

## **Alpha Sigma Upsilon**

### **The SHARP Chapter**

Constitution and Bylaws

Adopted May 13, 1996

Revised 2024

#### **Article I**

##### **Name**

The name of this organization shall be Alpha Sigma Upsilon, the SHARP Chapter.

#### **Article II**

##### **Mission and Vision Statement-**

##### **Mission Statement**

Our goal is to provide a place to develop life-long friendships, promote personal development, and become academically successful while providing service to each other and our community.

##### **Vision Statement**

Alpha Sigma Upsilon is a stable and respected organization, rich in tradition and opportunity for growth, sharing common bonds among past, present, and future members.

##### **Purpose**

This sorority was created not only as a social organization, but also as a means to recognize individuals worthy of honor with interests in agricultural and rural life. It must always be the goal of this sorority to develop leadership, citizenship, scholarship, fellowship, and sound character. One of the chief duties of this sorority is to be ever mindful that its goals should be set to improve its members, not only during the college years, but throughout the many years and experiences which shall follow.

## **Article III**

### **Membership Status**

#### **Section 1: Active member**

- a. An active member must be an undergraduate student, currently enrolled at The Ohio State University, Columbus campus. The member must be a full-time student with a cumulative grade point average (GPA) of 2.75 or higher and have completed a minimum of 12 credit hours along with being in good financial standing with the university and the sorority. An interest in agriculture is desirable, but not required.
- b. To remain active, a member must:
  1. Maintain a cumulative GPA above 2.75. This GPA requirement will be assessed after each semester (spring, summer, and fall). It will only be assessed after the summer if the member takes classes in the summer.
    - a. If a cumulative GPA of 2.75 is not maintained the first semester that the sister's GPA falls below she will go on social probation. If her GPA doesn't improve after one semester she will have to go inactive. If the sister's GPA doesn't improve after 2 semesters she will have to deactivate.
  2. Be able to attend voted upon mandatory events and meet the amount of points set forth by the chapter.
  3. A member shall remain fiscally responsible for dues set by the chapter and applicable housekeeping bills. Adherence to this will be policed by the chapter treasurer and the Judiciary Standards Board.
- c. It is the duty of each member to represent the sorority in a respectable and appropriate manner at all times. (Actions not deemed respectable and appropriate include such things as: questionable behavior, or anything leading to a question about the aims and morals of the sorority.) Any violations will be reviewed by the Judiciary Standards Board.

#### **Section 2: Inactive**

- a. The guidelines for a member to be placed on inactive status are:
  1. Reasons for Inactive Leave
    - a. If a member has an internship outside the greater Columbus area which is inhibiting her from fulfilling active status
    - b. If a member's GPA falls below a 2.75
    - c. Or if the member chooses to go inactive for various reasons
  2. Inactive status must be requested by the third chapter meeting of the semester and the member must meet with the judiciary standards board; otherwise, inactive status will be denied to the member.
    - a. If inactive status is denied the member will remain active and be expected to fulfill active status.

3. Inactive status shall be attained after writing a letter of intent to the sorority president and a majority vote of the members present is taken. Reactivation shall be attained in the same manner.
  4. All inactive status requests must be for a minimum of one semester.
  5. ***The length of the inactive status shall not exceed one semester per academic year and not be obtained for two consecutive semesters.***
  6. If inactive status is obtained because of academic standing the member has the semester to correct her GPA to 2.75. If she does not do this the members status will be moved to “deactive”.
- b. During inactive status, the member shall:
1. Relinquish voting on all sorority affairs.
  2. Be responsible for  $\frac{1}{4}$  of the current dues set by the chapter.
  3. A member inactive for grades shall not be allowed to participate in any sorority functions, besides study tables and events open to the public. Instead, this time should be devoted to her studies and education.
    - a. If this happens, the semester of graduation, an invitation will be extended to attend champagne breakfast and banquet.
  4. Those members inactive for other reasons shall be allowed to attend sorority events with an invitation approved (two weeks prior to the event) by two-thirds of the active members requesting their presence. Invitation is not needed for study tables and events open to the public.

### **Section 3: Leave Membership**

#### **Educational Leave Membership**

- a. This status is for sisters participating in partial semester study abroad trips and sisters participating in student teaching, education major programs, research projects, etc., or other academic programs approved by the judicial board.
- b. This status will be attained after a written letter of intent is submitted to the Judiciary Standards Board, which will have the power to act. The leave must then be approved by a majority vote of active members.
- c. Educational leave members are required to earn  $\frac{1}{3}$  the number of points set forth by the executive committee (100 points recommended) in order to be in good standing with the sorority.
- d. Girls with this status are required to pay  $\frac{2}{3}$  dues, and pay out-of-pocket expenses for the events and items which their dues do not go towards in the sorority’s budget.
- e. Sisters on educational leave must meet with the Scholarship Chair at the beginning of that semester to set personalized goals and hour requirements that still meet the hour requirement set by the chapter to keep them in good standing.
- f. PHA mandated requirements must still be met.
- g. This status can not be obtained for more than two consecutive semesters.

#### **Varsity (Club) Sports Leave Membership**

- a. This status is for sisters participating in varsity sports during the semester in which their season takes place.
- b. This status will be attained after a written letter of intent is submitted to the Judiciary Standards Board, which will have the power to act. The leave must then be approved by a majority vote of active members.
- c. Sports leave members are required to earn  $\frac{1}{3}$  the number of points set forth by the executive committee (100 points recommended) in order to be in good standing with the sorority.
- d. Girls with this status are required to pay  $\frac{2}{3}$  dues, and pay out-of-pocket expenses for the events and items which their dues do not go toward in the sorority's budget.
- e. Sisters on varsity sports leave must meet with the Scholarship Chair to set personalized goals and hour requirements that still meet the hour requirement set by the chapter to keep them in good standing.
- f. PHA mandated requirements must still be met.
- g. This status can not be obtained for more than two consecutive semesters.

#### Medical Leave

- a. This status is for sisters with medical or health problems, either physically or mentally.
- b. This status will be attained after a written letter of intent is submitted to the Judiciary Standard Board, which will have the power to act. This letter will be confidential and does not need to disclose medical records.
- c. Medical leave members must earn  $\frac{1}{3}$  the number of points set forth by the executive committee (100 points recommended) in order to be in good standing with the sorority.
- d. Girls with this status are required to pay  $\frac{2}{3}$  dues, and pay out-of-pocket expenses for the events and items which their dues do not go toward in the sorority's budget.
- e. Sisters on medical leave must meet with the Scholarship Chair to set personalized goals and hour requirements that still meet the hour requirement set by the chapter to keep them in good standing.
- f. PHA mandated requirements must still be met.
- g. This status cannot be obtained for more than two consecutive semesters. If the sister's problem persists into the semester after it was requested for the first time, the sister will need to meet with the Judiciary Standards Board to discuss her membership status options moving forward.

#### **Sections 4: Deactive Status**

- a. Deactive status is de-affiliation from the sorority, whether voluntarily or involuntarily.
- b. A deactivated member must turn in her new member binder, sorority pin, and all apparel or other items that have the letters of the sorority on them, whether purchased by the chapter, the individual, or the big sister. They must also delete sorority letters from any social media.
- c. Involuntary deactivation may occur due to not obtaining the GPA requirement after a semester of inactivity due to grades or due to a two-thirds vote from the chapter. This can also be voluntary at the discretion of the sister by making a request and obtaining a two-thirds vote from the chapter.

d. Deactivation processes will occur on an individual basis. A judicial meeting must be called to discuss further action regarding the sister's membership status.

**Section 5: Early Alumni Status**

- a. Members are eligible to ask for early alumni status for the semester at the end of which they expect to graduate. Early alumni status will only be granted to those with student teaching, an internship, or reasons deemed acceptable by the judicial board.
- b. Members must be active the semester prior to early alumni request.
- c. To obtain early alumni status, a letter must be submitted to the chapter and passed by a two-thirds vote of active sorority members.
- d. Dues will not be refunded after the third chapter meeting.
- e. This status may not be obtained by members whose GPA is under the 2.75 requirement.

**Section 6: Alumnae Membership**

- a. Members will not be granted alumni status unless they have been active for at least two semesters. Exceptions can be made at the discretion of the chapter and must be passed by a  $\frac{2}{3}$  vote.
- b. An alumna must have satisfactorily completed all requirements for the degree she sought at time of initiation (i.e. bachelor's degree).
- c. A two-thirds vote by the chapter is required to bestow alumnae status.
- d. Refer to the ASU Active Alumni Constitution (once adopted by the Alumni) for information on furthering involvement through Active Alumni designation. ASU is required to ensure their role in abiding by the constitution of the ASU Active Alumni.

**Section 7: Affiliate Chapter Membership**

- a. Affiliate chapter membership is granted to individuals who will be in residence at a chapter's respective campus for less than one year (i.e. foreign students, national student exchange participants, visitors to the campus for sabbaticals or internships, etc.).
- b. Candidates must receive the unanimous vote of the active chapter at any regular chapter meeting with the concurrence of the alumnae advisory committee.

**Article IV  
Membership Selection**

**Section 1: Eligibility**

To be eligible for membership, a woman must:

- a. Be enrolled as a full-time student at The Ohio State University.
- b. Achieve a grade point average of 2.75 for either the semester before being voted upon for active status or by her accumulative standing.

- c. She must have completed at least 12 credit hours earned through regular course enrollment at OSU or a previous institution that are fully matriculated and have good academic standing with the university. Earned credit hours through advanced placement credit (College Credit Plus) and credit by examination do not count towards the 12 credit hours needed to be eligible for recruitment.
- d. Not be a new member candidate or member of any other social sorority, or have been through any part of the initiation of any other social sorority.
- e. Must have attended two recruitment events or have made arrangements with the current recruitment chair. Must also send a letter of intent to be presented to the chapter by the recruitment chair.
- f. Have the qualities of leadership, citizenship, fine fellowship, high scholarship and sound character.

**Section 2: Non-Discriminatory Policy**

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, and admission.

**Section 3: Quota**

The number of new member candidates will not exceed or equal the number of active members.

**Section 4: Recruitment List**

There shall be a recruitment list compiled of recommendations of potential new members from the active members of the sorority. The recruitment chair/committee should update this list before starting recruitment events each semester.

**Section 5: Recruitment Functions**

Active members must attend at least half of the informal recruitment functions. In the case of an odd number of informal recruitment functions, actives shall attend  $\frac{1}{2}$  plus one of events. If the sorority elects to participate in formal recruitment, actives must attend all recruitment events.

**Section 6: Voting**

The new member candidates who shall receive bids will be determined by a  $\frac{3}{4}$  ballot vote of the active members of the sorority present at the time of the vote. All voting members present shall have equal voting power. The final count will be taken by the President, Vice President, or New Member Educator. If strong objections arise regarding new member candidates, discussion of issue(s) will take place and a new vote will be cast with active members of the sorority.

**Section 7: Big Sister/Little Sister Selection**

- a. Each new member candidate, upon being selected for membership in the sorority will be matched with a big sister to provide guidance and nurturing throughout the new member

candidate process, her college career, and throughout the years to follow. In following tradition, the process for choosing these combinations will be as follows.

b. The current Recruitment Chair and New Member Educator will be ineligible to take a new member candidate as their little sister so they can provide neutrality and guidance to all new member candidates throughout the pledging process.

c. Interviews are conducted to determine family patterns.

d. Matches will then be chosen in an order that is as follows:

1. New member candidates will complete a personality assessment which will aid in determining which family and 'Big' best accommodates each new member.

2. A subcommittee shall be created which includes the New Member Educator, Recruitment Officer, and either a past New Member Educator or Recruitment Chair (if neither is available the President will fill in) for the purpose of choosing which 'Big' shall be paired with which 'Little', giving first concern to those girls who have not already had a 'Little' in the past and are interested. If all 'Bigs' who meet this criterion are exhausted prior to all 'Littles' being matched with a 'Big', the rest of the chapter will be evaluated to make a match.

3. The subcommittee will also take into account the relationships previously known between new member candidates and potential 'Bigs' working to match 'Bigs' with 'Littles' they do not already know.

4. If, for some reason, pairing cannot be accomplished by the methods described above then pairing will be decided at the discretion of the subcommittee.

#### **Section 8: New Member Education Process**

- a. Potential new members must attend four new member education meetings and score higher than a 67% on four new member education quizzes. The content of these meetings and quizzes will be determined yearly by the new member educator but should encompass the history of the organizations and necessary information regarding greek life.
- b. The potential members will attend a big/little reveal planned by the NME and Recruitment chair.
- c. The potential members must meet with a silver sister prior to meeting their big sister.

#### **Section 9: Pin Order**

- a. Pin order will be determined based on a number of points earned during the New Member Education process. These points are to include but are not limited to:
  - i. Quiz scores
  - ii. Attendance of NME meetings
  - iii. Attendance of study tables
  - iv. Completion of silver sister meeting

### **Section 10: PNM Guidelines**

- a. Potential new members have not been initiated into the organization, therefore they do not have the same privileges as active members.
- b. PNMs are not to attend the following:
  - i. Weekly chapter
  - ii. Socials and formals
  - iii. Executive committee meetings
- c. PNMs are encouraged to attend open or public sorority functions (fundraisers, study tables).

## **Article V Induction**

### **Section 1:**

- a. A candidate for membership may be inducted into the sorority upon completion of orientation to the sorority which includes Inspiration Week(s) and Weekend.
- b. Recruitment, Inspiration Week(s) and Weekend are mandatory for all new member candidates.

**Section 2:** This induction shall be conducted by the members of the sorority under the direction of the New Member Educator and the Recruitment chair.

**Section 3:** New member candidates must meet membership criteria set forth in Article IV, Section 1.

## **Article VI Election of Officers**

**Section 1:** Executive offices will be elected at the third-to-last chapter and non-executive offices will be elected at the second-to-last chapter of Fall Semester. The last Fall chapter will be the transition meeting, led by the new Executive officers.

**Section 2:** To be eligible for an officer position, a member must be a full-time student according to university standards throughout the duration of the term of office and in good financial standing.

**Section 3:** Members interested in an executive position within the sorority shall meet with the current position holder to discuss the position, responsibilities, and time commitment prior to the chapter meeting of elections. If a member is nominated for an executive position but has not met with the current officer she will be taken off the ballot for that position. Any member



interested in a non-executive position is strongly encouraged to meet with the current officer prior to elections; however, this is not mandatory for non-executive positions.

**Section 4:** In order to be elected to an executive position, an active member must nominate a candidate. If the nomination is accepted, each candidate will deliver up to a two minute speech regarding their qualifications for the position. Each candidate will then answer three questions: two questions from the previous position holder and one question from a different active member.

**Section 5:** A majority vote of the active sorority members present shall be required to fill each office. In order to run for the office of the President, a member must have been fully active for 2 semesters after the semester of their initiation. For a member to become the New Member Educator, a member must be active on both sides of I-weekend, once as an initiate and once as a facilitator. Members elected into executive offices will be ineligible to hold non-executive positions.

**Clause 5a:** Members elected into executive positions may be eligible to hold non-executive positions if the total number of active members is less than a number decided by the Executive Committee.

**Section 6:** Members who will not be active the following semester will not vote on new officer elections, provided that quorum is still met.

**Section 7:** The order of elections will be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. PHA Representative
6. New Member Educator
7. Recruitment
8. Judiciary Standards Board
9. Scholarship
10. Alumnae Relations
11. Philanthropy
12. Service
13. Risk Management
14. Social
15. Public Relations (co-chair)
16. Parliamentarian
17. Fundraising
18. Sisterhood
19. CFAES Student Council Representative

20. Formal (vote on at the 3rd to last chapter of spring semester)
21. Special Committees (Banquet/Founders' Day, Greek Week/Homecoming)
22. DEI Chair
23. House Manager (if applicable)

**Section 9:** After a ballot winner is revealed, defeated nominees may be nominated to subsequent ballots for other officer positions.

## **Article VII Replacement and Removal of Officers**

### **Section 1:** Replacement

Any officer who obtains inactive status or knows she will be unable to fulfill her duties as an officer for a period of time will recommend a replacement prior to her absence. This member must not currently hold an executive office. In the event of an internship, study abroad, or student teaching, a member may fill in for the duration of the officer's absence. This alternate must be approved by a majority vote of active members present. Upon completion of the absence, the original officer must be voted back into active officer status by a majority of active members present.

### **Section 2:** Removal

If an officer consistently fails to fulfill her responsibilities, she may be removed from office by a two-thirds majority vote of all active sorority members – after a meeting with the Judicial Board to discuss the situation. This position may be filled by any active sorority member, holding an office or not. She must be approved by a two-thirds majority vote of all active sorority members. (In case of financial complications, see article XII)

### **Section 3:** Exception

The exception to this would be the office of President, in which case the Vice President would assume the presidency. The office of Vice President will then be filled by a member voted upon by a majority vote of sorority members attending the next regular or called chapter meeting. This member must not currently hold an executive office.

## **Article VIII Committee Membership**

### **Section 1:** PHA requirements

All officers shall attend all respective PHA roundtables; and if she cannot attend, she must find a replacement to attend the meetings (starting within their committee). If an officer or chair is required to attend a PHA roundtable or council meeting and fails to do so or find a replacement, the imposed fine will be the responsibility of that officer. All fines charged to officers must be paid within four weeks of notification. The office or chair must register all events with PHA. It is

also the duty of each officer or chair to communicate information from the roundtable to the chapter.

**Section 2:** There shall be fifteen standing committees: Alumnae relations, Executive, P.R., CFAES Representative, Formal, Fundraising, Judiciary Standards Board, Philanthropy, Service, Recruitment, Scholarship, Sisterhood, Social, Homecoming/Greek Week and Banquet/Founder's Day. Members must make a diligent effort to attend committee meetings. The Vice President will oversee all committees.

**Section 3:** All actives must serve on at least one committee, given that the number of active members is more than a number determined by the Executive Committee. Actives will sign up for committees to serve on after committee chairs have been elected.

**Section 4:** Executive Committee

The Executive Committee shall consist of the top seven officers (President, Vice President, Secretary, Treasurer, PHA Representative, Recruitment Chair, and New Member Educator). It will be chaired and presided over by the President. Each Executive member must be present at these bi-weekly meetings. Executive members must submit a written excuse to the President at least 24 hours prior to the meeting. There will be one excused absence and two study cuts per semester. An Executive member who fails to submit an excuse for each will have a \$5 fine assessed for each infraction. The other members of the Executive Committee will determine if an absence is excused and if a fine will be assessed. The Executive Committee will determine at their weekly meetings; whether or not an absence from a mandatory function or sorority meeting is excusable.

**Article IX**  
**Duties of Officers and Committee Chairs**

**Section 1:** President

It shall be the duty of the President to preside at all meetings of the sorority and direct the work of the sorority. The President shall represent the sorority when needed at outside events. In the event that the President needs to voice an opinion or present an issue to the active members during a meeting, the gavel must be passed to another officer. She will be responsible for scheduling composite pictures and chapter Standards of Excellence (SOEs). The President will attend all PHA and Sorority and Fraternity Life meetings or find a replacement. The President will also assist the New Member Educator in storing the sorority storage unit keys.

**Section 2:** Vice President

The Vice President shall preside in the absence of the President. The Vice President shall oversee all committees. She is responsible for placing actives on committees and will hold an official list of committee members. She shall also chair the Judiciary Standards Board. Additionally, this woman will be responsible for collecting all Committee Reports by the Saturday before a chapter meeting and creating the agenda (that includes executive reports). The Vice

President is responsible for assigning Executive members (including herself) to cabinet assignments. Executive members are assigned to meet with committee chairs to review needs from the Executive committee, goals, concerns or confusions by the last chapter of the first month of Fall and Spring Semesters.

**Section 3: Secretary**

It shall be the duty of the Secretary to keep an accurate record of all proceedings of chapter meetings and executive committee meetings, maintain the chapter member roster, clear all official correspondence, maintain a complete file of all official correspondence, and keep the chapter's calendar of events. Minutes should be sent out to the chapter following each chapter meeting. Attendance for all events should be submitted to the secretary for her to keep record of along with attendance for each meeting. The secretary should check that Quorum is met before the starting of all meetings.

**Section 4: Treasurer**

It shall be the duty of the Treasurer to receive and hold all funds of the chapter. The Treasurer shall render annually to the chapter a summary of these collections, disbursements, accounts receivable, and bills payable. The Treasurer shall furnish similar information to the chapter President at any other time, upon request. The Treasurer shall also send fine notices and collect fine payments, in coordination with the Judicial Board. Bills will be passed out at the second to last meeting and are to be paid by the end of each semester. The treasurer is responsible for due payment plans and informing the executive and judicial board members of sisters not in good financial standing with the chapter.

A yearly budget will be submitted by the Treasurer by the third to last chapter of Spring semester. A progress report will also be submitted by the second meeting of the spring semester citing any changes or modifications. All budget reports must be approved by a majority vote.

**Section 5: Panhellenic Association (PHA) Representative**

The duty of the Panhellenic Association (PHA) Representative is to attend sorority executive committee meetings, represent the sorority in PHA meetings and voting, and inform the sorority of all PHA events. The PHA Representative should encourage involvement and communication between PHA and the chapter.

**Section 6: New Member Educator**

The duties of the New Member Educator shall be to inform the new member candidates of the purpose of the sorority, and ensure that all new member candidates understand and meet the requirements set by the sorority. The New Member Educator is also in charge of coordinating selection of the new member candidates and big-little pairings. The New Member Educator shall coordinate all activities during Inspiration Week(s) and inform the sorority of these events through a written agenda two weeks prior to the Inspiration Week(s) and Weekend. The New

Member Educator will also organize all executive and committee chairs to present at NME meetings.

The New Member Educator will also take charge of ordering, picking up, and securing sorority paddles and pins for new initiates. Additionally, the New Member Educator will be in charge of maintaining the traditions of the sorority and all electronic forms of the potential new member binders. The New Member Educator shall assist the Recruitment Chair in fulfilling her duties. The New Member Educator will also be responsible for storing the sorority storage unit keys.

**Section 7: Recruitment**

The Recruitment Chair shall be responsible for planning and implementing programs that promote the sorority to potential incoming sisters. They are required to advertise recruitment events and distribute information to new member candidates using the recruitment list (article IV), as well as keep attendance of active membership and new member candidates at each recruitment function and submit it to the secretary. The Recruitment Chair to coordinate potential new members until they have accepted their bids. The Recruitment Chair shall assist the New Member Educator in fulfilling her duties.

**Section 8: Judiciary Standards Board**

The Judiciary Standards Board will be comprised of the Vice President and three other elected representatives, one from each rank 2-4. Advisor input can be requested. This board shall be responsible for overseeing the health and wellness of the chapter. The board should look for significant changes in behavior and check on fellow sisters to ensure overall well-being. In addition, the board will be responsible for making sure the members of this sorority are acting in an appropriate manner while representing our organization as a whole, using the constitution as its guide line. This board will review behavior which does not align with the values of this chapter and take appropriate action. This board will review the constitution annually and be available to the members for education and understanding of the constitution. This board has the power to fine sisters for the absence of semester points.

**Section 9: Scholarship**

This chair shall oversee and be responsible for helping to encourage the academic advancement of the sorority. This committee will plan and hold study tables for the chapter and collect study materials. She will be responsible for tracking the required 4 study table hours per semester. The scholarship chair will also conduct grade checks, once at the beginning of a semester, and report these findings to the judicial committee.

**Section 10: Alumnae Relations**

The alumnae chair shall be responsible for alumni relations, which includes planning and implementing events that create sisterhood between actives and alumni. They are also responsible for keeping track of alumni records as well as updating contact information and maintaining the alumni list. It is also the duty of the Alumnae Relations Chair to maintain the

Alumni Facebook page. The alumnae chair shall assist the Banquet/Founder's Day chair in the annual Founders' Day event.

**Section 11: Philanthropy**

The Philanthropy shall oversee and be responsible for organizing at least one philanthropy events each semester. One event will benefit the American Heart Association and the other shall benefit Farmaid. This officer shall also follow the requirements set by PHA.

**Section 12: Service**

The chair shall be responsible for organizing and implementing community service projects to fulfill the requirements set by PHA. They will also educate the members of the required service hours each woman shall complete each semester as required by PHA and keep track of those hours. The chair will also oversee community outreach events.

**Section 13: Risk Management**

The Risk Management chair will be responsible for the selection of sober monitors for socials where alcohol is present. She will also oversee the sober monitor policy, along with the sober monitor policy for formal, and present them to the chapter for approval whenever revisions are made. There must be a minimum of 2 sober monitors at every social. She, sober monitors, and social chair will ensure that alcohol brought is 15% or below. She, the social chair and monitors are responsible for ensuring that the social does not last more than 4 hours. The Risk Management chair may also set up educational programs for the chapter about well-being and safety. The Risk Management Chair will oversee the social intent form and the social contract and will present them to the chapter for approval whenever revisions are made.

**Section 14: Social**

The Social Chair shall be responsible for planning and implementing functions involving the sorority as a whole. In addition, this committee will organize and attend functions that bring the sorority to the public's knowledge in good context, representing the sorority's beliefs and interests. The Social Chair will organize date nights, and other social events for the sorority with other sororities, fraternities, organizations or clubs. She, sober monitors, and risk management chair will ensure that alcohol brought is 15% or below. The social chair, risk management chair and monitors are responsible for ensuring that the social does not last more than 4 hours.

**Section 15: Public Relations**

The PR chair(s) shall be responsible for maintaining consistent branding across all organization social media, electronic, and print distribution. The PR chair(s) will oversee the branding guidelines and enforce brand standards, which should be reviewed yearly and only changed when necessary. The PR chair(s) will also assist with apparel. It is recommended, but not required, that this committee be led by co-chairs.

**Section 15: Apparel**

The apparel chair will coordinate the ordering of up to two apparel items each semester. The first apparel item is to be covered by the sorority budget and the second to be paid by members. PNM's will receive the first apparel item, covered by their dues.

**Section 16: Parliamentarian**

The duty of the Parliamentarian is to help chapter meetings run efficiently and to be a reference for *Robert's Rules of Order*. The Parliamentarian should sit at the right hand of the President during chapter meetings.

**Section 17: Fundraising**

The Fundraising Chair shall be responsible for planning and implementing ideas to raise funds for the sorority. The Treasurer shall be a member of this committee. This committee shall be responsible for submitting a fund-raising schedule for the term at the beginning of each term and setting a goal for the amount of funds to be raised.

**Section 18: Sisterhood**

The Sisterhood Chair shall oversee and be responsible for bringing the chapter together through various non-alcoholic events for the sisters. It should be the goal of this committee to give each sister the ASU experience she is hoping for by building stronger sisterhood so we can build a stronger chapter.

**Section 19: CFAES Student Council Representative**

The duty of the College of Food, Agricultural, and Environmental Sciences (CFAES) Student Council Representative is to represent the sorority at council meetings and inform the sorority of college events. If the officer can't make the meeting, a replacement must be found to attend the meeting.

**Section 20: Formal**

This position will be filled in a spring election. The formal chair shall be responsible for organizing and planning the sorority formal. This will include finding and securing a venue, and overseeing all decorations, food, music, and other aspects of the event. The formal chair will also oversee the budgeting of the event.

**Section 21: Special Committees**

Special Committees shall be formed as needed and will be overseen by the Vice President. Such committees can include, but are not limited to, Greek Week/Homecoming, Banquet/Founder's Day, etc.

- a. The Banquet/Founder's Day chair shall organize the annual Founders' Day event. In addition, the Banquet/Founder's Day chair shall oversee and organize any banquet events. They will oversee all sub-committees of the banquet. They will ensure that all things (i.e. meal, RSVPs, and decorations) are organized prior to the banquet. This committee should ask the chapter for any nominations for

honorary membership and or recognition by following the guidelines in article XVI. The sweetheart should be recognized at the banquet along with the new officers.

**Section 22:** DEI Chair

The duty of the DEI chair is to attend sorority executive committee meetings, represent the sorority in DEI meetings and voting, and inform the sorority of all DEI events. The DEI chair should encourage involvement and communication between DEI and the chapter.

**Section 23:** House Manager (if applicable)

The duties of the House Manager shall be to handle aspects of acquiring and maintaining the house, and enforcing the rules of the house. She shall also be responsible to keep account of sorority materials in the house, and passing out keys. The House Manager will meet with the sisters living in the house for check in /out and throughout the year she will run the house meetings.

**Article X**  
**House (if applicable)**

**Section 1:** Living in the House

If a member must move out of the house during the year for any reason, it is this member's responsibility to secure a replacement or she must continue to pay rent for the remainder of her lease. The replacement may be a non-member; however, 100% of the members living in the house must agree with the replacement or another must be found. Additionally, if a non-member is secured as a replacement, the non-member must sign a contract with the sorority acknowledging that she cannot be present for Inspiration Weekend activities and during sorority meetings. The majority of the house residents should be members of the sorority. There will be mandatory room check ins and outs done by the house manager. The house shall be clean and presentable for any chapter events, maintained by the people living there.

**Section 2:** The members living in the house for that year will determine house rules. The rules are to be presented to the chapter for a vote and maintained by the house manager. It is encouraged that the members living in the house meet at least once a semester to discuss any house issues.

**Section 3:** House Manual

At the first meeting of each school year the sisters living in the house will present their house manual with the house rules, cleaning protocols, pets policy, house open hours and all other guidelines for the year. The manual should also include the arrangements for paying bills and fines for girls living in the house. The house manual will be voted on by the chapter and revised until it gets two-thirds majority vote. After it is approved, it will be the house guidelines for the year.



**Section 4:** House Fund

The Buy a House Fund was established to be used solely for the opportunity of buying a long term, permanent sorority house. Until buying a house is a legitimately realistic opportunity the Buy a House Fund should not be withdrawn from, only deposited into, in a manner set by the current executive team.

**Article XI**  
**Chapter Meetings and Attendance**

**Section 1:** The sorority shall meet weekly. Dates and times shall be determined by the executive team and notice sent 3 weeks prior to the first meeting.

**Section 2:** Special meetings may be called at any time by the President.

**Section 3:** The meetings shall be governed in an organized manner that resembles Parliamentary Procedure as advised by Robert's Rules of Order. Members should debate respectfully. The parliamentarian should have access to information regarding basic parliamentary functions that may be referred to at any time during meetings.

**Section 4:** A quorum shall be defined as 50% plus one of all active members being present at the meeting and/or vote. Quorum should be checked at the beginning of each meeting.

**Section 5:** Attendance

Each member is entitled to three excused absences per semester. Members must submit a  
Each member must have earned  $\frac{2}{3}$  of the available points at the end of each semester in order to be in good standing with the sorority (250 points recommended). If a member does not earn the required  $\frac{2}{3}$  points, they will have a standards meeting before the start of the next semester. For events with allocated points, excuse forms may be submitted at least 48 hours in advance for approval (or disapproval) by the executive committee with the opportunity to earn the points missed if approved. Members will be allowed three excuse forms per semester. If a member does not meet the required number of points due to legitimate reasons, whether or not she will be allowed to make up points will be decided by the executive committee on a case-by-case basis.

Each member is entitled to three excused absences per semester. Members must submit an Absence Form 48 hours prior to the event they are missing. If notice is not given at least 48 hours in advance, it will be unexcused. Members will be able to indicate on the form if they would like to use their excused absences for a particular event.

Excuses might not be issued for events that the chapter votes as mandatory. Additionally, once a member exceeds her 3 excuse limit, it will be up to Exec to decide the status of the absence. All absence forms will be reviewed by the following process:

1. If you know you are going to miss an event, you are required to fill out the Absence Form **48 Hours** in advance of the event. **YOU MUST FILL OUT THIS FORM REGARDLESS OF NUMBER OF EXCUSES USED.** Late absence submissions will be automatically unexcused and sent to judicial for review for fines. If it is an academic related event, please upload proof of conflict (course schedule, syllabus).
  - a. All academic conflicts are automatically excused and members will receive full points for these absences.
  - b. If circumstances occur (illness, death of family member), late absences will be reviewed.
2. Exec will review submitted absences at the chapter following the submission. Members will know the status of their absence (excused v. unexcused) the chapter following their submission.
3. Exec will then send unexcused absences that they deem needing further review to Judicial to consider for fines (absence of mandatory event, late submission).
4. If a member feels an unexcused absence has been unfairly awarded, then they can go through the appeal process, which is:
  - a. Meeting with Exec at the following Exec meeting. The member will have 5 minutes to explain their absence and why they think they should be awarded points.
  - b. If Exec does not repeal their decision, the member can make a motion during New Business and plead their case to the whole chapter. In order for the decision to be overturned, the vote must be  $\frac{2}{3}$  in the member's favor.

Members should be conscious of special circumstances such as Recruitment Events and New Member Education Meetings. Since members are required to meet a certain percentage of those events, absence forms should only be submitted if members risk not meeting the quota. Points will only be awarded for the events that a member attends.

Additionally, members can gain points from special events (tabling events, college events). If a member is going to miss a special event, they do not need to submit an absence form. Points will only be awarded for the events that a member attends.

The following system is recommended for point allocation:

1. Weekly chapter meetings = 5 points per meeting
2. Recruitment events = 5 points per event
3. New Member Education meetings = 5 points per event
4. Bid acceptance/Speed dating = 5 points per event
5. Bid night = 10 points
6. Greek Sing = 10 points
7. I-Weekend = 20 points per day attended
8. Semesterly philanthropy event = 15 points
9. P.R. Posts = 5 points per submission

10. Sisterhood Events = 5 points per event
11. Champagne Breakfast = 10 points
12. Study Table Hours = 2 points per hour per month
13. Banquet/Founders Day = 10 points

**Section 7:**    Use of Technology at Meetings

The use of technology at meetings will not be allowed except by the Secretary for which she will be taking the meeting minutes. All electronic devices including cell phones, ipods, tablets, and laptops should be turned off and out of sight. The Treasurer can fine up to \$15 per technology use during chapter.

**Section 8:**    Mandatory Events

Functions can be made mandatory at least two weeks prior to the event, by a majority vote of the active members present. Mandatory events will be voted upon at the first chapter meeting of the semester.

**Section 9:**    Executive Meetings

Executive meetings will be held biweekly by the President. Times and locations will be determined by the members of the committee. Each executive member must be present at these weekly meetings. Minutes from these meetings will be sent to the chapter and chapter members will be allowed to attend when prior notice is given to the committee.

## **Article XII**

### **Dues, Fines, and Save-A-Sister Fund**

**Section 1:**    Chapter dues will be set at the third-to-last chapter of the spring semester. The chapter must approve of the set dues with two-thirds vote.

**Section 2:**    Chapter dues will be paid per academic semester. The dues for each semester must be paid by the third chapter meeting of the semester. If a member is unable to pay the full amount of dues by the third meeting, then a payment plan must be implemented. If an active member fails to pay her dues or set up a payment plan with the Treasurer by the due date, a \$5 fine per week will be assessed. A \$5 fine will also be assessed per late payment for ladies who have set up a payment plan with the Treasurer by the third week of the semester. Active status can be reinstated upon full due payment at any time thereafter. Newly initiated active members shall pay half dues for the semester in which they are inducted and will begin to pay full dues their first full semester as an active member of the sorority.

**Section 3:**    Members not meeting financial obligations shall lose their right to vote, hold office, and attend social functions. Members who have outstanding sorority bills will not be granted voluntary inactive status. If bills are not paid by the end of each semester, members will be reviewed by the Judicial Board. Based on financial obligations to the sorority, members may

be moved to inactive status, with the Executive Committee's options of turning said member into an administrative office or small claims court to collect on outstanding bills.

**Section 4:** Fines will be assessed and recommended accordingly by the Judicial Committee. The chapter shall enforce the following:

1. Bounced checks must be repaid plus any banking fines implemented.
2. Failure to prepare and present an officer/committee report for weekly meeting will result in a \$10 fine.
3. For every point missed out of the total 200 point requirement will result in a \$2 fine.
4. Excused chapter meeting absence = no fine
5. Inappropriate language or behavior during chapter meetings = \$5 per incident
6. Use of technology at a meeting by a woman other than the Secretary = \$15
7. Bringing over 15% alcohol to a social = \$50 and a meeting with judicial
8. Inappropriate behavior during I-Week (as determined by the New Member Educator)= monetary fine and a meeting with judicial
9. Consumption of alcohol during a dry period= monetary fine and a meeting with judicial
10. Failure to obtain required number of service hours per PHA requirements= a fine per hour as determined by the treasurer

**Section 5:** Upon notification of a fine from the Treasurer, the woman shall pay the fine to the Treasurer at the next meeting. Failure to pay a fine at the next meeting after notification will result in \$5 being added to the fine.

**Section 6:** Save-A-Sister (SAS)

- a. Save-A-Sister is a fund that members are able to unlock by participating in fundraising events. These funds are to be used specifically for sorority purposes only. Ex: dues, sorority apparel, big/little purchases, etc. This will be overseen by the treasurer and fundraising chair.
- b. Save-A-Sister will be calculated by taking half of all the money earned from fundraising and allotting it towards SAS. Any applicable donation funds will also be added to the total. The total is then divided by the amount of girls in the sorority. The Treasurer is able to set a reasonable deadline for these funds to be used. Any unused unlocked funds will be deposited into the sorority's savings account after the deadline of use has expired.
- c. To unlock these funds, a member must contribute a minimum of \$25 towards that semester's fundraising efforts. This includes all fundraisers that are overseen by the Fundraising Chair. This \$25 can be made up of the member's purchases as well as their friends/family purchases. Proper documentation is required to be sent to the Treasurer. For more substantial fundraising like election night and Clean Up Columbus, participating in the event qualifies for SAS. Any additional ways to unlock SAS funds will be up to the discretion of the fundraising chair.

## Article XIII

## **Advisor Selection**

**Section 1:** There shall be at least one Faculty/Staff Chapter advisor, one Alumni Advisor and a chapter Advocate. To be considered for an advisor position, an individual must hold faculty/staff status at The Ohio State University (as staff advisor). The Alumni Advisor should be at least three years removed from the sorority and they are not required to be a staff member at The Ohio State University. It is preferred that the Alumni Advisor resides in the Central Ohio area.

**Section 2:** In the event that an advisor steps down from his/her current position, all members may actively seek advisor candidates and present them to the chapter.

**Section 3:** Upon chapter approval, the contacting member should contact proposed advocate and advisor candidates with a letter (to follow up in person) about the position.

## **Article XIV Hazing**

All forms of hazing, including new member candidate day and/or pre-initiation activities which are defined as hazing, shall be banned. Hazing is defined as any action taken or situation created intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to, the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel, which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities, which are not consistent with academic achievement; fraternal law, ritual, or policy; or the regulations and policies of the educational institution; or applicable state law.

Furthermore, such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing apparel publicly which is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities or normal sleep patterns; and any other activities which are not consistent with fraternal law, ritual, or the regulations and policies of Alpha Sigma Upsilon or The Ohio State University.

For more information, visit:

[https://search-prod.lis.state.oh.us/solarapi/v1/general\\_assembly\\_134/bills/sb126/EN/05/sb126\\_05\\_EN?format=pdf](https://search-prod.lis.state.oh.us/solarapi/v1/general_assembly_134/bills/sb126/EN/05/sb126_05_EN?format=pdf)

**Article XV**  
**Revision of the Constitution and Bylaws**

**Section 1:** This constitution may be revised or amended by a two-thirds vote of all active members of the sorority, after it has been read once with no exception or twice with exception. A master copy will be signed by each member to acknowledge the changes with acceptance of the newly revised Constitution. The Vice President will maintain the master copy of the constitution.

**Section 2:** A constitutional amendment, prior to being placed on the next business meeting's agenda, shall be brought before the Judiciary Standards Board and is subject to approval by that Committee.

**Section 3:** Once set in motion, the Constitution must be set for the next 2 years. An exception will be made if the sorority gets a house within a 2-year period.

**Article XVI**  
**Honorary Membership and Recognition**

**Section 1:** The awards of honorary membership and special recognition are to be determined prior to the annual banquet by the majority vote of the active membership. The specified individuals will be invited to the banquet, where they will be presented with their award. These awards and the actual gift will be determined on a yearly basis by the banquet committee.

**Section 2:** Honorary membership shall be bestowed upon individuals the sisters feel worthy of honor who are not current or alumni members of the sisterhood.

**Section 3:** Special recognition awards shall be bestowed upon individuals or organizations that have contributed to the success of the sisterhood in the past year.

**Article XVII**  
**Chapter Sweetheart Selection and Guidelines**

**Section 1:** Statement of Intent

The Sweetheart hopefuls should submit a letter of intent to the president to become a Sweetheart at the beginning of spring semester. The sweetheart must be an undergraduate student at The Ohio State University.

**Section 2:** Election

The Sweetheart will be voted on by the third chapter meeting of the spring semester and will follow the same voting requirements as the election of other positions. The hopefuls will be notified by the secretary, in writing, following the election. The winner will be notified by chapter members as determined by members of the chapter. No individual sister may inform the hopeful before this time.

**Section 3:** Expectations of the chapter Sweetheart are:

Be willing to help out sisters when needed.

Be willing to help out with repairs around the house (if applicable).

Be included on the sister information list and receive this list.

Be willing to follow rules and guidelines of the sorority as laid out in the constitution.

**Section 4:** Attendance

a. The sweetheart will have one excused absence per semester. An excuse form must be submitted to the executive committee 24 hours in advance.

b. It is mandatory for the sweetheart to attend:

1. At least one new member candidate meeting per class
2. To be available during Inspiration weekend when needed
3. Attend Banquet
4. Be pictured in the composite

C. Three weeks' notice of all events is required for these events to be mandatory.

**Section 5:** Replacement/removal

a. If the Sweetheart fails to fulfill the duties assigned to him, the chapter may choose to impeach him and remove him from his position by two-thirds majority vote by all active sorority members - after a meeting with the Judiciary Standards Board to discuss the situation.

b. Upon the removal of the Sweetheart, if there are more than five weeks left in the semester, a new Sweetheart must be selected. If there are less than five weeks left in the semester, the chapter can finish out the semester without a Sweetheart.

1. To choose a replacement for Sweetheart, the chapter will notify previous hopefuls and go through the selection process in the same manner as during formal elections.

2. If there were no previous hopefuls, the chapter will reopen for applicants. If there are no new hopefuls after two weeks, the chapter will finish out the semester without a Sweetheart.

**Article XVIII**

**Fiscal Year**

**Section 1:** This organization's fiscal year shall begin July 1 and end June 30 of the following year (per Ohio State University student organization guidelines).

**Article XIX**

**Respect Policy and Chapter Etiquette**

**Section 1:** Sisters will be expected to adhere to the following during chapter meetings:

1. Speak in a respectful tone
2. Be respectful of the ideas and opinions of others
3. Use appropriate language
4. Speak only when you have the floor
5. Keep side conversations to a minimum

6. To Debate, wait to be recognized by the president, chairperson, or parliamentarian  
If the Executive Board feels that a member breaks one of these guidelines, she will be given a \$5 fine for each violation.

## **Article XX**

### **Social Rules and Regulations**

- a. This organization will follow the Alcohol and Risk Management Policy provided by the Panhellenic Association. Some of these rules include, but are not limited to:
1. All events must be registered on the designated Sorority and Fraternity Life website.
  2. The host organization is required to register that event for themselves, regardless of where the event is held. If it is a paired event, you must register the event separately. If it could appear that an organization is represented at an event, the organization should register the event.
  3. All events must end the distribution of alcohol at 2 a.m. and guest must have the ability to remain in the hosting facility for at least one-half hour after the distribution of alcohol has ended.
  4. No event may be scheduled for more than a four (4) hour period of time or for a group of events more than a five (5) hour period of time. Group events are defined by two back to back events such as a “pregame” and a social function or a social function and a “post party”. All events must be registered.
  5. Socials cannot be made mandatory.
  6. All events are to be Bring Your Own Beverage or located at a third-party vendor.
    - i. Only beverages below 15% ABV may be consumed.
    - ii. No member chapter may purchase alcohol with chapter funds, nor may any person, on behalf of the chapter, coordinate the purchase of alcoholic beverages at any event.
  7. The serving and consumption of communal alcohol is not permissible at any function (punch bowls, gelatin shots, kegs, mini kegs etc.).
  8. There will be two drinks allotted in a given hour per the hour of the event, which will be equal to the amount of tickets each attendee of legal drinking age is permitted.
  9. Each sponsoring IFC/MCGC/NPHC/PHA member chapter must provide at least one (1) non-drinking member(s) for every 10 people present at the even or hire a security guard where two security guards are equivalent to three sober monitors. There must be a minimum of 2 sober monitors. The names of these individuals shall be posted at the door and at the point of alcohol distribution.
  10. Non-salty food and non-alcoholic beverages (other than water) shall be supplied by the hosting chapter(s) for 20% of the expected number of guests and shall be in plain view for the duration of the event.
  11. Water is to be made available at all times, to all guests.
  12. These rules are to be reviewed with the chapter once/semester and prior to any social events being held.
  13. Further rules can be found below, but are subject to change per PHA:  
<https://sfl.osu.edu/posts/documents/doc-7282014-175717396.pdf>



**Section XXI**  
**PHA Bylaws**

- a. Alpha Sigma Upsilon will hold Associate Membership of the Panhellenic Council.
  - 1. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If they are not participating in the primary recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total.
  - 2. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these The Ohio State University Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt, unless otherwise prescribed in these bylaws.
  - 3. Members from women's sororities holding associate membership in The Ohio State University Panhellenic Association shall be eligible to serve as an officer except President or Vice President of Recruitment and Retention.
  - 4. Each member of all Panhellenic regular and associate chapters must fulfill a requirement of a minimum of five (5) community service hours per regular academic semester. This is required of both initiated members and new members.
  - 5. Further bylaws can be found below, but are subject to change per PHA:  
<https://sfl.osu.edu/posts/documents/doc-972016-1447370.pdf>

# Documentation of Acknowledgement

By signing your name on this master copy of the most revised Constitution of Alpha Sigma Upsilon you are agreeing to be held accountable for your actions and commitments to this sorority.

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