Chapter, The Ohio State University Sorority and Fraternity Life, or The Ohio State University Panhellenic Association, she will be brought in front of Standards Board and placed on Social Probation. If a sister continues to violate these bylaws and policies a second time, she will be brought in front of Standards Board to consider deactivation.

## **11.2 Forced Deactivation**

- A member who has unexcused absences from at least 75% of the Chapter's mandatory events and/or who has not made any attempt to pay her dues for a semester will be brought in front of Standards Board to begin the process of deactivation.
- If deactivation is recommended for a sister to Standards Board or Executive Board by another member, the status of the sister of concern will be decided in the following manner:
  - In order for deactivation procedures to commence, 75% of the entire Chapter must vote in favor of deactivation.
  - If the vote passes, the sister will be notified. Once notified, the sister of concern has one (1) week to appeal to Standards Board.
  - If no appeal is made, Standards Board will hold to the prior decision and deactivation is effective one (1) week following notification.
- If any Active or New Member is proven by investigation to be in possession of illegal drugs, she will be deactivated or depledged automatically. Warning will not be issued and probation will not be granted.
- For the deactivation process, see Section 4.5

# **12 Chapter Awards**

## **12.1 Candidate Awards**

Members of each New Member class are given awards as voted on by the current Chapter Candidates, and are presented with these awards after Initiation by the VP of New Member Education.

- "Phi" Award - Given to a Candidate who exemplified the quality of friendship.
- "Sigma" Award - Given to a Candidate who exemplified the quality of scholarship.
- "Rho" Award - Given to a Candidate who exemplified the quality of encouragement.

## 12.2 Active Awards

Members of the Chapter are given awards as voted on by the current Chapter Members and Candidates. These awards are presented by the Director of Alumnae Relations at the Spring Picnic.

- “Amy Wong” Service Award
- “Bertha Lamme” Award
- “Anita Chatterjea” Awards

## 13 Emergency Procedure

In the event that The Ohio State University is required to implement a university-wide state of emergency, the President, with the consultation of the Executive Board, has the authority to make changes to Chapter operations as she deems necessary.

- If it is no longer appropriate for Chapter Meetings to be held in person, they can be moved online and will continue at the previously scheduled time.
- All Chapter requirements and mandatory events can be reevaluated on a case-by-case basis, using guidance from The Ohio State University Panhellenic Association, the Phi Sigma Rho National Sorority, and any other applicable governing bodies (i.e. The CDC, FEMA, etc.)

## 14 Amendments

This document, as approved on 9/11/2020, is a complete restatement of the Bylaws of Phi Sigma Rho - Beta Chapter and supersedes all prior versions.

Any amendments to the document after its ratification must be placed in Section 14.2. Each change must include the original wording, the changed wording, and the date that change was ratified. Any changes made to align this document with the National Bylaws, Ohio State SFL, or Ohio State PHA will not need to be voted on. Any changes to wording or grammar that do not affect the interpretation of the bylaws or deemed as cosmetic changes may be approved by either Standards board or the Bylaw Committee and are not required to be brought to a Chapter vote.

### 14.1 Bylaw Amendment Procedure

- An amendment to these Bylaws may be proposed by any member of the Chapter. The proposal should be submitted in writing to the President or VP of Standards.
- A vote to amend any portion of the bylaws must be announced to the Chapter at least a week in advance during a Chapter Meeting, whether it be electronic or in-person.
- These Bylaws may be amended by a three-fourths vote of the active Chapter membership at any Chapter Meeting.

### 14.2 Bylaw Amendments

**October 2020, Section 3.1:** Changed our chapter colors from Navy Blue and Hunter Green to Navy Blue and Silver.

**October 2020, Sections 5.3 and 5.4:** Edited term limits and election schedule for officer positions.