

ΔΦΩ

DELTA PHI OMEGA SORORITY, INCORPORATED



The Ohio State University Colony Bylaws

Table of Contents: Ohio State Charter Bylaws

Article I: Name

Article II: Purpose

Article III: Governing Documents

Article IV: Membership

 Section 1: New Member Education

 Section 2: Chapter Membership Status

 Section 3: Probation

Article V: Statement of Non-Hazing

Article VI: Statement of Non-Discrimination

Article VII: Statement of Compliance

Article VIII: Officers and Committees

 Section 1: Executive Board

 Section 2: Auxiliary Chair Positions

 Section 3: Officer Selection Process

 Section 4: Officer Removal Process

 Section 5: Member Removal Process

Article IX: Fines and Dues

Article X: Mandatory Events and Chapter Events Defined

Date Created: August 13, 2020

Article I. Name

The name of this organization is Delta Phi Omega Sorority, Incorporated - The Ohio State Colony at The Ohio State University.

Article II. Purpose

The purpose of Delta Phi Omega shall be to foster unity among South Asian Women, build community awareness, and gain a greater understanding of oneself and others. The sorority aspires to instill leadership traits, excel in all academic endeavors, to encourage an active relationship between the sorority and its respective university and shall do so with the utmost compassion, dignity, and fortitude.

The purpose of these bylaws is to enhance the rules set by Delta Phi Omega's National Constitution.

Article III: Governing Documents

Section 1: Governing Authority

The DPO Constitution, National Handbook, and all other National Handbooks, as amended (the "National Governing Documents") shall govern all chapter bylaws and supersede any other governing documents of the chapter, including but not limited to local policies, procedures, or guidelines.

Section 2: Conflicts and Interpretation

a. In the event of a conflict between the National Governing Documents and any chapter or charter bylaws or local governing documents, the provisions of the National Governing Documents shall prevail.

b. Questions regarding the interpretation or application of the National Governing Documents shall be resolved in accordance with the procedures outlined in the Handbooks or through consultation with the DPO National Leadership.

Section 3: Compliance Requirements

All chapters and charters are required to review and align their local governing

documents with the DPO National Handbook on an annual basis or as updates are issued by the DPO National Leadership.

Section 4: Amendments

Any amendments to the chapter bylaws must be reviewed to ensure consistency with the National Governing Documents prior to their adoption.

Article IV. Membership

Section 1: New Member Education

1.1 Selection and Initiation

- a. All potential new members must hold higher than a 2.5 as per cumulative GPA and must be enrolled as a full time student (at least 12 credit hours) as set by Delta Phi Omega Sorority Inc. National Headquarters, honored by Sorority and Fraternity Life at the Ohio State University.
- b. All potential new members must be interviewed in a panel setting before receiving a bid.
 - i. Potential new members must have majority vote by actives who have attended recruitment events, to be given a bid
 1. All recruitment events are mandatory for active members (unless excused which must be provided. See Article III Section 2 for approved excuses.)
 2. Actives who do not attend recruitment events unexcused are not allowed to place a vote but can still attend interviews
 - ii. Potential new members have 24 hours to accept a bid
- c. All potential new members who receive a bid must be informed on their requirements and rights and sign the confidentiality agreement. They must understand:
 - i. The New Member Education process.
 - ii. The requirements to become an active member of the organization and an active member of Greek life.
 - iii. The definition of personal rights and The Ohio State University's Code of Student Conduct hazing policy.

- iv. That this is a dry process and any potential new member caught drinking or smoking (illegal drugs, hookah, etc.) will not become part of the sorority.
- v. The Ohio State University's Code of Student Conduct Hazing Policy: [Section 3335-23-04 \(L\) of the Code of Student Conduct](#)
- d. PNM will be selected based upon:
 - i. The amount of recruitment events they attended:
 - a. One informational, two social
 - ii. Have good standing with The Ohio State University
 - a. No outstanding university holds
 - b. Good academic standing with the university
 - c. University probation or dismissal
 - iii. Successfully complete and turn in an application to the executive board by the set date.
- e. All potential new members have the right to refuse any activity that is against their personal values, religious beliefs, or moral reserve, without consequence.

1.2 Anti-Hazing Policy

Members may not conduct any type of hazing activities. Hazing activities are any type of activities - regardless of the person's willingness to participate- that cause embarrassment or ridicule, or creates a substantial risk of causing mental, emotional, or physical harm or humiliation.

Examples of hazing include, but are not limited to the following:

- a. Forcing, requiring or endorsing the consumption of alcoholic beverages or any other drug.
- b. Physical and psychological shocks, creation of excessive fatigue including sleep deprivation, paddling in any form, morally degrading or humiliating games and activities, or requiring the ingestion of any undesirable, unwanted substance.
- c. Wearing of public apparel that is conspicuous and not normally in good taste, or engaging in public stunts of buffoonery.
- d. Verbal harassment, threats contrived to convince a person that she would be harmed, or any type of personal servitude such as running errands.
- e. Expecting participation in activities that the full membership would not

do, or in activities that are not consistent with academic achievement, the national governing laws of Sorority, and the regulations and policies of the educational institution or applicable state law.

- f. No physical contact can be made between a PNM and a sister that violates their personal space.
- g. Any of the following listed by The Ohio State University's Code of Student Conduct Hazing Policy: [Section 3335-23-04 \(L\) of the Code of Student Conduct](#)
 - i. Examples from Student Conduct include:
 - 1. Forced wearing of embarrassing clothing
 - 2. Being yelled at or cursed at by other members of the team or group.
 - 3. Creation of excessive fatigue or sleep deprivation.
 - 4. Full list is provided by Section 3335-23-04 (L) of the Code of Student Conduct

Section 2. Chapter Membership Status

Chapter dues, national dues, and fees may not exceed what is listed in the most recently updated handbook. Although, the Executive Board reserves the right to amend further requirements. Members are required to email the Executive Board for change of status 30 days prior to the start of the new semester with proper reasoning.

2.1 Active Status

Active Member (Type 1)

Active status is granted to any member who is in good standing with the sorority and is enrolled at The Ohio State University. The member must have a cumulative grade point average of a 2.5 out of 4.0 to stay in good standing and must meet any of the other requirements stated in the most recently updated National Handbook.

- a. Must pay National dues of \$200 each semester and any other fees that the colony incurs.
- b. Is required to participate in 20 hours of service events that are hosted throughout the semester
 - i. Exclusions to extenuating circumstances. Must be in communication with the service chair.

- c. Is required to attend all fundraising events within the academic year
 - i. Unless excused which must be provided. (unless excused which must be provided. See Article III Section 2 for approved excuses. Must be in communication with the fundraising chair(s).)
- d. Is required to attend all recruitment events, retreats, sisterhood events, and ritual events.
 - i. Unless excused which must be provided. See Article III Section 2 for approved excuses. Must be in communication with the recruitment chair.
 - ii. Is required to attend all general body meetings unless communicated with secretary
- e. Exceptions will be made to those who notify the respective chair(s) 48 hours in advance. Exceptions will be made for:
 - i. Attending another Delta Phi Omega event (another charter's crossover, Recruitment Team obligation, etc.)
 - ii. Family Event
 - iii. Personal or family hospitalization
 - iv. Personal sickness/hospitalization with doctor's note
 - v. Emergency situations
 - vi. Death in the family
 - vii. Work
 - viii. Class
 - ix. Religious Event
 - x. University Examination the day of (if event is before examination) or examination next day. Proof of examination must be shown via syllabus, course website, etc.
 - xi. Aptitude Exam within 7 days (LSAT, PCAT, MCAT, OAT, GRE, etc.) Proof of registration for the exam must be submitted.
- f. In the case of a dire emergency, then notify the President immediately.
- g. All actives have the right to refuse any activity that is against their personal values, religious beliefs, or moral reserve, without consequence, and notify the respective chair and CC the president in the email within 48 hours.
- h. If any of the above requirements are not met after formal warning, active probationary measures will be taken.

Active Transfer (Type II)

The Chapter will follow the requirements for Active Transfer in the most recently updated handbook.

In addition to the above guideline:

- a. Is required to pay the National dues and any Chapter dues as per the most recently updated handbook as with the rest of the Chapter
 - i. National dues and insurance as determined by VP of Finance
 - ii. Chapter dues
- b. Is required to participate in all events as an active of the Chapter would (refer to Active Type I)
- c. Exceptions will be made to those who notify the respective chair(s) 48 hours in advance. Exceptions will be made for:
 - i. Attending another Delta Phi Omega event (another charter's crossover, Recruitment Team obligation, etc.)
 - ii. Family Event
 - iii. Personal or family hospitalization
 - iv. Personal sickness/hospitalization with doctor's note
 - v. Emergency situations
 - vi. Death in the family
 - vii. Work
 - vi. Class
 - vii. Religious Event
 - viii. University Examination the day of (if event is before examination) or examination next day. Proof of examination must be shown via syllabus, course website, etc.
 - ix. Aptitude Exam within 7 days (LSAT, PCAT, MCAT, OAT, GRE, etc.) Proof of registration for examination.
- d. In the case of a dire emergency, then notify the President immediately.
- e. If any of the above requirements are not met after formal warning, active probationary measures will be taken.

Active Associate (Type III)

Those who wish to become an Active Associate must meet the requirements written in the National handbook before asking the Executive board to change status. Any member may only become an active associate for a maximum of two consecutive semesters. A letter must be submitted to the Executive Board stating her change of status to be approved. This letter is due no later than two weeks prior to the start of the semester. Any letter submitted after the date specified by the E-board will not be accepted and dues/fines will be collected. The member must write a proposal to

the Executive Board stating why they should be granted this change in status. The requirements for an Active Associate are:

- a. You must pay chapter dues of \$150 for the semester.
- b. You will be required to attend monthly Chapter meetings.
- c. You will be required to complete 10 service hours.
- d. You will be required to fundraise or pay out of pocket \$50 during this semester.
- e. Your attendance will be required at the end-of-semester sisterhood banquet (Christmas Party/Senior Send off).
- f. You are required to attend MGC events, as requested by the MGC Executive Board.

Optional Events and Activities:

- g. You are not required, but highly encouraged to attend NMEP related events such as weekly meetings, Bid Dinner, Big Reveal, and Initiation.
- h. You will not be required to attend or complete events from our Academic chair.
- i. You will not be required to attend social events such as Mixers or Official Delta Phi Omega parties, but are encouraged to.
- j. You will not be required to participate in recruiting or recruitment events, but are encouraged to.

Professional Associate (Type IV)

Professional Associate status must be awarded at the discretion of the Executive Board and approval by the Vice President of Internal Affairs. This title may remain until a bachelor's degree is awarded, and Alumna status is obtained.

Alumnae (Type V)

Alumnae members will be granted privileges, which will consist of free admission to all social and charitable events; unless otherwise specified by the sorority. Alumnae members may not attend events that are exclusive to active members only. Unless an alumna member is formally invited to a chapter/NME meeting and/or events, they may not attend. If an alumna member attends a chapter meeting, she may offer her advice based on experience, but her vote will not count.

Inactive (Type VI)

Any member may become inactive for a maximum of one semester. If and only if authorized by the Executive Board. This inactive semester may not be the same as a pledge semester. A member must also have completed a minimum of 1 semester of active membership in order to be inactive. During the inactive period, the member

may not wear letters or attend any sorority related events, meetings or gatherings. She is not required to complete any community service hours and is not required to pay dues to the chapter or the National Organization. A letter must be submitted to the Executive Board stating her inactiveness to be approved. This letter is due no later than two weeks prior to the start of the semester. Any letter submitted after the date specified by the E-board will not be accepted and dues/fines will be collected.

i. An inactive member may run for an Executive Board or Chair position for the term of the upcoming academic semester/year. She may attend the Chapter meeting in which elections take place only to state her speech. After this, she must leave. At the meeting she may not vote due to her inactive status.

Disaffiliation (Type VII)

Any member who resigns from membership of the sorority may not ever join again.

Section 3: Probation

4.1 Academic Probation

Any Active member who does not meet the required GPA upon completion of a particular semester will be put on academic probation for the following semester. During this semester, this member is given the opportunity to bring her GPA up to the required minimum. If this member fails to bring her cumulative GPA to a 2.5, she must either claim inactive status or resign.

4.2 Social Probation

An Active member may be placed on Social Probation for missing more than 2 unexcused Chapter Meetings in a semester, not attending multiple fundraising or service events without notification, incomplete service hours without notification, or drinking, smoking, and any illegal activity at a Delta Phi Omega event. Social probation terms are as follows:

- a. Barred participation in the New Member Education Process
- b. Barred from holding Eboard and/or Chair positions for the chapter until you are clear of probation
- c. You are not allowed to attend any DPO social events, including parties and mixers.
- d. Must fulfill active membership duties (attend chapter, service and fundraising events. If you are unable to attend any events or meetings you must follow proper protocol of prior notice to the secretary and proof of reasoning.)
- e. Required to complete 5 additional community service hours.
- f. Required to make up for any fees or hours associated with missed fundraising/service hours.
- g. Failure to comply may result in suspension

4.3 Financial Probation

An active member may be placed on Financial probation for having outstanding fines not paid off within a certain period of time. Their terms will be the same as social probation.

Article V. Statement of Non-Hazing

The organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. There shall be no physical hazing of pledges, unnecessary shouting at pledges, and the threat of a blackball should not be used verbally to attempt to intimidate a pledge.

As per The Ohio State University Student Conducting Hazing policy, [Section 3335-23-04 \(L\) of the Code of Student Conduct](#) prohibits hazing, which is defined as: Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation, continued membership, or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form. Failure to intervene, prevent, or report acts of hazing may constitute a violation of this section

Examples of activities that could be considered hazing include:

1. forced cleaning
2. running errands/mental tasks
3. forced interviews
4. scavenger hunts
5. mental and/or psychological abuse
6. public or private displays of humiliation
7. forced use of alcohol or drugs
8. providing alcohol to minors
9. use of alcohol or drugs during the new member education/intake process or other membership events
10. line-ups
11. forced eating or drinking of items
12. being yelled at or cursed at by other members of the team or group
13. sleep deprivation

14. public nudity
15. forced wearing of embarrassing clothing
16. depriving you of regular hygiene practices (brushing teeth, bathing)
17. making you steal or destroy property
18. "drop-offs" or "dumps" in unfamiliar locations
19. lock-ups or being confined to small spaces
20. being duct taped or some other physical restraints
21. violence
22. sexual assault
23. beating
24. kicking
25. calisthenics
26. creation of excessive fatigue
27. any activity which seriously endangers the health or safety of another individual.

Article VI. Statement of Non-Discrimination

This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion or sexual orientation. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunities to hold office.

"The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

Ohio State does not discriminate on the basis 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 bases under the law, in its activities, programs, admission, and employment."

This organization does not discriminate on the basis 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 bases under the law, in its activities, programs, admission, and employment.

As an organization at The Ohio State University, Delta Phi Omega Sorority Inc., expects its members to conduct themselves in a manner that maintains an

environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here:

<https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Article VII. Statement of Compliance with Campus Regulations

This organization shall comply with all The Ohio State University policies and regulations and with all local, state, and federal laws. Constitution must be updated every school year

Constitution must include at the minimum:

A. Obligations

1. The sorority must meet the minimum academic standards of the respective governing council (Multicultural Greek Council), as well as those of the Fraternity and Sorority Life. The sorority should maintain an environment for members that is conducive to academic pursuits.
2. The sorority must participate in leadership and educational programs and meetings sponsored through the Office of Student Involvement and Leadership.
3. The sorority must submit to the Office of Student, Sorority and Fraternity Life and Leadership and keep up-to-date records of chapter membership statistics and contact information in accordance with the Chapter Roster Policies.
4. It is a requirement of the Office of Student Life, Sorority and Fraternity Life that the sorority chapter achieve a minimum of a 2.5 average for their members. Failure to achieve the minimum GPA will result in probationary action determined by Sorority and Fraternity Life, in collaboration with the chapter's council.

Article VIII. Officers and Committees

Section 1: Executive Board

8.1.1 President

- a. Shall attend all Diversified Greek Council President's meetings
- b. Shall conduct and oversee chapter meetings according to Robert's Rules of Order
- c. Shall approve all reimbursements and spending done by the Treasurer

- d. Shall conduct ceremonies, retreats, and ritual events
- e. Ensuring that every sister is following risk management policies of the Sorority and the University
- f. Creating and keeping track of the Sorority's academic standing and improvements
- g. Shall oversee all positions within the chapter including Executive Board, Committees, and Recruitment Team.
- h. Confirm LMS training is complete by all members before due date
- i. Work alongside VP to do End of Year Report
- j. President's vote is the last vote during exec voting

8.1.2 Vice President

- a. Attend all Diversified Greek Council President's meeting in the absence of the President
- b. Serve as Internal Affairs for the chapter
- c. Book rooms for general body meetings as well as events hosted by the chapter
- d. Oversee Service Chair in regards to Literacy Through Unity Week
- e. In charge of Literacy Through Unity Week with Fundraising, Service, and Treasurer
- f. In charge of monthly reports
- g. Oversee DEI Chair in regards to roles and responsibilities
- h. Work alongside president for end of year report
- i. Submit Chair outline with aux positions

8.1.3 Treasurer

- a. Keep an accurate record of all finance related concerns within the chapter. (Examples: reimbursements, dues, money spent by the chapter, etc.)
- b. Send Monthly Financial Statements to National VP of Finance by the fifth of every month (including summer months)
- c. Keep track of Chapter Dues and National Dues. Create a breakdown of what the Chapter Dues consist of and provide it by the beginning of the semester.
- d. Establish Fines and must be paid by the 15th of every month.
- e. Work with the Fundraising Chair(s) and fundraise at least \$100 per member (Total amount of Dues).
- f. Keep an accurate record of all financial transactions occurring within the chapter.

8.1.4 Secretary

- a. Asking all positions for updates two days before the agenda is posted
- b. Having the agenda posted 48 hours before meetings
- c. Must keep track of the calendar events
- d. Must keep track of the election spreadsheet while elections are going on and create, print, and keep record of the ballots
- e. Must keep record of all member (active and alumna) and keep all paperwork in a file folder ordered by classes
- f. Must ensure all active members attend required SOEs to meet SFL guidelines

8.1.5 Historian

- a. Collecting and maintaining an updated database of active and alumnae
- b. Initiating and keeping Alumnae updated with chapter activities as well as fostering alumnae relations
- c. Alumnae reunions: the Historian may independently form a Reunion Committee to assist her.
- d. Acting as a liaison between the National Alumnae Association and the chapter, and relaying information between the two organizations.
- e. Create Alumnae chapter minutes and newsletters
- f. Maintaining and updating the Facebook/Instagram/Twitter/Pinterest in a timely manner.

Section 2: Auxiliary Board

8.2.1 Recruitment Chair

- a. Responsible for collection and communication with all interests
- b. Plan events accordingly to the University recruitment period
- c. Be responsible for all promotional information during Recruitment Week
 - i. Refer the National Handbook for specified promotional items
- d. Be in charge of setting up informationals, mixers, and events according to the recruitment period

8.2.2 Academic Chair

- a. Arrange a study buddy systems within the colony
- b. Keep a copy of everyone's class and testing schedule
- c. Provide recommendations on different study techniques and habits
- d. Provide a list of resources and tutoring services for active members to utilize
- e. Refer the National Handbook for specified academic suggestions

8.2.3 Marketing Chair

- a. Responsible for all things marketing related, including the charter's social media accounts, the website, and merch.
- b. They are required to create all media designs and submit them to the Director of Marketing
- c. Submit the National Newsletter by the deadline each year
- d. Stay in touch with other charters and send the Charter's website link by the deadline every year
 - i. Refer to National Handbook for more details about responsibilities

8.2.4 Service Chair

- a. Find and organize at least 1 group-volunteering event a month and should attempt to make it correspond with a cause or season
- b. Each charter must fulfill a minimum of 20 hours as a group in a 6-month period
 - i. 60% of sisters must attend for it to be considered a group event, otherwise it is considered individual
- c. Each active member must complete at least 20 hours
- d. Complete Group Community Service Form during each event and submit to National Director of Service, along with Service Reports
- e. Create a spreadsheet with all active sisters and their respective hours they have completed (group and individual) and submit to National Director of Service by deadline
- f. Organize "Be the Change" and notify all members at least 2 weeks prior
 - i. Must be on or around October 2nd
- g. Organize LIT Week during the second week of February and follow guidelines in the LUH Handbook
 - i. Outline must be submitted to National Director of Service and Midwest RD by deadline

8.2.5 Sisterhood Chair

- a. Plan a minimum of one sisterhood event. Date and times for all events must be announced at least two weeks prior to the event.
- b. Plan an event for National and Local Founder's Day. This event should be something semi-formal and should include personal reflections on sister's experiences in Delta Phi Omega Sorority, Inc.
- c. Responsible for celebrating birthdays and anniversaries for all Active and Online members.
 - i. Refer to the National Handbook for suggested events
- d. Plan a weekend retreat for your charter full of spirit building and sisterhood activities

- e. Help coordinate Regional Retreat, by working with your Executive Board, Regional Director, and other sisterhood chairs in your region.
- f. Plan an Alumnae Retreat once a year to create a relationship with younger and older sisters.
 - i. Refer to the National Handbook for suggested events.

8.2.6 Social Chair

- a. Manage all events hosted/co-hosted by DPO (make sure that all events are approved by the Vice President of Communications)
- b. At least 2 mixers (max of 16 per year) with outside organizations
 - i. More information about event guidelines can be found in the National Handbook
- c. Create a spreadsheet of email addresses and contact information of other greeks on campus
 - i. More information can be found in the National Handbook
- d. Responsible for finding a thoughtful gift for new classes in other Greek organizations
- e. Responsible for being knowledgeable of other South Asian organizations history and facts

8.2.7 Fundraising Chair

- a. Complete allocated portion of Service Report by deadline
- b. Should organize a minimum of 2 fundraising events per semester or four per academic school year that allows for at least 45 hours or 270 hours of fundraising
- c. Should submit a chair outline, along with the Vice President, by the deadline of each semester to RD and VPJA
 - i. Must include planned and tentative fundraising events for the upcoming academic school year
- d. Must advertise appropriately (in the school newspaper, post flyers, email friends, post messages on other Greek/student organizations message boards)
- e. At the end of each fundraiser, Treasurer must count all money with the President
- f. Fundraising Chair/Treasurer must send an email within 3 days after the event and notify all actives of all profits made
- g. First GBM:
 - i. Attire: It is advised that sisters wear uniform clothing, be it letters or colors
 - 1. Fundraising Chair should notify charter on what they need to wear

- ii. Repercussions for missing mandatory Fundraising events:
 - 1. Member must pay fine within 2 weeks from the date of the fundraiser to the treasurer

Section 3: Officer Selection Process

8.2.8

- a. All positions (auxiliary and E-board) will be selected through a majority voting process. Members wishing to run for a position will notify the president, who will compile an organized list on Google Forms of which member is running for what position. President will schedule a GBM for the election process- if members are not present at the GBM, their vote will NOT be counted. Each candidate will present a 30-45 sec speech on why they think they'll be a great fit for the position. After all the speeches are over, members will vote on a google form. The candidate with the most votes will be elected for that position for the next academic year.
- b. A week after Reveal elections will be held. A few days after elections (according to schedules) a transition day will be held where all current officers meet with new officers to transfer power and explain the rules and important dates.

Section 4: Officer Removal Process

8.2.9

- a. The reasons for officer removal are listed below. If an officer violates conduct or policy, the president will notify e-board and the officer will be removed immediately. If an officer needs to be removed for another reason (academic probation, family emergency, etc.) the president will have a meeting with e-board and the member. The member will explain why they can't complete their responsibilities to the best of their responsibilities, and they will be removed for a period of time.
- b. An officer may be removed for the following reasons
 - i. Violation of national policies and university policies, inappropriate behavior at events, academic probation, family emergency

Section 5: Member removal process

- c. The reasons for member removal are listed below. Since our organization is still small, every member has an officer position. If a member violates conduct

or policy, the president will notify e-board and the member will be removed immediately. If a member needs to be removed for another reason (academic probation, family emergency, etc.) the president will have a meeting with e-board and the member. The member will explain why they can't complete their responsibilities to the best of their responsibilities, and they will be removed for a period of time.

- d. A member may be removed for the following reasons
 - i. Violation of national policies and university policies, inappropriate behavior at events, academic probation, family emergency

Article IX. Fines and Dues

Description:	Amount:
Academic Fines:	
Academic Outline (January 15th & August 15th)	\$5
Schedules not submitted	\$2 each day
Community Service Fines:	
Assigned Individual Hours	\$10
Community Service Outline (January 15th & August 15th)	\$5
Literacy Through Unity Week Outline (January 20th)	\$5
Advance notification (24 hours prior) with unexcused absence	\$5 with completing two extra hours
Advance notification (24 hours prior) with excused absence	Make up the hours missed by the deadline given by President and Service Chair
No advance call or notification	\$10 and make up hours
Fundraising Fines:	
Advance call with unexcused absence	\$5
No advance call or notification-Missing an event	\$10

Fundraising Outline (January 15th and August 15th)	\$5
Historian Fines:	
Newsletter (January 5th and June 5th)	\$5
Website (January 5th and June 5th)	\$5
President Fines:	
Colony Reports (January 5th and June 5th)	\$5
End of year report (June 1st)	\$5
Officer Position Changes (15 days after elections)	\$2
Recruitment Fines:	
Recruitment Outline (January 15th and August 15th)	\$5
All active sisters must attend retreats and 3 new member meetings during the recruitment period. (Unless given a valid excuse)	\$2/meeting missed
Exec Required to attend both informationals + 2 sisterhood events (unless given a valid excuse)	\$2/event missed
Rest of general body members attend one informationals + 2 sisterhood events (unless given a valid excuse)	\$2/event missed
Secretary Fines:	
Alumnae Directory (January 1st and June 1st)	\$5
E-board Directory (January 1st and June 1st)	\$5
Member Directory ((January 1st and June 1st and September 1st)	\$5
Meeting Minute Agenda	\$2 per day
Sisterhood Fines:	
Sisterhood Outline (January 15th and August 15th 1st)	\$5

Social Fines:	
Social Outline (January 15th and August 15th)	\$5
Treasurer Fines:	
Finance Report (5th of Every Month)	\$2 a day/ \$50 per month
Semester Budget Reports (February 1st and September 15th)	\$5
National Dues and Insurance (March 30th and September 30th)	\$10
Vice President Fines:	
End of year report (June 1st)	\$5
Monthly Reports (5th of each month)	\$2 a day/ \$50 per month
Chair Outlines (January 20th and August 20th)	\$5
Literacy Through Unity Week Outline (January 20th)	\$5
Missing Chapter/GB:	
Given 2 opportunities to schedule a meeting w/ risk management (president) where you're allowed to plead your case regarding an unnotified absence or lack of completing tasks	\$0
No notice	\$15
If you give 24 hour notice but not excused	\$5
If you don't give 24 hour notice, and have a valid excuse	\$0
If you give 24 hour notice and have a valid excuse	\$0
Events + Miscellaneous :	
Given 2 opportunities to schedule a meeting w/ risk management (president) where you're allowed to plead your case regarding an unnotified absence or lack of completing	\$0

tasks	
If you don't give any notice at all and don't have a valid reason to miss an event	\$15
If you give a 24hr notice and not a valid excuse	\$5
If you give less than 24 hours notice, and have valid excuse	\$0
If you give less than 24 hours notice, and don't have a valid excuse	\$10
If deadlines set by any chair position aren't met by sisters (ex. MCGC documents, surveys, etc.)	\$3 per day
LMS Training not completed by deadline	\$25
If all three SOE categories not completed	\$5/SOE category uncomplete
If the minimum number of reveals - set by exec - are not attended and not a valid reason	\$3/reveal

Article X. Mandatory Events and Chapter Operations Defined

10.1 Attendance

- It is mandatory that all actives are present for crossover unless they have a valid excuse. If not, they will incur a \$20 fine.
- You are required to attend all of the events held by The Ohio State Colony unless you have informed the respective chair(s) 48 hours in advance upon an excused absence.
- For fundraising events you must be present for at least half of the event unless you have provided proof of class/exam.

10.2 Fines and Dues

- If you wish to run for any positions, you will need to pay any fines that you have before the GBM where nominations will take place.
- If you still have a fine at the last GBM and have not paid it off, you will be charged with a late fee of \$25.

10.3 Tardy

- a. For all GB's and EB's there will be a 5-minute grace period.
- b. After the 5-minute grace period, after every minute after that charged \$1/minute up until 10 minutes. (unless there are extreme circumstances)
- c. After the 10-minute mark of a GB or EB, the active will be marked down as absent.

10.4 Absence

- a. After 2 unexcused absences for a GBM or Exec meeting is reached then the active will be motioned to pay a \$15 fine per GBM.
- b. For GBM, Secretary must be notified about the absence and reason for it as soon as possible

10.5 Valid Excuses

- a. Valid excuses can range from any number of commitments such as:
 - i. Work
 - ii. Volunteer
 - iii. Academic classes
 - iv. Exams within a span of 2 days
 - v. Family Emergency (explained to risk management chair)
 - vi. Mandatory extracurriculars
 - vii. An extenuating circumstance
 - viii. Prior commitments - for events that are supposed to be determined by schedules
- b. If an excuse is not listed in the bylaws, inform the President 48 hours in advance and the executive board will determine if the excuse is valid or invalid through a voting process.

10.6 Point System

- a. A point system will be put in place that will reward active members for events attended. This new system will not hurt active members but will allow them to gain points which can be used to reduce any fines they have accumulated in the semester. Additional details outlining the point system will be explained at the first GBM of each semester by the Exec Board.