

Kappa Phi Lambda Sorority, Inc. Omicron Chapter Bylaws

We, the Sisters of the **Kappa Phi Lambda Sorority, Inc.** strive to strengthen sisterhood among women by providing service and promoting cultural diversity to our members and our community, thus securing the bond of kinship for posterity. **Kappa Phi Lambda Sorority, Inc.** exists to further educate individuals about Pan-Asian culture. We aim for academic excellence, keeping in mind the importance of education and learning as the key to strength, awareness, and fulfillment.

Last updated: April 13th, 2023

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Article I – Standards

Section 1: Introductions

- I. The name of this organization shall be the Omicron Chapter of the Kappa Phi Lambda Sorority, Inc. Throughout this document, the organization shall be referred to as “Omicron Chapter” and its members shall be referred to as “Sisters.”
- II. All references to other Chapters and Associate Chapters of the Kappa Phi Lambda Sorority, Inc. shall be referred to as the “Chapter/Associate Chapter” along with their designated Greek letter or school name. Sisters from other Chapters/Associate Chapters shall be referred to as “Sisters.”
- III. The standards and symbols of the Kappa Phi Lambda Sorority, Inc. can never be changed in any way, shape, or form.

Section 2: Bylaws

- I. This document describes the bylaws of the Omicron Chapter of the Kappa Phi Lambda Sorority, Inc.
- II. Members of the Omicron Chapter must abide by these bylaws accordingly in addition to the rules and regulations set forth by the National Constitution.
- III. Any proposed amendments to these bylaws must be approved by the Chapter before adopting the changes.
- IV. Any approved amendments to the bylaws will be effective the following semester.

Section 3: Letters

- I. The letters will always remain Kappa Phi Lambda Sorority, as each letter represents meanings that have been omitted for the public release of the Omicron Chapter bylaws.

Section 4: Symbols

- I. The meanings of the symbols have been omitted for the public release of the Omicron Chapter bylaws.
 - i. Colors: Red, White, and Heather Grey
 - ii. Flower: Orchid
 - iii. Mascot: Phoenix
 - iv. Gem: Diamond
 - v. Handshake
 - vi. Crest

Section 5: Discrimination Clause

- I. Discrimination based on race, color, creed, religion, sexual orientation, national origin, age, disability, gender identity or expression, genetic information, HIV/AIDS status, or Vietnam-era veteran status will not be advocated or tolerated by the Sister of the Omicron Chapter of the Kappa Phi Lambda Sorority, Inc.

Article II – Sister Statuses

Section 1: Active Status

- I. A Sister is considered “active” within the Chapter if she:
 - i. A full-time student
 - ii. Pays dues
 - iii. Qualifies to hold a position
 - iv. Has voting privileges
 - v. Fulfills National, Chapter, and Sister Requirements
 - a. Refer to *Article III – Active Member Requirements*

Section 2: Inactive Status

- I. A Sister is considered “inactive” within the Chapter if she:
 - i. Does not fulfill National, Chapter, and Sister requirements
- II. A Sister is considered “inactive-matriculated” if she:
 - i. Is matriculated at an affiliated Chapter or Associate Chapter but requests inactivity for personal/academic reasons
 - ii. Pay dues
- III. A Sister is considered “inactive non-matriculated” if she:
 - i. Does not attend school for at least one semester or more
 - ii. Does not pay dues
- IV. Refer to *Article IV – Inactivity Regulations*

Section 3: Transfer Students

- I. Sisters of the Sorority who transfer to a non-affiliated, undergraduate school are not responsible for fulfilling any of the requirements. They are eligible for automatic inactivity.
 - i. The transfer Sister will not be recognized by The Ohio State University as an active member of the Omicron Chapter.
 - ii. She may be considered active if she is able to fulfill the requirements of an active Sister of the Omicron Chapter and the National Rules and Regulations.
- II. Any member of the Sorority who transfers to an affiliated, undergraduate institution must declare at the time of transfer whether she will be an active or inactive member of that Chapter or Associate Chapter.
 - i. To be granted active status, the transferring Sister must be voted into the respective Chapter or Associate Chapter by a three-fourths (3/4) vote from the active house.
 - ii. A sister of the Sorority is considered an “Active-Transfer” if she has transferred to an affiliated undergraduate institution.
 - a. Refer to Article II – Sister Statuses, *Section 1: Active Status*
 - iii. A sister of the Sorority is considered an “Inactive-Transfer” if she has transferred to a non-affiliated undergraduate institution.
 - a. Refer to Article II – Sister Statuses, *Section 2: Inactive Status*
- III. Transfer Sisters at a non-affiliated, undergraduate school are allowed to take Little Sisters, assuming she can fulfill the duties of being a Big Sister.

Section 4: Fifth-Year Senior

- I. A Sister who does not graduate after being a full-time student for at least eight semesters (excluding summer term) of their undergraduate studies has the choice to stay active or obtain an alumna status.
 - i. Refer to Article II – Sister Statuses, *Section 1: Active Status* and *Section 2: Inactive Status*

Section 5: Alumnae Status

- I. A Sister is granted “alumna” status within the Chapter if she:
 - i. Has received a bachelor’s degree
- II. Is not allowed to vote on any issues pertaining to the activities of the Chapter
- III. Is not permitted to hold a position at a Chapter
- IV. Does not pay dues
- V. Is eligible for a Little Sister if she is a paying member of the National Alumnae

Association

- VI. Any alumna who wishes to become “active” at an affiliated Chapter must fulfill National, Chapter, and Sister requirements
 - i. Refer to Article II – Sister Statuses, *Section 1: Active Status*

Article III – Active Member Requirements

Section 1: Academics

- I. Active Sisters must maintain a cumulative GPA of 2.5 or above
- II. Sisters must maintain a semester GPA of 2.5 or above

Section 2: Dues

- I. Each Sister must pay all Chapter and National Leadership dues

Section 3: National Events

- I. Each Sister must attend one National event per year. National events include August National Conference, January National Conference, Spring Convention
- II. Attending Sisters will receive a maximum reimbursement of fifty dollars (\$50) for traveling expenses to National events from the Omicron Chapter bank.
 - i. This is a one-time reimbursement for the year
 - ii. Traveling Sisters will be subjected to pay all other costs for traveling to National events if they exceed the fifty dollars (\$50) limit for the year
 - iii. Requests for reimbursement is valid for up to two (2) weeks after National events with itemized receipts provided to Treasurer
- III. President and Program Educator(s) will receive a maximum reimbursement of fifty dollars (\$50) per National event attended
 - i. This is a reimbursement for August and January National Conferences, as their attendance is mandatory
 - ii. President and Program Educator(s) will be subjected to pay all other costs for traveling to National events if they exceed the fifty dollars (\$50) limit for Nationals
 - iii. Requests for reimbursement is valid for up to two (2) weeks after National events with itemized receipts provided to Treasurer

Section 4: Meeting/Event Attendance

- I. Active Sisters are required to attend all Chapter meetings
- II. Sisters must participate in all Omicron Chapter events, hosting or attending, unless previously notified or excused by the chairholder planning the event
- III. At minimum, Omicron Chapter Sisters must:
 - i. Participate in one organized philanthropic event per semester
 - ii. Participate in one fundraising event per semester
 - iii. Participate in one group community service event per semester
 - iv. Attend one hosted cultural event per semester
 - v. Attend one Sisterhood event per semester
 - vi. Attend one MGC social per year
 - vii. Attend one risk management workshop per year
 - viii. Attend the required Greek Standards of Excellence events
- IV. During recruitment period, Sisters must:
 - i. Attend fifty percent (50%) of all recruitment events
 - a. If the fifty percent (50%) attendance requirements is not made, the Sister will not be allowed to vote during interviews on bids

- ii. Interviews are mandatory attendance
- V. Active Sisters are **required** to attend both **Induction** and **Initiation**
- VI. Other individual requirements are to be decided by the respective chairholder by the first official Chapter of the year

Section 5: Fines

- I. In the situation that a Sister does not complete requirements, she is subject to be fined
- II. Terms for payment are to be determined by the Warden
- III. If an Active Sister would like to take a Little Sister, she must have **no outstanding fines** on Her account

Article IV – Inactivity Regulations

Section 1: Inactivity

- I. There is a limit of one (1) Inactive Sister per ten (10) Active Sisters unless there are extenuating circumstances. This is up to the judgement and discretion of the Sisters.
- II. Only one semester of inactivity is allowed for any Sister, unless there are extenuating circumstances. This is up to the judgement and discretion of the Sisters.
 - i. Note: There is a limit and does not mean that any number of Sisters is guaranteed inactive status.

Section 2: Eligibility

- I. Sisters are eligible for inactivity for the following reasons: study abroad, full-time internship or co-op, family problems, financial difficulties, or educational/grade issues.
- II. Automatic inactivity will be granted for the following reasons: study abroad, prolonged illness, not attending The Ohio State University for the semester, or receiving a GPA below 2.3 for the semester.

Section 3: Procedure and Requirements

- I. Sisters who are seeking to be inactive will be considered after presenting a formal letter to the Chapter as to why such status is desired.
 - i. The formal letter must be presented the second to last Chapter of the previous semester to why inactivity is desired
 - ii. Inactivity must be approved by eighty percent (80%) of the active Chapter.
- II. Sisters who are going to be inactive non-matriculated the next semester must notify Executive Board as soon as possible. The Sister will be responsible for any fines incurred by National Leadership if Executive Board is informed too late.
- III. While inactive, the Sister:
 - i. Must pay one-third (1/3) of Chapter dues and one hundred percent (100%) of National Leadership dues.
 - ii. May not vote during the duration of her inactivity
 - iii. May not hold a position
 - iv. Is ineligible for a Little Sister
 - v. Must meet with the Academic Chair to create an academic plan to improve her grades if inactive for academic reasons
 - vi. Is required to attend one Chapter meeting a month
 - vii. Is required to attend one sisterhood, service, and cultural event
 - viii. Is not allowed to attend social events under any circumstances
 - ix. Permitted to attend Induction, Initiation, and banquet

- x. Must request permission from the Executive Board to attend any other Chapter events other than the ones permitted above
- xi. The only exception to the requirements above is inactive Sisters who do not attend The Ohio State University. In this scenario, the Sister does not have to pay dues or attend meetings or events

Article V – Chapter Requirements

Section 1: Recognition

- I. As stated in the National Rules and Regulations, the Omicron Chapter must have a minimum of twelve (12) Active Sisters to maintain Chapter status
 - i. Failure to do so will result in a warning for one academic semester
 - ii. If the minimum has still not been reached by the following semester, Omicron Chapter will no longer be considered an active subsidiary. Chapter status will be revoked, and Omicron Chapter will assume an Associate Chapter status
- II. The Omicron Chapter must be a member of the Multicultural Greek Council (MGC) at The Ohio State University
 - i. Omicron Chapter must also adhere to the Constitution and Bylaws of MGC
 - ii. Sorority bylaws should be amended to coincide with MGC requirements in order stay an active member of the council
- III. Omicron Chapter must fulfill the requirements and complete The Ohio State University Greek Standards of Excellence

Section 2: OSU Greek Standards of Excellence

- I. Advisors and Alumni Standard
 - i. Omicron Chapter must select at least two (2) advisors. One of the two must be a member of the university staff or faculty (SFL Liaison), though that person need not be a member of the organization he/she advises.
 - ii. Advisors and SFL Liaison must be at least three (3) years removed from their undergraduate graduation, and they must live within one (1) hour of the Columbus campus.
- II. Risk Management and Harm Reduction Standard
 - i. The Omicron Chapter must have a total of eighty-five percent (85%) attendance in risk management and harm reduction qualified programs or events per semester.
- III. Member Development Standard
 - i. The Omicron Chapter must have a total of eighty-five percent (85%) attendance in member development qualified programs or events per semester.
- IV. Inclusive Excellence Standard
 - i. The Omicron Chapter must have a total of eighty-five percent (85%) attendance in inclusive excellence qualified programs or events per semester.
- V. Each Chapter member must submit a monthly SFL Monthly Report, due on the first day of every month.
 - i. Failure to do so will result in a five dollar (\$5) fine each occurrence.
- VI. Recruitment Standard
 - i. To help meet Chapter goals, Omicron Chapter must submit a yearly recruitment plan as part of the Chapter Plan and semesterly progress reports to the Ohio Union.
- VII. Fiscal Responsibility Standard

- i. Omicron Chapter is expected to remain in good financial standing within the University, National Leadership, and other partners.

Section 3: National Meetings

- I. Omicron Chapter must send at least twenty-five percent (25%) of Active Sisters to National Meetings to be eligible to vote
 - i. Exception: August Conference only require 2 representatives
- II. National meetings include August National Conference, January National Conference, Spring Convention, and Newly-Crossed Sisters Retreat

Section 4: National/Regional Pairings

- I. Subject to change at the discretion of National Leadership
- II. National pairing requirements are for the year (can be fulfilled during the Fall or Spring semesters)
 - i. Face to face meeting at National Event with twenty-five percent (25%) Active attendance. Must include a picture of the meeting, notes of what was discussed, and attendance sheet in pairing proof.
 - ii. Phone/video conference with your pairing with twenty-five percent (25%) Active attendance. Must include picture of the meeting, notes of what was discussed, and attendance sheet in pairing proof.
- III. Regional pairing requirements are for the semester (must be fulfilled in both Fall and Spring semester)
 - i. Option 1: Road trip to regional pairing for an event/sisterhood event
 - a. Mandatory twenty-five percent (25%) attendance
 - b. Requests for reimbursement is valid for up to two (2) weeks after road trip with itemized receipts provided to Treasurer
 - c. Maximum reimbursement of fifty dollars (\$50)
 - ii. Option 2: With approval from Regional Consultant, Omicron Chapter can video call regional pairing AND meet up for a sisterhood event at two (2) National events
 - a. Must include a picture of the meeting, notes of what was discussed, and attendance sheet in pairing proof
 - b. Mandatory twenty-five percent (25%) attendance

Section 5: Chapter Dues

- I. Dues are to be paid promptly at the beginning of each semester
 - i. Payment is to be given to the Chapter Treasurer by the second official Chapter meeting of the semester.
 - ii. If dues are not paid by the second Chapter meeting, the Sister has a three-day grace period. If dues are still not paid after the three-day period, the Sister will be subjected to consequences at the discretion of Warden and Treasurer.
 - iii. Both Active and Inactive-Matriculated Sisters are subject to paying dues.
- II. Chapter dues are one-hundred dollars (\$100) per semester.
- III. National Leadership dues are one-hundred and forty dollars (\$140) per semester
 - i. Subject to change at the discretion of National Leadership
- IV. Payment plans are available for Sisters who request to opt in. Must notify the Chapter Treasurer promptly.

Section 6: Academic Standard

- I. The Omicron Chapter altogether must maintain a 2.5 cumulative GPA each semester. i. The GPA standard will apply to all Active Sisters for the semester in review. II. If not

upheld, there will be intervention from National Leadership

Section 7: Community Service

- I. Complete 15 hours of group (3+ sisters for Active House) community service per semester
 - a. Fifty percent (50%) or greater attendance of the Active Chapter is required to attend the service event.
- II. Sisters must also fulfill at least five (5) individual service hours per academic semester

Article VI – Academics

Section 1: Active Sisters

- I. As Sisters of Kappa Phi Lambda Sorority, Inc. we strive for academic excellence. II. Each Sister must always maintain a cumulative GPA above 2.5.
 - i. If a Sister does not maintain a cumulative GPA of 2.5 at all times, she will be subjected to automatic inactivity from the Sorority.
- III. Each Sister must have a semester GPA of 2.5 or above.
 - i. If a Sister has a semester GPA of between 2.3 and 2.5, she will be on social/academic probation.
 - ii. If the Sister's semester GPA is still 2.5 or below following the probationary period, she will be placed into automatic inactivity.
- IV. If a Sister earns a semester GPA of 2.3 or below, she will be subjected to automatic inactivity.

Section 2: Social/Academic Probation

- I. During this probationary period, the Sister is given the chance to raise her grades and earn a semester GPA above 2.5.
- II. The offending Sister is not permitted to attend any social events hosted by the Sorority, locally or nationally.
 - i. Failure to uphold this regulation can result in disciplinary actions decided by the Judiciary Board.

Section 3: Inactivity

- I. Inactive Sisters are not required to fulfill the Active Sister requirements. They have been given time off as a chance to redeem their grades.
- II. Refer to Article IV – Inactivity Regulations, *Section 3: Procedure and Requirements*

Section 4: Position Requirements

- I. To hold the position of Academic Chair, the Sister must have a minimum cumulative GPA of 2.75.
- II. To hold a position on the Executive Board, the Sister must have a minimum cumulative GPA of 2.75.
 - i. If the Executive Board position holder's cumulative GPA falls below a 2.75, she must resign from her positions.
 - a. A vote will take place for her position to be filled.
 - b. If the position is not filled voluntarily, the Vice President will take the position and fulfill its responsibilities.
 - b. If later in the year, her cumulative GPA rises above a 2.75, she may reclaim her position if she wishes.

Section 5: Academic Contracts

- I. If the Chapter allows a Sister to run for a position and she is elected despite not meeting the minimum GPA requirements, she must sign a contract with the Academic Chair.
- II. The contract must require that the Sister:
 - i. Maintain a semester GPA that is at least or above her cumulative GPA while she maintains the position.
 - ii. If she fails to do so, she will have broken the contract and must resign from her position.

Article VII – Meetings

Section 1: National Meetings

- I. National meetings will convene two (2) times a year: during every second (2nd) weekend of January and first (1st) or second (2nd) weekend of August.
- II. President and the Program Educator(s) are required to attend Nationals.
 - i. They must attend their respective positional meetings, which are held twice a year at August and January National Conferences.
- III. If they are unable to attend the Nationals, Omicron Chapter must send a representative in their place to the positional meeting,
- IV. For traveling reimbursement details, refer to Active IV – Active Member Requirements, *Section 3: National Events*
- V. Twenty-five percent (25%) of the Chapter must be present to be eligible to vote on any issues, elections, bids, and Chapter status presentations.
- VI. If any dress code requirements are not met, or any member is later after attendance has been taken, they will not count towards the Chapter's attendance requirements.
 - i. In this scenario, the Sister will not be reimbursed for her fifty dollar (\$50) traveling fee and must pay back the Chapter the cost of her attendance fee.
 - ii. In the event that the Sister's missing attendance causes the Chapter's attendance to fall below the requirements she will be subjected to pay all fines incurred from National Leadership.

Section 2: National Spring Convention

- I. National Spring Convention is held each year in the springtime. The hosting school for that year picks the official weekend.
- II. Twenty-five percent (25%) of the Chapter must be in attendance if Chapter is unable to meet attendance requirements in either January or August Nationals.
- III. If any dress code requirements are not met, or any member is later after attendance has been taken, they will not count towards the Chapter's attendance requirements.
 - a. In this scenario, the Sister will not be reimbursed for her fifty dollar (\$50) traveling fee and must pay back the Chapter the cost of her attendance fee.
 - b. In the event that the Sister's missing attendance causes the Chapter's attendance to fall below the requirements she will be subjected to pay all fines incurred from National Leadership.

Section 3: Chapter Meetings

- I. Day, time, and location of Chapter meetings must be determined at the end of the previous semester.
- II. Chapter updates should be completed by the respective chairholder before Chapter starts.

- i. Failure to do so would result in a warning as a first strike and five dollar (\$5) thereafter.

III. Chapter meetings will start on time

- i. There can be a five (5) minutes grace period to allow Sisters to arrive on time without being given a warning and/or fine.
 - a. Grace period would be subject to removal if Sisters abuse it.
- ii. If a Sister is late, she will be subjected to a warning and/or fine.
 - a. Late attendance of less than five (5) minutes
 - 1. Strike 1: Warning
 - 2. Strike 2: \$5
 - 3. Strike 3+: Incremental at \$10
 - b. Late attendance of less than thirty (30) minutes
 - 1. Strike 1: \$5
 - 2. Strike 2: \$10
 - 3. Strike 3+: Incremental at \$15
- iii. If a Sister is no-show, she will incur a twenty dollar (\$20) fine each time.

IV. Absences:

- i. All absences from Chapter must be excused
 - a. Refer to Article IX – Attendance and Absences, *Section 1: Excused Absences*
 - b. The Secretary must be informed at least one (1) hour prior to the absence
 - c. If the Secretary cannot be reached, the Warden should be contacted.
- ii. All unexcused absences will result in an incremental twenty dollar (\$20) fine.
 - a. After two (2) unexcused absences, the consequences will be at the discretion of the Secretary and Warden.
 - b. Absences thereafter, the Sister will be brought to the Judiciary Board.
- iii. Absences resulting in the loss of the absentee's vote on topics discussed during the meeting.
- iv. Disruptions of meetings will not be tolerated.
 - a. Disruptive actions include excessively talking out of turn, side conversations, eating, use of electronics, and chaotic behaviors.
 - 1. A warning will be given to those who disrupt the meeting
 - 2. If the disruption continues after the initial warning, the Sister will be expelled from the meeting and considered absent
- v. A Sister may be allowed to leave a meeting early if she meets the following criteria:
 - a. The Secretary is informed twenty-four (24) hours prior to leaving early.
 - b. If a position holder, the Sister must update the Chapter of positional announcements before leaving.
 - c. The Sister sits near an exit and does not cause a distraction when leaving
 - d. If the reasoning follows the guidelines for an excused absence.
 - 1. Refer to Article IX – Attendance and Absences, *Section 1: Excused Absences*
- vi. Cell phones and other electronics are not to be used without permission during meetings.
 - a. All devices should be turned off or put on silent during meetings and placed out of sight
 - 1. If a Sister is seen using electronics, she will be fined five dollars

(\$5)

2. That amount doubles if she continues to break this rule
- b. A Sister may ask for permission to keep her phone in sight if she is expecting a call from another Sister, or in the case of an emergency.

Article VIII – Attendance and Absences

Section 1: Excused Absences

- I. Absences should be communicated one (1) hour before Chapter and forty-eight (48) hours before events.
- II. In the event of binding agreement, the Sister MUST find a replacement. i. If a Sister is unable to find a replacement, she will be fined twenty-five dollars (\$25) as a first strike and forty dollars (\$40) thereafter.
 - ii. However, the consequences would be subject to change on a case-by-case basis by the position holder with approval from Warden.
- III. Includes extenuating circumstances which include personal illness, family illness, family emergency, exams/classes, and personal accidents
 - i. Person accidents include car accident, house emergencies including but not limited to house fires, gas leak, robbery, or ransacking. Personal emergencies will be evaluated on a case-by-case basis.

Section 2: Unexcused Absences

- I. Each Sister is allowed one (1) unexcused absence for one event each semester. Excludes Chapter meetings.
 - i. Must be communicated and approved by chairholders, or else they count as no show.
 - ii. Absences from Chapter will automatically be considered no-show.
- II. A no-show is an uncommunicated absence from events or Chapter

Section 3: Academic Pass

- I. Each Sister are permitted two (2) academic passes per semester to allow Sisters to be excused from events during heavy exam or project weeks.
- II. Excused absences are up to the approval of Secretary and the position holder of whom the event is held under.
- III. Must be requested no later than 24 hours in advance of the event and must notify Academic Chair.

Section 4: Health and Safety Guidelines

- I. If a Sister needed to miss class due to personal sickness but have been cleared to return by a doctor or otherwise, the Sister must clear their in-person attendance with the chairholder, Warden, and President.
- II. Sisters are required to complete testing according to The Ohio State University and/or SFL's guidelines. Failure to do so may result in barred attendance from events.
- III. If a Sister tests positive for COVID at any time, they are required to inform Warden and President as soon as possible.
- IV. If a Sister or someone close to a Sister tests positive for COVID-19, they are to stay home until they receive a negative test. Stay in communication with Warden/President during the quarantine and Warden/President will work with Sister on their attendance.
- V. Understand that if a PNM contracts COVID-19 or sickness during process due to

- unsafe health and safety guidelines, the Omicron Chapter risk the chance of getting sued due to chapter liability and it will be 100% be our fault.
- VI. If a Sister begin to feel sick, communicate with the Warden and/or President about your attendance therein after. The Warden and/or President may request a negative COVID-19 test before returning to in-person activities
 - VII. If a Sister continuously feel sick, STAY in communication with the Warden and President so that they may be able to work with you about your requirements.

Article IX – Clothing

Section 1: Letters

- I. Non-members of Kappa Phi Lambda are forbidden from wearing any Kappa Phi Lambda letters. Letters are for Sisters exclusively.

Section 2: Double Lettering

- I. Double lettering is forbidden.
 - i. Only one item of clothing bearing the Greek letters of the Sorority may be worn at one time.
 - ii. Multiple accessories are allowed to be worn more than one at a time.

Any infraction will result in a fifty dollar (\$50) fine by National Leadership. **Section**

3: Lettering Guidelines

- I. The following are guidelines effective as of Spring 2011.
- II. All types of twill lettering or patches regardless of size, of Kappa Phi Lambda in Greek letters must be in Sorority colors.
 - i. Any type of design within the twill lettering is permitted if it is in Sorority colors. ii. Sorority colors are: Red, White, and Heather Grey (Silver will be accepted and black will not be accepted). Black stitching is only permitted for the crest.
- III. Embroidery or stitching of any size of Kappa Phi Lambda in Greek letters may be in any color.
- IV. Any infractions will result in a fifty dollar (\$50) fine per case per article by National Leadership.

Article X – Upholding Sisterhood

Section 1: Divulging Sorority Secrets

- I. Sorority secrets may not be divulged under any circumstances. You must uphold and respect the secrets of Kappa Phi Lambda outlined below:
 - i. All meanings of Sorority standards and symbols
 - ii. Information obtained about the sorority during the new member process
- II. If accused of divulging secrets, the Sister shall be brought to the Judiciary Board.
 - i. If proven guilty of sharing secrets by the Judiciary Board, the offending member may be subjected to removal from the sisterhood and expelled from the Sorority.

Section 2: Slander

- I. Slander is defined as behavior that publicly embarrasses or is detrimental to the reputation of a Sister or the Sorority as a whole.
- II. Slander is strictly forbidden within the Sorority.
- III. If a Sister is caught performing slanderous acts, she shall be brought before the Chapter with her offense.
 - i. An unanimous vote by the Judiciary Board is needed to determine guilt regarding the Sister in question.

- ii. The consequences of a guilty verdict are up to the discretion of the Judiciary Board.

Section 3 Lying:

- I. Lying, the telling of untruths, to the Sorority is strictly forbidden
- II. If a Sister causes harm towards the Sorority or Sisters by lying, she shall be brought before the Chapter with her offense.
 - i. The consequences of a guilty verdict are up to the discretion of the Judiciary Board.

Section 4: Respectful Behavior

- I. Members of Kappa Phi Lambda are always wearing their letters and are expected to conduct themselves in a manner that is decorous, respectful, and representative of the Sorority.
- II. Conduct that is disgraceful and/or embarrassing to the Sorority will not be tolerated.
 - i. A warning will be issued after the first incidence of disorderly conduct.
 - ii. After the first warning, continuance of disorderly conduct may result in disciplinary action decided by the Judiciary Board.

Section 5: Disaffiliation

- I. Involuntary disaffiliation:
 - i. A Sister who joins more than one social or cultural sorority:
 - a. Is automatically considered disaffiliated
 - b. Once disaffiliation is finalized, she must return all Sorority property within thirty (30) days of such notification.
- II. Voluntary disaffiliation:
 - i. A Sister who wishes to terminate her affiliation with the Sorority:
 - a. Must notify National Leadership and the Omicron Chapter President in writing
 - b. Once disaffiliation is finalized, she must return all Sorority property within thirty (30) days of such notification.

Article XI – Judiciary Board

Section 1: Committee

- I. The purpose of the committee is to determine the guilt and penalty of any and all disorderly conduct, lies, etc. brought forth by the Sisters of the Omicron Chapter.
- II. The Judiciary Committee consists of President, Vice President, Treasurer, Secretary, Warden, and two adjuncts.

Section 2: Procedure

- I. Judicial Board hearings are open to all Sisters of the Chapter to attend.
- II. The Warden will conduct the hearing, randomly select the two adjuncts, and not vote during the procedure

Section 3: Communication

- I. The Judiciary Board may reach out to the National Leadership's Judiciary Committee and Regional Consultant to discuss action plans and consult the proper disciplinary consequences.

Article XII – Positions, Term Length, and Eligibility

Section 1: Requirements

- I. Each position holder is responsible for submitting proofs and any other additional materials to the respective National Leadership chair.
 - i. Deadlines are determined by National Leadership. Position holders are responsible for knowing their deadlines.
 - ii. If late, that position holder will be fined ten dollars (\$10) for every week the proofs are sent late.
 - iii. Additional fines may be assigned by the National Leadership chair.
- II. The position holder hosting an event, or responsible for an event, must record and turn in Sister attendance records to the Warden
- III. Under the circumstances of a small Active House, these positions may be petitioned to be merged as follows:

President – Academic Chair
Liaison – Alumnae Relations Chair
Webmistress – Public Relations Chair
Sisterhood Chair – Wellness Chair
MGC Delegate – Social Chair

- i. The positions may be unmerged under the vote of the Active House before election of the following academic year. All Executive Board positions are subject to a full academic year term length (May until May). Minor Board positions MGC Delegate/Social Chair and Sisterhood Chair/Wellness Chair may be reelected each academic semester and are subject to a semester-long term length.

Section 2: Executive Board

- I. President
 - i. Publicly represents the Omicron Chapter in all external affairs.
 - ii. Supervises the Executive Board
 - iii. Responsible for writing letters, grants, appeals, etc. for the Sorority if it does not fall under a specific position's description.
 - iv. Only votes if there is a tiebreaker needed
 - v. Responsible for creating meeting agendas
 - vi. Handles the risk management requirements for the Chapter
 - vii. Must attend President training coordinated by the University
- II. Vice President
 - i. Handles all internal affairs within the Omicron Chapter
 - ii. Supervises the Minor Board
 - iii. If the President is unable to fulfill her duties, the Vice President will assume the duties of President.
- III. Secretary
 - i. Takes notes during all meetings
 - ii. Reviews and clarifies past notes for present meetings
 - iii. Takes attendance at Chapter meetings
 - iv. Responsible for updating roster, addresses, phone numbers, etc. and distributing the roster to National Leadership
 - v. Updates the No-Contact List
 - vi. Organizes meeting locations

- vii. Approves last minute absences requested from the academic pass. *a.*
Refer to Article IX – Attendance and Absences,
b. Section 3: Academic Pass

IV. Treasurer

- i. Must attend Treasurer training coordinated by the University
- ii. Retains all records of and handles the Chapter's financial transactions
- iii. Collects dues from Sisters by the second (2nd) official Chapter meeting of each semester
- iv. Responsible for reimbursements
- v. Responsible for dealing with any monetary transactions within National Leadership and its subsidiaries

V. Warden

- i. Conducts all meetings, voting, and elections for the Omicron Chapter
- ii. Maintains orderly conduct during all meetings, voting, elections, and when deemed necessary
- iii. Conducts all judicial hearing
- iv. Keeps a spreadsheet containing records of all fines and punishments

VI. Liaison

- i. Represents the Chapter to the National Leadership and other Chapters/Associate Chapters
- ii. Relay information from the Chapter to the National Leadership and/or other Chapters/Associate Chapters and vice versa.
- iii. Organizes National Meeting and Convention travel arrangements
- iv. Must inform the Chapter of all minutes discussed during Central and National meetings.

VII. Program Educator(s)

- i. Facilitates the new member program for the semester
- ii. Is the representative of the potential new members to the Sorority and vice versa
- iii. Carries out all tasks assigned by the National Leadership in association with the position
- iv. Is only required to perform fifty percent (50%) of the required community service hours
- v. Is only required to fundraise fifty percent (50%) of fundraising requirements
- vi. Is considered a part of Executive Board, but is only responsible for New Member Process related issues

Section 3: Minor Board

I. Academic Chair

- i. Must maintain a minimum 2.75 cumulative GPA
- ii. Keep a record of every Sister's GPA, cumulative and semester
- iii. Assigns and enforces library hours for Sisters that are on social/academic probation or academic inactivity
- iv. Creates an academic pass calendar
 - a. Refer to Article IX – Attendance and Absences Section 3: Academic Pass*

II. Alumnae Relations Chair

- i. One academic year long position
- ii. Organizes all alumnae events for the Omicron Chapter
- ii. Records Sister attendance at events

- iii. Maintain and updates the alumnae lists
 - iv. Responsible for contacting alumnae to provide information about the Sorority and all events in case they wish to attend and support
 - v. Creates and sends out alumnae-active pairings
 - vi. Creates and sends out monthly newsletter to alumnae listserv and Regional Consultant
- III. Banquet Chair(s)
- i. One academic year long position
 - ii. Responsible for organizing and planning the annual banquet at the end of the year
 - iii. Responsible for planning the Sisterhood Photoshoot in spring semester
- IV. Community Service Chair(s)
- i. Organizes all group community service events for the Omicron Chapter
 - ii. Records Sister attendance at events
 - iii. Must keep a chronological portfolio of all community service events completed (date, time, location, etc.)
- V. (s)
- i. Organizes all cultural events for the Omicron Chapter
 - ii. Records Sister attendance at events
 - iii. Must keep a chronological portfolio of all cultural events completed (date, time, location, etc.)
 - iv. May be designated as co-positions when the chapter votes to focus on the cultural pillar for the semester
- VI. Dance Chair
- i. Responsible for choreographing all dances and instructing the Sisters
 - ii. Responsible for teaching the National stroll to all Sisters
- VII. Fundraising Chair(s)
- i. Responsible for organizing all fundraising events for the Omicron Chapter
 - ii. Records Sister attendance at events
 - iii. Calculates and plans the required monetary amounts to be fundraiser per Sister to maintain Chapter operations
 - iv. Must obtain and distribute accordingly all necessary materials for all fundraising events
- VIII. Historian
- i. One academic year long position
 - ii. Conducts Induction, Initiation, and Founder's Day ceremonies
 - iii. Must update the Chapter's history regularly
 - iv. Must prepare all bid, signature sheets, and Induction/Initiation certificates
 - v. Responsible for making Founder's Day candles
 - vi. Responsible for making and updating the information board for Student Involvement Fairs and General Interest Meetings
 - vii. Must create or update the Chapter photo album annually
- IX. MGC Delegate
- i. Representative of the Omicron Chapter within the Multicultural Greek Council (MGC)
 - ii. Attend each MGC general body meeting
 - iii. Required to submit chapter updates/events/announcements at MGC meetings
 - iv. Acts as a voice of the Omicron Chapter during votes within MGC
 - v. Must complete all requirements and necessary documentation to be turned into MGC

X. Philanthropy Chair(s)

- i. Organizes all philanthropic events for the Omicron Chapter
- ii. Records Sister attendance at events
- iii. Acts as the liaison between beneficiaries and the Chapter
- iv. Must keep a chronological portfolio of all philanthropy events completed (date, time, location, etc.)

XI. Public Relations Chair(s)

- i. Responsible for making flyers for events and promoting Kappa Phi Lambda
- ii. Responsible for taking pictures at all sorority events for promotional use
- iii. Responsible for managing the image of Kappa Phi Lambda
- iv. Responsible for creating Facebook events for events using the official Ohio State Kappa Phi Lambda page
- v. Responsible for archiving and digitally storing photos from all Sorority events
 - a. If the Public Relations Chair is unable to attend, she must assign the duty of taking pictures to someone who will be at the event

XII. Recruitment Chair(s)

- i. Organizes all recruitment events for the Omicron Chapter
- ii. Records Sister attendance at events, as well as recruit attendance
- iii. Must be present at and conduct all General Interest Meetings
- iv. Acts as the liaison between recruits and Sisters
- v. Responsible for obtaining all the necessary information updates for General Interest Meetings from the Historian
- vi. Responsible for completing all necessary recruitment paperwork and grade checks requested by the University

XIII. Sisterhood Chair(s)

- i. Responsible for organizing sisterhood events for the Omicron Chapter
 - a. An event counts as sisterhood if more than fifty percent (50%) of Sisters attend
- ii. Records Sister attendance at events
- iii. Plan the Sisterhood Retreat in the spring semester for Active Sisters and alumnae
- iv. Responsible for planning sisterhood chapters in place of every 4th chapter
- v. Organizes pairings for weekly sister buddy dates

XIV. Social Chair

- i. Organizes social events between the Omicron Chapter and other organizations
 - a. Social events are not limited to parties. They may include co philanthropic events, community service, dinner, etc.
- ii. Records Sister attendance at events
- iii. Is responsible for attending delegate meetings and organizing participating for Homecoming and Greek Week
- iv. Must organize one social event per semester with a Chapter from the Multicultural Greek Council
 - a. Seventy-five percent (75%) attendance is required
- v. Responsible for registering all social events through the University

XV. Webmistress

- i. One academic year long position
- ii. Responsible for updating and maintain the Chapter's website
- iii. Moderator of the Chapter's listserv and calendars

- iv. Responsible for setting up all the necessary new members' Sorority accounts
- v. Responsible for informing Sisters of all upcoming events at every meeting to avoid any scheduling conflicts

XVI. Wellness

- i. Organizes educational wellness events
- ii. Works with Sisterhood Events Coordinator to plan fun events to help sisters destress

Section 4: Term Length

- I. All Executive Board positions are held for one academic school year (from May until May) except for Program Educator, which is held for one academic semester
- II. All Minor Board positions are held for one academic semester, except for Historian, Webmistress, Banquet Chair(s), and Alumnae Relations Chair, which are held for one academic school year (from May until May)
 - i. Any Minor Board position with an "(s)" may be a co-position but is not required for any given semester. With the exception of Sisterhood Chair, Community Service Chair, and Philanthropy Chair
 - a. See *Article XII Section 3* for the protocol regarding these chairs.
- III. For all positions held, each member will get two (2) warnings for misbehavior and/or not completing position requirements. After that, with the discretion of the Judiciary Board, the person may be discharged from their positions
- IV. Resignation is only allowed in the most extreme cases as determined by Executive Board. If the resignation occurs before the roster submission deadline, the Sister must pay a twenty-five dollar (\$25) fine as an inconvenience fee. If the resignation occurs after the roster submission deadline, the Sister must pay a seventy-five dollar (\$75) fine to cover both the National Leadership fine for changing the chapter roster, as well as inconveniences brought upon the active Chapter
 - i. Extenuating circumstances should be taken into consideration by Executive Board when determining a fine for resignation

Section 5: Eligibility

- I. Executive Board eligibility:
 - i. The Sister must have first service a full term on Minor Board
 - a. If there are extenuating circumstances, a Sister that has not held a minor board position may run for Executive Board. This exception is to be determined by all Sisters
 - ii. All Executive Board positions can only be held by one member at a time. The exception is Program Educator(s), where two members can share the position if desired.
 - iii. Sisters are not allowed to hold more than one Executive Board position unless it is Program Educator. (Once a sister is voted in during elections, she is holding that position at that time.)
 - iv. Must have a cumulative GPA of at least 2.75
 - a. Refer to *Article VI – Academics, Section 4: Position Requirements*
- II. Minor Board eligibility:
 - i. The Sister must be a current active member of the Omicron Chapter to hold a position
 - a. Refer to *Article III – Active Member Requirements*

Article XIII – Voting and Elections

Section 1: Voting

- I. All Sisters hold voting privileges except for those who have delinquent accounts, are absent, inactive, or alumna status.
- II. Quorum two-thirds (2/3) of members who hold voting privileges must be present to vote.
- III. A three-fourth (3/4) majority is required to pass an issue.
- IV. In the case of giving bids, an eighty percent (80%) or higher vote is needed.
- V. There are no re-votes allowed on the same issue. Once an issue has been voted on the decision is final.

Section 2: Elections

- I. Quorum two-thirds (2/3) of members who hold voting privileges must be present to vote.
- II. A Minor Board candidate has up to two (2) minutes to give a speech. An Executive Board candidate has up to three (3) minutes to give a speech.
- III. A question-and-answer session follows.
- IV. “Pro-and-Con” and discussion sessions are held. The candidates are not permitted to attend these sessions.
 - i. These sessions are expected to be always constructive and professional in nature.
 - ii. For every con, there must be a pro.
 - iii. Slander is not permitted.
 - iv. In the case of multiple candidates, comparison is not to be discussed during these sessions.
- V. Secret ballots are used to cast votes and will be counted by Warden and President.
- VI. A majority vote is required to be elected to a position.

Section 3: Election Timeline

- I. The positions of President and Treasurer will be elected by the third (3rd) week of the spring semester.
 - i. This allows the new President and new Treasurer to complete the associated university training and for the new President to have a transitional semester.
 - ii. They will shadow the current President on school policies and procedures, paperwork, and chairing meetings.
- II. Elections for all other Executive Board positions will be held during the month of February.
 - i. This allows Executive Board to have a transitional period.
 - ii. Upcoming position holders will shadow the current position holders to learn about each individual position and how Executive Board should work together.
- III. Elections for all Fall/Spring Minor Board positions will be held on or after the second Chapter once the new member class crosses during the respective semester.
 - i. One week before Minor Board elections Active House will vote on which sorority pillar to focus on as outlined by National Leadership.
 - a. The focus category must change every semester.
 - ii. Sisterhood Chair, , Community Service Chair, and Philanthropy Chair may become a co-position on the basis that the chair is specifically chosen as the

sorority's focus for the upcoming semester.

Article XIV – New Member Process

Section 1: Anti-Hazing

- I. Kappa Phi Lambda does not advocate any willful act or practice by a member of associate member directed against a member or associate member, which, with or without intent and/or consent, is likely to:
 - i. Cause bodily harm or danger
 - ii. Cause offensive punishment
 - iii. Evoke disturbing pain
 - iv. Compromise the person's dignity
 - v. Cause embarrassment or shame in public
 - vi. Cause the person to be the object of malicious amusement or ridicule
 - vii. Cause psychological harm or substantial emotional strain
 - viii. Impair academic efforts
- II. Violation of this policy subjects the Omicron Chapter to National supervision and the violators to be dismissed or face legal consequences from the State.
- III. The Omicron Chapter will adhere to Collin's Law, which:
 - i. Expands the definition of hazing to include "coercing another to consume alcohol or a drug of abuse"
 - ii. Increases the penalty for hazing to a 2nd-degree misdemeanor
 - iii. Widens the scope of those who can be punished for participating in or permitting hazing
 - a. Collin's Law requires that any administrator, employee, faculty member, teacher, consultant, alumnus or volunteer of any organization immediately report hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred.
 - iv. Requires that those aware of hazing report it to authorities, with penalties up to a 1st-degree misdemeanor for failing to do so
- IV. To report hazing, a member or associate member should report the incident immediately to Student Conduct and/or the city/University police. A member or associate member can also use the University's anonymous reporting form found on the Student Conduct website.

Section 2: Bids

- I. Freshmen are not allowed to receive bids during their first semester. They must have at least twelve (12) credit hours to be eligible for an interview their freshmen year.
- II. To be eligible for a bid, the recruit must attend at least one General Interest Meeting, one community service/philanthropic recruitment event, one cultural recruitment event, the interviews, and have a minimum 2.5 cumulative GPA and a minimum of 2.3 semester GPA.
- III. Recruits must be at least eighteen (18) years of age by the time of their induction to be eligible for a bid.
- IV. Once a bid is given out, it cannot be detracted.
- V. Deferred bids are not allowed.
 - i. A recruit receiving a bid cannot defer their bids to next semester. They must attend the required amount of recruitment activities and events again to be

eligible.

VI. In order to vote on bids, the Sister must:

- i. Have attended at least fifty percent (50%) of all recruitment events.
- ii. Be present at interviews.

VII. An eighty percent (80%) vote, taken by only active Sisters, is required to grant a bid.

VIII. If a recruit has previously partaken in Omicron Chapter's new member process, they must receive a one hundred percent (100%) vote, taken by only active Sisters, is required to grant a bid.

IX. Legacies are eligible to receive automatic bids from the Sorority. However, they must still complete all the requirements to be eligible for a bid.

Section 3: New Member Class Requirements

I. A hazing information sheet, policy sheet, must be passed out to all new members to sign ten (10) days after accepting the bid. (During pandemic, new members should be required to fill COVID-19 Liability Waiver form.)

II. The new member process must follow duration constraints as set by the National Leadership and the University.

III. Newly crossed sisters may not participate in events until the following semester. IV. All membership to the Omicron Chapter is limited to students of The Ohio State University only.

Section 4: Sisterly Conduct

I. Program Educator(s) are responsible for keeping order, monitoring conduct, and informing Sisters how things are to be done. They must state before, or pass out written documents, of what is expected of the Sisters at new member events.

II. The new member events attendance requirements for Sisters will be determined by the Program Educator(s) at the beginning of the semester

- i. Attendance will be kept by Program Educator(s)
- ii. Attendance for that event will be counted only if the Sister remains at the activity for at least fifty percent (50%) of that time.
- iii. If a Sister does not fulfill this requirement, she will be fined ten dollars (\$10) for every new member event that she missed the quota by.

a. Fine amount subject to change each semester at the discretion of the Program Educator(s).

III. In general:

- i. Sisters should exercise orderly behavior
- ii. Sisters must refrain from cursing
- iii. During new member events Sisters should not gossip, talk, play on electronic devices, do schoolwork, etc. Sisters will respect the new members and participate in the event with their undivided attention.

Article XV – Overview of Fines

Section 1: Overview

I. All Sisters are subject to being fined.

- i. Graduating seniors are required to pay a “security deposit” of thirty dollars (\$30) to the Kappa Bank the semester she is graduating. If the Sister has not incurred any fines by the end of the semester or she has paid off all her fines, the \$30 will be returned to her.

- II. Position holders are responsible for their events and are in charge of keeping track of attendance and penalizing any offending Sisters based off the fine amounts listed below:
 - i. Late attendance of less than five (5) minutes
 - i. Strike 1: Warning
 - ii. Strike 2: \$5
 - iii. Strike 3+: Incremental at \$10
 - ii. Late attendance of less than thirty (30) minutes
 - i. Strike 1: Warning
 - ii. Strike 2: \$10
 - iii. Strike 3+: Incremental at \$15
 - iii. If a Sister is no-show, she will incur a twenty dollar (\$20) fine each time.
- III. Any additional fines, such as a Sister not completing requirements set by position holders at the beginning of each semester, will be up to the discretion of the position holder.
 - i. These fine amounts must be approved by the Warden

Section 2: OSU Greek Standards of Excellence

- I. Failure to submit SFL Monthly Report by the beginning of the following month will result in a five dollar (\$5) fine per incident.
- II. Refer to Article V – Chapter Requirements, *Section 2: OSU Greek Standards of Excellence*

Section 3: Chapter Meetings

- I. Failure to complete Chapter updates before the start of Chapter would result in a warning as a first strike and five dollar (\$5) thereafter.
- II. If a Sister is late, she will be subjected to a warning and/or fine.
 - i. Late attendance of less than five (5) minutes
 - a. Strike 1: Warning
 - b. Strike 2: \$5
 - c. Strike 3+: Incremental at \$10
 - ii. Late attendance of less than thirty (30) minutes
 - a. Strike 1: \$5
 - b. Strike 2: \$10
 - c. Strike 3+: Incremental at \$15
- III. If a Sister is no-show, she will incur a twenty dollar (\$20) fine each time.
- IV. All unexcused absences will result in an incremental twenty dollar (\$20) fine.
- V. If a Sister is seen using electronics during Chapter, she will be fined five dollars (\$5)
 - i. That amount doubles if she continues to break this rule
- VI. Refer to Article VII – Meetings, *Section 3: Chapter Meetings*

Section 4: Binding Agreement

- I. In the event of binding agreement for an event, the Sister MUST find a replacement.
 - i. If a Sister is unable to find a replacement, she will be fined twenty-five dollars (\$25) as a first strike and forty dollars (\$40) thereafter.
 - ii. However, the consequences would be subject to change on a case-by-case basis by the position holder with approval from Warden.
- II. Refer to Article VIII – Attendance and Absences, *Section 1: Excused Absences*

Section 5: Lettering

- I. Double lettering will result in a fifty dollar (\$50) fine per incident by National Leadership.
- II. If seen with any twill lettering or patches regardless of size, of Kappa Phi Lambda in Greek letters that are not in Sorority colors will result in a fifty dollar (\$50) fine per incident and per article by National Leadership
- III. Refer to *Article IX – Clothing*

Section 6: Resignation and Late Proofs

- I. If a position holder were to submit proofs late, she will be fined ten dollars (\$10) for every week the proofs are sent late.
 - i. Refer to Article XII – Positions, Term Lengths, and Eligibility, *Section 1: Requirements*
- II. If the resignation occurs before the roster submission deadline, the Sister must pay a twenty-five dollar (\$25) fine as an inconvenience fee.
- III. If the resignation occurs after the roster submission deadline, the Sister must pay a seventy-five dollar (\$75) fine to cover both the National Leadership fine for changing the chapter roster, as well as inconveniences brought upon the active Chapter.
 - i. Refer to Article XII – Positions, Term Lengths, and Eligibility, *Section 4: Term Length*

Section 7: New Member Process Requirement

- I. If a Sister does not fulfill attendance requirement, she will be fined ten dollars (\$10) for every new member event that she missed the quota by.
 - i. Fine amount subject to change each semester at the discretion of the Program Educator(s).