

**This is a Confidential Document
Meant for the members of Alpha Epsilon Phi – Rho
Chapter**

Revised April 2023

**Alpha Epsilon Phi
Rho Chapter Constitution
The Ohio State University**

Article I

NAME

The name of this organization shall be the Rho Chapter of Alpha Epsilon Phi Sorority, Incorporated.

Article II

PURPOSE

The purpose of this organization shall be to establish and maintain a sisterhood of university women for social, educational, charitable, and other non-profit purposes in accordance with the Charter, Constitution and By-Laws of the National Sorority.

Article III

MEMBERSHIP

Membership in this organization shall be governed in accordance with the eligibility requirements and procedures set forth in the National Constitution and By-laws and with those of the Ohio State University Panhellenic Council.

Alpha Epsilon Phi does not discriminate against any individual(s) for reasons of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with [Student Organization Registration and Funding Guidelines](#) of Ohio State University. We are committed to providing an inclusive and welcoming environment for all members of Alpha Epsilon Phi. We will not discriminate and will take affirmative action measures to ensure against such discrimination.

Article IV

GOVERNMENT

Section 1. The officers of this chapter shall be a President, Vice President of Operations, Vice President of Standards, Vice President of Risk Management, Vice President of Scholarship, Vice President of Housing, Vice President of Finance, Vice President of Recruitment, Vice President of New Member Education, Vice President of Philanthropy, and Vice President of Programming, who shall be elected in the Fall semester and shall be installed within four (4) weeks of this election. The term shall be one calendar year. The president and vice presidents shall comprise the executive board members. The chapter may elect additional officers and chairmanships may be appointed as necessary.

Section 2. The President shall exercise the executive power and supervision of Rho chapter and preside as chair of the executive board and the oversight of apparel chair and

social chair; be responsible for the operation of the chapter, preside all meetings of the chapter, with the exception of recruitment meetings, appoint, with the assistance of the executive board, all officers and committees not otherwise provided for in these By-laws, call special meetings, exercise general supervision over the chapter by leading through Ritual and leading by example, represents the chapter when necessary or designates an appropriate representative, maintain regular contact with the chapter advisor, team captain and operations specialist, submit all forms and reports required by the National Organization as well as to the University and Panhellenic, notify the National Organization regarding any campus relationship statements, campus standards documents, etc., be a co-signer on all checks, serves as a tie-breaker in all chapter votes, maintain regular contact with the campus Greek Affairs Office, open and distribute all mail to the appropriate officer in a timely manner, attend all sorority summer functions, as well as regional Panhellenic events, review and sign all contracts on behalf of the chapter with the advisor or chapter support team, educate the chapter on National and University policies and procedures, serve as head sober sister when needed; sits on the NomCom as a non-voting member during elections, and arrange and conducts and oversee elections and officer transitions with assistance from the executive board and advisor where applicable.

Section 3. The Vice President of Operations shall be responsible for the position of Secretary/Chapter Communications and oversight for the Operations team and chairs on that team which shall include Historian, Alumnae Chair, and Alumni Agent, as well as the committees that are supervised by these chairs, assist the President in the duties of office, preside in the place of the President due to absence, death, resignation, disability or removal from office by the executive board until a permanent successor is selected as provided in these By-laws, except during recruitment, maintain regular contact with the chapter advisor and Operations Specialist, record, read, distribute and file, as required, all minutes of the chapter and executive board meetings, take attendance at all meetings, as required, keep track of excused absences and notifying chapter members of attendance requirements in accordance with chapter bylaws, create and maintain updated chapter member roster, including contact information, birthdays, etc., and share with the appropriate chair, coordinate with executive board to provide a monthly calendar of events to Chapter at the first meeting of each month, serve as head sober sister when needed; and carry on chapter correspondence and read any correspondence that is for presentation at chapter meetings.

Section 4. The Vice President of Standards shall be responsible for the position of Standards Chair and oversight for Standards Team and the chairs included on that team, namely Parliamentarian, Family Weekend Chair, Diversity Chair, and Greek Events Chair, as well as the committees that are supervised by these chairs, oversee the selection of the Standards Board, educate the chapter on the purpose of Standards, educate the Standards Board members on their role and duties, preside as a neutral member of the Standards Board following framework including taking minutes and proper notification, educate the chapter on conduct and responsibilities of membership in conjunction with National and chapter policies, maintain regular contact with chapter advisors and chapter support team captain, educate chapter on chapter bylaws in conjunction with the president; and oversee the sanctions imposed by the Standards Board. She shall also have further powers as may be assigned by the Executive Board.

Section 5. The Vice President of Risk Management shall be responsible for the position of risk management and education for the chapter and the oversight of the Social Responsibility team and chairs included on that team, namely the Risk Management Chair, coordinate social events, plan football block, and Thursday night socials, and ensure that all risk management policies are followed. They shall plan social functions in accordance with campus and National policies, adhere to rules/policies set forth by campus and National when planning and carrying out activities, expected to serve as head sober sister for date functions and themed gatherings, update the Head Sober Sister Guide document, teach how to be a head sober monitor to the next elected executive board, when not serving as head sober sister she must be available to be a resource to the executive board member who is, and ensure the safety of the members and adherence to all University and sorority policies, maintain event records with pertinent information using National Event Report Form, support GAMMA and other campus organizations of this type, plan various events that educate the chapter on risk issues, and serve as, and help to assign, Sober Sisters for chapter and other social events with Risk Management Chair.

Section 6. The Vice President of Scholarship shall be responsible for the position of academic conduct and scholarship, stimulate and promote a commitment to scholarship and achievement among chapter members, assure that constructive help is given to members and new members as required, submit all forms required by National and the University, recognize chapter member achievements on a regular basis, ensure chapter meets campus and national GPA requirements, ensure chapter members meet chapter, national and campus requirements to maintain membership and hold executive board positions, maintain academic resource file for chapter, collaborates with the VP Programming to plan positive scholarship programming (scholarship dinner, awards, etc.) for the chapter, act as a liaison to the faculty advisor, if applicable, maintain regular contact with chapter advisor and programming specialist to include returning all phone calls and emails, as well as making initial calls, serve as head sober sister when needed, attend PHA and University and PHA scholarship meetings and report back necessary information to the chapter, promote scholarship within the chapter, identify University programs to assist women with poor study habits or academic problems, identify and promote initiatives to improve the chapter GPA, and assist the VP Standards with helping women below the campus and national GPA requirements.

Section 7. The Vice President of Housing shall be responsible for the position of Housing relations and oversight for the Housing team and chairs on that team which shall include Assistant House Manager as well as the committees that are supervised by these chairs, enforce house rules and policies, maintain building operations and safety, work in close relations to the Vice President of Operations, allot semesterly room assignments and parking assignments based on the points plan, which should be completed with the Vice President of Operations, maintain regular contact with House Corporation representative, live-in resident advisor, house cook and team and maintenance team, organize a live-in house cleaning system and allocate in-house members weekly responsibilities, work with the Vice President of Recruitment during formal recruitment for house set up and tear down, manage all kitchen and food requests

per the live-in resident advisor, work with all of Executive board for food requests pro programming, educate chapter regarding house rules and policies, work with Vice President of Risk Management to plan a yearly Housing Standards of Excellence event in which $\frac{3}{4}$ of sorority are responsible for attending, assure chapter meetings are set up in the appropriate space dedicated for chapter meetings, responsible for moving-in and moving-out procedures, collecting room keys and house keys at the end of a term, maintain regular contact with chapter advisor and finance specialist, serve as head sober sister when needed, and constantly support the well-being of the house.

Section 8. The Vice President of Finance shall be responsible for the position of chapter Treasurer and oversight for the Finance Team and chairs included on that team, namely Fundraising Chair, as well as the committee that is supervised by this chair, maintain regular contact with the chapter advisor and finance specialist, collect all monies due to the chapter and National, provide parents, chapter members and potential chapter members with a breakdown of all fees charged, interpret, explains and guarantees observance of National and university financial policies and guidelines to members and executive board, as necessary, maintain proper receipt of all monies paid, retain in her custody the funds of the chapter in an account in the name of Alpha Epsilon Phi Rho Chapter, and maintain/balance all accounts on a monthly basis unless otherwise done by the chapter accountant, present a monthly financial update of the chapter to the members, to supervise and present a budget for approval by each executive board member's own finances as of the first Executive Board meetings of each quarter, to sign all chapter checks along with the president, accountant and/or chapter advisor, as designed by the chapter, submit all forms required by the National organization, bank or campus office, formulate a budget with executive board input, obtaining final approval from advisor or specialist, create member payment plan, in conjunction with Vice President Social Standards as needed, change bank signature card information after elections and within two (2) weeks of new officer installation, act as chapter liaison with chapter accountant and approve expenditures by chapter members before they occur and reimburses accordingly, and serve as head sober sister when needed.

Section 9. The Vice President Recruitment shall be responsible for the position of Recruitment and for oversight of the Recruitment Team which shall include Assistant Recruitment, and a Recruitment Committee, organize and direct year round chapter recruitment event efforts, preside at all recruitment meetings and membership selection sessions at which meetings the VP Recruitment shall remain neutral, ensure that all members are aware of Panhellenic rules governing recruitment and that said rules are observed, submit all forms required by National and the University, serve as head sober sister when needed, represent the chapter at all campus Panhellenic or national programs/activities regarding recruitment, attend and participate in all Panhellenic recruitment decisions and discussions, educate chapter on proper recruitment techniques, communication skills and marketing AEPhi to potential members, pay special attention to the needs of potential new members following National, NPC and campus policies and on the technical aspects such as bumping, rotation, etc., educate the chapter regarding membership selection process and prepares member selection materials, establish and/or follow budget as dictated by campus and chapter maintaining accurate records of purchases, supplies, etc., assign

members to assist with recruitment responsibilities, notify the National NPC delegate, in a timely manner, of any recruitment infractions filed against the chapter, report recruitment results to the National Office within 48 hours of bid acceptance, and maintain regular contact with chapter advisor and membership specialist.

Section 10. The Vice President of New Member Education shall be responsible for the position of New Member Education and for oversight of the New Member Education Team and chairs included on that team including the Chapter Ritualist, Assistant New Member Educator, and New Member Programming Committee, lead the new member education meetings, coordinate new member activities', serve as a role model for new members, integrate new members into chapter activities and cultivate relationships between sisters', maintain regular contact with chapter advisor and membership specialist, focus on retention of new members and watches for at risk new members, educate the chapter before recruitment takes place on member educations during the new member period, educate the chapter on anti-hazing policies, use First Avenue guidelines, assist new members in education regarding the sorority history, obtaining pearls for badge, etc., act liaison between new members and initiated members, plan initiation in conjunction with Chapter Ritualist, submit all forms required by National for Initiation in a timely manner, submit all forms as may be required by the Greek Affairs Office regarding new members and/or initiation, and serve as head sober sister when needed.

Section 11. The Vice President of Philanthropy shall be responsible for the oversight of the Philanthropy team and chairs included on that team, namely Philanthropy Chair, Service Chair, and Philanthropy Events Chair, as well as the committee that is supervised by this chair, coordinate philanthropy events to ensure that money is raised for all both national philanthropies, namely The Elizabeth Glaser Pediatric AIDS Foundation and Sharsheret, oversee all philanthropy and community service events planned by Rho Chapter, provide opportunities to ensure that all members of Rho Chapter have completed the required 5 hours of community service each semester, Inform the chapter of other fraternity and sorority philanthropy events, educate the members of the chapter on the importance of community service, educate the members on the importance of our philanthropies and what the organizations stand for, maintain regular contact with representatives from both philanthropy organizations, maintain regular contact with the chapter advisor, support team, and the national office, and serve as head sober sister when needed.

Section 12. The Vice President of Programming shall be responsible for the planning of Second Avenue programs and sisterhood events, and oversight for the Programming Team and chairs included on that team, namely the Sisterhood committee, Fine Arts Chair, and Hillel/Chabad Chair, as well as the committees that are supervised by these chairs, implement chapter's Second Avenue programs according to National guidelines, plan various events to foster sisterhood and boost morale, and maintain regular contact with chapter advisors and the programming specialist. The Vice President of Programming shall also act as the Panhellenic Delegate who shall serve as a liaison between the chapter, the Panhellenic, and the Greek Community, represent the chapter on the campus Panhellenic Council, keep the chapter apprised of all pertinent information regarding Panhellenic by taking minutes at meetings and reporting back to the chapter on

a timely and regular basis, bring Panhellenic issues back to the chapter for discussion and vote, submit all forms and payments required by the Panhellenic Association, inform chapter of Panhellenic events, opportunities for member involvement, elections, etc, serve as head sober sister when needed, and is responsible for fulfilling obligations set forth by campus Panhellenic in conjunction with their officer rotation.

Section 13. There shall be the following appointed officers: Apparel Chair, Historian, Public Relations Chair, Public Relations Committee, Alumnae Chair, Social Media Chair, Website Manager, Family Weekend Chair, Family Weekend Committee, Parliamentarian, Diversity Chair, Risk Management Chair, Social Chair, Homecoming/Greek Week Chair, Assistant House Manager, Fundraising Chair, Assistant Recruitment, Ritualist, Assistant New Member Education, Assistant New Member Programming, Service Chair, Sharsharet Committee Member, Elizabeth Glazer Pediatric Aids Foundation Committee Member, Sisterhood Committee, Panhellenic Association Delegate Alternate, Fine Arts Chair, Fine Arts Committee, and Hillel/Chabad Chair.

- a. The Apparel Committee shall: 3 members design, organize, and order the apparel for the chapter, work with the President and various members of Exec to create apparel for necessary events. Reports directly to the president. They also work alongside past apparel committees.
- b. The Historian shall: create and maintain a one-year scrapbook, regularly photograph events, submit all material called for by the Editor for publications for Columns, submit chapter material to campus or other publications, collaborate with Social Media Chair to develop marketing plans for events, promote positive Inter – Greek and community relations, oversee a committee that assists in the completion of the tasks listed above as she sees fit.
- c. Public Relations Chair shall: oversee a committee, coordinated the writing of letters to other sororities and fraternities to include thank you notes, founder’s day notes, welcome back to campus letters, etc, work with the VP Operations to promote positive relations in the Greek and greater University community
- d. The Public Relations Committee shall: perform all tasks asked by the Public Relations Chair in a timely manner and promote positive relations in the Greek and greater University community
- e. The Alumnae Chair shall: be responsible for getting alumni to come to chapter dinners and ceremonies, plan an alumni event once a year in addition to organizing Founder’s Day, plan and coordinate the Temple Degree ceremony along with Senior Week or Senior dinners with the VP Operations, stay in contact with alumni to keep connections and fundraise, and Communicate with Fundraising Chair on ways to collect alumni support
- f. The Social Media Chair shall: regularly update Twitter, Instagram, and Facebook accounts to promote a positive public image of the chapter, work with the Historian to share images on social media, and send in pictures to National to be published

- g. The Website Manager shall: redesign the website in order to keep a positive online image for the chapter and work with the House Corporation president to update the information throughout the year to keep the website current
- h. The Family Weekend Chair shall: organize a family weekend for the chapter to include booking a block of hotel rooms for out-of-town families to stay at while in town for the weekend and planning a variety of events to show families Rho Chapter, and oversee the Family Weekend Committee
- i. The Family Weekend Committee shall: assist the Family Weekend Chair in planning the weekend events.
- j. The Parliamentarian shall: ensure that the chapter conducts business according to correct parliamentary procedure, ensure focused chapter meetings and discussions, facilitate elections according to proper protocol; inform VP Operations of pin attire violations at chapter meetings, and maintain control of the chapter during meetings.
- k. The Diversity Chair shall: be involved in the chapter's opportunities for diversity, assist the VP Standards in the planning of the annual Diversity Program for the Standards of Excellence, and participate in other diversity opportunities as deemed necessary by the VP Standards and Chapter President.
- l. The Risk Management Chair shall: assist the VP Risk Management with the collection and maintenance of emergency cards for the chapter, a list of birthdays and a room assignment list, the education of the chapter on National and campus risk management events, the representation of the chapter at campus, National, or any other meetings regarding risk management, the completion of all forms regarding risk management issues, and any other tasks that the VP Risk Management sees fit.
- m. The Social Chair shall: assist President in planning social functions in accordance with campus and National policies, adhere to rule/policies set forth by the campus and National when planning and carrying out activities, obtain approval for all event contracts and monetary expenditures from chapter President, treasurer and advisor, and maintain event records with pertinent information using the National Event Report form.
- n. The Homecoming/ Greek Week Chair shall: assist in planning school mandated (and social events) Homecoming and Greek Week events, help design apparel for Homecoming and for Greek Week, represent the chapter at all University meetings concerning Homecoming and Greek Week, and pass along information to the Chapter President and chapter about Homecoming and Greek Week events.
- o. Assistant House Manager shall: assist the VP House Manager in any manner that she sees fit to include collecting forms and payments from residents,

implementing a house duty system, and working with the live-in resident advisor.

p. The Fundraising Chair shall: educate the chapter on importance of fundraising obligations, organize and coordinate fundraising obligations, work with VP Finance on distribution of fundraising proceeds, ensure that chapter is notified of fundraising opportunities, and work with Alumnae Chair to fundraise for the chapter.

q. The Assistant Recruitment shall: be interested and willing to help with anything during the recruitment process and help to oversee the recruitment team including apparel, decorations, website design and copy, or public relations.:

r. The Ritualist shall: ensure the integrity of the ritual, educate chapter on the importance of rituals and the values they represent, maintain all ritual materials with care, coordinate and communicate with appropriate participants regarding roles and responsibilities during ritual, organize and plan the performance of the ritual, and must be either a junior or a senior.

s. The Assistant New Member Education shall: work closely with the VP New Member Education to plan meetings with emphasis on education and work with both the VP New Member Education and Assistant New Member Programming for a well-rounded and complete new member experience

t. The Assistant New Member Programming shall: work closely with the VP New Member Education in planning, implementing, and facilitating the following events: Bid Day, Big-Little Week, Big-Little Reveal, I-Week, brainstorm, plan, and implement other programs to enhance new member process and work with both the VP New Member Education and Assistant New Member Education for a well-rounded and complete new member experience

u. The Service Chair shall: be a member of the newest pledge class and is responsible for working with the VP philanthropy to plan two major service events each semester for all the women of our chapter to give them an opportunity to get their service hours completed with their sisters

v. The Sharsheret Committee Member shall: take an active role in the planning and executing Phi Trotters, delegate more tasks for philanthropy events in support of Sharsheret, help to set up committees for philanthropy events benefitting Sharsheret, and feel strongly about Sharsheret as our National philanthropy.

w. The Elizabeth Glazer Pediatric Aids Foundation Committee Member shall: take an active role in working with the VP philanthropy to plan EGPAF events in accordance with the new PHA regulation and should feel strongly about the role of fundraising specifically for EGPAF and will take a large role in planning,

x. The Sisterhood Committee shall: plan and coordinate activities that motivate and encourage the bonds of sisterhood such as retreats, intramurals, outings, and sorority swaps, coordinate some event planning with the VP New Member Educator and VP Programming, and have representatives from each pledge class.

y. The Panhellenic Delegate Alternate shall: serve as a liaison between the chapter, PHA, and the Greek community on campus, represent the chapter on the campus Panhellenic Council meetings when the VP Programming is unable to attend, keep the chapter apprised of all pertinent information regarding PHA by taking notes at meetings and reporting back to the chapter on a timely and regular basis, and assist the VP Programming with any duties that she sees fit that relate to the Panhellenic Association.

z. The Fine Arts Chair shall: oversee the Fine Arts Committee, make and hang all banners, create the door decorations, hang and create birthday signs, redesign the bulletin boards, maintain the monthly calendar of events, help with any art-related projects around the house, and work closely with the VP Recruitment and Assistant Recruitment during recruitment

aa. Fine Arts Committee shall: assist the Fine Arts Chair in decorating the house, creating banners, and all other duties

bb. The Hillel/Chabad Chair shall: serve as a liaison between the chapter, Hillel, and Chabad, keep the chapter apprised of all pertinent information regarding Hillel and Chabad, bring Hillel and Chabad issues back to the chapter for discussion and vote, and inform chapter of Hillel and Chabad events, opportunities for member involvement, etc.

Section 14. Committee Chair

There shall be additional committee chairs appointed as deemed necessary by the Executive Board

Section 15. Removal of Chapter Officers

- (a) The chapter shall observe the rules and regulations prescribed by the National Sorority on qualifications for chapter officers.
- (b) The chapter shall have authority, by majority vote, to remove any chapter officer who is reported by the National Council or Standards Board as grossly negligent, inefficient, or non-cooperative, or whose conduct, behavior in office, or academic standing fall below the standards prescribed by the sorority, or who does not meet the financial or other obligations to the chapter of Sorority. In the event the National Council or Standards Board makes such report, it shall be the duty of the chapter to take action of removal accordingly.

Article V

ELECTIONS

Section 1. Requirements for Executive Board positions.

All candidates shall be in good standing, and have been initiated. A candidate shall have a minimum 2.5 cumulative GPA to be eligible to run for office.

Section 2. Nomination Procedure for Nominating Committee

A nominating committee, "NomCom," will ultimately choose an Executive Board slate. NomCom will be made up of seven (7) voting members: two (2) members from the current senior pledge class, two (2) members from the current junior pledge class, two (2) members from the current sophomore pledge class, and the President from the immediate past Executive Board. In addition, one (1) Chapter Advisor and the current chapter President will sit on NomCom, but will not be able to vote. Current Executive Board members - other than the current President - and members running in the Executive Board election may NOT be on NomCom. All fall pledge classes will be included in the winter pledge class of that calendar year. For example, the Fall 2013 pledge class will be included with the Spring 2013 pledge class. The goal of NomCom is to represent the input of the chapter. The pledge class representatives will be voted on by each pledge class; members of each pledge class can only vote for the representatives of their pledge class. NomCom nominations will occur during chapter in week one (1) of the six (6) week election process. Nominations are to be done by oneself or someone in the same pledge class. All NomCom members must regularly attend chapter throughout the current semester in order to be present for the entire election process. If the nominee wishes to accept the nomination, she must email the President by 8:00 PM the following Sunday. This will be emailed out to the chapter that night.

Section 3. Voting Procedure for Nominating Committee

Elections for members of NomCom will take place during chapter at the start of week two (2) of the elections process. The list of NomCom candidates will be read aloud to the chapter. Members of each pledge class will vote for two candidates on designated colored notecards: three different colors, one for each pledge class. Votes will be tallied by the advisor and chapter President. The two (2) members from each pledge class with the highest votes will be announced immediately following voting. In the case of a tie, a runoff will occur for that pledge class.

Section 4. Executive Board Application Procedure

Applications for the Executive Board will be released following the announcement of NomCom members. NomCom members may NOT apply for the Executive Board. There is no nomination process for Executive Board members. Applicants will be asked to answer a few short questions as well as rank their top three (3) Executive Board positions and describe why they would be a good fit for those positions.

The application makes clear to Executive Board applicants that they can be slated for a position that they did not rank with the expectation that they are running for the executive board and not a specific position, and that being part of the top eleven (11) means that you will be considered for the slate first. Applications must be submitted electronically to the chapter President by Sunday at 8:00 PM of the end of week three (3) of the elections process. A PDF of all applications will be emailed to the chapter 48 hours before elections. During this time, actives may NOT express their opinions to their NomCom

representatives about the applicants. Comments may only be made to NomCom after all speeches have been read during elections.

Section 5. Elections for Executive Board

Elections will take place at the chapter meeting at the beginning of week five (5) of the elections process. Elections will occur in alphabetical order by last name. Each candidate will have three (3) minutes to read her speech explaining why she would be a good fit for the Executive Board and for her top three (3) Executive Board positions. During each candidate's speech, her submitted bullet points will be displayed on the projector. After the candidate reads her speech, she will be asked two questions: one general question from the past Executive board and one specific question from the current Executive Board member of her top ranked position. All candidates will remain in a different room for the entire election process. After all candidates have presented their speeches, all candidates will be displayed on the projection screen. Actives will write their top eleven (11) people, as the Executive Board is made up of eleven (11) people, on individual slips of paper and put the slips into a bag. Actives must be present for all speeches in order to vote. Bags will be collected and put in a room with NomCom members. Actives may leave once the chapter meeting has ended.

Section 6. Slate Selection

Following collection of the ballot bags, NomCom will count and rank all applicants in order of most to least votes. The top eleven (11) candidates will first be considered for the slate. It is the job of NomCom to ensure that these top eleven (11) fill all Executive Board positions with the best suited candidate based on the chapter's comments. The top three (3) ranked positions will be used as guidelines for the chapter's comments and the slate. The preferences of the top eleven (11) will be used as a guideline, though NomCom has the power to look outside the ranked positions. If a candidate in the top eleven (11) declines an offered position, NomCom can look outside the top eleven (11) to fill the position. The slating process, including the top eleven (11) candidates list, is confidential of any type and may not be released to members of the chapter outside of NomCom at any time during the election process and after. Failure to maintain confidentiality will result in being written up to Standards. NomCom will meet as many times as necessary before Wednesday night of week five (5). NomCom will hold office hours during that time period to hear input from the chapter about the applicants. The slate will be voted on by NomCom Wednesday night of week five (5). All slated candidates will receive a phone call Wednesday night after the slate has been decided to accept the nomination. The final slate will be emailed to the chapter on Thursday of week five (5).

Section 7. Slate Voting

The slate will be voted on during the chapter meeting at the beginning of week six (6) of the elections process. A two-thirds vote shall decide the election. If the slate does not pass, it is the responsibility of the chapter members that voted against the slate to express their opinions to NomCom. NomCom will again hold office hours and will vote on a new slate to be presented and voted on by the chapter, following the same guidelines stated in Section 6. In the event that a slate fails twice, a third and final slate will be voted on by NomCom that will not be voted on by the chapter.

Section 8. Term of Office

All officers and committee chairs shall serve for a term of one year.

Section 9. Time of Elections

Elections shall be held annually, between November 15 and March 15.

Article VI EXECUTIVE BOARD

Section 1. Powers and Duties

- (a) To determine the time and place of its meetings
- (b) To direct, regulate, and conduct the general business and affairs of Rho Chapter.
- (c) To establish rules and regulations for the administration of affairs of Rho Chapter and the individual members of the sorority.
- (d) All members of the executive board shall live in the chapter house as required by national policy.

Section 2. Meetings

- (a) The Executive Board shall meet at least once a week before chapter meetings as determined by the members before the beginning of each semester.
- (b) A special meeting of the executive board may be called by the president or any three (3) members of the executive board upon forty eight (48) hours notice of the time, place, and purpose of such meetings.

Section 3. Vacancy in Office

- (a) In the event of death, resignation, disability or removal from office of any officer of the executive board, it shall be the duty of the executive board to declare a vacancy in such office. Upon such declaration of vacancy, the person designated to succeed to the office shall immediately be vested with the title, duties and powers of the office until such time as a permanent successor is selected. The remaining members of the chapter shall within fourteen (14) days from the declaration of vacancy select a permanent successor by majority vote. The person selected need not be a member of the executive board, provided however that she shall otherwise be qualified to hold an executive position.
- (b) Should a vacancy occur in the office of President, the Vice President of Operations shall succeed to the Presidency until a successor is appointed.
- (c) The Executive Board may remove any officer of the Executive Board and declare a vacancy in the office upon a majority vote of the remaining members of the Executive Board. Grounds for removal may include, but are not limited to, neglect of duty, disloyalty to the Sorority and/or Chapter, and an illness or other disability that prevents the performance of the duties of the office. Such removed officer may appeal such action by notifying the Vice President of Standards in writing within twenty (20) days. Immediately upon receipt of the appeal, the Vice President of Standards shall call a Standards Board meeting. The board shall hear the appeal and render its decision within seven (7) days of its meeting. The decision of the Executive Board shall remain in effect unless overruled by a majority vote of the Standards Board.

Article VII

STANDARDS BOARD

Section 1: The chapter shall have a functioning Standards Board chaired by the Vice President of Standards, consisting of four (4) additional chapter members who are in good standing with the chapter and meet the academic requirements of executive board members.

Section 2: Selection of members. The Vice President of Standards, along with the chapter President and an advisor, shall select four members to the standards board, preferably consisting of one member from each class. Two (2) alternates shall also be selected. Standards board members shall be selected as vacancies become available.

Section 3: Meetings. The standards board shall meet at least once a month for organizational and programming purposes. If a member is brought before the board, meetings shall be held within one week.

Section 4: Voting. Each member shall have one vote, with the exception of the Vice President of Standards who only votes in the case of a tie.

Section 5: Hearings. Should a member be called to the standards board, procedures should be followed as outlined in the Vice President of Standard's Standards Board Manual. The Standards Board Manual that encompasses its by-laws and constitution are open to anyone in the sorority to view at any time in order to help defend themselves during a trial.

Section 6: Any member of the chapter may bring up members to the standards board within seven (7) days of the incident, and no member be privy to any information regarding a hearing. If a Standards Board member brings up another member to the board, she must temporarily remove herself from her position. Standards Board members may also be brought up on standards. Members are brought to standards board if they violate any of the major or minor infractions according to National policy. The infraction must be cited in the write-up delivered to the Vice President of Standards.

Section 7: Notification. The Vice President of Standards shall notify the member of their write-up within 72 hours after receiving the infraction in order to ensure a timely hearing.

Section 8: Confidentiality. All Standards Board matters are to be kept confidential by all parties involved. The members of the Standards Board shall not be confidential and shall be known to the chapter. If information is divulged then the necessary procedures will be taken to ensure that confidentiality is kept.

Article VIII MEETINGS

Chapter meetings shall be of four kinds: business, programming, recruitment, and social.

Section 1: Business meetings shall be held regularly every week during the college year, but special meetings for the transaction of business may be held at any time. Two-thirds

(2/3) of the members shall constitute a quorum. A majority vote shall decide all questions except as provided elsewhere. There shall be a fine imposed on tardy or absent members. When there have been three unexcused absences in a semester by a member, such baseness shall be reported to the Advisor for discipline.

Section 2: Program meetings for the year shall be held as outlined by the Vice President of Programming and the programming committee.

Section 3: Recruitment meetings shall be held during the period so designated by the University and at such other times as outlined by the Vice President of Recruitment and the Recruitment committee. The Vice President of Recruitment shall preside at all recruitment meetings.

Section 4: Social meetings or events shall be held throughout the year as outlined by the social committee.

Article IX DUES AND FEES

Section 1: Chapter membership dues and fees shall be prescribed in the National By-laws, Article V, Section 4, (e) and (f) and such dues and fees as shall be deemed necessary for the operation of the chapter.

Section 2: The chapter shall be responsible for the observation of the rules and regulations which the Sorority prescribes to govern the matters of the chapter financing, accounting, and house corporations.

Section 3: Solicitation of funds outside of the membership of the chapter shall be in strict accordance with the rules prescribed by the National Sorority.

Section 4: The chapter may vote such additional dues, fees, or assessments for its own social or other purposes as it may determine by majority vote of the entire active membership in good standing. Where there is a balance remaining after payment to the National Sorority of new member and initiation fees, such balance shall be retained by the chapter for its general purposes.

Section 5: Arrears Policy. When any member or new member becomes fifteen (15) days delinquent in her chapter bill, the Vice President of Finance shall notify, in writing, the President, the Chapter Advisor, and the Vice President of Standards of the delinquency. The Vice President of Standards shall notify the delinquent member or new member to appear before the standards board for a hearing to work out a plan to settle the debt. Every effort shall be made to arrive at a settlement payment in the best interest of the chapter and the member. The delinquent member or new member and the chapter shall agree upon a settlement payment plan and until the payment is made in full, the chapter advisor shall hold the member's or new member's pin.

Fifteen (15) days after the member or new member has entered into a settlement

agreement with the chapter, if no attempt has been made by the member or new member to settle the debt, or if the member or new member is not paying the debt in accordance to their payment plan, she shall appear before the Standards Board who shall thereupon recommend to National Board that the delinquent member or new member be placed on probation for fifteen (15) day period, and the Standard Board shall further admonish the delinquent member or new member to settle her obligation in accordance with her settlement agreement.

Thirty (30) days after the member or new member has entered into a settlement agreement with the chapter, if the debt has not been paid in full or if the member or new member is not paying in accordance with the settlement agreement, the member or new member shall be subject to disaffiliation by National Council, in accordance with the disaffiliation provisions set forth in the By-Laws.

Section 6: Bills. Chapter bills will be issued before each semester. They are due at least two weeks, 14 days, from the postmark date of the bill. They are due in full unless otherwise specified with the Vice President of Finance.

Article X DISCIPLINE

Section 1: The discipline of individual members involving disaffiliation, suspension or probation shall be in accordance with the provisions of the National Constitution and By-laws.

Section 2: A new member may be depledged only by action of the National Council.

Section 3: The Standards Board, by majority vote, may impose local discipline upon new members and active members consistent with the Constitution and By-laws of the Sorority and as may be recommended by the chapter Standards Committee.

- a. A member is subject to probation or disaffiliation if she fails or refuses to perform or to accept her duties and obligations of membership, if she is disloyal to the Sorority, if she fails to cooperate in the best interest of the group, or if she shall be guilty of conduct detrimental to her chapter and/or members of the Sorority.
- b. If charges of any nature are brought to the attention of the chapter Standards Board which may result in the probation or disaffiliation of a member, the Standards Board shall at once conduct or cause to be conducted an investigation of such charges. The Standards Board shall, prior to making any recommendations, give reasonable notice of the charges to the member and provide an opportunity to such member or her representative to be heard and present her defenses, if any, to such charges.
- c. After such hearing and investigation has been completed, chapter Standards Board shall make its decision which may include probation, disaffiliation or such other disciplinary action as shall be commensurate with the violations. In the event the disciplinary action decided upon by the Standards Board shall be probation or disciplinary action other than disaffiliation, the decision shall be delivered in writing to the member, and shall be effective at the time designated in the notice.

In the event the decision of the Standards Board is for disaffiliation, the Standards Board shall notify the member in writing that it is recommending disaffiliation and the chapter shall send a written request for disaffiliation to the National Council.

Section 4: All penalties and sanctions may be appealed to the Chapter Support Team Captain whose decision shall be final.

Section 5: In the event the chapter Standards Board recommends disaffiliation, the member shall have thirty (30) days after receipt of the notice of disaffiliation to - 32 - Constitution and By-laws 2015 BY-LAWS appeal the decision to the National Council. Such appeal shall be in written form and submitted to the Executive Director. The appeal may be heard by the National Council at any regular or special meeting held within three (3) months after receipt of the notice of appeal or within such further time as the parties may mutually determine. In the event the National Council decides that an appeal requires immediate action or in the event a member requests an earlier hearing, which the National Council in its discretion grants, and if it shall be impractical for the National Council to consider the appeal immediately, then the National Council may appoint an appeals committee of not less than two nor more than three members, which committee shall be composed of alumnae who may or may not be members of National Council.

- a. The National Council, or where pertinent the appeals committee, shall provide the member with reasonable notice of the time and place of an appeals hearing and at such time and place shall proceed to consider the case on the record as previously presented and upon such further evidence or testimony as may be offered by the member or by the chapter. The National Council may approve or disapprove disaffiliation, and its decision shall be final. In the event the appeal is heard by an appeals committee, it shall decide whether to approve or disapprove disaffiliation and shall promptly send its decision to the National Council. The decision of the appeals committee shall be affirmed, modified or disaffirmed by the National Council within thirty (30) days and such decision shall be final.
- b. In the event a member shall appeal a disaffiliation, such disaffiliation shall be suspended pending final disposition of the appeal, but such member shall, during the appeal, have suspended status.
- c. In the event no appeal is filed within the time specified, the National Council may proceed to act upon the chapter's request for disaffiliation. In the event the appellant fails to appear or present any defense, then the National Council may dismiss the appeal and accept the chapter's request for disaffiliation or may proceed to review the case and make a final decision.

Article XI HOUSE RESIDENCY

Those residing in the chapter house shall be subject to the rules and regulations of the University, National and the Chapter.

Section 1: A member must be a fulltime student and maintain a minimum 2.0 cumulative GPA to reside in the chapter house. If any member falls below full time status or a 2.0 cumulative GPA they are required to submit a letter of reason to the Vice President of

Housing and the President, where the necessary action will be taken if need be.

Section 2: All members have a minimum 1 year obligation to live in the chapter house. Exceptions may only be granted to members when the chapter house is at capacity or to members who have been so excused, in writing, by the House Corporation.

A member who has not completed her live in requirement cannot sign a lease until the house is full. If a member signs a lease and has not yet fulfilled her live in requirement, but must the following academic year, she is individually responsible for any financial obligations to any outside parties. In other words, she is responsible for her outside lease.

Section 3: All Executive Board positions shall live in the chapter house for their entire term in office as required by national policy. Since, the new Executive Board term begins in the Spring semester, the officers are only required to live in Fall semester, the only exception being the President. The President must live in for her entire term. If she lives out when elected, she must move in during the Spring semester through the end of her term.

Section 4: Housing contracts shall be signed in the Spring of each year for the coming school year and shall be binding for the entire academic year.

Section 5: For room assignments, each member fills out the point sheet each month. The points committee and VP Operations then goes through and calculates points. Members then pick their rooms based on the average number of points between the roommates starting with the group with the highest number of points. Assignments will be made by the Vice President of Housing, the President, an Advisor, and the House Director based on the requests made by the chapter members.

Article XII AMENDMENTS

Section 1: Suggestions for amendments to the constitution or By-laws shall be directed to the President

Section 2: Proposed amendments to the Constitution or By-laws may be submitted to the Executive Board. Proposed amendments shall be submitted in writing to all members of the Executive Board.

Section 3: This constitution and By-laws may be amended by a chapter vote when two thirds (2/3) of the voting members are present and two thirds (2/3) of the voting members vote in favor of the amendment

Section 4: Amendments shall be made once a year during Fall semester. It is the responsibility of the executive board to review and revise, if needed, the Constitution, By-Laws, and Organizational Guidelines each year.

Section 5: To make an amendment at any other time during the school year it is required

to receive permission from the National Office and the chapter's Team Captain before proceeding.