

SIGMA ALPHA

ALPHA CHAPTER

BYLAWS

AND

STANDING RULES

Revised: 4-10-2025

BYLAWS

SIGMA ALPHA SORORITY
ALPHA CHAPTER OF THE OHIO STATE UNIVERSITY

Article I. Name

The name of this organization shall be the Alpha Chapter of Sigma Alpha Sorority located at The Ohio State University. From heretofore, the organization will be referred to as the Alpha Chapter.

Article II. Objective and Purpose

Section 1. Objective. The objective of this sorority shall be to promote its members in all facets of agriculture and to strengthen the bonds of friendship among them.

Section 2. Purpose. It is the purpose of its members to strive for achievement in scholarship, leadership, and service, and to further the development of excellence in women pursuing careers in agriculture.

Article III. Membership

Section 1. Classifications of Membership. This chapter shall have the classifications of membership as provided in the Bylaws of Sigma Alpha National Sorority.

Section 2. Membership Selection.

- A. The Alpha Chapter shall maintain a membership of at least seventy percent (70%) of its members enrolled in a qualified program as defined by the governing documents of National Sigma Alpha Sorority, and the remaining members may be students who have a sincere interest in agriculture.
- B. Sigma Alpha Sorority is a professional women's organization. Only undergraduate women who are enrolled in a qualified program as set forth in the Standing Rules, or who have a sincere interest in agriculture, who maintain a grade point requirement and campus involvement as set forth in the Standing Rules, and who agree to comply with the governing documents of this sorority shall be eligible for election as a Collegiate Membership Candidate. Membership shall be free from discrimination based on race, color, religion, ethnic group, national origin, age, disability, sexual orientation, marital status, or parental status.

Section 3. Qualifications for Collegiate Membership. A member must:

- A. Be enrolled at The Ohio State University.
- B. Initially possess a Cumulative GPA of 2.25 in a 4.0 scale and after activation maintains a Cumulative GPA of 2.25. Students in their first term of college may use their Cumulative GPA from high school.
- C. Members in good standing shall maintain active membership in one other campus organization. If a member is taking eighteen (18) or more credit hours or working twenty (20) or more hours each week, it is not mandatory to maintain membership in another campus organization during that time period.

- D. Agree to comply with the governing documents of the Alpha Chapter and Sigma Alpha National Sorority.

Section 4. Membership Status.

- A. Good Standing. Full membership privileges shall be granted to those members in Good Standing as defined in the Bylaws of Sigma Alpha National Sorority. All members must stay actively involved in the chapter and serve on a committee until graduation or until they are no longer enrolled at the university unless they are granted inactive status, professional status, or are deactivated from the Sorority.
- B. Professional Status. Members will be granted professional status if they are absent from The Ohio State University campus and/or are unable to regularly attend Chapter meetings and functions while serving a professional internship, student teaching, or studying abroad. Such members shall be responsible for national dues, may be responsible for chapter dues as determined by the chapter, and shall remain members in good standing; however, they may not hold an office or committee chair while on professional status.
- C. Senior Status. An active member may opt to be placed on senior status if the member has been active for at least one year prior to the request for senior status, and the member has no more than two semesters remaining. Additionally, the member should not be on professional or senior status the semester prior. To be granted senior status, an active member should request such status in writing to the executive committee during the first two (2) weeks of the term in which the status change will be effective. The executive board will then vote on if the member will be granted senior status. A member on senior status must also raise one half of the required active individual fundraising amount, complete one half of required active service hours, and attend one half of the planned recruitment events, at minimum. They are required to attend at least one (1) fundraiser, one (1) philanthropy event, all ceremonies, Welcome Week, and three (3) additional events. Additionally, all members who apply for senior status must be in good financial standing in order for it to be granted.
- D. Inactive Status. Members in good standing may obtain inactive status for the following reasons: inability to meet financial obligations, health conditions, and work concerns. Such members shall be responsible for national dues, may be responsible for paying chapter dues as determined by the chapter, and shall remain members in good standing. Other parameters for qualification, as well as the procedure to obtain inactive status are provided in the Standing Rules of Sigma Alpha National Sorority.
- E. Deactivation. While membership in Sigma Alpha Sorority is intended to be a lifelong affiliation, a member may find it necessary to disaffiliate during their lifetime. In these instances, the member shall request deactivation according to the Standing Rules of Sigma Alpha National Sorority.
- F. Revocation. Revocation of a membership is the ultimate outcome in membership conduct cases. All revocation requests will follow the Standing Rules of Sigma Alpha National Sorority.

Section 5. Election of Membership Candidates. The Alpha Chapter will follow the procedures for the election of membership candidates as provided in the Bylaws of Sigma Alpha National Sorority.

Section 6. Membership Candidate Education Program. The Alpha Chapter will follow the Member Candidate Education Program as provided in the Bylaws of Sigma Alpha National Sorority.

Section 7. Failure of Member to Maintain Minimum Cumulative GPA. A member who fails to maintain the cumulative GPA requirement will be:

- A. Placed on probation for a period which cannot exceed six (6) months.
- B. If after the probationary period, the member still maintains a cumulative GPA below the requirement, then the member will be placed on suspension for a period not to exceed six (6) months.
- C. If at the conclusion of the suspension period the member still maintains a cumulative GPA below the requirement, then the member will be revoked from the sorority.
- D. Members on probation may participate in the sorority as regular members except they cannot hold an office. A member on suspension is no longer recognized as a participating member and is not allowed to attend any sorority functions.

Section 8. Conduct of a Member. All members, without regard to membership class, shall comply with the governing documents of the Alpha Chapter and Sigma Alpha National Sorority. Any allegations of misconduct will be adjudicated in accordance with the Collegiate Code of Conduct and the Bylaws and other governing documents of Sigma Alpha National Sorority.

- A. A member may appeal to the Chapter Executive Board any case adjudicated by the Chapter Standards Board in accordance with the Collegiate Code of Conduct of Sigma Alpha National Sorority.
- B. Appeals to the Chapter Executive Board must be filed in writing within seven (7) days of written outcome, barring exigent circumstances. Exceptions are made at the sole discretion of the Chapter Executive Board or its designer.
- C. The Chapter Executive Board will review an appeal within 14 days.
- D. The Chapter Executive Board may, by a majority vote, reverse, modify, or uphold a sanction.
- E. The Chapter Executive Board will notify the appellant of the outcome in writing within seven (7) days of the decision.
- F. A Chapter Executive Board decision may be appealed to the National Sorority Board according to the National Bylaws, Collegiate Code of Conduct and other governing documents.

Section 9. Fees and Dues.

- A. Member Candidate National Activation Fee and National Activation Fee, which are paid during the term in which they join, will be specified by Sigma Alpha National Sorority.

- B. National Dues will be assessed annually by Sigma Alpha National Sorority for all fully activated collegiate members.
- C. The membership of the Alpha Chapter shall have the authority to determine the amount of chapter dues. Dues amounts shall be listed in the Standing Rules of the Alpha Chapter.
- D. The membership of the Alpha Chapter shall have the authority to levy special assessments or costs to each member.

Article IV. Meetings

Section 1. Regular Meetings. The Alpha Chapter shall meet regularly during the academic school year, excluding academic breaks and summer sessions, on a day and at a time decided by the chapter.

Section 2. Special Meetings. Special membership meetings may be called at any time by the Executive Committee and must be called by the President upon written request of a majority of the members in good standing. Members must be given notice of the special meeting at least 24 hours in advance. The purpose of the special meeting shall be stated in the notice.

Section 3. Quorum. A majority of the members in good standing shall constitute a quorum.

Article V. Officers

Section 1. Officers. The Chapter Executive Board of the Alpha Chapter will be made up of the following elected officers:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Membership Director
- F. Recruitment Director
- G. Director of Public Relations

Section 2. Duties. The Executive Board duties shall be:

- A. Submitting necessary reports to the National Board as provided in the governing documents of Sigma Alpha National Sorority.
- B. Establishing goals, preparing a calendar of events, and a budget for the fiscal year.
- C. Preparing the agenda for each meeting and distributing the agenda to members and advisor(s) at least 72 hours prior to the meeting.
- D. Any other duties prescribed by these Bylaws or the governing documents of Sigma Alpha National Sorority.

Section 3. Nominations and Election Procedures: Application Process

- A. The Alpha Chapter shall seek candidates for officer positions by accepting applications that shall be due at least 3 weeks prior to the election.

- B. The Executive Committee will present to the chapter a slate of eligible candidates at least one week prior to the meeting where officers are to be elected. Nominations may not be made from the floor.
- C. Officers will be elected annually during one of the last meetings of the fall term.
- D. Officers will be elected one at a time starting with the President and continuing in the order listed in Section 1 of this article.
- E. Slated candidates not elected to one office may be nominated for any other office.
- F. To be elected, a nominee must receive a majority vote. If a majority is not obtained on the first vote, the procedure continues until a majority is obtained dropping the nominee with the lowest vote each time a vote is taken.
- G. To be eligible to run for or hold office, a member must be in good standing with the National Sorority and the Chapter.

Section 4. Terms of Office.

- A. The term of office shall begin on December 15th.
- B. All officers will serve a term of one year or until their successor is elected.
- C. An officer may serve no more than two terms in any one office.
- D. If a member is selected to fill an office that became vacant and serves more than half of a term, it will be considered a full term, otherwise, it will not be counted as a term served.

Section 5. Impeachment of Chapter Officers.

Should two-thirds (2/3) of the members of the Executive Committee feel that an officer should be removed from office, they shall submit such a motion to the full Executive Board in writing, including all charges. Should three-fourths (3/4) of the Executive Board vote to approve the motion, the officer in question shall be relieved of official responsibilities and no recall proceedings are required. Should a majority, but less than three-fourths (3/4), vote to approve, then the officer in question shall be relieved of official responsibilities until the next Chapter meeting.

- A. The members will be notified in writing immediately upon the action of the Executive Committee.
- B. The Executive Committee shall appoint a member to perform the duties of the office of the impeached officer until a special election is held, unless the impeached officer is the President, whereby the Vice President shall assume the responsibilities of the President.
- C. In the event of a recall, recall proceedings shall take place at the Chapter meeting. The Executive Committee shall appoint a member to perform the duties of the office until the outcome of the recall is determined, unless the officer facing recall is the President, whereby the Vice President shall assume the responsibilities of the President.

Section 6. Recall of Elected Officers. The Chapter members shall be empowered to vote on the recall of an elected officer if written notice is provided prior to the Chapter meeting. Recall shall be effective by a two-thirds (2/3) vote. A special election shall then be held to fill the unexpired portion of the term of office.

Section 7. Duties of the Officers. The officers of the Alpha Chapter shall perform such duties as assigned in the Chapter Standing Rules.

Section 8. Meetings. The Executive Board must meet at least 72 hours before all regular meetings of the Alpha Chapter.

Article VI. Executive Committee

Section 1. Executive Committee Officers. The Executive Committee shall consist of the following officers:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer

Section 2. Duties. The Executive Committee duties shall be:

- A. Establishing chapter standing rules and serving as research and advisory committees for the chapter.
- B. Determining when the membership status of a member changes and promptly informing the member of such change.
- C. Any other duties prescribed by these Bylaws or the governing documents of Sigma Alpha National Sorority.

Section 3. Meetings. The Executive Committee shall meet as needed in addition to Executive Board meetings to conduct Executive Committee business.

Article VII. Committees

Section 1. Committee and Representative Positions

- A. The appointed and required Chairs of the Alpha Chapter are Fundraising, Fellowship, Service, Scholarship, Leadership Committee, and Standards Board. Leadership.
 - 1. The Leadership Committee shall be chaired by the Leadership Chairperson.
The Leadership Chairperson shall be elected by the chapter.
 - a. The treasurer shall be a standing member of the Leadership Committee
 - 2. Fellowship. The Fellowship Committee shall be chaired by the Fellowship Chairperson. The Fellowship Chairperson shall be elected by the chapter.
 - 3. Service. The Service Committee shall be chaired by the Service Chairperson.
The Service Chairperson shall be elected by the chapter.
 - 4. Scholarship. The Scholarship Committee shall be chaired by the Scholarship Chairperson. The Scholarship Chairperson shall be elected by the chapter.
 - 5. Standards Board. The Standards Board shall be chaired by the Vice President.
 - a. The Vice President is not a voting member of the Standards Board.
 - b. The Standards Board consists of 1 representative member of each Membership Candidate Class.
 - a. Each Membership Candidate Class shall vote on their Standards Board Representative.

- b. To serve on the Standards Board, a member must be in good standing with the National Sorority and the Chapter.
- B. The optional appointive officers of committees and representatives for the Alpha Chapter are Founder's Day, YLC, Endowment, Social, and College of Food, Agriculture, and Environmental Sciences Representative, and additional appointed chairs as seen necessary by the Executive Committee.
 - 1. Founder's Day. The Founder's Day Committee shall be chaired by the Founder's Day Chairperson. The Founder's Day Chairperson shall be elected by the chapter.
 - a. The Director of Public Relations will be a standing member on the Founder's Day Committee.
 - 2. Young Leaders Conference. The Young Leaders Conference Committee shall be cochaired by the Young Leaders Conference Chairpersons. The Young Leaders Conference Chairpersons shall be elected by the chapter.
 - 3. Endowment. The Endowment Committee shall be cochaired by the Endowment Chairpersons. The Endowment Chairpersons shall be elected by the chapter.
 - a. The Director of Public Relations will be a standing member on the Endowment Committee.
 - b. The Treasurer will be a standing member on the Endowment Committee.
 - 4. College of Food, Agriculture, and Environmental Sciences (CFAES) Representative. The CFAES representative will be voted on by the chapter. The CFAES representative is required to attend all CFAES Student Council meetings.

Section 2. Standing Committee Membership. The members of the standing committees will be appointed by the Executive Board unless otherwise designated by these bylaws.

Section 3. Standing Committee Duties. The duties of standing committees shall be as provided in the Standing Rules of the Alpha Chapter.

Section 4. Special Committees. Special committees may be established by the Executive Board or the membership as they deem necessary to carry out the work of the Alpha Chapter. Members will be appointed to special committees by the Executive Board.

Article VIII. National Events

Section 1. Attendance. The chapter shall send at least one representative to attend national or other events as required by the Bylaws or other governing documents of Sigma Alpha National Sorority in accordance with the Chapter Standing Rules.

Section 2. Delegate Selection. The chapter shall elect an official voting delegate, a first alternate delegate, and a second alternate delegate at a chapter meeting at least 30 days prior to the Sigma Alpha Sorority National Chapter Congress. Delegate names and contact information shall be submitted to the National Sorority in accordance with the National Bylaws, Standing Rules and other governing documents.

Article IX. Dissolution of Chapter

Should the charter of the Alpha Chapter be revoked by the Sigma Alpha National Sorority Board, all funds and property of the chapter shall be returned to the National Sorority. Such funds and property shall be held in trust or sold, and the proceeds held in trust by the National Sorority for the benefit of the chapter, should it be reorganized. Should the chapter not be reorganized within two (2) years from the date the charter is revoked, the funds and the value of such property shall be credited to the General Fund of the National Sorority.

Article X. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Alpha Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and special rules the Chapter may adopt.

Article XI. Amendments

Section 1. Proposed Amendments. A two-thirds (2/3) vote of the members in good standing in attendance is necessary to adopt a bylaw amendment. These bylaws may be amended at any regular or special meetings of the Alpha Chapter where a quorum is present.

Section 2. Procedures. Proposed amendments to the bylaws of this Chapter will be submitted to the Standards Board. Proposed amendments to the bylaws will be presented in written form to the members at least seven (7) days prior to the meeting during which the proposed amendments are to be considered. When presenting a proposed bylaw amendment to the membership for adoption, the Standards Board may do so in three different ways:

- A. Recommend adoption
- B. Decline from making a recommendation
- C. Do not recommend adoption

Section 3. Filing and Review. Anytime these bylaws are amended a copy of the Chapter Bylaws must be filed with Sigma Alpha National Sorority within ten (10) days, per current submission guidelines, for review by the National Leadership Team.

_____ Chapter President

_____ Revised Date

STANDING RULES

SIGMA ALPHA SORORITY

ALPHA CHAPTER OF THE OHIO STATE UNIVERSITY

I. Dues

- A. National Collegiate Dues: All members shall pay annual national collegiate dues to the chapter prior to the second chapter business meeting of each term for remission to the National Sorority by the nationally prescribed deadline.
- B. Chapter Dues: All members shall pay semester dues by the second chapter business meeting of each term. Chapter dues amounts will be established by the Treasurer and Executive Committee and voted upon by the chapter membership by May 1st of the prior academic year.
 - 1. Professional Status: Members granted Professional Status shall pay annual National Dues and
 - i. If member is student teaching off campus, holds an off-campus, rigorous, internship, or any other situation in which the Executive Committee accepts, the member will only be required to pay National Dues.
 - ii. If a member will only be missing Chapter due to a class or work conflict, member will pay 70% of Chapter dues.
 - iii. If member can make Chapter each week, but is unable to make other Sigma Alpha events, member will pay 40% of Chapter dues.
 - 2. Inactive Status: Members granted Inactive Status shall pay annual National Dues and 40% of semester chapter dues.
 - 3. Senior Status: Members granted Senior Status shall pay annual National Dues and 70% of semester chapter dues.
 - 4. Member Candidate: Member Candidates shall pay the National Initiation and Activation Fees before or at the time of the respective ceremonies and 90% of semester chapter dues before or at the last chapter business meeting of the term.
- C. Payment Plans
 - 1. Unless extenuating circumstances are present, all dues should be paid in full by the deadline.
 - 2. If a payment plan is needed, the Treasurer must be informed in writing on or before the second chapter business meeting of the semester.
 - 3. If a payment plan is granted, the member will pay the total amount divided into equal monthly payments over the semester. Payments will be due before or at the chapter business meeting each month, and the entire balance must be paid in full prior to the last chapter business meeting of the term.

II. Meeting Agenda and Minutes

- 1. Minutes will not be read at the meeting if members have been provided with a copy at least 48 hours prior to the meeting.
- 2. Minutes will be emailed within 2 business days of the meeting by the Secretary.

3. The agenda will be developed by the Executive Board, led by the President.
4. The agenda will be sent by the Secretary to all members via email at least 24 hours in advance.
5. Minutes will be stored on the Alpha Chapter website and shall be retained for a period of 2 years. Agendas will be stored on the Alpha Chapter website and shall be retained for a period of 1 year.

III. Duties of Committees

- A. Leadership Committee. The duties of the Leadership Committee shall be:
 1. Plan and execute 1 leadership event per term for recruitment,
 2. Plan and execute 1 additional event, project, or program per term,
 3. Encourage attendance at and instill excitement about National Events,
 4. Ensure knowledge gained from attendance at National Events is implemented and filed appropriately,
 5. Plan Winter Transitions and Fall Refresher,
 6. Ensure Leads are used for all committee events, projects, and programs, and
 7. Ensure all committee events, projects, and programs work towards the chapter's goals.
 8. Develop event reports for each event that is executed.
- B. Fellowship Committee. The duties of the Fellowship Committee shall be:
 1. Plan and execute 1 fellowship event per term for recruitment.
 2. Plan and execute 1 outside of chapter fellowship event per term.
 3. Plan and execute 1 chapter fellowship takeover event per term.
 4. Ensure Leads are used for all committee events, projects, and programs, and
 5. Ensure all committee events, projects, and programs work towards the chapter's goals.
 6. Develop event reports for each event that is executed.
- C. Service Committee. The duties of the Service Committee shall be:
 1. Plan and execute 1 Agriculture in the Community event per term ,
 2. Plan and execute 1 additional event, project, or program per term,
 3. Plan and execute 1 outside of chapter service event per term,
 4. Plan and execute 1 Service recruitment event per semester
 5. Ensure Leads are used for all committee events, projects, and programs, and
 6. Ensure all committee events, projects, and programs work towards the chapter's goals.
 7. Keep track of required hours of community service for all active members
 - i. Actives- 10 hours per semester. All hours must be submitted within 2 weeks that they were completed.
 - ii. Senior Status- 5 hours per semester. All hours must be submitted within 2 weeks that they were completed.
 8. Develop event reports for each event that is executed.
- D. Scholarship Committee. The duties of the Scholarship Committee shall be:
 1. Plan and execute 1 scholarship event per term for recruitment,

2. Plan and execute at least one study table during MCEP,
 3. Plan and execute 1 incentive program throughout the term each term,
 4. Ensure Leads are used for all committee events, projects, and programs, and
 5. Ensure all committee events, projects, and programs work towards the chapter's goals.
 6. Develop event reports for each event that is executed.
- E. Standards Board. The duties of the Standards Board shall be:
1. Assume all responsibilities assigned as described in guidelines provided by Sigma Alpha National Sorority and Chapter Bylaws and Standing Rules,
 - i. Ensure all National and Chapter guidelines are reviewed at the beginning of every semester by meeting.
 2. Ensure a room is booked or a meeting link is created for every Standards Board meeting,
 3. Annually review Chapter Bylaws & Standing Rules to ensure they align with the Sorority's objective and purpose, newly issued materials provided by the National Sorority, and chapter needs,
 - i. Make changes as necessary according to Chapter Bylaws & Standing Rules,
 - ii. Follow current submission procedures provided by the National Sorority anytime amendments are made,
 4. Ensure Leads are used for all committee events, projects, and programs, and
 5. Ensure all board events, projects, and programs work towards the chapter's goals.
 6. Will meet at least once a semester to go over procedures and guidelines.
- F. Fundraising Committee
1. Shall plan and oversee all fundraising events conducted by the active chapter.
 2. Shall plan and conduct at least one fundraising event per semester.
 3. The Fundraising Committee must present all ideas to be approved by the chapter
 4. The Fundraising Committee shall inform the active chapter of any mandatory fundraising function two (2) weeks prior to the event held by the committee,
 5. Works with Endowment committee, if needed, to continue to advance the endowment fund,
 6. Develop event reports for each event that is executed.
- G. Founder's Day Committee
1. Shall plan and coordinate annual Founder's Day Banquet
 2. Recognize the accomplishments of the sorority in the past year as outstanding members through awards that will include
 - i. Outstanding Active- selected by the chapter
 - ii. Outstanding Membership Candidate- selected by the chapter
 - iii. Spirit of Sigma Alpha- selected by the chapter
 - iv. Recruitment All-Star- nominated by the Recruitment Chair; voted on by the executive team.
 - v. Committee Chair of the Year nominated by the First Vice President and voted on by the executive team. Semester.
 - vi. Committee Spotlights- Each committee will additionally select one committee member who has gone above and beyond to provide ideas and support, take on tasks, and exemplify leadership within their committee.

3. Founder's Day shall be held during Spring semester during the month of February.
4. Shall present reports on all projects to the First Vice President to be included with the National Report.

H. Young Leaders Conference Committee

1. Hold an annual conference for high school students to promote an interest in agriculture among young students.
2. Will have a savings account to track profits and expenses of the event. The President, Advisor, Treasurer and member of the committee will be on 16 the account.
3. Must work with Alpha Gamma Rho YLC Chair(s) to coordinate duties and responsibilities.
4. Shall present reports on all projects to the First Vice President to be included with the National Report.

I. Endowment Committee

1. Shall have the responsibility of maintaining and ensuring the consistent funding of the Sigma Alpha Endowment Fund.
2. Shall have monthly meetings with the Ohio State Office of Advancement
3. Ensure alumni contact information is updated biannually
4. Work with the Director of Public Relations and President to help maintain contact with the alumni.
5. Shall mail chapter updates / newsletters with an ask/donation form attached to alumni annually.
6. Shall work with the Director of Public Relations to create the chapter newsletter as well as assist the Director of Public Relations with sending a Chapter Christmas Card to alumni.
7. Hold themselves to the highest of standards and work diligently to gain alumni support.
8. Work with the treasurer to track and send thank-you cards to any donor or alumni who supports the Endowment Fund.
9. The Chapter Treasurer and Director of Public Relations are standing members of this committee.
10. Shall plan and execute at least one fundraiser or initiative each semester.
11. Shall present reports on all projects to the First Vice President to be included with the National Report.

I. Social Committee

1. Shall plan and execute chapter social events of the Alpha Chapter. This is including but not limited to Chapter Date Party, Formal, Stud Muffin, Senior Send Off etc.
2. Will NOT plan events in conjunction with fraternities.
3. They shall present reports on all projects to the First Vice President to be included with the National Report.
4. The Social Committee shall have other duties and powers that may be assigned to them by the Executive Committee.

J. College of Food, Agriculture, and Environmental Sciences (CFAES) Representative.

1. Attend all CFAES Student Council meetings.
2. Represent Sigma Alpha at the college level via voting, funding requests and Council sponsored events.

3. Inform members of all events and updates.

IV. Officer and Committee Chair Position Descriptions

A. President

1. Duties & Responsibilities:

- i. Uphold strict observance of newest versions of the National Bylaws & Standing Rules, Chapter Bylaws & Standing Rules, and all other materials provided by Sigma Alpha National Sorority,
- ii. Uphold strict observance of all state, local, and university regulations,
- iii. Be familiar with the Emergency Plan and Risk Management Policy provided by Sigma Alpha National Sorority,
- iv. Be comfortable with all resources provided by Sigma Alpha National Sorority,
- v. Ensure that all officers uphold their duties fairly, accurately, and promptly,
 - a. Ensure officers are attending Chapter Leader Forums each month,
 - b. Ensure officers attend any applicable trainings held by the National Sorority,
- vi. Complete appropriate reports for the National Sorority,
- vii. Communicate with the Chapter Consultant and other members of the National Leadership Team,
- viii. Communicate with chapter advisor(s),
 - a. Ensure all chapter advisors are reflected on the Officer Roster,
- ix. Inform members of status changes by decision of the Executive Committee,
- x. Inform members of any sanctions imposed by delinquent cumulative GPA,
- xi. Inform members of any sanctions imposed by the decision of the Standards Board,
- xii. Preside over all meetings and ceremonies,
 - a. Call special meetings as needed, and
- xiii. Perform all other duties the Sorority may require.

B. Vice President

1. Duties & Responsibilities:

- i. Assist the President in her duties,
- ii. Assume presidential duties in her absence,
- iii. Assume responsibility of effective and meaningful formulation of the chapter's programming through the Sorority's objective and purpose,
 - a. Assume responsibility for the formulation of the Chapter Calendar,
 - b. Propose any amendments of the Chapter Bylaws & Standing Rules to the Standards Board,
- iv. Oversee that all standing and appointed committees uphold their duties according to Chapter Bylaws & Standing Rules,
 - a. Support and advise committees, when necessary,
 - b. Inform members of their appointed committee on behalf of the Executive Board,
- v. Ensure parliamentary procedure is utilized and executed in meetings,
- vi. Assist the Secretary in the completion of the Pillar Report,

- vii. Reserve rooms for chapter and executive board meetings to take place every week throughout the term, and
- viii. Update the Student Organization Management system as needed.

C. Secretary

1. Duties & Responsibilities:

- i. Promptly file all reports to the National Sorority, except those whose completion is designed to be the responsibility of other officers,
 - a. Notify the chapter President of any member whose cumulative GPA is delinquent,
- ii. Manage and develop the chapter point system with the Executive Board to incentivize attendance at all chapter events,
- iii. File attendance at chapter and committee business meetings,
 - a. Receive tracked attendance from committee leads for all other events,
 - b. Notify the chapter Standards Board of any member who is delinquent,
- iv. Record and distribute minutes at all chapter and committee business meetings,
- v. Ensure that member emails and phone numbers on the chapter roster are up to date in the Greenhouse or Officer Portal,
 - a. Ensure that graduating members update their email to a non-school email,
- vi. Manage the Local and National Award application process,
 - a. Ensure that all available National Awards are applied for by the chapter's designated member or respective officer,
 - b. Maintain a record of all Local, National Sorority, and university awards won,
 - c. Communicate any National Awards won by the chapter or a member to the university for announcement,
 - d. Prepare and distribute the agenda for chapter business and committee meetings,

D. Treasurer

1. Duties & Responsibilities:

- i. Receive and expend all monies of the chapter as designated in chapter bylaws,
- ii. Keep an accurate record of receipts and expenditures of the chapter,
- iii. Pay all monies due to the National Sorority by the due date,
- iv. Promptly file all finance-related reports to the National Sorority,
- v. Serve as the Finance & Ethics Committee Chairperson,
 - a. Oversee and ensure the Finance & Ethics Committee upholds their duties,
- vi. Revise and finalize the annual budget the Finance & Ethics Committee prepares,
- vii. Maintain records of each member's financial status with the chapter through Huntington Bank and a Google Sheet,
 - a. Notify the chapter Standards Board of any member who is delinquent,
 - b. Update the chapter payment plan contract as needed,
 - c. Meet with members to discuss and sign the payment plan contract,
 - d. File signed contracts appropriately,
- viii. Oversee all chapter reimbursements,
 - a. Update the reimbursement form as needed,
 - b. Issue reimbursements as prescribed in chapter bylaws and standing rules,

- ix. Submit the chapters and committee's detailed income, expense, and account balance to the chapter membership at chapter business meetings,
 - a. Present report to the Secretary to be included in the minutes,
 - x. Assume responsibility for all financial applications the chapter utilizes,
 - a. Ensure the chapter uses the "business" account type for all applications, and
 - xi. Assist the Secretary with the Pillar Report.
- E. Membership Director
- 1. Duties & Responsibilities:
 - i. Co-chair the Recruitment & Membership Committee with the Recruitment Director,
 - ii. Assist the Recruitment Director,
 - iii. Oversee and ensure the Recruitment & Membership Committee upholds their duties according to the latest materials provided by Sigma Alpha National Sorority,
 - iv. Oversee the execution and revisions of the chapter's Big-Little Pairing Process,
 - v. Hold and keep the Regalia Kit safe,
 - a. Assume responsibility for facilitating ceremony rehearsals,
 - vi. Assist the Secretary with the Pillar Report,
 - vii. Assist the Vice President with the creation of the Chapter Calendar,
 - viii. Assist the Finance & Ethics Committee with the creation of the Annual Budget, and
 - ix. Promptly file all MCEP-related reports to the National Sorority.
- F. Recruitment Director
- 1. Duties & Responsibilities:
 - i. Co-chair the Recruitment & Membership Committee with the Membership Director,
 - ii. Assist the Membership Director,
 - iii. Oversee and ensure the Recruitment & Membership Committee upholds their duties according to the latest materials provided by Sigma Alpha National Sorority,
 - a. Ensure recruitment materials, such as orientation presentations, are updated with accurate chapter-specific information,
 - b. Develop and maintain a prospect list,
 - c. Audit interview questions to ensure the chapter selects prospective membership candidates that will uphold the Sorority's objective and purpose,
 - d. Ensure all event hosts and orientation presenters are dually prepared,
 - iv. Serve as the face of the recruitment program,
 - a. Communicate and serve as the point of contact for all prospective membership candidates,
 - v. Assist the Secretary with the Pillar Report,
 - vi. Assist the Vice President with the creation of the Chapter Calendar,
 - vii. Assist the Finance & Ethics Committee with the creation of the Annual Budget, and
 - viii. Promptly file all recruitment-related reports to the National Sorority.
 - ix. Track attendance of potential members at all official recruitment events.

- x. To inform the active chapter of those recruits who have met the requirement of attending three events and individually recommend that the active chapter extend a bid to the individual.
- xi. To present reports on all projects to the First Vice President to be included in the National Report.
- xii. The Recruitment Chair shall inform the active chapter of any mandatory function two (2) weeks prior to the event held by the office.
- xiii. The Recruitment Chair shall present the recruitment schedule in writing two weeks prior to the first chapter of each semester.

G. Director of Public Relations

- 1. 1. Duties and Responsibilities
 - i. Oversee the image of Sigma Alpha through social media and other media in a timely manner ii.
 - ii. Serves as the main liaison of alumni relations for the Alpha Chapter
 - iii. iii. Ensure mission and image of Sigma Alpha Alpha Chapter is aligned with the pillars and objective.
 - iv. iv. Serves as a committee member on the endowment committee to uphold the message of Sigma Alpha - Alpha Chapter
 - v. v. Works together with all committees to let members and followers know of events and activities.
 - vi. vi. Responsible for planning and executing any social event held with a fraternity, to ensure proper risk management measures.
 - vii. vii. The Director of Public Relations shall inform the active chapter of any mandatory function two weeks prior to the event held by the office. The Director of Public Relations shall have such other duties and powers as may be described in the Bylaws of the sorority

H. Leadership Committee Chair

- 1. Duties & Responsibilities:
 - i. Oversee and ensure the Leadership Committee upholds their duties,
 - ii. Facilitate Winter Transitions and Fall Refreshers,
 - iii. Coordinate the attendance of members at National Events according to Chapter Bylaws & Standing Rules,
 - iv. Assist the Secretary with the Pillar Report,
 - v. Assist the Vice President with the creation of the Chapter Calendar,
 - vi. Assist the Finance & Ethics Committee with the creation of the Annual Budget, and
 - vii. Attend the first Executive Board meeting of each month.
- 2. Reports to Vice President

I. Fellowship Committee Chair

- 1. Duties & Responsibilities:
 - i. Oversee and ensure the Fellowship Committee upholds their duties,
 - ii. Serve as the point of contact for other fraternities, sororities, and university organizations,

- iii. Communicate all student organization or campus events to the chapter's membership,
- iv. Oversee all other fellowship events in which the chapter participates except those designed to be overseen by the Service Chair,
- v. Assist the Secretary with the Pillar Report,
- vi. Assist the Vice President with the creation of the Chapter Calendar,
- vii. Assist the Finance & Ethics Committee with the creation of the Annual Budget, and
- viii. Attend the first Executive Board meeting of each month.

2. Reports to Vice President

J. Service Committee Chair

- 1. Duties & Responsibilities:
 - i. Oversee and ensure the Service Committee upholds their duties,
 - ii. Oversee all other service events in which the chapter participates except those designed to be overseen by the Fellowship Chair,
 - iii. Assist the Secretary with the Pillar Report,
 - iv. Assist the Vice President with the creation of the Chapter Calendar,
 - v. Attend the first Executive Board meeting of each month.
- 2. Reports to Vice President

K. Scholarship Committee Chair

- 1. Duties & Responsibilities:
 - i. Oversee and ensure the Scholarship Committee upholds their duties,
 - ii. Seek out and communicate all academic resources provided by the university, scholarships provided by any source, and internships available to the chapter's membership,
 - iii. Assist the Secretary with the Pillar Report,
 - iv. Assist the Vice President with the creation of the Chapter Calendar,
 - v. Assist the Finance & Ethics Committee with the creation of the Annual Budget, and
 - vi. Attend the first Executive Board meeting of each month.
- 2. Reports to Vice President

L. Standards Board Chair

- 1. Duties & Responsibilities:
 - i. Oversee and ensure the Standards Board upholds their duties,
 - a. The Standards Board shall consist of one member from each membership candidate class.
 - b. The Standards Board members shall be nominated by their membership candidate class and ratified by election by the chapter.
 - c. To serve on the Standards Board, a member must be in good standing with the National Sorority and the Chapter.
 - ii. The Standards Board Chair shall be elected by the Standards Board members.

- iii. The chapter's university advisor should participate on the board in a non-voting capacity.
 - iv.
 - v. Ensure that the information in the drive is the latest information available from Sigma Alpha National Sorority,
 - vi. Keep advisor(s) informed on Standards Board related information,
 - vii. Ensure an advisor is present for all meetings,
 - a. Advisors may attend meetings remotely, if necessary,
 - viii. Ensure that every complainant receives a receipt of their complaint,
 - ix. File Standards Board meeting minutes appropriately,
 - x. Communicate Standards Board meeting results with the President and any absent advisors, and
 - xi. Attend the first Executive Board meeting of each month.
- 2. Reports to: President
- M. Fundraising Committee Chair
 - 1. Duties & Responsibilities
 - i. Organize at least one fundraiser each semester
 - ii. Inform active members of the fundraiser and their required contribution.
 - iii. Keep accurate records of active member fundraising contributions
 - iv. Delegate duties to members of the committee
 - v. Plan and run committee meetings
 - 2. Reports to First Vice President
- N. Young Leaders Conference Committee Chair
 - 1. 1. Duties & Responsibilities:
 - i. Head up the planning and organization of the annual Young Leaders Conference
 - ii. Ensure continued contact with partner organization and members of the Alpha Gamma Rho Beta Chapter Young Leaders Conference Committee
 - iii. Delegate duties to members of the committee
 - iv. Plan and run committee meetings
 - 2. Reports to: First Vice President
- O. . Endowment Committee Chair
 - 1. 1. Duties & Responsibilities:
 - i. Serve as a liaison between the Ohio State Office of Advancement
 - ii. Delegate duties to members of the committee
 - iii. Plan and run committee meetings
 - iv. Work with Director or Public Relations to coordinate alumni outreach and any newsletters
 - 2. Reports to: First Vice President
- P. Founder's Day Committee Chair
 - 1. 1. Duties & Responsibilities:
 - i. Head up the planning and organization of the annual Founder's Day Banquet
 - ii. Inform alumni of their attendance
 - iii. Delegate duties to members of the committee
 - iv. Plan and run committee meetings
 - 2. Reports to: First Vice President

V. Nominations and Election Procedures- Officer Elections will be held the last Chapter meeting in October. New officers will assume their on December 15th of the year the election takes place.

- A. This chapter shall have the chairperson nominations and election procedures as provided in the Bylaws of the Alpha Chapter.
- B. A nominating committee, comprised of the Advisors and Executive Team, will compile a slate of officers and present that slate to the active chapter two weeks prior to elections. Interviews will be conducted before the development of the slate.
- C. At the time the slate is presented, nominations can be made by active members from the floor. Members are not eligible to be slated if they have not filled out the application and completed the interview process. Consent must be given before a nominee's name is added to the slate.
- D. At the time designated for elections, a brief introduction by the nominee will be given and they shall state the reason why they are running for that certain office. Other candidates for the office shall be absent from the room during this time.
- E. A majority vote, defined as more than fifty percent (50%) of the active membership, is required by written ballot for each officer's election. Votes shall be counted by a nonbiased person (alumni, advisor, etc.) in attendance.
- F. In the case of only one candidate in each position and no new additions on the slate a motion can be made to accept the officer team.
- G. Each officer is elected for a one (1) year term.
- H. Qualifications for Office. The officers of this chapter shall be members thereof, enrolled as full-time students, and in good standing. If, after nomination or election, any officer temporarily or permanently ceases to be a member in good standing, is placed on probation by the university, or becomes in arrears for more than sixty (60) days for any chapter liability of any kind whatsoever, such officer shall automatically resign.
 - 1. A successor shall either be elected at the next business meeting or appointed by the Executive Committee as designed by the rules of election to fill the vacancy created.

VI. Chapter Calendar Development and Meeting Dates

- A. Chapter Calendar: The chapter calendar for the entire academic year shall be developed during the prior spring term by the Executive Committee and Committee Chairs, under the direction of the Vice President and submitted to the National Sorority prior to the prescribed deadline by the Secretary.
 - 1. The calendar shall include the minimum number of Pillar Events for each Pillar as prescribed in the national bylaws, standing rules and governing documents.
- B. Prior to submission in the Officer Portal, the Chapter Calendar should be presented to and approved by the chapter membership.
- C. Chapter Business Meetings will be held each week. while school is in session. These meetings will typically be held each Monday at 7:00 PM.
 - 1. Chapter Committee Business Meetings will be held 1 time each calendar month while school is in session. These meetings will typically be held on the 3rd Monday of each month.

2. Other Events: On Monday nights when there is not a chapter or committee business meeting, the chapter will hold other events, such as Pillar Events.

VII. Member Participation Expectation

- A. The Alpha Chapter utilizes a point system to track and incentivize attendance at events.
- B. Chapter & Committee Business Meetings: Members are required to attend 100% of chapter meetings each term.
- C. Ceremonies: Members are required to attend all ceremonies.
- D. Recruitment Events: Members are required to attend 75% of chapter recruitment events.
- E. Pillar Events: Members are required to attend 75% of chapter Pillar Events.
 1. Scholarship
 2. Leadership
 3. Service
 4. Fellowship
- F. Excused Absences
 1. An excused absence will be any of the following:
 - i. An illness or injury,
 - ii. A classroom/laboratory/exam session that cannot be adjusted,
 - iii. A family emergency, or
 - iv. An irregular work conflict.
 - v. All other requests for excused absences will be reviewed by the Executive Committee.
 2. If a member is unable to attend a required event, she must notify the Secretary in writing at least 24 hours prior to the event. In the case of accidents, illnesses, or other emergencies, notice should be given as soon as possible.
 3. If a member disagrees with the decision of the Executive Committee, she has the right to appeal that decision. Notification of her dissent should be made in writing to the President within 24 hours.

VIII. Attire Requirements

- A. Chapter Business Meetings: Members should wear formal attire according to the National Dress Code Guidelines.
- B. Committee Business Meetings: Members should wear smart professional according to the National Dress Code Guidelines.
- C. Ceremonies: Members should wear formal professional attire to all ceremonies according to the National Dress Code Guidelines.
- D. Chapter Events: Attire for all other events will be announced at the chapter meeting at least 10 days prior to the event.
- E. Dress Guidelines
 1. Be cognitive of where and what activities you will be participating in and make sure your dress is suitable for those environment and community events.
 2. Hair should be done appropriately and made presentable for the occasion. No bedhead or similar “messy” styles.
 3. Avoid revealing clothing. You shouldn’t be able to see anything defined as undergarments. No legging, jeggings or any other spandex inspired “pants.”

4. Cover all visible tattoos and remove lip, chin, brow piercings and discs.
 - i. This does not include those intended for medical reasons.
5. No sports apparel: jersey's, running or yoga tops, spandex tops, etc. unless otherwise notified in advance.
6. Clothing should be free of dust, pet hair, dander, wrinkles, tears (purposely or not), and stains. Wearing clothes obviously picked up from the floor or plucked from a laundry basket are obvious, and unacceptable.

IX. Awards and Recognition

A. National Award Selection Process

1. The Secretary will ask for nominations for awards at the first spring chapter business meeting.
 - i. Members may nominate themselves.
 - ii. Nominations will be made for the prior calendar year.
 - iii. To be eligible to receive an award, nominees must be in good standing with the National Sorority and the Chapter.
2. Nominees will be selected based on the chapter points system.
3. Winners will be contacted by the Secretary for further instructions on the National Award application submission process.
4. Any National Awards won by individuals or the chapter from the prior calendar year will be recognized at the Founder's Day Banquet.
5. The Secretary will document all awards won by individuals or the chapter in the Alpha Chapter's website.

B. Local Award Selection Process

1. The Secretary will ask for nominations for awards at the first spring chapter business meeting.
 - i. Members may nominate themselves.
 - ii. Nominations will be made for the prior calendar year.
 - iii. To be eligible to receive an award, nominees must be in good standing with the National Sorority and the Chapter.
2. Nominees will be voted on at the second spring chapter business meeting.
3. Winners will be announced at the Founder's Day Banquet.
4. The Secretary will document all awards won on the Alpha Chapter website.

X. Associate Members

- A. Selection of Associate Members will follow the procedure and criteria set forth in the bylaws, standing rules and other governing documents of Sigma Alpha National Sorority.

XI. Financials

A. Annual Budget

1. The annual budget will be developed by the Treasurer with the assistance of the Finance & Ethics Committee with input provided by all committee chairs and officers. The Treasurer will then present the budget to the Executive Board for review, and then to the entire membership for approval.

2. The chapter will use the template provided by the National Sorority to develop and submit the annual budget.
3. The budget for the upcoming fiscal year will be presented at the first Chapter in April each year and voted on by the chapter membership prior to submission to National Headquarters.
4. Every semester, ending after Spring of 2028, \$2000 will be approved by the Treasurer each semester and go toward The Sigma Alpha Sorority: Agricultural Scholarship Fund. This money will be deposited into the endowment account. When fully funded at \$100,000, the endowment will generate \$4,500 each year, which will then be distributed as scholarships.

B. Budgeting for National Events

1. The chapter will set aside funds in the chapter budget sufficient to pay for the registration, transportation, hotel, and meal costs of 4 individuals per National Event.
2. The chapter will apply for any scholarships and seek to identify ways to secure additional funding to allow additional members to attend. Such funds secured will be divided by all additional members in attendance.

C. Financial Statements

1. The chapter will use the template provided by the National Sorority to develop and present chapter financial statements.
2. Monthly Statements: The Treasurer will present a current financial statement to the membership at the chapter business meeting each month.
3. Annual Financial Statement: At the close of each fiscal year, the Treasurer will update the Chapter Financial Statement to be presented to the chapter membership and submitted to the National Sorority.

D. Purchases & Reimbursements

1. Executive Board members and committee chairs are approved to make purchases on behalf of the chapter, within the annual budget.
 - i. The chapter account shall have three authorized signers that include the President, Treasurer, and the chapter's university Advisor.
2. The Treasurer will hold all debit cards, checks, and checkbooks.
 - i. For purchases by check over \$500, two signatures shall be required.
3. Pre-authorization of Purchases: All purchases over \$50 and any purchases not specifically outlined in the budget require prior authorization from the Executive Committee.
4. A receipt or proof of purchase must be provided along with the reimbursement form located on the Alpha Chapter Site.

E. Reimbursement

1. Members will be reimbursed for approved chapter purchases only.
2. A receipt or proof of purchase and the reimbursement form must be provided to the Treasurer no later than two weeks after the purchase was made.
3. Reimbursement checks will be cut after each chapter business meeting.

- F. Chapter Checking Account – The Alpha Chapter shall maintain its checking account in a recognized bank.
1. All checks of the Alpha Chapter must be signed by the Treasurer.
 2. A reimbursement form accompanied by all receipts must be given to the Treasurer for financial records.
 3. Within the first 3 weeks of the semester, the Chapter will approve a budget as prepared and presented for vote by the Treasurer.

XII. Risk Management Policy Our risk management policies are intended to assist Sigma Alpha in reducing the Sorority's exposures to risks and losses by educating and assisting our chapters and members and increasing their awareness of risks. The Sorority will provide educational assistance to help chapters and members establish sound risk management practices that will minimize their exposures.

1. Compliance with our policy stresses the individual responsibility of each Sigma Alpha Sorority member and collectively the chapter. It is to be followed in addition to The Ohio State University policy requirements.
2. Failure to abide by the Sigma Alpha Sorority Risk Management Policy will result in reprimand, fines, suspension, or the loss of your individual membership in the Sorority according to the National Bylaws.
3. Alcohol and Drugs
 - a. As Sigma Alpha Sorority has guidelines, the Alpha Chapter requires its members to follow those set forth by the National Sorority. The Alpha Chapter reserves the right to include additional policy at Alpha Chapter functions. By following this policy, a member of the Alpha Chapter will not be penalized for what they do. Please note that the National Policy must be followed during participation in any National or multi-state Sigma Alpha functions.
 - i. The possession, sale, use or consumption of alcoholic beverages during a sorority event must follow any and all applicable laws of the state, province, county, city and institution of higher education.
 - ii. Actives shall not consume alcohol within two hours prior to any sorority event, including recruitment, membership candidate program, activity, or ritual of the chapter including, but not limited to, Welcome Week and Activation.
 - iii. All recruitment or rush activities associated with any chapter will be non-alcoholic.
 - iv. No alcohol shall be present at any membership candidate program, activity, or ritual of the chapter including, but not limited to, Welcome Week and Activation.
 - v. Sigma Alpha Sorority member must not consume alcohol while wearing Sigma Alpha apparel, whether in Greek letters or written "Sigma Alpha".
 - vi. No alcoholic beverages may be purchased through or with chapter or sorority funds, nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter or sorority.

- vii. When alcohol is served at Sorority events, service of alcohol must be conducted on a cash bar basis utilizing the services of a properly licensed and insured company providing professional bartender services.
- viii. Reasonable precautions will be taken by the Alpha Chapter to prevent the excessive consumption of alcohol and to prevent the service of alcohol to underage persons by anyone at sorority events.
- ix. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (those under legal drinking age) at sorority events.
- x. No shots or “drinking games” shall be permitted.
- xi. Any members or welcomed (determined by members) guests who arrive to a sorority event, including recruitment, membership candidate program, activity, mandatory function, or ritual of the chapter including, but not limited to, Welcome Week and Activation in an intoxicated state must not be admitted. Any member or guest who becomes intoxicated shall be removed from the event.
 - 1. Intoxicated state includes person smells like alcohol, has glassed-over eyes, slurred conversation, acting or speaking unlike themselves, impaired motor function, or inappropriate interactions.
 - 2. Designated person (determined by members) will ensure the intoxicated person’s safety, removing them from premises.
- xii. At events where alcohol is permitted, there must be two (2) designated non-drinking members, and ample non-alcoholic beverages must be provided.
- xiii. The service of alcohol shall end at a specific time, at least one hour before the end of the event. This time must be established and clearly published in advance of the event.
- xiv. Open sorority sponsored events or parties where alcohol is present, are prohibited. 1. Open events or parties are those with unrestricted access by non-members of the sorority, without specific invitation.
- xv. No event will be planned or promoted by the Alpha Chapter or under the name of Sigma Alpha Sorority or any related entity, for which the main purpose is consuming alcohol.
- xvi. The Alpha Chapter may not co-sponsor or co-finance a function at which alcohol is purchased by any of the host chapters, groups or organizations that does not comply with this policy.
- xvii. The Alpha Chapter may not co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy.

- xviii. The Alpha Chapter may not conduct or enter into an agreement to participate in a fundraising project if the activity involves Sigma Alpha members selling or distributing alcohol (regardless of if the proceeds are for chapter or charity use) if the venue requires the Sorority to add it as an “additional insured.” Chapters may conduct or enter into an agreement to participate in such fundraising projects if the venue provides the insurance.
 - xix. The possession, sale or use of any illegal drugs or controlled substances during a sorority event, or at any event that an observer would associate with the sorority, is strictly prohibited.
4. **Hazing** No chapter member, or those affiliated with Sigma Alpha (collegiate, alumni, or membership candidate), shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:
- a. Any action taken, or situation created, intentionally, or unintentionally, whether on or off sorority premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.
 - i. Such activities may include but are not limited to the following:
 - 1. Use of alcohol
 - 2. Paddling in any form
 - 3. Creation of excessive fatigue,
 - 4. Physical and psychological shocks
 - 5. Road trips or any other such activities carried on outside or inside of the confines of the chapter room
 - 6. Wearing of public apparel which is conspicuous and not normally in good taste
 - 7. Engaging in public stunts and buffoonery
 - 8. Morally degrading or humiliating games and activities
 - 9. Any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.”
 - b. The Ohio State University Hazing Policy is found in section 3335-23-04 (M) of the Code of Student Conduct and defined as:
 - 1. “Doing, requiring or encouraging any act, whether the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form.”
5. **Discrimination** This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.