

SIGMA ALPHA
ALPHA CHAPTER
BYLAWS
AND STANDING
RULES

Revised: 10-02-2023

BYLAWS SIGMA ALPHA SORORITY ALPHA CHAPTER OF THE OHIO STATE UNIVERSITY

ARTICLE I NAME

The name of this organization shall be the Alpha Chapter of Sigma Alpha Sorority located at The Ohio State University. From heretofore, the organization will be referred to as the Alpha Chapter.

ARTICLE II OBJECTIVES AND PURPOSES

Section 1. Objective. The objective of this sorority shall be to promote its members in all facets of agriculture and to strengthen the bonds of friendship among them.

Section 2. Purpose. It is the purpose of its members to strive for achievement in scholarship, leadership, and service, and to further the development of excellence in women pursuing careers in agriculture.

ARTICLE III MEMBERSHIP

Section 1. Classifications of Membership. This chapter shall have the classifications of membership as provided in the Bylaws of Sigma Alpha National Sorority.

Section 2. Membership Selection.

- A. The Alpha Chapter shall maintain a membership of at least seventy percent (70%) of its members enrolled in a qualified program as defined by the governing documents of National Sigma Alpha Sorority, and the remaining members may be students who have a sincere interest in agriculture.
- B. Sigma Alpha Sorority is a professional women's organization. Only undergraduate women who are enrolled in a qualified program as set forth in the Standing Rules, or who have a sincere interest in agriculture, who maintain a grade point requirement and campus involvement as set forth in the Standing Rules, and who agree to comply with the governing document of this sorority shall be eligible for election as a Collegiate Membership Candidate. Membership shall be free from discrimination based on race, color, religion, ethnic group, national origin, age, disability, sexual orientation, marital status, or parental status.

Section 3. Qualifications for Collegiate Membership. A member must:

- A. Be enrolled in The Ohio State University
- B. Initially possess a Cumulative GPA of 2.25 in a 4.0 scale. Students in the first semester of college may use their Cumulative GPA from High School.
- C. Members in good standing shall maintain active membership in one other campus organization. If a member is taking eighteen (18) or more credit hours or working twenty (20) or more hours each week, it is not mandatory to maintain membership in another campus organization during that time period.
- D. Agree to comply with the governing documents of the Alpha Chapter and Sigma Alpha National Sorority.

Section 4. Membership Status

- A. Good Standing/Active Member. Full membership privileges shall be granted to those members in Good Standing as defined in the Bylaws of Sigma Alpha National Sorority. All members must stay actively involved in the chapter until graduation or until they are no longer enrolled at the university unless they are granted inactive status, professional status, or deactivate from the Sorority.
- B. Senior Status. An active member may opt to be placed on senior status if the member has been active for at least one year prior to the request for senior status, and the member has no more than two semesters remaining. In order to be granted senior status, an active member should request such status change in person and in writing to the executive committee during the first two (2) weeks of the term in which the status change will be effective. A member on senior status must pay 70% of active member dues to go toward the Alpha Chapter and are subject to change. A member on senior status must also raise one half of the required active individual fundraising amount, complete one half of required active philanthropy hours, and attend one half of the planned recruitment events, at minimum. They are required to attend at least one (1) fundraiser, one (1) philanthropy event, all ceremonies, I-Week, and three (3) additional events. Additionally, all members who apply for senior status must be in good financial standing in order for it to be granted.
- C. Inactive Status. Members in good standing may obtain inactive status for the following reasons: inability to meet financial obligations, extremely heavy course loads, health reason, and work concerns. Inactive status is limited to no more than twice during a collegiate career and may not be consecutive. A member must be an active member for a minimum of one year before inactive status may be granted. Inactive members will be required for paying national dues and \$100 of chapter dues. In order to be granted early inactive status, an active member should request such status change in person and in writing to the executive committee during the first two (2) weeks of the term in which the status change will be effective. Additional parameters can be found in the Standing Rules of Sigma Alpha National Sorority.
- D. Professional Status. Members participating in a vigorous professional internship while absent from campus shall be responsible for paying the amount of dues listed in Standing Rules Article XI Section C. Such members shall remain in good standing with the Alpha chapter, however, may not hold an office but may serve as co-chair of a committee if they have the ability to regularly attend chapter meetings and functions. This status can be utilized for study abroad, internships, and student teaching. In order to be granted professional status, an active member should request such status change in person and in writing to the executive committee during the first two (2) weeks of the term in which the status change will be effective.
- E. Friendly Status. An active member whose cumulative grade point average falls below 2.25 will be placed on friendly status. Friendly status members must pay full dues and attend five meetings per semester. They have no voting privileges and may not run for an elected office or committee chair. If they are currently serving a role as an officer or chair, they must forfeit those responsibilities until they are removed from such status when the semester ends. A member on friendly status must also raise one half of the required active individual fundraising amount, and complete one half of required active philanthropy hours. They are required to attend mandatory events and meet with the

Executive Committee once each semester during until their grades improve. Failure to fulfill any of the above gives the Alpha Chapter the right to consider the member for probation, suspension, or deactivation.

- F. Deactivation. While membership in Sigma Alpha Sorority is intended to be a lifelong affiliation, a member may find it necessary to disaffiliate during their lifetime. In these instances, the member shall request deactivation in writing to the Chapter President.
- G. Revocation. Revocation of a membership is the ultimate outcome in membership conduct cases. All revocation requests will follow the Standing Rules of Sigma Alpha National Sorority.

Section 5. Election of Membership Candidates The Alpha Chapter will follow the procedures for the election of membership candidates as provided in the Bylaws of Sigma Alpha National Sorority.

Section 6. Membership Candidate Education Program The Alpha Chapter will follow the Candidate Education Program as provided in the Bylaws of Sigma Alpha National Sorority.

Section 7. Failure of Member to maintain Minimum Cumulative GPA. A member who fails to maintain the cumulative 2.5 GPA will be:

- A. Be given a verbal and written notice by the President the first term that the cumulative GPA falls below 2.5 and be placed on “Friendly Status.” Not to exceed 6 months.
 - a. This member may participate in the sorority as regular members expect they cannot hold an office or committee chair position.
- B. If after this period and the member still maintains a cumulative GPA below 2.5, the member will be placed on suspension for a period not to exceed 6 months.
 - a. This suspension is a temporary removal for one term from the Alpha Chapter. The individual is no longer recognized as a participating member and is not allowed to attend any sorority function. However, membership is maintained and responsibility for payment of full dues.
- C. If the member still maintains a cumulative GPA below 2.5, membership will be revoked.

Section 8. Conduct of a Member. All members, without regard to membership class, shall comply with the governing documents of the Alpha Chapter and Sigma Alpha National Sorority. Any allegations of misconduct will be adjudicated in accordance with the Collegiate Code of Conduct and the Bylaws and other governing documents of Sigma Alpha National Sorority.

- A. A member may appeal to the Chapter Executive Board any case adjudicated by the Chapter Standards Board in accordance with the Collegiate Code of Conduct of Sigma Alpha National Sorority.
- B. Appeals to the Chapter Executive Board must be filed in writing within seven (7) days of written outcome, barring exigent circumstances. Exceptions are made at the sole discretion of the Chapter Executive Board or its designee.
- C. The Chapter Executive Board will review an appeal within 14 days.
- D. The Chapter Executive Board may, by a majority vote, reverse, modify, or uphold a sanction.
- E. The Chapter Executive Board will notify the appellant of the outcome in writing within seven (7) days of the decision.

- F. A Chapter Executive Board decision may be appealed to the National Sorority Board according to the National Bylaws, Collegiate Code of Conduct and other governing documents.

Section 9. Fees and Dues

- A. Member Candidate National Initiation Fee and National Activation Fee, which are paid during the term in which they join, will be specified by Sigma Alpha National Sorority.
- B. National Dues will be assessed annually by Sigma Alpha National Sorority for all fully activated collegiate members.
- C. The membership of the Alpha Chapter shall have the authority to determine the amount of chapter dues. Dues amounts shall be listed in the Standing Rules of the Alpha Chapter.
- D. The membership of the Alpha Chapter shall have the authority levee special assessments or costs to each member.

ARTICLE IV MEETINGS

Section 1. Regular Meetings. The Alpha Chapter shall meet regularly during the academic school year, excluding academic breaks and summer session, on a day and at a time decided by the chapter.

Section 2. Special Meetings. Special membership meetings may be called at any time by the Executive Committee and must be called by the President upon written request of a majority of the members in good standing. Members must be given notice of the special meeting at least 24 hours in advance. The purpose of the special meeting shall be stated in the notice.

Section 3. Quorum. A majority of the members in good standing shall constitute a quorum.

**ARTICLE V
OFFICERS**

Section 1. Executive Committee Officers. The Chapter Executive Committee of the Alpha Chapter will be made up of the following elected officers:

- A. President
- B. First Vice President
- C. Second Vice President
- D. Secretary
- E. Treasurer
- F. Recruitment Chair
- G. Director of Public Relations

Section 2. Nominations and Election Procedures.

- A. The Alpha Chapter shall seek candidates for officer positions by accepting applications that shall be due at least 3 weeks prior to the election.
- B. The Executive Committee will present to the chapter a slate of eligible candidates at least one week prior to the meeting where officers are to be elected. Nominations may not be made from the floor.
- C. Officers will be elected annually during one of the last meetings of either the fall or spring semester.

- D. Officers will be elected one at a time starting with the President and continuing in the order listed in Section 1 of this article.
- E. Slated candidates not elected to one office may be nominated for any other office.
- F. To be elected, a nominee must receive a majority vote. If a majority is not obtained on the first vote, the procedure continues until a majority is obtained dropping the nominee with the lowest vote each time a vote is taken.
- G. To be eligible to run for or hold office, a member must be in good standing with the National Sorority and the Chapter.

Section 3. Terms of Office.

- A. The term of office shall begin on January 1st.
- B. All officers will serve a term of one year or until their successor is elected.
- C. If a member is selected to fill an office that became vacant and serves more than half of a term, it will be considered a full term, otherwise, it will not be counted as a term served.

Section 4. Impeachment of Chapter Officers.

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

Section 5. Recall of Elected Officers. The Chapter members shall be empowered to vote on the recall of an elected officer if written notice is provided prior to the Chapter meeting.

Recall shall be effective by a two-thirds (2/3) vote. A special election shall then be held to fill the unexpired portion of the term of office.

Section 6. Duties of the Office. The officers duties shall be:

- A. Establishing chapter standing rules and serving as research and advisory committees for the chapter.
- B. Submitting necessary reports to the National Board as provided in the governing documents of the Sigma Alpha National Sorority.
- C. Establishing goals and preparing a budget, calendar of events for the fiscal year.
- D. Preparing the agenda for each meeting and distributing the agenda to members and advisor(s) by 9pm the night prior to the meeting.
- E. Determining when the membership status of a member changes and promptly informing the member of such change.

F. Any other duties prescribed by these Bylaws, Standing Rules or the governing documents of Sigma Alpha National Sorority.

Section 7. Meetings. The Executive Board must meet at least 24 hours before all regular meetings of the Alpha Chapter.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1. Executive Committee Officers. The Executive Committee shall consist of the following officers: A. President
B. First Vice President
C. Second Vice President
D. Secretary
E. Treasurer
F. Recruitment Chair
G. Director of Public Relations

Section 2. Duties. The Executive Committee duties shall be:

- A. Establishing chapter standing rules and serving as research and advisory committees for the chapter.
- B. Submitting necessary reports to the National Board as provided in the governing documents of the Sigma Alpha National Sorority.
- C. Establishing goals and preparing a budget, calendar of events for the fiscal year.
- D. Preparing the agenda for each meeting and distributing the agenda to members and advisor(s) at least 20 hours prior to the meeting.
- E. Determining when the membership status of a member changes and promptly informing the member of such change.
- F. Any other duties prescribed by these Bylaws or the governing documents of Sigma Alpha National Sorority.

Section 3. Meetings. The Executive Committee shall meet as needed in addition to Executive Board meetings as needed to conduct Executive Committee business.

ARTICLE VII COMMITTEES

Section 1. Committee and Representative Positions.

- A. The appointed and required Chairs of the Alpha Chapter are Fundraising, Historian/Sisterhood, Philanthropy, Scholarship, and Leadership Board.
- B. The optional appointive officers of committees and representatives for the Alpha Chapter are: Founder's Day, YLC, Endowment, Social and additional appointed chairs as seen necessary by the Executive Committee.

Section 2. Committees - The committees are combined based on similarities as followed:

- A. Leadership Board shall be chaired by the Leadership Board Chairperson. The Leadership Chairperson shall be nominated by the Leadership Board and approved by the Executive Committee.
- B. Fundraising Committee shall be chaired by the Fundraising Chairperson. The Fundraising Chairperson shall be nominated by the Fundraising Committee and approved by the Executive Committee

- C. Sisterhood/Fellowship Committee shall be chaired by the Sisterhood Chairperson. The Sisterhood Chairperson shall be nominated Sisterhood/Fellowship Committee and approved by the Executive Committee.
- D. Philanthropy Committee shall be chaired by the Philanthropy Chairperson. The Philanthropy Chairperson shall be nominated the Philanthropy Committee and approved by the Executive Committee.
- E. Scholarship Committee shall be chaired by the Scholarship Chairperson. The Scholarship Chairperson shall be nominated by the Scholarship Committee and approved by the Executive Committee.
- F. Founder's Day Committee shall be chaired by the Founder's Day Chairperson. The Founder's Day Chairperson shall be nominated by the Founder's Day Committee and approved by the Executive Committee.
- G. Young Leaders Conference Committee shall be chaired by the Young Leaders Conference Chairperson. The Young Leaders Conference Chairperson shall be nominated by the Young Leaders Conference Committee and approved by the Executive Committee
- I. Endowment Committee shall be chaired by the Endowment Chairperson. The Endowment Chairperson shall be nominated by the Endowment Committee and approved by the Executive Committee.
- J. Standards Board shall be chaired by the First Vice President. The Committee will consist of one member representing each of the Membership Candidate classes currently active.
- K. The Social Committee shall be chaired by the Social Chairperson. The Social Chairperson shall be nominated by the Social Committee and approved by the Executive Committee.

Section 3. Representative Positions.

- A. **CFAES Student Council Representative.** Attend all CFAES Student Council meetings. They will represent Sigma Alpha at the college level via voting, funding requests and Council sponsored events.

ARTICLE VIII NATIONAL EVENTS

Section 1. Attendance. The chapter shall send at least one representative to attend national or other events as required by the Bylaws or other governing documents of Sigma Alpha National Sorority in accordance with the Chapter Standing Rules.

Section 2. Delegate Selection. The chapter shall elect an official voting delegate a first alternate delegate and a second alternate delegate at a chapter meeting at least 45 days prior to the Sigma Alpha Sorority National Chapter Congress. Delegate names and contact information shall be submitted to the National Sorority in accordance with the National Bylaws, Standing Rules and other governing documents.

ARTICLE IX DISSOLUTION OF CHAPTER

Should the charter of the Alpha Chapter be revoked by the Sigma Alpha National Sorority Board, all funds of the chapter shall be returned to The Sigma Alpha Sorority: Agricultural Scholarship Fund. Should the chapter not be reorganized within two (2) years from the date the charter is revoked, the funds and the value of such property shall be credited to The Sigma Alpha Sorority Scholarship Fund.

ARTICLE X PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Alpha Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and special rules the Chapter may adopt.

ARTICLE XI AMENDMENTS

Section 1. Proposed Amendments. A two-thirds (2/3) vote of the members in good standing in attendance is necessary to adopt a bylaw amendment. These bylaws may be amended at any regular or special meeting of the Alpha Chapter.

Section 2. Procedures. Proposed amendments to the bylaws of this Chapter will be submitted to the Bylaws Committee. Proposed amendments to the bylaws will be presented in written form to the members at least seven (7) days prior to the meeting during which the proposed amendments are to be considered. When presenting a proposed bylaw amendment to the membership for adoption, the Bylaws Committee may do so in three different ways:

- A. Recommend adoption
- B. Decline from making a recommendation
- C. Do not recommend adoption

Section 3. Filing and Review. Anytime these bylaws are amended a copy of the Chapter Bylaws must be filed with Sigma Alpha National Sorority within ten (10) days, per current submission guidelines, for review by the National Leadership Team.

_____ Alpha Chapter President

_____ Revised Date

National Board Approval

_____ Date of Approval

STANDING RULES SIGMA ALPHA SORORITY ALPHA CHAPTER OF THE OHIO STATE UNIVERSITY

I. Dues.

- A. National Collegiate Dues:** All members shall pay annual national collegiate dues to the chapter prior to September 15th for remission to the National Sorority by the nationally prescribed deadline.
- B. Chapter Dues:** All members shall pay semester dues of \$225 by the third week of each semester.
1. Senior Status: Shall pay chapter dues in the amount of 70 percent of Active Members dues.
 2. Professional Status: Shall pay National dues by September 15th and semester dues by the third week of each semester.
 3. Inactive Status: Shall pay National dues by September 15th and \$100 of chapter dues
 4. Early Alumni Status: Shall not pay National or Chapter dues.
 5. An amount proposed by the treasurer per term of these dues shall go toward The Sigma Alpha Sorority: Agricultural Scholarship Fund. This money will be deposited into the endowment account.
- C. Payment Plans**
1. Unless extenuating circumstances present, all dues should be paid in full by the deadline.
 2. If a payment plan is needed, the Treasurer must be informed in writing on or before the due date given at the start of each semester.
 3. If a payment plan is granted, the member will pay the total amount divided into equal monthly payments over the semester. Payments will be due on the 1st and 3rd Monday of each month, and the entire balance must be paid in full prior to the end of the semester.
 4. In the case you have not paid your semester dues and have not provided a payment plan to the Treasurer, an additional \$5 per week until you provide a plan or pay your balance will be applied.

II. Meetings and Major Functions

- A. Chapter Meetings** – The Alpha Chapter shall meet at least once a month during the academic year at a time and place determined by the Executive Committee. The meeting time and place will be announced not later than one (1) week prior to the meeting.
1. All meetings are to be conducted in accordance with the latest version of Robert's Rule of Order.
 2. For the transaction of business at all meetings, a majority, as heretofore defined, must be present.
 3. In order to be granted an excused absence from a meeting, a member must contact the Secretary, in writing, 24 hours prior to the meeting. The Executive Committee has the reasonable right to accept or reject the excuse. In the event of an unexcused absence to a chapter meeting a ten-dollar (\$10) fine will assessed.
 - i. Member can use four excuses a semester to attend another club or organization activity they are affiliated with.

- B. Chapter Executive Committee Meetings** – The Executive Committee shall meet weekly prior to the chapter meeting.
1. There will be a five-dollar (\$5) fine for a primary officer missing an executive meeting without a reasonable excuse given to the 1st vice president 24 hours in advance, unless emergency circumstances arise.
- C. Membership Candidate Meetings** – The membership candidates shall meet weekly with the Second Vice President. In order to be granted an excused absence from a membership candidate meeting, the membership candidate must notify the Second Vice President, in writing, at least twenty-four (24) hours prior to the meeting. The Executive Committee has the reasonable right to accept or reject the excuse.
- D. Mandatory Functions**- Defined as Recruitment Functions, Professional Events, Philanthropy Projects, Activation, Fundraisers, Ceremonies, and events during Welcome Week.
1. In order to be granted an excused absence from any of the above-defined mandatory functions, an active member must notify the Secretary and head of the event in writing. The Executive Committee has the reasonable right to accept or reject the excuse. In the event of an unexcused absence, a ten-dollar (\$10) fine will be assessed.
 2. An excused absence is defined as: class or class-related function, family emergency, or illness. In addition, other special circumstances may be considered at the discretion of the executive committee. Work circumstances will be handled case by case by Executive Committee.
 3. Fundraisers - Each semester, each member must raise a profit of sixty dollars (\$60) to go towards fundraising. Special circumstances will be considered by the executive committee. Fines for not reaching fundraising requirement shall not exceed sixty dollars, member is only responsible for paying the difference she didn't raise.
 4. Any organizer of a mandatory chapter event must notify active members two (2) weeks in advance of a mandatory function. It is the active member's responsibility to reconcile any pre-existing calendar conflicts, such as work, or submit written notification to the executive committee. It is the discretion of the executive committee to consider each situation individually and either approve or disapprove the member's absence.
 5. Each member has four (4) miscellaneous excuses per term that can be used for any function that is not a recruitment, professional, philanthropy, fundraising or Welcome Week event. Excuses must still be sent to the secretary and event planner 24 hours prior to the event, unless there is an emergency circumstance, in which communication still needs to be made in writing to the secretary and event planner.
 - i. Miscellaneous excuses can be used for class, exams, and other reasons approved by the Executive Committee.
 6. All Recruitment Functions are mandatory unless prior excuse is sent in writing to the Secretary and event coordinator.
 7. Online options will only be provided for extenuating circumstances approved by the Executive Committee.
 8. Excused absences include:
 - i. Class or Exam
 - ii. Work
 - iii. Family Emergency

- iv. Other excused will be handled on a case-by-case basis by the Executive Committee.

III. Discipling of Individual Members

- A. Types of Offenses and Penalties** – Any member who commits any of the following shall be subject to a fine, reprimand, probation, suspension, or deactivation:
 1. Violates the oath of allegiance to Sigma Alpha; or
 2. Breaks the Bylaws of this sorority or any chapter with which the member is affiliated; or
 3. Who acts in a manner unbecoming a member of this sorority; or
 4. Who engages in, participates in, consents to, aids or abets any act or acts of disloyalty or conduct; or
 5. Who is delinquent for any sum of money past due or who fails to discharge financial obligations to the chapter with which affiliated or this sorority; or
 6. Who fails to uphold the membership requirements; or
 7. Who does anything or causes anything to be done that is prejudicial to the best interest of this sorority or any of its members.
- B. Definition of Penalties** –
 1. Fine – A sum of money, not to exceed one hundred dollars (\$100.00) per fine in a given term, charged to a member as a penalty.
 2. Reprimand – A reprove given in the form of a formal censure intended to correct a fault. The reprimand shall be given orally and in writing to the member being reprimanded.
 3. Probation – A period of time, not to exceed six (6) months, during which the member must meet certain specific obligations or requirements determined by the chapter or National Board, designed to correct faults or to encourage improved participation. The member maintains membership in the sorority, continues as a participating member, is only allowed to attend mandatory sorority functions, and maintains all financial responsibilities as an active member during the period of probation.
 4. Suspension – Temporary removal, for a period not to exceed six (6) months, of the member from office and privileges; the member is no longer recognized as a participating member and is not allowed to attend any sorority function; however, membership in the sorority, as well as financial obligations, are maintained.
 5. Deactivation – The member in question is no longer a member of Sigma Alpha. The member's name is removed from all sorority records and the Dean of the college, school or division of Agriculture and Natural Resources and the Registrar of any school are so notified, if applicable.
- C. Powers of the Chapter** – The Alpha Chapter shall have the power to impose any of the penalties heretofore mentioned, with the exception of deactivation, upon any member of its own body who commits any offense herein mentioned.
- D. Vote Required to Fine** – A majority vote, as heretofore defined, of the Executive Committee at a regularly called executive meeting shall be required to fine a member of the chapter. The member in question shall not vote.
- E. Vote Required to Reprimand, Place on Probation, or Suspend** – A majority vote, as heretofore defined, of the executive committee at a regularly called executive meeting

shall be required to reprimand, place on probation, or suspend any member of the chapter. The member in question shall not vote.

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

IV. Meeting Agenda and Minutes

- A. Minutes will not be read at the meeting if members have been provided a copy at least 48 Hours prior to the meeting.
- B. Minutes will be posted in SharePoint and emailed within 2 business days of the meeting.
- C. The agenda will be developed by the Executive Committee, led by the President.
- D. The agenda will be sent to all members via email at least 20 hours in advance.
- E. Document Retention
 - 1. Minutes will be stored on the Chapter’s SharePoint site and shall be retained for a period of 2 years.
 - 2. Agendas will be stored on the Chapter SharePoint site and shall be retained for a period of 1 year.

V. Duties of Committees

- A. Fundraising Committee – The Fundraising Committee shall plan and oversee all fundraising events conducted by the active chapter. The Fundraising committee may appoint some member of the committee as chair of any project. The Fundraising Committee shall present reports on all projects to the First Vice President to be included with the National Report. The Fundraising Committee must present at least two options for fundraising to the chapter during the first two weeks of the term. The Fundraising Committee shall inform the active chapter of any mandatory fundraising function two (2) weeks prior to the event held by the committee. The Fundraising Committee chairperson shall have such other duties and powers as may be described in the Bylaws of the sorority.
- B. Historian/Sisterhood – The Historian/Sisterhood committee shall keep a historical record and scrapbook of the chapter, of all membership of the chapter, and of Big/Little family tree(s). The Historian is responsible for sending all historical information to the National Board as requested. They shall present reports on all projects to the First Vice President to be included with the National Report. They are responsible for developing strong sisterhood ties among active members by creating fun events that encourage bonding among the sisters. The Sisterhood Committee must hold at least one sisterhood event per semester and is encouraged to send inspiration messages to the sisters.
- C. Standards Board – Shall be chaired by First Vice, who conducts meetings, but does not vote unless the case of a tie. The secretary will take minutes but will have no voting privileges. The board shall consist of one representative per each MC class that serves as a committee to represent between each individual class and the entire chapter to ensure each voice is heard. Each team member will help uphold the bylaws, uphold risk management, and help create policy, they will also be responsible for reaching out to sisters that are not meeting expectations or meeting all chapter requirements. All action by this committee must be approved by the Executive Committee.

- D. Philanthropy Committee** – The Philanthropy Committee shall plan and oversee all service projects conducted by the chapter. The Philanthropy Committee may appoint some member of the committee as committee chair of any project. The Philanthropy Committee shall present reports on all service projects to the First Vice President to be included with the National Report. The Philanthropy Committee shall inform the active chapter of any mandatory function two (2) weeks prior to the event held by the committee. It is required to plan one Ag in the Community per semester, one service project and members must complete 10 individual hours of community service within each semester to reach their required goal. Hours do not carry over.
- E. Scholarship Committee** – The committee shall have the responsibility of promoting and enhancing scholastic achievement. The Committee shall maintain records of all members' activities in other organizations, including the degree of involvement such as committees, offices, and awards. The Committee shall work directly with an advisor to receive names and implement programs to improve and reward scholastic achievement to such members. The Committee shall present reports on all projects to the First Vice President to be included with the National Report.
- F. Founder's Day Committee** - The Founder's Day committee is in charge of planning and coordinating the Founder's Day banquet. Founder's Day shall recognize the accomplishments of the sorority in the past year as well as outstanding members (actives and one membership candidate) and any other awards as seen fit. Founder's Day shall be held during Spring semester during the month of February.
- G. Young Leaders Conference Committee** - The YLC Committee will hold an annual conference for high school students to promote an interest in agriculture among young students. The YLC Committee will have a savings account to track profits and expenses of the event. The president, advisor, treasurer and member of the committee will be on the account.
- H. Leadership Board Committee** - This board shall be responsible for creating strong ties with the industry professionals as restructuring the Advisory Board. They should keep correspondence with sponsors and industry professionals, (which may be alumni of the Alpha chapter) to create Professional Development events for the members as well as current events in agriculture. This may be done in any manner such as events, special occasion cards, or a newsletter.
- I. Endowment Committee** - The committee shall have the responsibility of maintaining and ensuring the consistent funding of the Sigma Alpha Endowment Fund. The Committee shall have monthly meetings with the Ohio State Office of Advancement, ensure alumni contact information is updated biannually, and work with the Director of Public Relations and President to help maintain contact with the alumni. The committee shall mail chapter updates / newsletters with an ask/donation form attached to alumni annually. The Committee should work with the Director of Public Relations to create the chapter newsletter as well as assist the Director of Public Relations with sending a Chapter Christmas Card to alumni. It is imperative that this Committee hold themselves to the highest of standards and work diligently to gain alumni support. This Committee must send thank-you cards to any donor or alumni who supports the Endowment Fund. The Chapter Treasurer and Director of Public Relations are standing members of this committee.

- J. Social Committee** - The Social Committee shall plan and execute chapter social events of the Alpha Chapter. This is including but not limited to Chapter Date Party, Formal, Stud Muffin, etc. However, will not plan events in conjunction with fraternities. The Director of Public Relations will hold this responsibility to ensure risk management precautions are taken. It will be comprised of a committee chair and members. They shall present reports on all projects to the First Vice President to be included with the National Report. The Social Committee shall have such other duties and powers that may be assigned to them by the Executive Committee.

VI. Officer and Committee Chair Position Descriptions

A. President.

1. Duties & Responsibilities:

- i.** To conduct regular meetings of this chapter.
- ii.** To prepare and distribute agendas for each regular chapter meeting.
- iii.** To call special meetings in accordance with the Bylaws of this chapter.
- iv.** To see that officers of the Chapter, discharge their duties impartially, accurately, faithfully, and promptly.
- v.** To enforce the strict observance of the Bylaws of this sorority.
- vi.** To appoint such committees provided for in the Bylaws of this chapter.
- vii.** To sign all certificates of membership for members initiated by this chapter while in office.
- viii.** To maintain regular contact with the chapter's National Board assigned representative.
- ix.** To act as House Manager in the event that the Alpha Chapter has an official house.
- x.** The President shall inform the active chapter of any mandatory function two (2) weeks prior to the event held by the office.

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

B. First Vice President.

1. Duties & Responsibilities:

- i.** To assist the President in the performance of her duties and to succeed to the duties and powers of the President in the temporary absence or disability of the latter.
- ii.** To be responsible for policy development and effective and meaningful formulation of the chapter's professional program.
- iii.** To oversee all appointed committees.
- iv.** To prepare and submit the Bi-Annual Report to National Board.
- v.** To call and preside over executive committee meetings.
- vi.** To distribute and oversee risk management policies.
- vii.** To ensure the by-laws are upheld.
- viii.** To inform the active chapter of any mandatory function two (2) weeks prior to the event held by the office.

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

C. Second Vice President

1. Duties & Responsibilities:

- i.** To be responsible for the membership candidate education and activation.

ii. To present reports on all projects to the First Vice President to be included with the National Report.

iii. The Second Vice President shall inform the active chapter of any mandatory function two (2) weeks prior to the event held by the office.

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

D. Secretary

1. Duties & Responsibilities:

i. To record and distribute the minutes of all meetings of the Alpha Chapter to members and advisors.

ii. To read all official communications into the minutes of the Alpha Chapter.

iii. To promptly handle correspondence with the National Board.

iv. To promptly file all reports when due, except those designated to be the responsibility of other officers of the Alpha Chapter.

v. To present reports on all projects to the First Vice President to be included with the National Report.

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

E. Treasurer

1. Duties & Responsibilities:

i. To receive and expend, upon duly authorized orders, all monies of the chapter.

ii. To keep an accurate account of the receipts and expenditures of the chapter in a standard accounting system.

iii. To forward such reports as may be required by the National Board in a timely manner.

iv. To prepare a term budget for the chapter.

v. To pay all monies due to the National Board in a timely manner.

vi. To submit the previous month's detailed income, expense, and account balance to the active chapter at the first meeting of each month and submit a copy to the Secretary for filing with the official minutes of the meeting.

vii. To present reports on all projects to the First Vice President to be included with the National Report.

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

F. Recruitment Chair

1. Duties & Responsibilities:

i. Be responsible for all activities involving the recruitment of new members into the Alpha Chapter.

ii. Track attendance of potential members at all official recruitment events.

iii. To inform the active chapter of those recruits who have met the requirement of attending three events and individually recommend that the active chapter extend a bid to the individual.

iv. To present reports on all projects to the First Vice President to be included in the National Report.

v. The Recruitment Chair shall inform the active chapter of any mandatory function two (2) weeks prior to the event held by the office. vi. The Recruitment Chair shall

present recruitment schedule in writing two weeks prior to the first chapter of each semester.

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

G. Director of Public Relations

1. Duties and Responsibilities

- i.** Oversee the image of Sigma Alpha through social media and other medium
- ii.** Serves as the main liaison of alumni relations for the Alpha Chapter
- iii.** Ensure mission and image of Sigma Alpha Alpha Chapter is aligned with the pillars and objective.
- iv.** Serves as a committee member on the endowment committee to uphold the message of Sigma Alpha Alpha Chapter
- v.** Works together with all committees to let members and followers know of events and activities.
- vi.** Responsible for planning and executing any social event held with a fraternity, to ensure proper risk management measures.

The Director of Public Relations shall inform the active chapter of any mandatory function two weeks prior to the event held by the office.

H. Social Committee Chair

1. Duties & Responsibilities

- i.** Plan and oversee all chapter social functions of the sorority except social events held in conjunction with a fraternity
- iii.** May appoint some member of the chapter as chair of any event. To present reports on all projects to the First Vice President to be included in the National Report.
- iv.** The Social Chair shall inform the active chapter of any mandatory function two (2) weeks prior to the event held by the office.

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

I. Fundraising Committee Chair

1. Duties & Responsibilities:

- i.** Organize at least one fundraiser each semester
- ii.** Inform active members of the fundraiser and their required contribution.
- iii.** Keep accurate records of active member fundraising contributions
- iv.** Delegate duties to members of the committee
- v.** Plan and run committee meetings

2. Reports to: First Vice President

A. Historian/Sisterhood Committee

Chair

- i.** Duties & Responsibilities:
- ii.** Organize at least one sisterhood event each semester
- iii.** Inform active members of sisterhood events
- iv.** Delegate duties to members of the committee
- v.** Plan and run committee meetings

- 2. Reports to: First Vice President
- J. Philanthropy Committee Chair**
 - 1. Duties & Responsibilities:
 - i. Organize at least one philanthropy event and Ag in the Community each semester
 - ii. Inform active members of these events
 - iii. Delegate duties to members of the committee
 - iv. Plan and run committee meetings
 - v. Keep and accurate record of active member volunteer hours
 - 2. Reports to: First Vice President
- K. Scholarship Committee Chair**
 - 1. Duties & Responsibilities:
 - i. Organize at least one scholarship event each semester
 - ii. Inform active members of these events as well as available scholarship opportunities
 - iii. Delegate duties to members of the committee
 - iv. Plan and run committee meetings
 - 3. Reports to: First Vice President
- L. Founder's Day Committee Chair**
 - 1. Duties & Responsibilities:
 - i. Head up the planning and organization of the annual Founder's Day Banquet
 - ii. Inform alumni of their attendance
 - iii. Delegate duties to members of the committee
 - iv. Plan and run committee meetings
 - 2. Reports to: First Vice President
- M. Young Leaders Conference Committee Chair**
 - 1. Duties & Responsibilities:
 - i. Head up the planning and organization of the annual Young Leaders Conference
 - ii. Ensure continued contact with partner organization and members of the Alpha Gamma Rho Beta Chapter Young Leaders Conference Committee
 - iii. Delegate duties to members of the committee
 - iv. Plan and run committee meetings
 - 2. Reports to: First Vice President
- N. Leadership Board Committee Chair**
 - 1. Duties & Responsibilities:
 - i. Organize and plan professional development events
 - ii. Keep an accurate record of active members attendance of professional development events
 - iii. Delegate duties to members of the committee
 - iv. Plan and run committee meetings
 - 2. Reports to: First Vice President
- O. Endowment Committee Chair**
- P. Social Committee Chair**
 - 1. Duties & Responsibilities:
 - i. Serve as a liaison between the Ohio State Office of Advancement
 - ii. Delegate duties to members of the committee

- iii. Plan and run committee meetings
2. Reports to: First Vice President

VII. Nominations and Election Procedures. Officer Elections will be held the last Chapter meeting in October. New officers will assume their duties at the first regularly scheduled meeting of the Spring semester.

- A. A nominating committee, comprised of the Advisors and Executive Team, will compile a slate of officers and present that slate to the active chapter two weeks prior to elections. Interviews will be conducted before the development of the slate.
- B. At the time the slate is presented, nominations can be made by active members from the floor. Members are not eligible to be slated if they have not filled out the application and completed the interview process. Consent must be given before a nominee's name is added to the slate.
- C. At the time designated for elections, a brief introduction by the nominee will be given and they shall state the reason why they are running for that certain office. Other candidates for the office shall be absent from the room during this time.
- D. A majority vote, defined as more than fifty percent (50%) of the active membership, is required by written ballot for each officer's election. Votes shall be counted by a nonbiased person (alumni, advisor, etc.) in attendance.
- E. In the case of only one candidate in each position and no new additions on the slate a motion can be made to accept the officer team as a whole.
- F. Each officer is elected for a one (1) year term.
- G. Qualifications for Office. The officers of this chapter shall be members thereof, enrolled as fulltime students, and in good standing. If, after nomination or election, any officer temporarily or permanently ceases to be a member in good standing, is placed on probation by the university, or becomes in arrears for more than sixty (60) days for any chapter liability of any kind whatsoever, such officer shall automatically resign.
 - 1. A successor shall either be elected at the next business meeting or appointed by the Executive Committee as designed by the rules of election to fill the vacancy created.

VIII. Chapter Calendar Development and Meeting Dates

- A. Chapter Calendar: The chapter calendar for current semester shall be developed by the Executive Committee and Committee Chairs, under the direction of the 1st Vice President and submitted to the National Sorority prior to the prescribed deadline
 - 1. The calendar shall include the minimum number of Pillar Events for each Pillar as prescribed the national bylaws, standing rules and governing documents.
- B. Prior to submission in the Officer Portal, the Chapter Calendar should be presented to and approved by the chapter membership.
- C. Regular Chapter Meetings will be held weekly while school is in session. These meetings will be held every Monday at 7:00 PM.

IX. Member Participation Expectation

- A. Chapter Business Meetings: Members are required to attend 100% of chapter meetings each semester.
- B. Ceremonies: Members are required to attend all Ceremonies.

1. Membership Candidate Ceremony
 2. Activation Ceremony
 3. Active to Alumni Ceremony
- C. Recruitment Events: Members are required to attend 100% of chapter recruitment events.
- D. Pillar Events: Members are required to attend chapter Pillar Events.
1. Scholarship
 2. Leadership
 - i. Members are required to attend two Professional Development Events per semester.
 3. Service
 - i. Members are required to attend 10 hours of volunteer service per semester.
 - ii. Members are required to attend one Ag in the Community event
 4. Fellowship
- E. Excused Absences
1. An excused absence will be any of the following:
 - i. illness or injury
 - ii. classroom/laboratory/exam sessions that cannot be adjusted
 - iii. family emergencies
 - iv. work conflict
 - v. All other requests for excused absences will be reviewed by the Executive Committee
 2. If a member is unable to attend a required event, she must notify the Secretary and Event Coordinator in writing at least (24 hour) prior to the event. In the case of accidents, illnesses, or other emergencies, notice should be given as soon as possible.
 3. If a member disagrees with the decision of the Executive Committee, she has the right to appeal that decision. Notification of her dissent should be made in writing to the President within 24 hours.
- F. Various Status Expectations
1. Senior status
 - i. Leadership: must attend a minimum of 1 professional development event
 - ii. Philanthropy: Complete a minimum of 5 service hours and participate in 1 Ag in the Community event
 - iii. Fellowship: attend a minimum of 2 sisterhood events
 - iv. Recruitment: attend 4 of 8 recruitment events
 - v. Fundraising: raise \$30 per semester
- G. Membership Candidates
1. Election of Membership Candidates.
 - i. The Alpha Chapter will follow the procedures for the election of membership candidates as provided in the Bylaws of Sigma Alpha National Sorority.
 - ii. Education Program.
 - a. Prospective members will be given a written invitation to join the Alpha Chapter and a schedule of the Membership Candidate education program as well as all semester events by the Second Vice President. If in the case she decides to defer her offer, she must submit a written reason to the Recruitment Chair and Second Vice explaining and has only one following semester to

come back if she so chooses. If she returns to join that following semester, she can attend one less recruitment event than the number that is required. Once the prospective member has given verbal acceptance of the invitation to an active member of the Alpha Chapter and has signed a written acceptance in the presence of the Alpha Chapter, they shall be considered a membership candidate and will be educated according to National guidelines. The offer of membership is contingent upon the membership candidate's ability to meet financial, scholarship, and leadership requirements. At any point during the membership candidate education program, the Alpha Chapter may withdraw the offer of membership by a seventy-five percent (75%) vote of the active membership. Members may abstain from voting and abstained votes count as 'yes' votes in favor of keeping the membership candidate in the program.

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

iii. Final Voting.

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

b. Reasons for negative vote are as follows:

- (i) Has not met requirements for the Membership Candidate Process as required by the Sigma Alpha National Sorority.
- (ii) Has not aligned with the pillars of the Sigma Alpha National Sorority.

(iii) Extenuating reasons at the discretion of the Executive Committee and Advisors.

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

A. Most Important Dress Guidelines:

1. Be cognitive of where and what activities you will be participating in and make sure your dress is suitable for those environment and community events.
2. Hair should be done appropriately and made presentable for the occasion. No bedhead or similar "messy" styles.
3. Avoid revealing clothing. You shouldn't be able to see anything defined as undergarments. No legging, jeggings or any other spandex inspired "pants."
4. Cover all visible tattoos and remove lip, chin, brow piercings and discs.
 - i. This does not include those intended for medical reasons.

5. No sports apparel: jersey's, running or yoga tops, spandex tops, etc. unless otherwise notified in advance.
 6. Clothing should be free of dust, pet hair, dander, wrinkles, tears (purposely or not), and stains. Wearing clothes obviously picked up from the floor or plucked from a laundry basket are obvious, and unacceptable.
- B. Casual.** Casual attire will be worn for chapters containing breakout committee work, recruitment events, retreats, and when otherwise noted in advance.
1. Shoes: Shoes that are comfortable and appropriate for your surroundings can include flip flops, boots, tennis shoes, etc.
 2. Bottoms: Jeans, capris, and cargos are acceptable.
 - i. Darker washes are encouraged, but not required.
 - ii. No sweatpants or sleepwear inspired pants.
 - iii. No excessive rips, tears, or holes.
 - iv. Shorts should cover your bottom, no one wants to see that. Keep it classy.
 - v. NO undergarments should be showing at any time.
 - vi. NO leggings unless otherwise notified in advance.
 3. Shirts: t-shirts, polos, tanks, sweatshirts, etc. are acceptable.
 - i. You are always encouraged to wear letters.
 4. Remember you are representing the sorority!
 5. NO revealing bra straps, excessive cleavage, or midriffs should be showing at any time.
- C. Dressy Casual.** Dressy Casual shall be worn for the active and membership candidate mixer and when otherwise noted
1. Shoes: Shoes that are comfortable and appropriate for your surroundings
 2. Bottoms: Jeans, skirts, dresses, and capris are acceptable.
 - i. No sweatpants or sleepwear inspired pants.
 - ii. No rips or holes
 - iii. No shorts
 - iv. No leggings or other athletic wear
 3. Shirts: sweaters, cardigans, blouses
 - i. No revealing bra straps or midriffs should be showing at anytime.
- D. Smart Business Casual.** Smart Business Casual is to be worn at all chapter meetings and events, unless otherwise noted in advance.
1. Shoes: Shoe choices are vast. Dressy sandals, dress cowboy boots, loafers (i.e. Sperry and loafer-cut Twisted X-type shoes; NOT high tops), peep-toes, flats, pumps, slingback heels and wedges make for excellent choices.
 - i. Clean, buffed, and scratch-free shoes.
 - ii. No metallic or distracting colors.
 - iii. No flip flops, UGGs, sneakers, crocs, Birkenstocks, or similar footwear.
 - iv. No more than a three-inch (3 in) heel.
 - a. Avoid wearing heels that are scratched and “peeling”
 2. Pants: Your pants will resemble a professional slack with a fit of classic, straight leg, slightly flared, bootcut, or trouser cut.
 - i. Khakis, colored pants, and palazzo pants are acceptable.
 - ii. Professional colors such as browns, dark blue, grey, or black are encouraged but not required. Avoid distracting colors, but you are free to express your personality.

- iii. NO jeans, cords, shorts, or cargo pants of any length or denim material are allowed.
 - 3. Skirts and Dresses: Smart vs. trendy is your best choice for business dress occasions.
 - i. Have your dress and skirt pressed, clean and matching.
 - ii. Avoid cotton, jersey, leather-like, or metallic fabrics skirts.
 - iii. Invest and wear (when needed) nude, black and white slips.
 - iv. The maximum hem length is 2 inches above the knee.
 - 4. Tops: A variety of shirts are acceptable, but always remember to keep it classy.
 - i. Shirts with collars, including polo's, button-ups, and sleeveless styles are acceptable.
 - ii. Nice, matching cardigans and sweaters are acceptable.
 - iii. Sleeveless shirts are allowed as long as the straps are one inch thick or wider.
 - iv. Off the shoulder and cold shoulder tops are acceptable.
 - v. NO bra straps or excessive cleavage should be showing at any time.
- E. Professional Dress.** Professional Dress attire is worn during National Visits, professional development events, and special campus and community engagements. There are two styles of professional dress and either one is acceptable to wear when professional dress is required. No matter which one you choose, always remember that professional dress requires a jacket at all times.
1. Formal Professional: Formal professional is your classic dress, skirt or pant suit, generally monochromatic in color which gives an unbroken, polished look and usually comes in dark shades of color, but not limited to.
 2. Smart professional attire is bought as 'separates', and includes professional dresses, skirts, blouses and suit jackets. Never be afraid to mix color!
 3. Shoes: Closed-toe pumps and sling-back heels, dressy flats and wedges will compliment your professional look. Shoes must have a backing and be less than 3 inches in height.
 - i. No sandals, flip-flops or strappy special occasion heels, tennis shoes, crocs or cowgirl, work boot or UGG boots.
 4. Pants: Professional slack can be a classic fit, straight legged, slightly flared, or trouser cut.
 - i. Pants are pressed and clean, free of stains and not tattered.
 5. Skirts and Dresses: Smart vs. trendy is your best choice for professional dress occasions.
 - i. Having your dress and skirt pressed, clean and matching your business jacket is key.
 - ii. Skirts and dresses 2 inches above the knee are not permitted.
 - iii. No miniskirts.
 - iv. Avoid jersey, cotton, leather-like, or metallic fabrics.
 - v. Invest and wear (when needed) nude, black and white slips.
 6. NOTE: Nylons will NOT be required at Alpha Chapter functions, although they are highly recommended. If attending any national or multi-state event, remember that they are required (i.e. Kentucky PD weekend).
 - i. Sheer and nude hose are best. Black opaque or sheer nylons are best worn in the fall and winter.
 - ii. There should be no visible tears, runs or dirt marks, sagging or excessive snags.

- iii. Purchase and pack extra nylons. A couple dabs of clear nail polish or a few spritzes of hair spray will stop an occurring run.
 - 7. Tops: The right style enhances your image, draws attention upward and adds color or chic to an outfit.
 - i. Capped, short, $\frac{3}{4}$ or long-sleeved tailored button-up tops and pull over styles are acceptable.
 - ii. Blouses should be of ample length to be tucked in if the outfit requires.
 - iii. Avoid sheer fabrics or wear a camisole underneath your blouses.
 - iv. Do not wear button-up tops that pucker or with deep armholes exposing undergarment(s). You will need tailoring or require a different size.
 - v. NO bra straps or cleavage should be showing at any time.
 - 8. Shawls, Wraps and Cardigans: These separate pieces are especially handy if you are in a meeting and decide to remove your jacket. Room temperatures fluctuate; therefore, having one of these items in your tote is always smart. They maintain the professional look you are striving for when the jacket becomes too unbearable or not enough.
 - 9. The Business Jacket: Professional Dress requires a suit jacket.
 - 10. Smart Professional Dress allows room to experiment with color, design and fabrics to help draw out your fashion personality. However, maintaining a professional look is crucial.
- F. **Formal to Semi-Formal.** Formal to semi-formal will be required for special evening events including the Emerald Banquet.
 - 1. Shoes: Dress heels, dressy flats or strappy heels. Dress shoes can be open-toed, slingback or closed toed.
 - i. Heels should not exceed 4 inches.
 - ii. Consider not wearing super trendy platforms or extreme high-heeled shoes. A trendy style shoe doesn't always represent class.
 - iii. Wearing winter boots or knee-high dress boots to and from 'After Five' events is acceptable, but slip on your dress shoes upon arrival.
 - 2. Cocktail Dresses: The appropriate length for a cocktail dress is no more than 2.5" above the knee. Strapless and one-shouldered dresses are acceptable.
 - i. Pairing a dressy cardigan, shawl or blazer/jacket is smart, especially on chilly nights.
 - a. Avoid see-through fabrics, bodice cut-outs, plunging necklines and backless dresses. Choose a different size or have the dress tailored if the armholes show your undergarment(s).
 - b. There should be very little to no cleavage showing.
 - 3. Formal (Long) Dresses: The appropriate length for formal dresses is to the ground. Strapless and one-shouldered dresses are acceptable.
 - i. Pairing a dressy cardigan, shawl or blazer/jacket is smart, especially on chilly nights.
 - ii. Avoid see-through fabrics, bodice cut-outs, plunging necklines and backless dresses. Choose a different size or have the dress tailored if the armholes show your undergarment(s).
 - iii. There should be very little to no cleavage showing.

4. Cocktail and Formal Skirts with Blouses: Cocktail and formal skirts come as separates or as two-piece sets.
 - i. The style and fabric is dressy and mirrors that of a formal or cocktail style dress.
 - ii. Cocktail skirts are no more than 2.5” above the knee.
 - iii. Blouses and jackets are made of dressy fabrics, not t-shirt or casual materials.
 - iv. Avoid see-through fabrics, plunging necklines or backless garments and bodice cut-outs. Tailor the armholes if your undergarments are visible
5. Evening Suits: Evening suits are generally sold as two-piece sets, although you are able to mix and match formal wear to create a semi-to-formal evening suit.
 - i. No leggings, skinny pants, cords or cropped/Capri pants.
 - ii. The hem of the pants should touch the instep of your foot while wearing shoes, and slope down to cover half your heel.

XI. Awards and Recognition A. Associate Membership

1. Associate members shall be those individuals who have been duly elected by a chapter and have been approved by the National Executive Committee, and at the time of approval are not undergraduate students at the university where the chapter is located. Only those individuals who, in the opinion of the chapter and the National Executive Committee, adhere to the ideals of Sigma Alpha, who have made a significant contribution to the chapter and agriculture, and whose professional achievements warrant the bestowing upon the Associate Membership in Sigma Alpha Sorority may be initiated as Associate Members. Associate Membership may be conferred upon two (2) individuals per chapter per year. Examples of Associate Members are graduate students, international exchange program students, or other similar students that meet the above criteria.
 - i. View the Sigma Alpha National Bylaws for more information.

B. Honorary Membership

1. Honorary members shall be those individuals, both men and women, of special note in agriculture. The recognition of (1) Honorary Member will be conferred upon an individual by the National Sigma Alpha Sorority during a national meeting or event.
 - i. View the Sigma Alpha National Bylaws for more information.

XII. Financials

- A. Chapter Checking Account – The Alpha Chapter shall maintain its checking account in a recognized bank.
 1. All checks of the Alpha Chapter must be signed by the Treasurer and/or the President of the Alpha Chapter or other designated member appointed by the President.
 2. A reimbursement form accompanied by all receipts must be given to the Treasurer for financial records.
 3. Within the first 3 weeks of the semester, the Chapter will approve a budget as prepared and presented for vote by the Treasurer.
- B. New Member Fees. New members and potential new members shall have the following financial obligation:
 1. Membership Education Fee – An \$125 fee will be required after the Membership Candidate Ceremony.
 - i. A second \$125 fee will be required after activation.

2. National Activation Fee – The national activation fee for membership candidates and associate members is set forth as dictated by the National Board. Late fees will be assessed according to National Bylaws. Dues are subject to change pending maintenance fee increases at the national level, see National Bylaws.
 - i 1st Term: \$95
 - ii 2nd Term: \$95
 - iii Additional membership fees will be determined based on activation date.
 - iv. Activation fee is due by the end of the semester the membership candidate is activated
- C. Annual Budget
1. The annual budget will be developed by the Treasurer with input provided by all committee chairs and officers. The treasurer will then present the budget to the chapter executive board for review, and then to the entire membership for approval.
 2. The chapter will use the template provided by the National Sorority to develop and submit the annual budget.
 3. The budget for the upcoming fiscal year will be presented at a regular business meeting prior to May 15th each year and voted on by the chapter membership prior to submission to National Headquarters.
- D. Budgeting for National Events
1. The chapter will set-aside funds in the chapter budget sufficient to pay for the registration, transportation, hotel, and meal costs of (at least 1) individual per National Event.
 2. The chapter will apply for any scholarships and seek to identify ways to secure additional funding to allow additional members to attend. Such funds secured will be divided by all additional members in attendance.
- E. Financial Statements
1. The chapter will use the template provided by the National Sorority to develop and present chapter financial statements.
 2. Monthly Statements: The Treasurer will present a current financial statement to the membership at the first Regular Business Meeting each month.
 3. Annual Financial Statement: At the close of each fiscal year, the Treasurer will update the Chapter Financial Statement to be presented to the chapter membership and submitted to the National Sorority.
- F. Purchases and Reimbursements
1. The chapter account shall have three authorized signers that include the chapter president, treasurer, and chapter’s university advisor.
 2. Pre-authorization of Purchases: All purchases over (\$50) and any purchases not specifically outlined in the budget require prior authorization from the Executive Committee.
 3. Members will be reimbursed for approved chapter purchases only.
 4. A receipt or proof of purchase must be provided along with the reimbursement form located on SharePoint.

XII. Risk Management Policy

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

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

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

Alcohol and Drugs

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

1. The possession, sale, use or consumption of alcoholic beverages during a sorority event must follow any and all applicable laws of the state, province, county, city and institution of higher education.
2. Actives shall not consume alcohol within two hours prior to any sorority event, including recruitment, membership candidate program, activity, or ritual of the chapter including, but not limited to, Welcome Week and Activation.
3. All recruitment or rush activities associated with any chapter will be non-alcoholic.
4. No alcohol shall be present at any membership candidate program, activity, or ritual of the chapter including, but not limited to, Welcome Week and Activation.
5. Sigma Alpha Sorority member must not consume alcohol while wearing Sigma Alpha apparel, whether in Greek letters or written "Sigma Alpha".
6. No alcoholic beverages may be purchased through or with chapter or sorority funds, nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter or sorority.
7. When alcohol is served at Sorority events, service of alcohol must be conducted on a cash bar basis utilizing the services of a properly licensed and insured company providing professional bartender services.
8. Reasonable precautions will be taken by the Alpha Chapter to prevent the excessive consumption of alcohol and to prevent the service of alcohol to underage persons by anyone at sorority events.
9. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (those under legal drinking age) at sorority events.
10. No shots or "drinking games" shall be permitted.
11. Any members or welcomed (determined by members) guests who arrive to a sorority event, including recruitment, membership candidate program, activity, mandatory function, or ritual of the chapter including, but not limited to, Welcome Week and Activation. in an intoxicated state must not be admitted. Any member or guest who becomes intoxicated shall be removed from the event.

1. Intoxicated state includes: person smells like alcohol, has glassed-over eyes, slurred conversation, acting or speaking unlike themselves, impaired motor function, or inappropriate interactions.
2. Designated person (determined by members) will ensure the intoxicated person's safety, removing them from premises.
12. At events where alcohol is permitted, there must be two (2) designated non-drinking members, and ample non-alcoholic beverages must be provided.
13. The service of alcohol shall end at a specific time, at least one hour before the end of the event. This time must be established and clearly published in advance of the event.
14. Open sorority sponsored events or parties where alcohol is present, are prohibited.
 1. Open events or parties are those with unrestricted access by non-members of the sorority, without specific invitation.
15. No event will be planned or promoted by the Alpha Chapter or under the name of Sigma Alpha Sorority or any related entity, for which the main purpose is consuming alcohol.
16. The Alpha Chapter may not co-sponsor or co-finance a function at which alcohol is purchased by any of the host chapters, groups or organizations that does not comply with this policy.
17. The Alpha Chapter may not co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy.
18. The Alpha Chapter may not conduct or enter into an agreement to participate in a fundraising project if the activity involves Sigma Alpha members selling or distributing alcohol (regardless if the proceeds are for chapter or charity use) if the venue requires the Sorority to add it as an "additional insured." Chapters may conduct or enter into an agreement to participate in such fundraising projects if the venue provides the insurance.
19. The possession, sale or use of any illegal drugs or controlled substances during a sorority event, or at any event that an observer would associate with the sorority, is strictly prohibited.

Hazing

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

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

achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.”

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

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