

Article I:      Name

The name of this organization shall be Zeta Alpha Chapter of Chi Omega Fraternity.

Article II:     Objects

The purposes of this organization are to promote friendship, high standards of personnel, sincere learning and creditable scholarship, participation in campus activities, community service, and career development.

The vision of this chapter includes Sisters who are inspired by our values and who serve the world while keeping Chi Omega ever at heart.

The policies of this chapter, chartered by the governing council of Chi Omega Fraternity shall be in keeping with the stated purposes and rules of the Fraternity.

Article III:    Membership

The requirements for membership shall comply with the Constitution and the Leaders' Handbook of Chi Omega Fraternity, and the rules of the collegiate Panhellenic.

Section 1.      New Members

New members shall be undergraduate women attending The Ohio State University, who have been selected in accordance with the recruitment procedures of the Fraternity and the University and who are actively working to fulfill the new member requirements.

- a. To be considered a potential new member of the Zeta Alpha Chapter a woman must have a minimum of a 2.8 cumulative GPA on a 4.0 scale prior to recruitment.
- b. New members must complete the requirements set forth by the New Member Educator (G.M.) with approval of the New Member Advisor and in accordance with the Leaders' Handbook.
- c. New members must meet all scholastic obligations to the chapter and University prior to being initiated.
- d. New members must meet all financial responsibilities to the chapter and the housing corporation (ZACO) prior to initiation. If the new member fails to comply, she will not be initiated.

## Section 2. Collegians

Collegiate members are undergraduate women enrolled at The Ohio State University who have completed the requirements of the new member period and have been initiated. They must actively be working on completion of their undergraduate degree.

## Section 3. Transfer/Affiliates

An undergraduate initiated member from another Chi Omega chapter wishing to affiliate with Zeta Alpha Chapter must follow the Transfer/Affiliation Procedure outlined in the policies, rules, and procedures of Chi Omega Fraternity.

# Article IV: Financial Responsibilities

## Section 1. Dues and Fees

The Treasurer (G.N.V) and the Financial Advisor shall recommend all Semester dues and fees to the Executive Board according to the needs of the chapter. As changes become necessary, a chapter vote will be taken. Chapter dues are collected each semester in the amount of \$450, paid to Billhighway. No refunds will be given.

Each out of house member pays an Out of House fee to ZACO to help fund the maintenance of the house.

If a Sister pays fees and dues through Billhighway with a credit card, that Sister may be responsible for the additional credit card fee.

## Section 2. Fines

Fines shall be levied by the discretion of the personnel board and advisor for mandatory functions.

Any member who is more than two weeks overdue on the payment of any financial obligation to the chapter of the House Corporation (ZACO), will have deemed to have resigned her membership according to the Leaders' Handbook, Book of Rules, Rules for Members, Rule #19.

Each member of the chapter must pay her dues, fees, and housing charges promptly. Bills are due on the date stated by the treasurer. An active member who does not meet her Chi Omega financial obligations within two weeks of the due date will be referred to the Fair Play Board. If any dues or fines are outstanding after a 30 day period, a 3% late fee will be charged.

First payment priority is to ZACO and then to the Chapter dues.

## Article V: Meetings

### Section 1. Chapter Meetings

Formal meetings will be held each Monday during the school year in a location determined by the executive board. Pin attire is required once a month or at any other chapter designated by GH. "Chi O Casual" is required at all other chapters. Any member not dressed appropriately will first be issued a warning and a second offense will result in the loss of a point for attending chapter.

### Section 2. Mandatory Functions

Mandatory functions include:

Chapter meetings, Pre-recruitment workshops, Recruitment, Prelude week activities, PHA required events, Initiation, Bid day, Slating, Eleusinian, Our philanthropy event(s), National sponsored events, Any other function approved by the executive board members

All members are required to participate in mandatory chapter functions. Monetary fines or duties may be assessed for missed mandatory events.

### Section 3. Other Meetings

Other meetings may be called at the discretion of the President (G.H.) with the approval of the Personnel Advisor.

### Section 4. Attendance and Absences

Attendance policy: Two unexcused absences from chapter are permitted per semester.

Subsequent unexcused absences will result in the following sanctions:

1<sup>st</sup> unexcused: Loss of a point.

2<sup>nd</sup> unexcused: Loss of a point.

If a member has more than two unexcused chapter absences they cannot attend semi-formal and/or formal. This system is tracked by the G.K.A. and enforced by the personnel chair.

Seniors only have to attend one chapter meeting a month which is tracked by the G.K.A. The chapter meeting they are to attend will be decided by the Executive Board, and they will be told what chapter they are to attend by the G.K.A. Seniors are still expected and required to read and remain up to date on posted chapter announcements and slides.

*Unexcused* absence for more than 2 mandatory events (retreats, more than 2 unexcused chapters, workshops) are not eligible to attend events (e.g semi formal/formal) and are subject to a personnel meeting.

An excused absence is a university-scheduled class, exam, review session, or participating in a university sport or university sponsored club sport, etc, a death in the family, family emergency, doctor's appointment and illness, or religious reason. Anything other than what is included above is considered unexcused unless prior approval is given from the Personnel Board or their designee.

Excuses for Monday night meetings should be submitted on the google form to the secretary 24 hours prior to the event. Excuses for mandatory functions should be given for approval no later than one week following notification of the date of the function with exceptions at the discretion of the personnel board. A copy of the class schedule/syllabus must be provided to the secretary (G.K.A) to verify excused absences due to university scheduled classes or exams.

Following the first unexcused absence, the Secretary (G.K.A) will give the member a warning. The second unexcused absence will result in loss of voice in vote in the next chapter meeting and a personnel meeting will be scheduled.

If tardy, members must attend the remainder of the chapter function. Two unexcused tardies constitute an unexcused absence.

After two unexcused absences at mandatory events other than Chapter, the member is required to have a meeting with the Personnel Board.

## Section 5. Quorum

A quorum shall be a majority of the active members in good standing. No business may be transacted unless a quorum is present. Two-thirds of the present members' vote is required for a specific vote to pass.

## Article VI: Officers

### Section 1. Officers

The executive officers of the chapter shall consist of the President (G.H.), Vice President (G.T.B.), Secretary (G.K.A.), Treasurer (G.N.V.), New Member Educator (G.M.), Personnel Chairman, Panhellenic Delegate, Recruitment Chairman, Facilities Manager, and Director of Programming.

### Section 2. Officer Selection

The election of executive officers shall be conducted in accordance with the Officer Selection Procedure in the Leaders' Handbook. A minimum cumulative GPA of a 3.0 or higher is required to be selected for the Executive Board and must be maintained during the officer term. An active

member failing to obtain a minimum of a 2.3 semester GPA may not be selected for nor hold an executive board office regardless of her cumulative GPA.

Slating will take place prior to holiday break and officers will be inducted prior to the end of the fall semester, with duties fully transitioned after spring recruitment.

Each outgoing position required to hold a training session with the incoming position member prior to winter break. Failure to do so will result in additional duties prescribed by the personnel chair.

### Section 3. Officer Duties

The duties of the officers are listed in the Leaders' Handbook. Each outgoing officer is responsible for training her successor. An officer-training workshop shall be held, and each officer and advisory committee is responsible for assisting with the planning and presentation. Each officer shall maintain a document and files relative to her office and give them to her successor.

## Article VII: Executive Board

### Section 1. Executive Board Meetings

The executive board shall consist of the elected officers of the chapter.

Mandatory Executive Board meetings will be held each Sunday during the school year. A regular schedule will be maintained and announced by the Executive Board at the beginning of each semester. Any changes to the schedule will be announced to the chapter at least 24 hours in advance or at the discretion of the G.H. in extreme circumstances. At least one advisor must either attend or call in to all Executive Board meetings. Attendance of all elected officers is required at every meeting except when excused 24 hours prior to the meeting by the President (G.H.)

Executive Board Attendance Policy: Two unexcused absences from EB meetings are permitted per semester. Subsequent unexcused absences will result in the following sanctions:  
2nd unexcused- personnel meeting and discussion of forfeiture of position

If meetings change then they will be announced at the chapter meeting prior to the change in time.

### Section 2. Executive Board Budget

Executive board members must function within the allowance budget. Any expenditure over the budgeted amounts must be brought to the attention of the Treasurer (G.N.V.) for approval before the expenditure is made. If an executive board member overspends her budget, she is personally

responsible for the expense. Anything purchased with chapter funds is chapter property and should remain on the chi o premises when not in use.

## Article VIII. Cardinal Cabinet

### Section 1. Composition

The Cardinal Cabinet Directors are: Marketing Director, Social Director, Sisterhood Director, Philanthropy and Community Service Director, Campus Activities Director, Career and Personal Development Director, Diversity, Equity, and Inclusion Director.

### Section 2. Selection and Eligibility

Members interested in Cardinal Cabinet positions must complete an application. Cardinal Cabinet Directors are then appointed by the GH, the Director of Programming, and the Cardinal Cabinet Advisor, with the executive board having final approval. In order to be appointed as a director, the member must be in good standing and have a minimum cumulative G.P.A. of a 3.0 and must maintain this throughout her term. If a director's semester G.P.A. falls below a 2.3, she must resign her position.

Cardinal Cabinet Directors will choose top 3 choices for chairs, with the Executive Board to have final decision.

### Section 3. Meetings

Mandatory Cardinal Cabinet Director meetings will be held at the discretion of the Director of Programming; it is up to the discretion of the Director of Programming on whether to cancel these meetings. Directors are required to meet once a month, at the discretion of the Cardinal Cabinet Director, with their chairs. Additional chair meetings may be called at the discretion of the chair and the Director of Programming.

Cardinal Cabinet Attendance Policy: Two unexcused absences from CCD meetings are permitted per semester. Subsequent unexcused absences will result in the following sanctions:

1st unexcused- an extra service hour is added to your total for the semester,

2nd unexcused- personnel meeting with the Director of Programming and discussion of forfeiture of position

### Section 4. Director Duties and Responsibilities

Duties of the committee director are outlined in the Leaders' Handbook.

Committee director should request agenda time at the chapter meetings. The director must function within the allowance budget. Any expenditure over the budgeted amounts must be brought to the attention of the Treasurer (G.N.V.) for approval before the expenditure is made.

If the director overspends her budget, she is personally responsible for the expense.

If a director fails to meet her responsibilities, the President (G.H.) may remove her from office.

## Article IX:   Scholarship Requirements

### Section 1. Grades Disclosure

When becoming a member each new member must sign an authorization for the university administration to disclose her grades to the Vice President (G.T.B.) for as long as she is an active member of the chapter.

### Section 2. Academic Probation

If an active member has a semester GPA between 2.3 and 2.5, they will be required to have at least one informal personnel with the G.T.B. in the following semester.

Failure of any active member to meet the established semester GPA requirement of 2.3 will result in academic probation for the following semester; sanctions may be applied at the discretion of the personnel board.

In order to be released from academic probation, a member must carry a course load of no fewer than twelve hours with a minimum semester G.P.A. of 2.3.

The willful disregard of scholastic responsibility may include non-attendance of classes, failing subjects and a poor attitude toward learning. Any active member who shows willful disregard for scholastic obligations will be sanctioned at the discretion of the personnel board.

## Article X:   Social Events

### Section 1. Resignations and Social Events

Resigned members and alumnae will not be permitted to attend Chi Omega social events, with the exception of family members (such as a sister or mom) .

### Section 2. Attendance at Social Events

For liability purposes, a woman in attendance at a Chi Omega social function may not leave at her own discretion. Each member is only allowed to bring one date unless otherwise stated by the GH.

Women who are designated as event monitors at an event will not be allowed to consume any alcoholic beverages. Failure to follow guidelines will result in a personnel meeting.

## Article XI: Recruitment

### Section 1. Recruitment Rules

The chapter shall abide by the rules established by the Chi Omega Fraternity and the collegiate Panhellenic Association. The chapter shall evaluate the chapter's needs and establish a target prior to each period. Every active member in good standing that is participating in recruitment is entitled to vote in selection sessions.

### Section 2. Recruitment Committee

The Recruitment Committee shall include the Recruitment Chairman, the President (G.H.), the Personnel Chairman, the Recruitment Assistant, the Personnel Advisor and the Recruitment Advisor. Other members are permitted if the advisory committee feels they are needed. These representatives must meet approval of the Recruitment Chairman, the President (G.H.), and the Recruitment Advisor.

Every member of the chapter is to be involved in Recruitment and is required to give full support and participation.

### Section 3. Legacy Policy

Legacies are defined as daughters or sisters of an initiated Chi Omega member in good standing. Special consideration will be given to potential new members with relatives who are initiated Chi Omegas. If a legacy is not going to receive a bid, she must be cut prior to preference round to ensure fairness.

## Article XII: Parliamentary Procedure

For procedures not covered in the Book of Rules or the bylaws of this organization, current Robert's Rules of Order will be followed.

## Article XIII: Rules Governing Bylaws

The bylaws of the Zeta Alpha Chapter cannot contradict any National Rule of Procedure.

All bylaws shall be reviewed, revised as necessary, and proposed yearly by the Bylaws Revision Committee headed by the Vice President (G.T.B.), in accordance with the Book of Rules.

Article XIV: Amendment of Bylaws

These bylaws may be amended by a two-thirds vote of the chapter members in attendance at chapter meetings, provided the proposed amendments have been read and discussed at the meeting prior to the meeting at which the proposed amendments are to be adopted.

Article XV: Dissolution

If for any reason the Zeta Alpha Chapter of Chi Omega Fraternity is dissolved, all property thereof belonging to the chapter, including real estate and all possessions belonging to Chi Omega shall automatically be transferred to the Chi Omega Fraternity, Inc. at the following address:

3395 Players Club Parkway  
Memphis, TN 38125

**CHI OMEGA FRATERNITY**  
**ZETA ALPHA CHAPTER—STANDING RULES**

Housing/Room and Board

There is no smoking in the house or on the front porch of the house.

Room assignments for members living in the house will be determined by the house manager. The house manager will average the GPA of both roommates who selected each other. GTB will provide GPAs.

Due to the insurance policy, refer to Housing Corporation for a full list of unpermitted items.

The Chapter House Living 101 document contains all Zeta Alpha house rules. All members are expected to uphold all house rules regardless of whether they live in or out of the house.

The ZACO Trustees shall determine Room and Board annually.

Each out of house member is allowed two meals per week at the chapter house. If this meal is NOT chapter dinner, the out of house member must sign up in advance to attend an alternate meal later (other options will be stated by the house manager) in the week. Brunch provided on game day is not included in those meals, and it is available to all members, including out of house members.

Out of House members may purchase a food plan from ZACO.

1. Guest Visiting Hours: Sunday through Thursday 9:00 A.M.- 1:00 A.M.

Friday and Saturday 9:00 A.M.- 2:00 A.M.

Dates are allowed in the DOWNSTAIRS of chi omega for up to one hour following a date party.

**Chi Omega women are allowed to have female friends upstairs in the house even if they are not initiated in Chi Omega.**

2. No alcohol is allowed on/in Chi Omega property owned by the Zeta Alpha Chapter, including the house and parking lot.

All members must reside in the chapter house for one year, provided a room is available to them. The house must be filled based on a 47-person occupancy. Executive board members will be given the first opportunities to live in the house. In the event that more than 48 women want to live in the chapter facility, women will be selected through a form sent out by the house manager on a first come, first serve basis. In the event that less than 47 women sign contracts, one of the following options will be voted on by the chapter to cover the expenses or fill the house:

Option 1: Filling the House

- The women who have not yet filled their 1-year live-in requirements will be the first contacted. Within this list, the women with the lowest points will be asked to live-in.

Option 2: Reduce Chapter Expenses

- Eliminate social activities including TG's, Homecoming, Greek Week and Date Parties to cover the cost of the shortfall
- If there is not enough money in the social budget, one of the other options would need to be implemented to cover the balance

Option 3: Assess the shortage equally to all members.

- Divide total amount of shortfall by the total number of active members

Option 4: Assess the shortage equally to all individuals who have not fulfilled their housing commitment.

- This would impact all women who were activated during or prior to fall quarter/semester of the previous academic year.

Option 5: Assess the shortage proportionately among those who have not met their housing requirement considering time of membership and portion of housing commitment fulfilled.

- Only girls NOT living in the house who have not met their housing commitment would be assessed.
- The assessment would be prorated based on the portion of the housing commitment that has not been met, adjusted for the length of time the individual has been an active member
- A formula is used to calculate each girl's assessment

**“The G.H., House Manager, and at least one additional Executive Board officer must live in the chapter facility during her term in office”**

If a member chooses to move out of the house during the contract period, she must find a replacement prior to moving out or continue to pay for the contract. Failure to do so may be considered failure to meet financial obligations.

In house members will only be allowed to switch rooms after Autumn Semester.

Pin Attire and Chi O Casual

Pin attire is defined as a tasteful blouse, dress, skirt, pant, or sweater. Pin attire excludes any blue or ripped jeans, t-shirts, shorts, sweats, sneakers, and flip-flops. Additionally, all chapter members should wear their pins to chapter meetings in which pin attire is to be worn.

Chi O Casual is defined as any Chi Omega t-shirt, any shirt that is nicer than a t-shirt, sweatshirts, jackets, any pants other than pajama pants, and shoes with a sole.

Room Assignment System

Rooms should be allocated based on the average GPA of roommates, excluding single rooms, with the third floor rooms being filled with the highest average GPA. The model initiate or sister H. shall be allocated a room on the third floor as well.

### Participation Point System

By the third week of the semester, the Executive Board will declare the required number of participation points for members to complete prior to Formal.

If a member does not complete all of the points before Formal, they will be barred entry to the formal/semi-formal.

### Philanthropies

#### Chi Omega Philanthropies

Every member is expected to contribute to Chi Omega's annual philanthropy event in the amount determined by the Director of Philanthropy with executive board and advisor approval through active participation as deemed by the Director of Philanthropy. This may include but is not limited to selling tickets, purchasing at least 1 ticket, seeking donations, working the event, etc. Members will first be offered a duty to remediate any unpaid fundraising. If necessary, members will be charged the balance of required fundraising via Billhighway.

#### Other Philanthropies

Formal chapter meetings will determine expenditures and participation in other chapter's philanthropies.

### Cardinal Cabinet Structure

1. Marketing Director
  - a. Social Media Chair
  - b. Apparel Chair
  - c. Background Chair
2. Social and Risk Management Director
  - a. Special Events Co-Chair
  - b. Special Events Co-Chair
3. Sisterhood Director
  - a. Co- Engagement Chair
  - b. Co-Engagement Chair
4. Philanthropy and Community Service Director
  - a. Community Service Chair
  - b. Campus Philanthropy Chair
  - c. Gala Chair

5. Campus Activities Director
6. Career and Personal Development Director
  - a. Alumnae Relations Chair
  - b. Mental Health and Wellness Chair
7. Diversity, Equity, and Inclusion Director
  - a. Diversity, Equity, and Inclusion Co-Chair
  - b. Diversity, Equity, and Inclusion Co-Chair
8. Foundation Ambassador

Executive officer assistant and cardinal cabinet assistant positions may be added on an as needed basis. Directors have the discretion to form event committees as needed. Both require the approval of the executive and advisory boards.

