



FORM C7

BYLAWS OF ALPHA OMICRON CHAPTER OF ALPHA CHI OMEGA

Effective August 1, 202~~5~~ - July 31, 202~~6~~

ARTICLE I. NAME

Section 1. The name of this organization is **ALPHA OMICRON** chapter of Alpha Chi Omega.

ARTICLE II. PURPOSE

Section 1. **Alpha Chi Omega Fraternity.** The purpose of Alpha Chi Omega Fraternity (the National Fraternity), as stated in *The Heritage of Alpha Chi Omega Fraternity*, is “to encourage the spirit of true sisterhood, to develop through personal effort a high moral and mental standard, and to advance the appreciation and practice of the fine arts among its members.”

Section 2. **Alpha Chi Omega Collegiate Chapters.** The purpose of **ALPHA OMICRON** chapter is:

- to represent Alpha Chi Omega on the campus of **The Ohio State University**
- to enjoy all of the privileges and to carry out the responsibilities granted to **ALPHA OMICRON** chapter by the National Fraternity

ARTICLE III. RELATIONSHIP WITH NATIONAL FRATERNITY

[Reference: National Policies Section C: Collegiate Chapters]

Section 1. **Charter.** The chartering of a collegiate chapter and the revocation of a charter are the responsibility of the National Fraternity. **ALPHA OMICRON** chapter was chartered on **September 14, 1923**.

Section 2. **Self-Governing.** **ALPHA OMICRON** chapter is self-governing. A chapter offers members an opportunity to experience self-governance within the parameters of the standards of Alpha Chi Omega. The National Fraternity assigns to a chartered collegiate chapter the responsibility for executing the National Fraternity’s bylaws and policies, adhering to its principles and enforcing its standards.

Section 3. **Policies of Alpha Chi Omega Fraternity.** Collegiate chapter bylaws may not be in conflict with the governing documents of Alpha Chi Omega Fraternity, Inc. and must follow the collegiate chapter model bylaws adopted annually by the National Council and provided to each chapter.

Section 4. **Responsibilities.** **ALPHA OMICRON** chapter is responsible for the recruitment of collegiate members; discipline of collegiate members; the

collection of dues and fees from collegiate members; along with maintaining a balanced budget; and member education and programming.

Section 5. Accountability. Should **ALPHA OMICRON** chapter fail to uphold these assigned responsibilities, the National Fraternity may do so on behalf of the chapter.

ARTICLE IV. RESPONSIBILITIES OF INDIVIDUAL MEMBERS

Section 1. Annual Obligations. Each collegiate member is required to acknowledge the Annual Obligations via the Alpha Chi Omega website. The Annual Obligations include:

- **Chapter bylaws.** Annually, the chapter updates chapter bylaws based on the model bylaws provided by headquarters. Collegiate chapter bylaws are adopted by the membership and give the chapter members the privilege and responsibility of participating in the governance of the chapter. Bylaws are binding on all members of the collegiate chapter.
 - **Anti-Hazing Contract.** The Anti-Hazing Contract affirms the member's agreement to not participate in hazing activities as defined by Alpha Chi Omega policies, bylaws and best practices.
 - **Financial Responsibility Agreement.** The Financial Responsibility Agreement outlines the responsibility of the member to keep current on all payments due to the local chapter and National Fraternity, and the consequences for failing to do so.
 - **Binding Arbitration.** The Agreement for Binding Arbitration provides members and the National Fraternity with the opportunity to resolve disputes via an arbitrator.
 - **Statement of Obligation.** The Statement of Obligation affirms the member's agreement to abide by the Alpha Chi Omega Code of Conduct and to keep Alpha Chi Omega Ritual secret.
 - **Member Wellness Agreement.** The Wellness Agreement affirms the member's agreement to prioritize health and safety within Alpha Chi Omega's facilities and shared spaces.
- Privacy Policy.** The Privacy Policy allows for Alpha Chi Omega to disclose to collegiate members some or all of the ways that we may give their personal information to vendor or business partners in association with their membership experience.

Section 2. Alpha Chi Omega Fraternity Member Code of Conduct. *[National Policies Section M: Members]*

Alpha Chi Omega was founded in 1885 as a women's fraternity. Since its inception, Alpha Chi Omega has offered lifetime affiliation to its members, encouraging them to develop to their fullest potential as educated women as expressed in the Fraternity's open motto: "Together let us seek the heights."

The objects of Alpha Chi Omega are to encourage the spirit of true sisterhood, to develop through personal effort a high moral and mental standard, and to advance the appreciation and practice of fine arts. All members of Alpha Chi Omega, as beneficiaries of the heritage and history of the Fraternity, strive to be both true to and worthy of the legacy and principles of Alpha Chi Omega.

Women voluntarily become members of Alpha Chi Omega through a mutual selection process. Women choose to join Alpha Chi Omega because they value and share the standards for membership in the Fraternity. Women are invited to

membership based on five membership standards: academic interest, character, responsibility, leadership and personal development. In accepting membership in Alpha Chi Omega, each member agrees that the member's conduct will bring honor and integrity to the Fraternity and that conduct will demonstrate respect for the member, the member's sisters and the Fraternity.

Membership in Alpha Chi Omega is a privilege. If an individual member's conduct is inconsistent with the standards of Alpha Chi Omega and/or the chapter bylaws, that conduct will be addressed. The member may be asked to adapt the member's conduct to the standards and/or bylaws of Alpha Chi Omega or to resign, or the member may be released from membership or have membership action taken that alters the member's good standing in Alpha Chi Omega.

Alpha Chi Omega offers its members sisterhood for a lifetime, based on the precepts contained in The Ritual of Alpha Chi Omega Fraternity. The Bond of Alpha Chi Omega provides lifelong inspiration, encouragement and support to all who pledge their oath of allegiance.

Section 3. Required Participation. All active collegiate members are required to attend chapter business meetings, initiation ceremonies and recruitment-related responsibilities. All other required participation is to be determined by the individual chapter and in accordance with the Policies of Alpha Chi Omega Fraternity.

ALPHA OMICRON

Section 4. Member Release and Waiver.

Members voluntarily and willingly elected to live in the facility for the 2025-26 academic year and release Alpha Chi Omega, the house corporation, the local chapter, and all related entities and each of their respective volunteers, advisors, employees, directors, officers, managers, members, board members, insurers, contractors or agents from all loss or liability associated with the risks related to or arising from living in a communal environment of any kind, including those related to health and wellness issues. Any members that have not elected to live in the facility, but choose to visit and use the facility common spaces during the 2025-26 academic year, acknowledge the risks related to or arising from utilizing the communal environment, including those related to health and wellness issues.

Section 5. Statement of Position: Diversity, Equity and Inclusion

We are Alpha Chi Omega.

We are real women: diverse in our experiences, our identities and our stories. Our sisters must reflect the diversity of our communities, and we must welcome them to an accessible, inclusive and equitable experience. We are a sisterhood committed to creating spaces where all members are respected, are included and feel a sense of belonging.

We are strong women: eager to embrace the interconnected and diverse world in which we live. Our unique experiences provide an opportunity to learn from the personal narratives of others; we listen with humility and openness as we commit to appreciating all that is noble in another.

We are real, strong women committed to fostering diversity, cultivating equitable and inclusive environments, and empowering all of our members to seek the heights.

Section 6. Statement of Position: Bias Incidents.

A bias incident is any intentional or unintentional conduct, speech, expression or action that could reasonably be perceived as being motivated in part or in whole by bias, prejudices or stereotypes of individual or group identities or characteristics. This definition is inclusive of but not limited to incidents that intimidate, demean, mock, degrade, marginalize or threaten individuals or groups based on that individual's or group's actual or perceived legally protected identities.

Alpha Chi Omega does not endorse or support behaviors or activities that are motivated by bias, prejudices or stereotypes or are demeaning in nature.

ARTICLE V. MEMBERSHIP AS AN ACTIVE COLLEGIATE MEMBER

[Reference: National Policies Section M: Members]

Section 1. Active Collegiate Member. An active collegiate member of the Fraternity shall be:

An undergraduate member, enrolled in a college or university, who is an initiate of or an affiliate to a collegiate chapter.

A graduate member, enrolled in a college or university where there is a chapter of Alpha Chi Omega, if active status is mutually desirable to both the graduate member and the chapter, and if in accordance with Fraternity policies.

An active collegiate member of the Fraternity is a member for life and may be referred to as a lifetime member so long as the member remains in good standing.

Section 2. New Member. Undergraduate new members are not active collegiate members until they have completed the Initiation Ceremony. New members attend informal and formal collegiate chapter meetings and are entitled to vote on chapter business upon completion of the New Member Ceremony. Undergraduate new members enter formal chapter meetings at the conclusion of formal opening and leave before formal closing.

Participation in the Ceremonies and Ritual of Alpha Chi Omega is detailed in the Policies of Alpha Chi Omega, Section RC: Ritual and Ceremonies.

Prior to participation in the Initiation Ceremony, a new member is required to:

- Participate in new member orientation activities
- Attend formal chapter business meetings
- Agree to Annual Obligations
- Be current on required dues and fees
- Uphold the Member Code of Conduct

Section 3. Undergraduate Education Extending Beyond Four Years. An undergraduate student whose undergraduate education extends beyond four years may be an active collegiate member if the member requests and receives permission from the chapter to do so in accordance with the bylaws of the chapter.

Students whose undergraduate education extends beyond four years who do not request or who are not granted active collegiate member status are considered alumnae members and are not included on the chapter's roster.

Section 4. Special Statuses. A special status can be requested by a member facing circumstances that have a significant impact on membership. The National Fraternity authorizes **ALPHA OMICRON** chapter to grant a special status to an active collegiate member for a defined period of time. A member should notify the chapter relations and standards board to request to be on a special status. A member shall continue to meet the financial obligations as outlined in the member's contract. The period of a special status shall not exceed one academic year. New members are not eligible to be granted a special status. The four special statuses are absence for a portion of the school year, absence for the entire school year, educational status and extreme personal circumstances.

Absence for a Portion of the School Year. If an active collegiate member is enrolled in a course of study that requires absence from **The Ohio State University** for only a portion of the academic year, the member is considered an active collegiate member, is listed on the chapter roster and is required to pay all national dues and fees for that year, in addition to local dues and fees as determined by the chapter.

Absence for the Entire School Year. If an active collegiate member is enrolled in a course of study that requires absence from **The Ohio State University** for an entire school year, the member is considered an alumna for that year, is removed from the chapter roster and is not required to pay national dues and fees for that period of time.

Educational Status. An active collegiate member who has extreme academic circumstances may request educational status through the chapter relations and standards board (CRSB). This includes students who may be operating in a virtual learning environment, members who are partially enrolled or members who may not be present on campus.

The CRSB considers the worthiness of the request and, if approved, sets the terms of the educational status. These terms address participation in chapter activities, payment of financial obligations in addition to national dues and fees, length of status and details related to living in the facility. Length of educational status shall not exceed one academic year and must be renewed each term. Members remain on the chapter roster.

Extreme Personal Circumstances. An active collegiate member who has extreme personal circumstances and believes this may warrant significant accommodations in membership as an active collegiate member may request a special status from the collegiate chapter. No more than 3% of the active collegiate members in a chapter may be granted a special status for extreme personal circumstances at the same time. Members remain on the chapter roster. The period of this special status shall not exceed one academic year.

The CRSB considers the worthiness of the request and, if approved, sets the terms of this special status. These terms address participation in chapter activities, payment of financial obligations in addition to national dues and fees, length of status and details related to living in the facility. Any relief of applicable member fees should be discussed with the vice president finance and approved by the chapter advisor.

Section 5. Affiliated Member. An active collegiate member in good standing who transfers to *The Ohio State University* may choose to affiliate with the *ALPHA OMICRON* chapter.

When an undergraduate member chooses to affiliate with a collegiate chapter, the chapter gives that individual active collegiate member status, with all the rights and privileges that come with that status. The collegiate chapter contacts headquarters to complete the affiliation process. An affiliated member is expected to meet financial obligations to the chapter and to the National Fraternity and to uphold the standards of the National Fraternity and the bylaws of the chapter.

An affiliated active collegiate member who wishes to dissolve the affiliation may ask the affiliating chapter to dissolve the affiliation at any time. The affiliated member must fulfill financial obligations before becoming an alumna member, and the member's chapter of record will be the member's chapter of initiation.

ARTICLE VI. INDIVIDUAL MEMBER ACCOUNTABILITY AND DISCIPLINE OF INDIVIDUAL MEMBERS

[Reference: National Policies Section M: Members]

Section 1. Statement of Position: Individual Member Accountability. The National Fraternity and *ALPHA OMICRON* chapter believe that actions have consequences and that every effort must be made to hold individual members accountable for their actions that cloud the integrity and image of the National Fraternity, its members and its chapters.

Section 2. Discipline of Members. A member of the Fraternity who fails to observe and maintain the standards of Alpha Chi Omega may be disciplined in accordance with the policies of the Fraternity.

The requirement that a member observe and maintain the standards of Alpha Chi Omega – and otherwise meet the expectations of membership in Alpha Chi Omega – includes (but is not limited to) the member's adherence to the Policies of Alpha Chi Omega Fraternity, the National Fraternity's governing documents, the Member Code of Conduct, the Annual Obligations and applicable bylaws of the collegiate chapter.

The *ALPHA OMICRON* chapter has jurisdiction to discipline the active collegiate members and new members of the chapter. If the chapter does not exercise that jurisdiction or take necessary action, the National Fraternity, through its designated representatives, may assume jurisdiction.

Section 3. Responsibility in Collegiate Chapter. The vice president chapter relations and standards and the chapter relations and standards board (CRSB) members are responsible for maintaining the standards and Member Code of Conduct of the National Fraternity, enforcing the bylaws of the collegiate chapter, and following a disciplinary process in dealing with individual chapter members by adhering to Alpha Chi Omega's fraternity process which includes (i) education of policies and bylaws, (ii) notice of inconsistent behavior to members, (iii) taking action if necessary and (iv) the CRSB having the right to take this authority.

All chapter relations and standards board meetings are between the board and the individual chapter member.

Section 4. Authority of Chapter Relations and Standards Board. Following the National Fraternity's policies and procedures, the chapter relations and standards board has the authority to:

- Release a new member from membership.
- Place an active collegiate member on a disciplinary contract.
- Submit a petition to the National Council that an active collegiate member be placed on disciplinary suspension.
- Submit a petition to the National Council that an active collegiate member be expelled.
- Oversee the positive points system and administer fines as defined in chapter bylaws, when necessary.
- Accept member resignations.
- Remove a chapter officer from office.

Section 5. Authority of Collegiate Recruitment Information Board. Following the National Fraternity's policies and procedures, the collegiate recruitment information board has the authority to:

- Review and consider information about potential new members submitted by members
- Oversee the membership selection process for primary recruitment and continuous open bidding
- Create and enforce member responsibilities related to recruitment for active collegiate members, including approving serving as Panhellenic recruitment counselors
- Ensure members' adherence to chapter, National Fraternity, College Panhellenic and National Panhellenic recruitment rules and guidelines
- Remove a non-executive board member of the recruitment team from office

Section 6. Disciplinary Actions. Based on the circumstances of the member's actions, a member who fails to observe and maintain the standards of Alpha Chi Omega should be placed on a disciplinary contract or temporary suspension by the chapter. The chapter may also petition the National Council for disciplinary suspension.

[National Fraternity policies relating to the following disciplinary actions are contained in the Policies of Alpha Chi Omega Fraternity.]

- 1. Disciplinary Contract.** A collegiate member may be placed on a disciplinary contract when the member's conduct does not meet expectations of membership in Alpha Chi Omega. A member placed on a disciplinary contract receives a copy of the contract's terms and conditions. The conditions shall include the consequence(s) of noncompliance. If the member fails to meet these terms and conditions, proceedings may be initiated to alter the member's status as a member in good standing.

In addition to the chapter relations and standards board, a designated representative of the National Fraternity also may place an active collegiate member on a disciplinary contract.

A member placed on a disciplinary contract is responsible for all National Fraternity and collegiate chapter financial obligations during the term of the contract. The time period for a disciplinary contract is not to exceed

one calendar year. The chapter relations and standards board or a designated representative of the National Fraternity, shall periodically review the contract for compliance.

- 2. Temporary Suspension.** A member is placed on temporary suspension if behavior or actions require immediate action. A designated representative of the National Fraternity, chapter advisor, chapter president or vice president chapter relations and standards may place an active collegiate member on temporary suspension. The member's status as a member in good standing is suspended pending the results of the investigation and the member cannot participate in any alumnae, collegiate, Panhellenic or National Fraternity activities. The temporary suspension remains in effect during an investigation of the behavior or actions of concern and will continue until the process outlined in Section M of Policies of Alpha Chi Omega Fraternity that is ordinarily applicable to the kind of discipline in question can be completed. All reasonable efforts shall be made to commence and to complete the ordinary disciplinary process as soon as possible so that the temporary suspension can be kept to the shortest length.

A member can be notified of placement on temporary suspension during a CRSB meeting and documented in the minutes, or via email to the member from a designated representative.

- 3. Disciplinary Suspension.** An active collegiate member may be placed on disciplinary suspension if the member violates the Member Code of Conduct; National Fraternity standards and policies; chapter bylaws; college/university policies; or federal, state or local law.

When the **ALPHA OMICRON** chapter or a headquarters-appointed volunteer initiates the disciplinary suspension proceedings for a collegiate member, only the National Council has the authority to enact disciplinary suspension. The action requires a two-thirds [2/3] affirmative vote of the members of the National Council.

A Petition for Disciplinary Suspension involving an active collegiate member may be submitted to the National Council by the chapter's CRSB, a collegiate chapter, the province collegiate chair or a designated representative of the National Fraternity.

A member named in a Petition for Disciplinary Suspension shall be advised of the circumstances resulting in the petition and given the opportunity to prepare a written statement in connection with the petition. In the case of active collegiate members, the National Council does not review factual claims leading to the petition but acts to make sure that the procedural requirements have been met. The member shall be advised of the National Council's decision. There is no appeal from the National Council's decision.

Alpha Chi Omega headquarters staff-initiated discipline arising out of an investigation does not require adherence to the disciplinary process. In the event staff recommends disciplinary suspension or expulsion, affected members may but are not required to provide a written statement to the National Council.

A member placed on disciplinary suspension is not in good standing and may not participate in any alumnae, collegiate, Panhellenic or National Fraternity activities.

A member should be placed on temporary suspension while the disciplinary suspension process takes place.

Section 7. Resignation. **Resignation is the only change in member status that can be initiated by the member.** To initiate a resignation, an undergraduate member may request a Membership Resignation form from the chapter advisor of the member's chapter of initiation, any executive board member, the chapter relations and standards board, or Alpha Chi Omega headquarters. The form must be completed and submitted per its instructions.

Alternatively, a member may send a written statement of the member's desire to resign membership to Alpha Chi Omega headquarters or to any chapter officer. This includes electronic communication such as, but not limited to, email, Facebook, Twitter, text messages, screen shots, etc. A chapter officer must verify the total amount owed to the chapter by the member. Attach the member's statement or screen shot including the member's name and/or account number to the completed resignation form verifying any remaining financial responsibilities.

Members may not be forced to resign their membership. Resignation may be offered by a chapter as the alternative to the disciplinary suspension process, but the member retains the right to refuse resignation.

Section 8. Resignation and Financial Indebtedness. Resignation does not relieve a member from financial obligations to Alpha Chi Omega, including the financial fulfillment of the Residential Services Agreement, which includes the stated annual house fee. The annual house fee includes room rent and meal services fee. Alpha Chi Omega does not prorate bills or refund dues and fees. Members who wish to resign their membership in Alpha Chi Omega are responsible for all monies owed to the chapter.

Section 9. University Disciplinary Action. A member who is suspended or expelled by a college or university is considered an alumna member who will be subject to the alumna disciplinary process.

ARTICLE VII. SELECTION OF NEW MEMBERS

[Reference: National Policies Section R: Recruitment of Members]

Section 1. Eligibility. Alpha Chi Omega does not discriminate on the basis of race, ethnicity, color, sexual orientation, religion or other characteristics protected by applicable law. Women, including those who live and identify as women, regardless of the gender assigned to them at birth, are eligible for membership in Alpha Chi Omega based solely on five membership standards. The National Membership Standards are: (1) academic interest; (2) character; (3) responsibility; (4) leadership; (5) personal development. Alpha Chi Omega remains, as it always has been, a women's organization. Those assigned female at birth who live and identify as men are not eligible for membership.

Women shall be eligible for consideration for election to membership in the Fraternity, provided they have not been an initiated member of any other existing National Panhellenic Conference group.

Eligibility as an Undergraduate Student. To be eligible for membership in a collegiate chapter, an undergraduate student must be enrolled in a college/university where the Fraternity has a collegiate chapter.

Recommendation. “In accordance with the National Membership Standards, a favorable recommendation may be received from a member.”

Collegiate members may write recommendations to confirm a legacy relationship.

A chapter’s collegiate recruitment information board should review each recommendation the chapter receives. The CRIB is authorized to review and consider information submitted about potential new members. All information provided to the CRIB is confidential.

Scholastic Requirement.

First-term Freshmen. To be eligible for membership, first-term freshmen are required to have an academic ranking in the upper one-third (1/3) of their high school graduating class or have a minimum 3.0 cumulative high school grade point average. Grade exceptions may be granted by the CRIB or a designated National Fraternity representative.

Upperclass Students. Prospective members with prior college/university grades have the minimum requirement of a **2.8** grade point average. *[NOTE: The National Fraternity requires at least a 2.5 cumulative grade point average.]* Headquarters staff may make exceptions. Higher grades are encouraged as a requirement.

Section 2. Participation by Active Collegiate Members. All active collegiate members of a collegiate chapter attend membership selection meetings and vote on prospective members. To be eligible to participate in recruitment and in the selection of new members, active collegiate members are required to abide by all local recruitment rules, expectations and guidelines. This includes all Panhellenic rules as well as those established by the chapter.

Section 3. Method of Voting on Prospective Members.

An affirmative rating scale based on Alpha Chi Omega’s membership standards is used by a collegiate chapter to determine the prospective members who receive invitations to membership.

In a fully or partially structured primary recruitment process, all active collegiate members may vote on any potential new members predetermined by the collegiate recruitment information board (CRIB) prior to preference round. Following preference events, all active collegiate members may vote on potential new members to create the bid list. Individual member votes throughout the primary recruitment process are considered in CRIB, and the final decision of an invitation to membership is made by the CRIB.

In a continuous recruitment structure or a continuous open bidding process, a majority affirmative vote of the collegiate recruitment information board (CRIB) permits the issuance of an invitation to membership to a prospective member. Individual member votes throughout the continuous recruitment or continuous open bidding process are considered in CRIB, and the final decision of an invitation to membership is made by the CRIB.

Section 4. Participation in a Panhellenic Role during Primary Recruitment. The following officers cannot serve as recruitment counselors during primary recruitment due to their roles and responsibilities within the chapter: chapter president, VP finance, VP recruitment, VP new member education, VP facility operations, VP recruitment information **and all other members that serve on the CRIB**. All members applying to be recruitment counselors must meet with the CRIB to receive approval prior to submitting their application.

ARTICLE VIII. ELECTION PROCESS

Section 1. Nominating Committee. The collegiate chapter nominating committee is responsible for overseeing the chapter's election process.

- No member running for an executive office may serve on the nominating committee. Members running for a non-executive office may serve on the nominating committee but should step out of discussions involving the position for which they are running. If this is not possible due to the chapter's membership size, the chapter should contact Alpha Chi Omega headquarters.
- **The Nominating Committee**
- The chair of the nominating committee is appointed by the other members of the nominating committee.
- The chapter president serves as an ex-officio member of the nominating committee with voice and vote, unless the chapter president is a candidate for office. In that case, the next executive board member in order of command not running for an executive office serves as the ex-officio member of the nominating committee with voice and vote.
- The members of the nominating committee promise to keep confidential all deliberations of the committee.
- The chapter advisor or designated advisor representative attends nominating committee meetings, having voice but no vote, and does not count toward quorum.

Section 2. Election of Officers. All steps in the election process take place during scheduled chapter meetings **and** should be concluded by the third week of November for semester schools, or by the fourth week of November for quarter schools. **Alternatively, officers can be appointed by a designated representative of the National Fraternity.**

Week One: Elect Nominating Committee, Prepare Officer Interest Survey and Distribute Officer Interest Survey

- The nominating committee is elected at a chapter meeting.
- The nominating committee creates a list of all the executive offices and **non-executive** offices to be filled in the election process.
- The officer interest survey is distributed to each member electronically. Each member may preference the executive offices the member is interested in as well as non-executive offices. The member may mark out any positions the member will not accept.

Week Two: Review Officer Interest Survey and Prepare Election Grid and Ballot

- The nominating committee meets to review the information on the officer interest survey. The nominating committee verifies that the

individuals interested in running for office meet the listed qualifications for holding that office.

- The nominating committee then prepares an election grid. The election grid is a list of all the executive offices and **non-executive** offices. It also contains a list of all individuals who are eligible and willing to serve in the offices.
- The nominating committee chair posts the election grid before the next scheduled chapter meeting.

The positions are as follows: Chair (elected by the nominating committee members), Chapter President, Senior Class Representative, Junior Class Representative, Sophomore Class Representative, and Member at Large. The voting process occurs when a form is sent out to the chapter, with responses due by the same night. Afterward, the chapter president will call to inform individuals if they have been elected to their respective roles and to confirm if they accept the position.

Section 3. Term of Office. The elected officers assume their duties at the close of the installation meeting and serve for a term of one year or until their successors are elected and installed. Terms are based on a calendar year.

All elected officers are expected to serve their entire term in office and may not accept the position if they are aware of any circumstance that would prohibit them from completing the required duties of their position. These circumstances may include, but are not limited to, graduation prior to the end of a term in office, study abroad and outside commitments that prohibit the officer from completing the position responsibilities.

Section 4. Training of Officers. Each outgoing officer is responsible for the training of the officer's successor. This training includes a review of duties, current plans, manuals and other resources and forms. The outgoing and incoming executive boards should host an officer transition workshop in addition to individual officer transition meetings.

It is required that elected officers who are invited to Alpha Chi Omega's national education programs attend as part of their training and position requirement.

Section 5. Individual Duties of Elected Officers. Chapter officers perform duties as defined in the Policies of Alpha Chi Omega Fraternity, National Fraternity collegiate officer materials, chapter bylaws and by the parliamentary authority, *Robert's Rules of Order Newly Revised*.

Section 6. Vacancy in Office. A vacancy occurring in any elected office, including that of chapter president, is filled promptly by election at the next scheduled chapter business meeting.

Section 7. Removal from Office. A chapter officer may be removed from office:

- [a] By the chapter relations and standards board
- [b] By the chapter advisor in consultation with the province collegiate chair
- [c] By the province collegiate chair
- [d] By a designated National Fraternity representative

A removed chapter officer cannot participate in the vacancy election as a candidate.

ARTICLE IX. ELECTED EXECUTIVE OFFICERS

[Reference: National Policies Section C: Collegiate Chapters]

Section 1. Elected Executive Officers. The elected executive officers of the chapter are: chapter president; vice president chapter relations and standards; vice president finance; vice president risk management; vice president Ritual and fraternity appreciation; vice president recruitment; vice president new member education; vice president public relations and marketing; vice president membership programming; vice president diversity, equity and inclusion; Panhellenic delegate; vice president intellectual development; vice president facility operations; vice president philanthropy; and vice president recruitment information.

Members may hold only one executive position at a time. Members may not hold a non-executive position at the same time they are holding an executive position. Exceptions may be granted only by the chapter advisor, province collegiate chair or a National Fraternity representative.

Section 2. Qualifications for Office. All chapter members (lifetime and new members) are eligible for office as long as they meet the qualifications for office. A chapter officer must have and maintain a cumulative grade average at or above **2.8** and must be a member in good standing. *[NOTE: The National Fraternity requires at least a 2.5 cumulative average but encourages the chapter to set a higher requirement.]* Exceptions to the GPA requirement may be granted by the nominating committee.

Any member on a special status may not hold an executive officer position.

Section 3. Executive Board Duties. The elected executive officers serve on the chapter's executive board and are responsible for the overall management and direction of the chapter. The executive board prepares recommendations for action to be considered during chapter business meetings. The executive board meets prior to chapter business meetings and at other times as necessary. When serving as an executive officer, member communication preferences must be set to subscribe to receive all headquarters communication at an email address regularly checked by the officer.

Section 4. Order of Command. The order of command if the chapter president is incapacitated is:

- Vice president chapter relations and standards
- Vice president finance
- Vice president risk management
- Vice president Ritual and fraternity appreciation
- Vice president recruitment
- Vice president new member education
- Vice president public relations and marketing
- Vice president membership programming
- Vice president diversity, equity and inclusion
- Panhellenic delegate
- Vice president intellectual development
- Vice president facility operations
- Vice president philanthropy
- Vice president recruitment information

ARTICLE X. ELECTED **NON-EXECUTIVE** OFFICERS

Section 1. Elected **Non-Executive** Officers.

The following non-executive officers are required to be slated. The appropriate committee they sit on is indicated in parentheses following the position. Depending on the size of the chapter, members may hold more than one non-executive position at a time. The number of positions should be determined by the chapter; however, Alpha Chi Omega headquarters recommends that each member hold no more than two non-executive positions at a time.

- One elected representative from each academic class (chapter relations and standards board)
- Assistant vice president finance (finance committee)
- One elected representative from each academic class (risk management committee)
- **Keeper** (Ritual and fraternity appreciation committee)
- Assistant vice president recruitment (recruitment committee)
- Continuous **open bidding** chair (recruitment committee)
- Assistant vice president recruitment information (collegiate recruitment information board)
- **Member at large (collegiate recruitment information board) (appointed by the chapter president)**
- Assistant vice president new member education (new member education committee)
- Bid Day chair (new member education committee, recruitment committee) (this position could be elected or appointed)
- Mystagogue chair (new member education committee)
- MyJourney facilitators (membership programming committee)
- Assistant vice president diversity, equity and inclusion (diversity, equity and inclusion committee)
- Cultural chair (diversity, equity and inclusion committee)
- Resources chair (intellectual development committee)
- ***One elected represented from each academic class (Nominating committee)***
- ***Assistant vice president of diversity, equity, and inclusion (diversity equity and inclusion committee)***
- ***Social chair (risk management committee)***
- ***Big/ little chair (new member education committee)***
- ***Alumnae chair (membership programming committee)***
- ***Announcements chair (philanthropy committee)***
- ***Assistant PHA (Panhellenic Committee)***
- ***Assistant public relations and marketing (public relations and marketing committee)***
- ***Assistant philanthropy (philanthropy committee)***
- ***External social chair (risk management committee)***
- ***Internal social chair (risk management committee)***
- ***Greek week chair (membership programming committee)***
- ***KROM chair (membership programming committee)***
- ***Banner chair (public relations and marketing committee)***
- ***Recording secretary (public relations and marketing committee)***
- ***Variety show manager (membership programming committee)***

- *Wellness chair (membership programming committee)*
- *Newsletter chair (public relations and marketing committee)*
- *Senior week chair (membership programming committee)*
- *Song choir (ritual and fraternity appreciation committee)*
- *Videographer chair (recruitment committee)*

Section 2. Qualifications for Office. A non-executive officer must have and maintain a cumulative grade average at or above **2.8** and be a member in good standing. *[NOTE: The National Fraternity requires at least a 2.5 cumulative average but encourages the chapter to set a higher requirement.]* Exceptions **to the GPA requirement** may be granted by the nominating committee.

Any member on a special status may not hold a non-executive officer position.

ARTICLE XI. COMMITTEES

[Reference: National Policies Sections C: Collegiate Chapters and R: Recruitment of Members]

Section 1. Standing Committees. The chapter has the following standing committees:

- Nominating committee
- Chapter relations and standards board
- Finance committee
- Risk management committee
- Ritual and fraternity appreciation committee
- Recruitment committee
- Collegiate recruitment information board
- New member education committee
- Public relations and marketing committee
- Membership programming committee
- Diversity, equity and inclusion committee
- Panhellenic committee
- Intellectual development committee
- Facility operations committee
- Philanthropy committee

Section 2. Committee Chairs. The chapter follows the election procedures described in Article VIII of these bylaws in electing officers who serve as chairs of the standing committees, with the exception of the nominating committee.

Section 3. Special Committees. The chapter may establish other committees and sub-committees as needed to carry out the plans and activities of the chapter. Chairs of special committees may be elected by the chapter or appointed by the chapter president.

Vacancy in Office. A vacancy in the position of chair of a special committee is filled in the same manner as the original selection, either by election or appointment.

Removal from Office. A special committee chair may be removed from office by the chapter relations and standards board, by the chapter president, by the chapter advisor in consultation with the province collegiate chair, by the province collegiate chair or by a National Fraternity representative. Alternatively, a special committee chair may be removed from office by the CRSB in accordance with Article VI of these bylaws.

Section 4. Chapter President as Committee Member. The chapter president is an ex-officio member, with voice and vote, of all standing and special committees. An ex-officio member is an individual who serves on a committee by virtue of the member's office in the organization.

Section 5. Responsibilities of Standing Committees.

Nominating Committee

- **Composition.** Members are elected by vote of the chapter. See Article VIII, Section 1 of these bylaws.
- **Basic Function.** To educate the chapter about and to oversee the chapter officer election process. The nominating committee prepares the slate of candidates that the chapter will vote on and keeps confidential all deliberations by the committee.
- **Meetings.** The collegiate chapter nominating committee shall determine the leadership needs of Alpha Chi Omega for the coming term. The nominating committee shall prepare and present a slate of candidates who are best able to lead the chapter in the upcoming term. Nominating committee meetings can occur once quorum is achieved. A quorum is a simple majority of the committee membership.

Chapter Relations and Standards Board

- **Composition.**
 - The composition of the chapter relations and standards board may not be altered by collegiate chapters **unless approval is given by headquarters staff**. The following officers sit on the chapter relations and standards board for the entire term:
 - Vice president chapter relations and standards, chair
 - Chapter president
 - Vice president risk management
 - Vice president diversity, equity and inclusion
 - One elected representative from each academic class
 - The following officers sit on the chapter relations and standards board on an as-needed basis:
 - Vice president intellectual development
 - The following people could sit on the board and have a voice but no vote. They do not count towards quorum:
 - Chapter relations and standards advisor or chapter advisor (or the advisors' representative)
 - National representative
- **Basic Function.** To promote adherence to the **Policies of Alpha Chi Omega, the chapter bylaws and the Member Code of Conduct** by chapter members through education, positive programming and disciplinary action. To develop and administer a positive points system for chapter activities and member participation.
- **Meetings.** Meets regularly as a board and with members as requested. A member being asked to attend a meeting should be notified with a reasonable amount of time beforehand **and be provided with the reason for the meeting**. A quorum of the board's membership, which is a simple majority, must be present for the board to meet.

Finance Committee

- **Composition.**
 - Vice president finance, chair

- Assistant vice president finance
- Vice president facility operations
- Vice president philanthropy
- Click or tap here to enter text.
- Finance advisor
- **Basic Function.** To manage all financial aspects of the chapter.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Risk Management Committee

- **Composition.**
 - Vice president risk management, chair
 - Chapter president
 - Vice president membership programming (as needed)
 - Vice president chapter relations and standards
 - One elected representative from each academic class
 - *Social Chair*
 - *External Social Chair*
 - *Internal Social chair*
 - Risk management advisor
- **Basic Function.** To ensure that sound risk management planning and practices are implemented at all chapter-sponsored or co-sponsored events. It is also a responsibility of this committee to educate the members of the chapter on safety, health and making positive choices.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Ritual and Fraternity Appreciation Committee

- **Composition.**
 - Vice president Ritual and fraternity appreciation, chair
 - *Keeper*
 - *Song Chair*
 - Ritual and fraternity appreciation advisor
- **Basic Function.** To plan and implement the chapter's Fraternity education, collegiate/alumnae relations, and Ritual education and appreciation. This committee leads the chapter in recognizing and celebrating Alpha Chi Omega heritage and history through the Fraternity holidays.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Recruitment Committee

- **Composition.**
 - Vice president recruitment, chair
 - Assistant vice president recruitment
 - Vice president recruitment information
 - Continuous *open bidding* chair
 - Bid Day chair (this position could be elected or appointed)
 - *Videographer Chair*
 - Recruitment advisor
 - Recruitment information advisor
- **Basic Function.** To develop, promote and oversee recruitment activities of the chapter.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Collegiate Recruitment Information Board

- **Composition.**
 - The composition of the collegiate recruitment information board may not be altered by collegiate chapters **unless approval is given by headquarters staff**. The following officers sit on the collegiate recruitment information board for the entire term:
 - Vice president recruitment information, chair
 - Vice president recruitment
 - Chapter president
 - Assistant vice president recruitment information
 - Member at large (appointed by the chapter president)
 - The following people could sit on the board and have a voice but no vote. They do not count towards quorum.
 - Recruitment information advisor (or the advisor's representative) if present or available virtually
 - National representative (if present)
- **Basic Function.** To oversee the membership selection process for primary recruitment and continuous open bidding, and to review and consider recommendations as needed as outlined in the Policies of Alpha Chi Omega Fraternity. The CRIB creates and enforces member responsibilities related to recruitment for active collegiate members; ensures members' adherence to chapter, National Fraternity, College Panhellenic and National Panhellenic recruitment rules and guidelines; and may remove a member of the recruitment team from office.
- **Meetings.** Meetings regarding recruitment operations and recommendations can occur once the CRIB can meet quorum. Chapter members should be given notice of when meetings are going to take place. A quorum is a simple majority of the board membership.

New Member Education Committee

- **Composition.**
 - Vice president new member education, chair
 - Assistant vice president new member education
 - Mystagogue chair
 - Bid Day chair (this position could be elected or appointed)
 - **Big/ little chair**
 - New member education advisor
- **Basic Function.** To develop, implement, promote and evaluate a comprehensive education program for new chapter members, including the planning of the orientation retreat and the Dedication. In addition, this committee should provide ongoing education to chapter members regarding the new member period and expectations of the chapter.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Public Relations and Marketing Committee

- **Composition.**
 - Vice president public relations and marketing, chair
 - **Assistant Public Relations and Marketing**
 - **Banner Chair**
 - **Recording Secretary**
 - **Newsletter Chair**
 - Public relations and marketing advisor

- **Basic Function.** To develop and maintain clear and concise methods of marketing and promoting Alpha Chi Omega to other chapters, the campus community and the general public. It is the responsibility of this committee to report all information to Alpha Chi Omega headquarters in a timely fashion via Lyre Links, the online reporting system, or other methods (as requested by Alpha Chi Omega headquarters).
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Membership Programming Committee

- **Composition.**
 - Vice president membership programming, chair
 - MyJourney facilitators
 - *Alumnae Chair*
 - *Greek Week Chair*
 - *KROM Chair*
 - *Variety Show Manager*
 - *Wellness Chair*
 - *Senior Week Chair*
 - Membership programming advisor
- **Basic Function.** To develop and implement the relational, cultural and personal programming of collegiate members through the organization and implementation of balanced chapter programming. This committee also facilitates the MyJourney program.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Diversity, Equity and Inclusion Committee

- **Composition.**
 - Vice president diversity, equity and inclusion, chair
 - Assistant vice president diversity, equity and inclusion
 - Cultural chair
 - *Panhellenic delegate (optional)*
 - Diversity, equity and inclusion advisor
- **Basic Function.** The purpose of this committee is to initiate chapter diversity and inclusion goals and activities, such as workshops and educational programs, which guide membership to create and utilize useful tools in creating an inclusive chapter experience.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Panhellenic Committee

- **Composition.**
 - Panhellenic delegate, chair
 - *Assistant PHA*
 - Panhellenic advisor
- **Basic Function.** To represent Alpha Chi Omega in the College Panhellenic Association; to represent the Association to the chapter; to develop, promote and oversee chapter involvement in the Association; and to assure chapter adherence to the binding agreements of the National Panhellenic Conference. The Panhellenic committee oversees Panhellenic endeavors and promotes service and philanthropy opportunities to members of the chapter.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Intellectual Development Committee

- **Composition.**
 - Vice president intellectual development, chair
 - Resources chair
 - **Assistant PHA**
 - Intellectual development advisor
- **Basic Function.** To plan and implement an intellectual development program based on Alpha Chi Omega's expectations for intellectual development and the basic academic expectations of members.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Facility Operations Committee

- **Composition.**
 - Vice president facility operations, chair
 - House director
 - Facility operations advisor
- **Basic Function.** To oversee and manage aspects related to the facility.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

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Philanthropy Committee

- **Composition.**
 - Vice president philanthropy, chair
 - **Assistant Philanthropy**
 - **Announcements Chair**
 - Philanthropy advisor
- **Basic Function.** To implement and oversee philanthropic endeavors, including fundraising, marketing and promotion of all philanthropic events. This committee also organizes and promotes service opportunities in the community to all chapter members.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

ARTICLE XII. MEETINGS

[Reference: National Policies Section C: Collegiate Chapters]

Section 1. Chapter Business Meetings. Business meetings of **ALPHA OMICRON** are held **Monday's at 6 PM (EST) at the chapter facility** and are conducted in accordance with National Fraternity closed ceremonies and *Robert's Rules of Order Newly Revised*.

Decisions regarding budget, dues and fees, and bylaws must be made during the academic year. Any exceptions must be approved by headquarters staff in consultation with appropriate volunteers. A quorum is a simple majority of the chapter membership, and quorum must be present in order for chapter business to be conducted. In the event that a quorum is not present at a regular chapter business meeting, action taken at that meeting must be ratified at the next regular business meeting provided that meeting occurs within the current academic year.

Section 2. Chapter Relations and Standard Board Meetings. Meetings regarding member discipline can occur once the CRSB can meet quorum and schedule a CRSB meeting. The member shall receive advance notice of this meeting. A quorum is a simple majority of the board membership.

- Section 3. Collegiate Recruitment Information Board Meetings.** Meetings regarding recruitment operations and recommendations can occur once the CRIB can meet quorum. Chapter members should be given notice of when meetings are going to take place. A quorum is a simple majority of the board membership.
- Section 4. Nominating Committee Meetings.** The collegiate chapter nominating committee shall determine the leadership needs of Alpha Chi Omega for the coming term. The nominating committee shall prepare and present a slate of candidates who are best able to lead the chapter in the upcoming term. Nominating committee meetings can occur once quorum is achieved. A quorum is a simple majority of the committee membership.
- Section 5. Additional Meetings.** The chapter calendar will also include additional meetings such as:
- All-chapter retreats
 - Risk management education
 - Educational programs
 - MyJourney meetings
 - Recruitment workshops
 - Committee meetings
 - Panhellenic events and/or meetings
- Section 6. Chapter Business Voting.** Active collegiate members and new members of **ALPHA OMICRON** chapter that are in good standing with the National Fraternity and the chapter are entitled to one [1] vote per member during chapter business meetings.

ARTICLE XIII. FINANCES

[Reference: National Policies C9; M4; NF]

- Section 1. Billing Members:** All semester school chapters will bill members two times per year: August 1 and January 1 of each academic year. All quarter school chapters will bill members three times per year: September 1, January 1 and April 1 of each academic year.

Chapters can place members on consecutive payment installments, but semester schools may not offer more than three installments each term and quarter schools may not offer more than two installments each term.

If a member resigns within the first week of the academic term or immediately following the first chapter relations and standards board meeting of the academic term, the member will not be held accountable for any chapter dues and fees that have been billed. This does not include any housing agreement obligations that the member is responsible for or Other Fees, such as but not limited to merchandise fees the chapter may have already incurred on the member's behalf.

- Section 2. Member Dues and Fees.** All active collegiate members in a chapter are charged the same amount of chapter and national dues and fees. All new members in the chapter are charged the same amount of chapter and national dues and fees, with the exception of the badge fee which can vary based on badge selection. National dues and fees are set annually by the National Council.

The chapter does not prorate bills or refund any dues and fees.

One-time Dues/Fees:

- **National New Member Fee. \$199.00.** This is a one-time membership fee to the national organization.
- **Sisterhood Packet. \$25.00.** Packet includes new member pin, new member gift, and Alpha Chi Omega jewelry brochure.
- **Bond Card and Certificate Fee. \$10.00.** Covers the cost of an 8"x10" certificate of membership and wallet-sized membership card.
- **Badge Fee.** Minimum of **\$100.00**. Price includes shipping and sales tax. Actual cost will be dependent on the type of badge each member selects.

Annual Dues/Fees

- **National Dues and Fees. \$270.00.** Covers Per Capita, Protection, Insurance, Communication and Technology fees.
Per-semester charge: **\$135.00**
Per-quarter charge: **\$90.00**
- **Chapter Dues.** Amount determined by the chapter per quarter/semester to cover local activities and expenses.

Section 3. Delinquent Payments. A billing is considered delinquent one day following the due date.

If a member's full payment is not received within the five-day grace period given, a late charge of 5% of the remaining amount owed will be added to the amount due by the member.

Chapters may decide on a case-by-case basis to waive the Billhighway late fee for an individual member. The member must have a conversation with the VP finance as to why the late fee waiver is being requested.

If a member's payment is returned for insufficient funds, Billhighway will bill the member a \$25 NSF (non-sufficient fund) fee.

If a member disputes the member's credit card payment, Billhighway will bill the member a \$25 NSF (non-sufficient fund) fee.

Section 4. Active Collegiate Members. An active collegiate member is placed on financial suspension when the member is 30 days past due for all amounts owed/billed for the term.

Financial suspensions will be automated and processed at Alpha Chi Omega headquarters on the first day of the month when the member is 30 days past due for all amounts owed/billed for the term. Members placed on financial suspension are not in good standing and may not participate in any alumnae, collegiate, Panhellenic or National Fraternity activities while the financial suspension is in effect.

A member who wishes to be reinstated from financial suspension is required to pay the entire amount of outstanding debt to the collegiate chapter. In addition, the member must pay a reinstatement fee to Alpha Chi Omega Fraternity.

A reinstatement fee is set annually by the National Council. A member may be reinstated from a financial suspension on the 5th, 15th and 27th, or nearest business day, of any month once the outstanding balances owed to applicable entities and the reinstatement fee owed to the Fraternity are paid in full.

- Section 5. New Member.** All new members must be current on required dues and fees prior to participation in the Initiation Ceremony.
- Section 6. Collections.** Members not in good standing who are classified as financially suspended, resigned owing money or disciplinary suspended, who end the fiscal year owing the chapter money, may be sent to collections by Alpha Chi Omega headquarters.
- Section 7. Chapter Member Assessments.** If the chapter's disbursements for a fiscal year exceed its receipts, or if the chapter is showing a proposed deficit for the upcoming academic year, the total deficit is divided by the number of active collegiate members, including graduating members. The members are required to pay this pro-rated assessment.
- Chapter House Assessments:** Should the chapter not fill the facility to capacity, then lost rent revenue from unfilled beds shall be collected in the form of a chapter house assessment. The amount shall be evenly assessed to all active members of the chapter returning each term, not including the new member class from the term of the assessment.
- Section 8. Chapter Member Fines.**
- If a member signs up for an event monitor spot and cancels without finding a replacement, the member will be fined \$25 per person per event.*
- In-house members who fail to do "lock up" duties are to be fined \$25 per person/ per night (see House Rules). The fines will increase by \$10 every consecutive time they miss lockup each semester and they will be required to still do lockup after paying fine.*
- Members who have guests who fail to stay out of the chapter house during non-visiting hours (2am-8am) will be fined \$50 per day (see House Rules).*
- Members who give out the code of the chapter facility to non-members shall be fined \$65.*
- Members who sign up for an activity and do not attend the activity will be fined for the cost of the activity.*
- Failure to attend any initiation event will incur a fine of \$25 per day missed.*
- Failure to attend any initiation practice will incur a fine of \$25 per day.*
- Failure to attend ritual events will incur a fine of \$25 per event.*
- Failure to fulfill your set up/ clean up duties, as assigned by the Recruitment Chair, will incur a fine of \$15.*
- Fine of \$25 for failure to attend a mandatory philanthropy event.*
- Fine of \$50 for failure to attend mandatory sisterhood retreat (once per semester).*

Fine of \$25 for failure to attend a mandatory DEI event.

Fine of \$25 for violation for the Phone Bucket rule for Formal Chapter business meetings.

Fine of \$25 for those who do not follow through academic contract process.

If a member signs up for an informal recruitment event that they then cancel without finding a replacement, the member may be fined \$25 at the discretion of the CRIB.

Fine of \$25 for turning in the Housing Contract late.

Fine of \$75 for missing a date of pre-recruitment week.

Fine of \$100 for missing missing any day of primary recruitment.

Fine of \$50 for missing a recruitment workshop, not during pre-recruitment week.

Fine of \$25 for an unexcused absence from chapter business meetings.

Fine of \$15 for not dressing appropriate pin-attire at formal chapter.

Fine of \$25 for those who do not follow through the academic contract process. If a member signs up for an informal recruitment event that they then cancel without finding a replacement, the member may be fined \$25 at the discretion of the CRIB.

The chapter relations and standards board and collegiate recruitment information board are not permitted to create new fines.

Section 9. Officer and Advisor Compensation. All chapter officers and advisors serve without compensation from the chapter. Any reduction in dues and fees or room and board charges is considered compensation. Officer-related privileges may not be considered compensation.

The use of a member's executive or non-executive board role that conflicts with any other opportunity in which the individual could use the **ALPHA OMICRON** chapter of Alpha Chi Omega for monetary gain shall be prohibited.

Section 10. Bank Accounts. The chapter may have only one checking account and no more than one savings account. When using the national organization's approved financial service firm (currently Billhighway), these accounts must be held by that firm.

The chapter's approved checking account should have at least four individuals authorized to issue and/or approve checks for that account: chapter president, vice president finance, chapter advisor and finance advisor. If any of these advisor positions are vacant, the chapter shall give check-issuing and/or check-approval authority to an assistant vice president finance in place of the advisor(s). Signature stamps are not allowed. New bank signature cards must be filed with the banking institution whenever officers or advisors change.

A person authorized to issue and/or approve checks for the chapter's account cannot issue and/or approve a check payable to that same person. Chapters shall not have credit cards that are issued as a chapter-wide card. However, chapters may obtain up to the allotted number of prepaid cards for the approved individual officer roles through the approved financial service firm. A chapter must use the national organization's approved financial service firm to assist in managing the chapter's finances. Exemptions from this requirement must be requested from and approved by Alpha Chi Omega headquarters staff.

The chapters are not permitted to open a Certificate of Deposit (CD) account.

Section 11. Contracts. The chapter president and vice president finance sign all contracts and other legal documents.

Section 12. Fiscal Year. The chapter's fiscal year is August 1 through July 31. Each fiscal year must be financially self-supporting.

Section 13. Tax Requirements. Chapters are required to follow all requirements of the Internal Revenue Service (IRS) and provisions of the Internal Revenue Code applicable to organizations exempt from federal income tax under section 501(c)(7) of the Internal Revenue Code. All collegiate chapters are included in a group tax exemption, and the IRS Form 990 will be submitted to the IRS by headquarters as a group return covering all chapters. All collegiate chapters are required to submit data to be included in the group return as requested by Alpha Chi Omega headquarters. **The chapter president, the vice president finance or the chief financial officer of Alpha Chi Omega Fraternity, Inc. sign tax forms or other correspondence with taxing authorities.**

Chapters are required to pay state and local taxes, including sales tax.

Section 14. Mobile Fundraising Service. Chapters that wish to set up mobile fundraising platforms must use mobile fundraising platforms that are not linked to individual member bank accounts. Venmo accounts are linked to an individual's bank account and therefore cannot be used for chapter fundraising. Depositing fundraising proceeds into a member's private bank account exposes that member to potential allegations of fraud or theft. Additionally, the IRS will view all deposits from the fundraising service into the member's private account as taxable income to that member.

ARTICLE XIV. RISK MANAGEMENT

[Reference: National Policies Sections F: Facilities and RM: Risk Management]

Section 1. Risk Management Philosophy Statement. Alpha Chi Omega Fraternity encourages members to stand up and intervene when something is unsafe or undignified, to be a positive role model and influencer to shape the Alpha Chi Omega experience with health and safety as a priority, and to make positive choices reflective of dignity and respect. The Fraternity believes that substance abuse prevents individual members from seeking the heights as real, strong women and from exemplifying these characteristics of sisterhood.

The Fraternity believes in the betterment of women through the Real. Strong. Women.® Experience. Our organization upholds the following philosophy specifically related to drugs and alcohol:

- The Fraternity expects that our members follow federal and state laws across the United States making consumption of alcohol illegal for people under 21 years of age.
- As a subset of the campus community, the Fraternity collaborates with the host institution to address the problem of alcohol misuse and abuse.
- The Fraternity works to address the negative behaviors associated with alcohol misuse and abuse. As such, Alpha Chi Omega addresses these behaviors utilizing evidence-based education.
- Through education, training and mature adult guidance, we provide the tools to help women make good choices and to understand the consequences of their choices. The organization will hold chapters and individual chapter members accountable for the choices they make.
- The Fraternity expects personal responsibility from its members and accountability through local self-governance.
- The Fraternity follows a consistent and progressive discipline strategy with our chapters.
- The health and safety of our members is paramount to the Alpha Chi Omega experience and should be what every member strives for.

Section 2. Alpha Chi Omega's Risk Management Policies

Alcohol and Drug: In any activity or event sponsored or endorsed by the chapter, including those that occur on or off chapter premises:

1. Chapters, members and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
2. Chapters, members and guests must follow the federal law regarding illegal drugs and controlled substances.

No person may possess, use, provide, distribute, sell and/or manufacture illegal drugs or un-prescribed controlled substances, as well as the abuse of controlled substances, at any activity or event sponsored or endorsed by the chapter, including those that occur on or off chapter premises.

3. Alcoholic beverages must either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, hotel, caterer, etc.); or (2) brought by individual members and guests through a "bring your own beverage" ("BYOB") system.

4. THIRD-PARTY VENDOR PROCEDURES

- The Third-Party Vendor (TPV) must be properly licensed by the appropriate local and state authority.
- The TPV must be properly insured with a minimum of \$1 million of general liability insurance **and \$1 million of liquor liability insurance**, evidenced by a properly completed certificate of insurance prepared by the insurance provider.
- The TPV must agree to per-drink sales only, collected by the vendor, during the function.
- The TPV must assume, in writing, all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - a. Checking ID cards upon entry;

- b. Not serving minors;
- c. Not serving individuals who appear intoxicated;
- d. Maintaining absolute control of ALL alcoholic containers present.
 - A guest list is required.
 - Alpha Chi Omega allows for a maximum of two guests per member and cannot exceed fire-code capacity.
 - Event monitors are required.

5. BYOB PROCEDURES

- The alcohol that each person of legal drinking age may bring to and consume during a BYOB event is NO MORE THAN six standard drinks (consisting of beer, cider, wine, malt beverage, wine coolers, etc.).
 - No hard liquor is allowed.
 - There shall be no beverages served from a bulk or common source of alcohol, such as a keg, punch container or handles.
 - A guest list is required.
 - Alpha Chi Omega allows for a maximum of two guests per member and cannot exceed the fire-code capacity.
 - Event monitors are required.
6. Common sources of alcohol, including bulk quantities (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event), are prohibited.
 7. Alcoholic beverages may not be purchased with chapter funds. Additionally, no members or guests may coordinate the purchase (e.g., via digital app, pooling of funds, etc.) of alcoholic beverages for the chapter, members or guests.
 8. A chapter may not co-host or co-sponsor an event with a bar, event promoter or alcohol distributor where alcohol is given away, sold or otherwise provided to those present.
 9. Alpha Chi Omega chapters may host philanthropy events where alcohol is present in accordance with Philanthropy Risk Management Guidelines.
 10. A chapter must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
 11. No alcohol or drugs may be present if the event or activity is related to recruitment, new member activities, meetings or initiation, including but not limited to Bid Day, “big/little” events or activities, “family” events or activities, and any Ritual or ceremony.
 12. Chapters, members and guests must not permit, encourage or participate in drinking games, nor any activity or event that involves the consumption of alcohol under duress, coercion or encouragement.

13. Alcohol or illegal and un-prescribed controlled substances cannot be brought into, stored, consumed or served in a house, lodge, room, apartment or other location being used or operated as a chapter facility.
14. No Alpha Chi Omega event can take place outside the country in which the chapter is located.
15. Themes and activities may not intimidate or ridicule groups based on gender, sexuality, ethnicity, nationality, race or cultural practices.
16. No Alpha Chi Omega collegiate chapter shall sponsor an event that involves overnight accommodations for its members and their guests when alcohol is present.
17. **TRANSPORTATION POLICY OF ALPHA CHI OMEGA**
 - Designated driver programs are allowed when they are associated with an Alpha Chi Omega event and the event is held within the college or university area.
 - For events outside of the college or university area, all members and guests attending shall travel to and from the event by licensed and insured commercial transportation within the same day.
 - When commercial transportation is used for BYOB events, alcohol must be stored within the cargo compartment of the vehicle.
 - For Third-Party Vendor events, no alcohol is allowed on the commercial transportation (e.g., bus).

Section 3. Hazing. Alpha Chi Omega does not condone unkind, undignified or humiliating activities. No chapter, new member, student, alumna or volunteer shall engage in or permit hazing activities. Hazing is any reckless or intentional act that produces physical, mental or emotional pain, discomfort, humiliation, embarrassment or ridicule, regardless of a person's willingness to participate, that is required or expected of a member and that is not related to the Fraternity's mission. This includes any activity, whether it is presented as optional or required, that places a member in a position of servitude as a condition of membership.

Section 4. Sexual Misconduct. Alpha Chi Omega and its members must comply with all federal, state, provincial and local laws related to sexual misconduct. This is including but not limited to definitions around consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking and sexual exploitation.

Alpha Chi Omega will not tolerate any behavior that is demeaning to anyone on the basis of gender, including verbal, written or graphic material, including electronic material, that contains inappropriate sexual content.

Any member who encourages or coerces another member, new member or potential member into such behavior also violates this policy.

Section 5. Retaliation. Alpha Chi Omega prohibits retaliation against any individual - members and non-members – for reporting, inquiring, or cooperating with a report around a violation of risk management policy.

Retaliation is any action, statement or behavior that is designed to punish an individual for filing a report, cooperating with an investigation, seeking guidance regarding a concern or to deter one from taking such action.

Section 6. Statement of Position: Human Dignity. Alpha Chi Omega supports the statement on human dignity and sexual harassment endorsed by the National Panhellenic Conference members groups, “that college women should have a positive influence in the direction and achievements of the university community and that activities should promote self-worth, human dignity and a positive fraternity/sorority image.”

The dignity of the individual is a basic element of a civilized society. Individual self-worth is a necessary factor in establishing healthy relationships.

All activities, including acts of hazing, activities based in a negative manner on gender, race, color, religion, national origin, age, disability, or sexual orientation and competitive games that are destructive, demeaning or abusive, promote a negative image of the fraternity/sorority community.

Participation in such activities that are demeaning to the individual do not promote a sense of self-worth nor a positive fraternity/sorority image, and do not reflect the high standards, core values and ideals maintained by Alpha Chi Omega.

Therefore, Alpha Chi Omega does not endorse or support activities that are demeaning in nature, do not respect the dignity of the individual, cause disharmony among NPC groups or whose purpose is counterproductive.

Further, Alpha Chi Omega advocates education on the Fraternity and chapter level to promote positive self-esteem.

Section 7. Statement of Position: Anti-Bullying. Alpha Chi Omega prohibits acts of harassment or bullying. Harassment or bullying is any gesture or written, verbal, graphic or physical act (including electronically transmitted acts – e.g. internet, cell phone or social media) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Alpha Chi Omega members should promote a safe and welcoming environment to its members.

ARTICLE XV. POSITIVE POINTS SYSTEM

Section 1. Purpose. The positive points system is designed to encourage chapter members to participate in events. Points are used as positive recognition of attendance and achievement at any event held for the well-being of any of the members, the chapter, the college/university and the community.

Section 2. Responsibility. The positive points system is designed, implemented and monitored by the CRSB or its designees.

Section 3. Requirement. Active collegiate members should strive to maintain 85% of positive points.

The following details the activity requirements of each member:

Members should strive to earn a number of points no less than 85% of the total Golden and Carnation points possible. Members who do not strive to maintain 85%

average of Positive Points will be discretion to CRSB and not be allowed to attend social events.

Total points possible will be calculated at the end of each month.

Members can earn points by attending mandatory events, completing sober training, participating in chapter meetings, and attending Panhellenic events. Additionally, they can earn points by participating in special events held throughout each month.

If members fail to fill out the Positive Points survey after 2 reminders they will receive 0 points for the month.

If a member is excused from any Golden or Carnation events, her total points will be adjusted. Acceptable excuses include serious illness, family emergency, class, midterm or final, or participation in an OSU athletic team or student organization in which the student is a team member or officer. Work may also be an excuse in some cases. If you are looking to be excused from a mandatory event, you must email ersosu@gmail.com three days in advance with proof that this is a mandatory event and that you cannot get out of it at all.

Members may take one “study cut” per semester, informal or formal (with the exceptions of elections).

ARTICLE XVI. CHAPTER INTELLECTUAL DEVELOPMENT PROGRAM

Section 1. **Purpose.** The intellectual development program is designed to encourage high academic standards and achievement from all members through programs offering support, guidance and assistance.

Section 2. **Required Grade Point Average.** All chapter members are required to be in good academic standing with *The Ohio State University*. In addition, the chapter requires a **2.8**.

Section 3. **Member Assistance.** A member who falls below the chapter’s required grade point average meets with the vice president intellectual development. An individual intellectual development contract is developed to meet the member’s needs.

Members are encouraged to complete an individual goal-setting worksheet and coursework action plan near the beginning of each semester. They are also encouraged to attend an annual Goal-Setting SOE workshop presented by the VP Intellectual Development. Study tables are available to all members on a weekly basis. Members have the opportunity to fill out an academic brag sheet to be entered in a monthly drawing for a gift card.

ARTICLE XVII. MEDIA AND COMMUNICATION

Section 1. **Media Policy.** Alpha Chi Omega respects individual choices and the right to free speech. New and lifetime members may choose to participate in media or press opportunities as an individual, but not as a representative of Alpha Chi Omega. Unless such opportunities publicize philanthropic activities, chapter or individual honors, or the positive nature of Alpha Chi Omega membership, consistent with

our values and standards, the Alpha Chi Omega name, letters, badge, new member pin, crest or other trademarked symbols may not be displayed in any manner and the opportunities may not take place in Alpha Chi Omega-related facilities.

The chapter president or a designated chapter officer may participate in media or press opportunities as a representative of Alpha Chi Omega, consistent with our values and standards. No other new or initiated members may participate in media or press opportunities as a representative of Alpha Chi Omega without the prior written consent of the chief executive officer, the senior director of collegiate experience, the senior director of education and engagement or the director of marketing and communications at Alpha Chi Omega headquarters.

Even if participation in media or press opportunities is permissible under this media policy, the Alpha Chi Omega Code of Conduct and Alpha Chi Omega's disciplinary policies and procedures are applicable to such participation.

Section 2. Trademark Violation. Alpha Chi Omega has the right and responsibility to confiscate any items that violate Alpha Chi Omega trademarks or that misuse its good name.

Section 3. Electronic Communication. **ALPHA OMICRON** chapter has the right to discipline members for promoting inappropriate information based on their digital footprint. Alpha Chi Omega has determined that a member is responsible for the member's digital footprint, which must adhere to the Member Code of Conduct, chapter bylaws and all Policies of Alpha Chi Omega Fraternity. A digital footprint is defined as any information that exists on a digital platform in the public domain as a result of a person's activity. This includes, but is not limited to, when members falsely represent themselves or when the member is not the original poster of the communication. Members found violating this will be called into a CRSB meeting and will be subject to disciplinary consequences.

ARTICLE XVIII. PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* govern this chapter in all cases to which they are applicable and in which they are consistent with the Policies of Alpha Chi Omega Fraternity, these bylaws and any special rules the chapter may adopt.

ARTICLE XIX. BYLAWS

[Reference: National Policies Section C: Collegiate Chapters]

Section 1. Annual Adoption. Each collegiate chapter shall adopt bylaws annually. Collegiate chapter bylaws are adopted by the membership and give the chapter members the privilege and responsibility of participating in governance of the chapter. Bylaws are binding on all members of the collegiate chapter.

Section 2. Responsibility for Review. The National Fraternity provides updated collegiate model bylaws to each collegiate chapter following the timeline and procedure set by Alpha Chi Omega headquarters. The collegiate chapter model bylaws contain the information that is required by the National Fraternity to be included in the chapter bylaws and form the basis for review and revision of existing bylaws.

The VP chapter relations and standards and the chapter relations and standards board are responsible for reviewing the chapter's existing bylaws based on the

collegiate model bylaws. They recommend revisions and additions to the chapter for approval by a date specified by headquarters of each year.

Section 3. Adoption by Chapter Members. The VP chapter relations and standards presents to the collegiate chapter the revisions and additions to the bylaws, following the timeline and procedure contained in the bylaws and included in the collegiate chapter model bylaws information from Alpha Chi Omega headquarters.

The revised bylaws must be adopted by a two-thirds [2/3] majority vote of the members present at a regular meeting of the chapter.

Until a chapter's local bylaws are officially approved by the chapter and Alpha Chi Omega headquarters, the current year model bylaws distributed from the National Fraternity will be in effect.

Section 4. Filing of Bylaws. The vice president chapter relations and standards submits the finalized bylaws to Alpha Chi Omega headquarters by the published deadline. Current bylaws must be on file at Alpha Chi Omega headquarters for the chapter to be in good standing with the National Fraternity.

Section 5. Acknowledgment of Bylaws by Members: The chapter relations and standards board annually provides a copy of the current bylaws to each member of the chapter at the beginning of the school year.

Each chapter member annually acknowledges via the Alpha Chi Omega website that the member has read the chapter's current bylaws.

New members receive a copy of the chapter's current bylaws and acknowledge via the Alpha Chi Omega website they have read the chapter's bylaws prior to initiation.

Section 6. Distribution to Nonmembers. The bylaws should not be distributed to nonmembers of Alpha Chi Omega, including but not limited to campus professionals, Panhellenic Council or accreditation boards. If requested, the CRSB may provide confirmation that the chapter is operating under current bylaws that have been approved by Alpha Chi Omega headquarters.

ARTICLE XX. AMENDMENTS

Section 1. Proposal of Amendment(s).

1. Any amendment(s) to these bylaws must be presented to the CRSB by a member or a committee of the chapter.
2. The proposed amendment(s) shall be submitted to the CRSB for final preparation, recommendation and posting.
3. The CRSB may also originate amendments.

Section 2. Previous Notice and Posting.

1. Following consideration of the proposed amendment(s) by the CRSB, notice of the proposed amendment(s) shall be given at the regular prior to the meeting at which the vote on the proposed amendment(s) will be taken.
2. The specific wording of the proposed amendment(s) shall be available to chapter members before a vote takes place.

- Section 3. Vote Required.** Adoption of a proposed amendment(s) shall require a two-thirds [2/3] vote of the members voting at a regular at which a quorum is present.
- Section 4. Effective Date of Amendment(s).** The amendment(s) duly adopted by the chapter in accordance with Section 3 above shall be effective as of the date that the chapter receives confirmation that the amendment has been approved by Alpha Chi Omega headquarters staff.

ARTICLE XXI. HOUSING

[Reference: National Policies Sections F: Facilities and RM: Risk Management]

- Section 1. Housing Agreement.** An agreement between the chapter and the house corporation board shall be signed annually.
- Section 2. Agreement with Members.** The residential services agreement is to be used as the agreement between the chapter and the residents and must be signed annually. The collegiate chapter must use the Alpha Chi Omega headquarters residential services agreement as its model and require all chapter members residing in the chapter facility to sign the agreement for the term of occupancy. These agreements should be signed by October 15 for the following academic year.
- Section 3. Dues to Support Facility Operations.** This fee is to be charged to all members to cover all housing expenses not covered by room rent.
- Section 4. Room Rent.** Room rent is to be established on an annual basis by the chapter. Room rent rates must be comparable to college/university housing and those of the other Panhellenic groups.
- Section 5. Capacity of Facility.** The chapter facility exists for the benefit of the chapter membership and should be maintained with financial resources that allow the facility to be competitive on campus. Revenue from house operations must be sufficient to cover all housing expenses including the housing fee to either the local house corporation or the Alpha Chi Omega National Housing Corporation. Therefore, the chapter must fill the facility to the capacity of 38 members.
- Section 6. Live-in Policy.** The collegiate chapter shall enforce a policy requiring members to live in the chapter house in order to maintain the facility at the designated capacity defined in the agreement established by the house corporation board.

Requirements for living in the ALPHA OMICRON chapter facility are:

1. Any member who has not fulfilled the live-in requirement shall not commit to reside in another facility until enough members have executed the residential services agreement for the chapter house to be at full occupancy.
2. The chapter president, vice president facility operations one other executive member are required to live in the facility at all times.
3. After the executive officers, priority to live in will then go to those members choosing to live in. All remaining, unfilled spots will be filled by members of the rising new member class. Chapter should determine its method of selection either by lottery or by GPA / positive points in order to determine which members of the rising new member class shall be required to live in. If the rising new member class does not fill the facility, chapter members who have not met the live-in requirement will

be asked, followed by those who have the lowest percentage of positive points.

4. Each member is required to live in the facility a minimum of **one academic year, (two consecutive semesters)**. The term of the agreement will typically be August through May.
5. Exceptions to this live-in policy and/or medical accommodation requests may be granted only by a decision of the CRSB. A member who fails to honor the live-in policy jeopardizes good standing as a member of Alpha Chi Omega.

Our chapter does not have a set live- in requirement for all members; however, the sorority facility must be filled with members from various class years. If the house is not fully occupied, executive members are required to reside in the facility until it reaches capacity.

Section 7. Room Selection Process.

1. Class of initiation and highest percentage of positive points will rank **all** members **who are not on the executive board and** wish to live in the chapter facility. Therefore, those who have been lifetime members the longest with a high percentage of points will receive seniority.
2. Single-occupancy rooms should neither be expected nor guaranteed, regardless of whether the chapter facility is at capacity.

Preference to live in the Chapter facility:

Preference to live in the Alpha Omicron chapter house will be based on a point system. Points will be given for the following criteria: ACADEMICS, CHAPTER INVOLVEMENT, ACADEMIC CLASS AND OFFICER ORDER OF COMMAND. Points are given as follows.

Academics: The following table explains points awarded for a sister's cumulative GPA. Point averages will be "rounded up" to the next decimal point; for example, a sister with a 3.95 is given credit for having a 4.00. To round up the grade must be 0.05 or higher.

Chapter Involvement: Involvement points will be based on the percentage of positive points found on the FLARE APP which are passed on the previous year's participation. During the semester that housing preference is done (usually Spring semester) an average will be taken of each sister's points for the previous two semesters, including most of Spring Semester. If the point totals are not available for the past two semesters, the past semester's total will be used. In the case of new members or recently initiated members, they will be given an average score taken from the average of all sisters, minus the 5 sisters with the lowest overall points.

Academic class: for every semester that a sister has been a fully initiated member, including the semester in which she was initiated, she is awarded 5 points per semester.

Officer Rank: Those sisters who hold an office will be rewarded a total of 5 points for a Non-Executive Office and 25 points for an Executive Office.

Points for living during a previous year: 20 points. The Chapter President has the first choice of a single room if she chooses to occupy it. Room preference will be decided by this point system. Those with the top points will be given top preference. For those wanting to live in a triple room, your points among the 3 potential roommates will be averaged to decide your spot. A final count will be given to each

member and those points will be ranked. The rankings will be used to determine parking spot assignments at the house.

Section 8. Nonmembers as Residents. Nonmember women or alumnae may live in the chapter house as boarders with the approval of the facility operations advisor (or chapter advisor). During the summer, nonmembers or alumnae may live in the chapter house with the approval of the NHC or LHC. According to the IRS, the revenue the chapter receives from nonmembers may not exceed 15% of the chapter's gross receipts.

Section 9. House Director. Collegiate chapters with a housing capacity of 11 or more must use the services of Pearl Stone Partners, LLC to employ a house director. All other chapters (capacity of 10 or fewer) are encouraged to employ a house director, and if choosing to do so, must use the services of Pearl Stone Partners, LLC. If this requirement conflicts with college/university requirements, headquarters staff shall be consulted.

House directors shall not serve in any advisory or local house corporation capacity. Substitute house directors shall be employed by Pearl Stone Partners, LLC.

Section 10. Guests. Alpha Chi Omega facilities may be open to guests between 7:30 a.m. and 2 a.m. However, a chapter may provide for more restrictive hours in its bylaws, provided a majority of the members living in the chapter facility approve. In no instance may the hours of visitation be expanded beyond 7:30 a.m. and 2:00 a.m. The chapter may designate the areas of the facility that are available for guests, provided a majority of the members living in the chapter facility approve.

Alpha Omicron Chapter's Guest Policy

Guests are invited to be in the house between 8 am to 2 am. Failure to observe these hours will result in a \$50 fine per occurrence for breaking this rule. Guests must be accompanied at all times while in the house and are expected to observe the housing rules and expectations set by the chapter. Any individual who does not live in the house (members, guests, advisors, etc.) must adhere to all federal, state, local, and health guidelines set forth by the Alpha Omicron Chapter's Housing Corporation.

Section 11. Overnight Guests. Members requesting guests to stay in the house overnight must have the approval of the facility operations advisor, chapter advisor, vice president chapter relations and standards, or designee that is an executive board officer. The house director needs to be informed of any overnight guests but does not approve or deny overnight guests.

Members requesting guests to stay in the overnight room (known as "The Townie") must complete the form provided by the Facility Operations.

Section 12. Alcohol. Alcohol may not be stored, served or consumed on Alpha Chi Omega property that is owned, rented or otherwise designated for regular use by the collegiate chapters and prospective chapters of the National Fraternity.

Section 13. Illegal Drugs. The illicit use, possession, sale, conveyance, distribution or manufacture of any illegal drug or controlled substance or drug paraphernalia on Alpha Chi Omega property that is owned, rented or designated for regular use by collegiate chapters and prospective chapters is strictly prohibited. In the event of

a conflict between federal and state law or any other conflict, members of Alpha Chi Omega shall follow the strictest law or regulation.

Section 14. Tobacco and Smoking in Chapter Facility. All collegiate chapter facilities must be smoke-free, tobacco-free and nicotine-free environments. This includes vaping and the use of e-cigarettes as well.

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Section 15. Candles in the Facility. The use of open-flame candles in the chapter facility and/or on property is prohibited.

Section 16. Firearms/Weapons. The possession, storage and/or use of firearms/weapons or explosive devices of any kind within the confines and premises of the collegiate chapter facility and/or property is prohibited.

Section 17. Animals. Collegiate chapter facilities are not permitted to have pets. Exceptions may be allowed for assistance animals with headquarters' knowledge and approval.

Section 18. Room Searches. Room searches may be conducted by a combination of the chapter president, vice president chapter relations and standards, chapter advisor, province collegiate chair, member of the CRSB, vice president facility operations or a designated representative of the National Fraternity in compliance with the collegiate chapter's housing agreements.

Section 19. Outsourcing and Employment Services. The collegiate chapter is required to use the services of Pearl Stone Partners, LLC to employ any employees. Pearl Stone Partners, LLC provides all employer responsibilities, making Pearl Stone Partners, LLC the employer of all employees performing work at the chapter facility. The chapter may not provide compensation directly to the chapter employee(s), including gifts or bonuses. Any and all gifts or bonuses must be discussed with and paid to the employee (if approved) by Pearl Stone Partners, LLC.

With input from the chapter, Pearl Stone Partners, LLC has the right to manage the employment of an employee. Pearl Stone Partners, LLC will depend upon the chapter to establish and communicate job duties and performance expectations to an employee. The chapter's facility operations advisor will define an employee's scope of work and provide day-to-day direction.

Individuals performing services at the chapter facility who are employed by a vendor/service provider that is under contract with the chapter are not considered employees of the chapter (e.g., catering or a housekeeping company).

Section 20. Service Provider Agreements. Outsourcing refers to the transfer to a third-party vendor services or function which would otherwise have been fulfilled by the chapter. In advance of a service provider contract being executed:

- The chapter must make certain the outsourcing contract describes the services clearly, sets out the minimum levels of service which are acceptable and provides the chapter with remedies and/or a right to terminate in the event that such standards are not met.
- The chapter must make certain the service provider maintains adequate insurance coverage and minimum coverage limits for its business as required by any applicable law or regulation, including Workers'

Compensation insurance as required by any applicable law or regulation, or otherwise as determined in its reasonable discretion.

Individuals performing work at the chapter worksite(s) through a service provider contract are not considered employees of the chapter.

Section 21. Administrative Services Agreement with Pearl Stone Partners, LLC. Any collegiate chapter required to use the services of Pearl Stone Partners, LLC to employ any employees is required to sign an annual administrative services agreement with Pearl Stone Partners, LLC.

Section 22. Local House Corporation Representatives (if applicable). Each collegiate chapter designates two chapter officers and/or members to serve as liaisons to the house corporation board. In this role, the liaisons shall exercise their voice to represent the interest of the collegiate chapter but shall not vote on the business of the LHC as a member of the Board of Directors.

ARTICLE XXII. HOUSE RULES

Section 1. House Rules in Bylaws. Alpha Chi Omega House Rules or Exhibit A detail the use of the property, social behavior and other miscellaneous polices for the chapter to be developed as needed. Alpha Chi Omega House Rules should also be attached with Form H138 Residential Services Agreement. Any members violating house rules should be called to the chapter relations and standards board. Please note that local house corporations are not responsible for ensuring chapter members adhere to House Rules; that is the responsibility of the chapter.

Section 2. Amendment of House Rules. Following consideration of the proposed amendment(s) by the CRSB, notice of the proposed amendment(s) shall be given at the regular or special chapter meeting prior to the meeting at which the vote on the proposed amendment(s) will be taken. The specific wording of the proposed amendment(s) shall be available to chapter members before a vote takes place. Adoption of the proposed amendment(s) shall require a two-thirds [2/3] vote of the members voting at a regular meeting at which a quorum is present. Amendments that are chapter-specific may be added to Exhibit B, Additional House Rules to H138 – Chapter Specific.

Section 3. Annual Review. House Rules are reviewed annually by the CRSB and distributed with the chapter bylaws and also Form H138 Residential Services Agreement.

EXHIBIT A

ALPHA CHI OMEGA HOUSE RULES FOR THE CHAPTER HOUSE LOCATED AT *THE OHIO STATE UNIVERSITY- 103 E 15TH AVE, COLUMBUS OH, 43201*

DEFINITIONS:

“Chapter House” means the building, individual rooms therein, parking areas and the land owned by Owner.

“Alpha Chi Omega” means Alpha Chi Omega Fraternity, Inc., an Indiana nonprofit corporation.

GENERAL:

1. Member shall not perform or permit any illegal activities at the Chapter House.
2. Member agrees not to permit the Chapter House to be used for any purpose that is in violation of the College's or Fraternity's risk management policies as stated in Fraternity's model bylaws and the Agreement.
3. Member will abide by the Chapter's guests and overnight guests policy.
4. Member will not remove any furnishings in “common areas” without the Chapter's and House Corporation's knowledge and approval nor will any new furnishings be purchased or placed in the common areas without the same approval. Member shall not paint, wallpaper or redecorate in any manner any part of the Chapter House, including construction of built-in furniture such as lofts, desks or counters in the Member's room. Member may hang pictures and curtains in Members's room without obtaining consent, provided that the method used complies with the methods allowed by the Chapter and otherwise is in compliance with the Agreement.
5. Member shall use all reasonable precaution to prevent the Chapter House from being destroyed or damaged by fire or other casualty, and to act in such a manner as to keep Member's room the common areas of the Chapter House in a clean and healthful condition.
6. The possession, sale, use, or consumption of alcoholic beverages while in or about the chapter house is strictly forbidden. The illicit use, possession, sale, conveyance, distribution or manufacture of any illegal drug or controlled substance or drug paraphernalia on Alpha Chi Omega property owned, rented or designated for regular use by collegiate chapters and prospective chapter is strictly prohibited. In the event of a conflict between federal and state law or any other conflict, members of Alpha Chi Omega shall follow the strictest law or regulation.
7. No animals, with the exception of an assistance animal (service animal or emotional support animal, subject to approval process as set forth by Fraternity) are allowed in the Chapter House.
8. No bicycles are to be stored in any public areas. The Chapter may designate a location for bicycle storage.
9. No roller blades, skates, skateboards, or other damaging modes of transportation shall be used inside the Chapter House.

10. Meals served by the chapter are to be eaten in dining room area and “snack room/kitchenette.”
11. Personal items are not to be stored over the summer in the Chapter House without the Chapter’s and House Corporation’s approval

NOTE: No personal property of the individual is covered by the Chapter’s, House Corporation’s or Fraternity’s insurance policy. It is recommended the Member acquire insurance coverage for individual’s personal property.

12. Member shall not undertake, nor allow:
 - removal of, or unauthorized addition to, any furniture, equipment, or property belonging to the Chapter, House Corporation or Fraternity
 - any alterations to the floors, walls, ceilings, doors, or door locks of the Chapter House
 - use of kitchen appliances- stove, dishwasher, refrigerator space etc. - unless in a designated area (kitchenettes)
 - placement of refrigerators, microwaves, or kitchen appliances in the bedrooms of the Chapter House
 - placement of halogen lamps in the Chapter House
 - installation of hidden cameras or video-recording devices
13. Commercial kitchens at the Chapter House are not for the Member’s use. Commercial kitchens are to be locked at night.
14. Cars shall be parked in the designated areas. Parking areas at the Chapter House shall not be used to store vehicles. Parking areas shall not be used for unregistered vehicles. Trucks larger than pick-ups, motor homes or other large vehicles are prohibited. SUVs are permitted. No repair work to any vehicle shall be carried out at the Chapter House.
15. Tape, putty, adhesives, etc. shall not be used on the walls. Small nails or thumb tacks are to be used instead, upon the Chapter’s approval.
16. All plumbing shall be used for only that purpose for which it is constructed. All articles such as tampons, paper towels, etc., must be placed in wastepaper baskets.
17. Smoking, vaping and use of tobacco and nicotine is not permitted at the Chapter House. The Chapter House is to be smoke-free, vape-free, nicotine-free and tobacco-free at all times.

SECURITY AND SAFETY:

1. Member must comply with all local fire and health codes and standards.
2. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the Chapter House is prohibited.
3. No structure is allowed that would impede the operation of a fire safety mechanism (smoke alarm, sprinkler system, alarm box, etc.) at the Chapter House.
4. Tampering with safety system equipment at the Chapter House is strictly forbidden.
5. Any item with an open flame or an open coil is absolutely prohibited in private rooms and common areas of the Chapter House (candles, kerosene lamps, space heaters, etc.).

6. If permitted appliances create a danger for circulatory overload, Chapter or House Corporation issue instructions for the safe use of the appliances in question or withdraw permission for their use.

SOLICITATION/PEDDLING:

1. The Chapter House shall only be used for study and living purposes and not as a salesroom, office, service area, or for the storage of merchandise.



EXHIBIT B

(ADDITIONAL HOUSE RULES TO H138- CHAPTER SPECIFIC)
ADDITIONAL ALPHA CHI OMEGA HOUSE RULES
FOR THE CHAPTER HOUSE LOCATED AT
THE OHIO STATE UNIVERSITY- 103 E 15TH AVE, COLUMBUS OH, 43201

DEFINITIONS:

“Chapter House” means the building, individual rooms therein, parking areas and the land owned by Owner.

“Alpha Chi Omega” means Alpha Chi Omega Fraternity, Inc., an Indiana nonprofit corporation.

Alcohol is not permitted in the house at any time, or anywhere, regardless of age.

All illegal substances are prohibited.

No smoking in the house at any time. Members must maintain a 25 feet distance from the house and are required to remove debris. This includes electronic cigarettes and “Juuls.”

No candles are allowed in the house, even as decorations for recruitment.

Only use electrical appliances in the bathrooms. No hair dryers or straighteners are permitted in the resident’s personal room.

Occupants may use surge protectors, rather than extension cords, as needed for lights, laptops, etc.

Room-sized refrigerators are not permitted due to limited electrical power.

The large refrigerator and freezer in the basement are for the use of in-house members. When used, please mark stored items with your name, respect your sisters’ property, and discard food items in a timely manner.

In-house members should lock the doors to their rooms when they are gone during the day. Be sure to keep your keys with you.

Do NOT store things in the hallways or stairwells, as these are fire hazards.

Please do not use the sinks in the back of the kitchen. They are for the chef’s use only.

In-house members are responsible for their personal trash. This trash is to be discarded in the dumpster only, not the kitchen, bathrooms, hallways, etc.

Wallpaper is not permitted; neither is fabric hanging from the ceiling. Curtains are ok if hung from a removable rod.

Please use REMOVABLE wall fasteners only, not nails or screws.

Report anything broken, light bulbs needing replaced, etc. to either the house manager or house director.

Only non-perishable food stored in sealed containers is permitted in residents' personal rooms. This is a guest bathroom only.

Guests are invited to be in the house between the hours of 8am and 2 am.

Any guest must be accompanied at all times while in the house.

Please reserve the Townie Room with the House Manager for any approved overnight guests.

Kitchen hours are: Monday- Thursday 7:30am- 10pm, Friday 7:30am-8pm, Saturday 9am-8pm, and Sunday 9am-10pm. Unless otherwise noted by Campus Cooks.

Do not eat food in the formal living room or in the kitchen. All food or beverages consumed in the informal living room (or any other area of the house) must be cleaned up.

If you are eating after the kitchen is closed, put your garbage in the garbage can in the dining room and the dishes in the container in the dining room.

Cover dishes with a paper towel when using the microwave. If there are spills, they must be cleaned.

Take responsibility for your late plates. If you do not use them, throw them away. Late plates will be taken to the downstairs refrigerator when the kitchen is cleaned after dinner. Please be respectful of those who have signed up for the late plates.

Shoes or slippers are to be worn at all times in the kitchen. No bare feet are permitted in the kitchen area.

Do not use your fingers to pick food out of the containers in the kitchen.

The chef's area of the kitchen around the gas stove is off-limits.

Lockup dates are posted on the bulletin board outside the kitchen and the coat closet.

Lockup must be done by the required time. For special circumstances, please see the house manager.

Residents are responsible for removing hair dryers, straighteners, personal items, etc...from any bathroom counters so that the cleaning crew can clean efficiently.

Any debris (toothpaste, soap, hair, etc.) left on the surfaces of the bathrooms' sinks or showers must be cleaned up immediately after use.

When we have implemented weather, please put your boots, umbrellas, etc. on the mat provided. Once they are dry, please put them away.

If you become sick, you must clean up after yourself (i.e. vomit)

Any crafts or that require paint (i.e. banner painting) must be completed in the designated areas in the basement (i.e. any rooms without carpet) with a drop cloth/tarp below it. The cloth is to prevent spills on the floor, carpet, etc. The drop cloth is located in the basement closet.

The washers and dryers are available for in-house members only. If the machines are required, members are required to pay the amount to operate the washer and dryer.

Please remove all clothing out of the washer and dryer in a timely manner. The laundry room will be cleaned each Wednesday and any clothing remaining will be put in a pile. If it is there the next week, it will be donated.

Make sure you use the exercise equipment; you clean it with spray bottle and cleaning rags provided. Straighten up the equipment and turn off lights when finished.

Please always keep the basement kitchen area clean and take dirty dishes to the kitchen.

Please do not tamper with the thermostats and/or the security system.

Do not tape anything on the walls on the first floor.

Do not use the intercom after 11pm and before 9am,

Occupants and residents of the chapter house should be considerate of other residents sleeping during quiet hours.

Turn off all lights and the TVs when you are not using them.

Please be respectful to the staff that keeps our house operating on a day-to-day basis.

NEVER park in front of the dumpster. If you have parking spot #1, park as far away from the dumpster as possible, as they will not clear the trash if the car is closed. Failure to do either could lead to additional fees charged if they must come back to do it later.

Other notes:

Weekly menus will be available through the Campus Cooks application.

Do not throw away metal/reusable silverware.

Do not put glasses in the dish thing when the prongs sticking up.

To use sink disposal, follow the posted directions. If it is clogged, quickly pull the lever and release it to clear the drain; otherwise, you will get a disposal shower. Repeat this procedure if necessary,

Clean up after yourself after you eat. Put your silverware in the bucket and clean out your dish COMPLETELY with the sprayer in the sink. We do not have a dishwasher. It is only a sanitizer.

Communication Grid

The communication grid below can be used to communicate with those assisting in the bylaws revision process about items in the document.

Date	To	From	Article and Section	Comment	Response

[illegible]