



Form C7

## BYLAWS OF IOTA LAMBDA CHAPTER OF ALPHA CHI OMEGA

*Effective August 1, 2017-July 31, 2018*

*Until a chapter's local bylaws are officially approved, the current year model bylaws as distributed from the National Fraternity will be in effect.*

### ARTICLE I. NAME

**Section 1.** The name of this organization is Iota Lambda 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 Iota Lambda is:

- to represent Alpha Chi Omega on the campus of Texas Christian University
- to enjoy all of the privileges and to carry out the responsibilities granted to Iota Lambda 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. Iota Lambda Chapter was chartered on March 2, 1991. The collegiate chapter is not permitted to revoke their own charter.

**Section 2.** **Self-Governing.** Iota Lambda Chapter is self-governing. The National Fraternity assigns to Iota Lambda 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.** In the instance that the local chapter bylaws conflict with the National Fraternity policies, the National Fraternity policies supersede the local chapter bylaws.

**Section 4.** **Responsibilities.** Iota Lambda Chapter is responsible for the recruitment and discipline of collegiate members. The collegiate chapter is responsible to collect all chapter and National Fraternity dues and fees from its members and submit the correct amount to Alpha Chi Omega, along with maintaining a balanced budget. The chapter is also responsible for member education and programming.

**Section 5.** **Accountability.** Should Iota Lambda 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. Statement of Obligation.** All new and lifetime members of Alpha Chi Omega are required to abide by the Alpha Chi Omega Fraternity Member Code of Conduct. Each member of the chapter electronically signs a Statement of Obligation to that effect.

**Section 2. Annual Obligation.** All new and lifetime members of Alpha Chi Omega are required to annually acknowledge their Annual Obligations via the Alpha Chi Omega website. Annual Obligations include:

- Statement of Obligation
- Acknowledgement of the chapter bylaws
- Acceptance of anti-hazing contract
- Financial Responsibility Agreement
- Binding Arbitration Agreement, which provides members and the National Fraternity with the opportunity to resolve disputes via an arbitrator.

**Section 3. 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, financial responsibility, leadership ability, and personal development. In accepting membership in Alpha Chi Omega, each member agrees that her conduct will bring honor and integrity to the Fraternity and that by her conduct she will demonstrate respect for herself, her sisters and her 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. She may be asked to adapt her conduct to the standards and/or Bylaws of Alpha Chi Omega or to resign, or she may be released from her membership or have membership action taken that alters her 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 4. Required Participation.** All active collegiate members are required to attend chapter meetings, initiation ceremonies, and recruitment and membership selection practices and functions. All other required participation is to be determined by the individual chapter and in accordance with *Policies of Alpha Chi Omega Fraternity*.

## ARTICLE V. MEMBERSHIP AS AN ACTIVE COLLEGIATE MEMBER

*[Reference: National Policies Section M: Members]*

**Section 1. Undergraduate Member.** An undergraduate member is regularly enrolled as defined by the school at Texas Christian University.

**Section 2. New Member.** An undergraduate new member is an active collegiate member upon completion of the New Member Ceremony. Undergraduate new members attend formal and informal chapter business 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. Please Reference Article VII Section 1.

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

- Attend and complete new member orientation activities
- Attend formal chapter business meetings
- Complete the National Initiation Examination
- Agree to Annual Obligations
- Pay required dues and fees \$377
  - National New member fee \$199
  - Badge fee (minimum \$147, badge cost guaranteed until July 1, 2017.) Price does not include shipping and sales tax. The badge fee may vary based upon the badge model chosen by the individual member.
  - Sisterhood Packet \$23.00. Price does not include shipping and sales tax. Packet includes new member pin, new member gift, new member book, parent information and Alpha Chi Omega jewelry brochure.
  - Bond Card and Certificate Fee (new initiates only) \$8.00. Covers the cost of an 8"x10" certificate of membership and wallet-sized membership card.
  - Additional amount as established by the local chapter. This information is located in the chapter budget.

**Section 3. Lifetime Member.** A new member becomes a lifetime member upon completion of the Initiation Ceremony. A lifetime member is afforded all of the privileges and responsibilities of membership for the remainder of her life so long as she remains in good standing.

**Section 4. Membership Status Changes:** The following are situations that may affect the status of an active collegiate member, and therefore constitute a special status.

**Absence for a Portion of the School Year.** If an active collegiate member is enrolled in a course of study that requires absence from Texas Christian University for only a portion of the school year, she 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.

**Absence for the Whole School Year.** If an active collegiate member is enrolled in a course of study that requires absence from Texas Christian University for an entire school year, she is considered an alumna member 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 CRSB.

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 house. Length of educational status shall not exceed one academic year and must be renewed each semester.

The affected member meets with CRSB to acknowledge acceptance of the terms of her educational status. The terms are signed by the member and CRSB members and entered into CRSB minutes. Members remain on the chapter roster.

**Extreme Personal Circumstances.** An active collegiate member who has extreme personal circumstances which she believes may warrant significant accommodations in her status as an active collegiate member may request special status from her chapter through the CRSB.

CRSB considers the worthiness of the request and, if approved, sets the terms of the special status. These terms address participation in chapter activities, length of status, and details related to living in the house. In addition, these terms should address payment of financial obligations, in addition to National dues and fees and any local Panhellenic dues. Length of special status shall not exceed one academic year and must be renewed each semester. Members remain on the chapter roster.

The affected member meets with CRSB to acknowledge acceptance of the terms of her special status. The terms are signed by the member and CRSB members and entered into CRSB minutes.

No more than 3% of the active collegiate members in the chapter may be granted special status for extreme personal circumstances at the same time.

**Section 5. Undergraduate Education Extending Beyond Four Years.** An undergraduate student whose undergraduate education extends beyond four years may be an active collegiate member if she requests and receives permission from the chapter to do so. The request must be made during the spring semester of the undergraduate's fourth year as an undergraduate student to the chapter relations and standards board (CRSB). CRSB considers the request at a regularly scheduled meeting before the end of the member's fourth year as an undergraduate student. This member is responsible for all dues and fees of an active collegiate member.

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

**Section 6. Affiliated Member.** An active collegiate member in good standing who transfers to Texas Christian University may be affiliated by Iota Lambda Chapter, provided that both the member and affiliating chapter have followed all procedures of the National Fraternity. Both the member and the chapter must agree to the affiliation. The chapter president contacts Alpha Chi Omega Headquarters to discuss National Fraternity affiliation procedures. The chapter also follows College Panhellenic regulations that pertain to the affiliation of members.

Members who affiliate have all of the rights and privileges of an active collegiate member of Iota Lambda Chapter. An affiliated member is expected to meet her 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. The affiliation can be dissolved, either by the

member or the chapter, at any time during the woman's membership. If dissolved the woman's status reverts back to the chapter of initiation.

## **ARTICLE VI. INDIVIDUAL MEMBER ACCOUNTABILITY AND DISCIPLINE OF INDIVIDUAL MEMBERS**

*[Reference: National Policies Section M: Members]*

**Section 1. Individual Accountability.** The National Fraternity and Iota Lambda 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 who fails to observe and maintain the standards of Alpha Chi Omega may be disciplined in accordance with the policies of the National Fraternity. The chapter has jurisdiction to discipline the active collegiate members of the chapter.

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 these *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.

**Section 3. Responsibility in Chapter.** The vice president chapter relations and standards and the chapter relations and standards board 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 fraternal processes which includes (i) education of policies and bylaws, (ii) notice of inconsistent behavior to members, (iii) taking action if necessary and (iv) the chapter relations and standards board has the right to take this authority.

All chapter relations and standards board meetings must include only the board, an advisor and the individual chapter member.

**Section 4. Authority of Chapter Relations and Standards Board.** Following the National Fraternity's policies and procedures, CRSB 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 requesting to expel a member.
- Oversee positive points system and administer fines as defined in chapter bylaws, when necessary.
- Accept member resignations.
- Remove a chapter officer from office.

The chapter is not permitted to hold emergency chapter relations and standards board meetings. Meetings can be rescheduled with a minimum of 24 hour notice to the chapter members.

**Section 5. Authority of Chapter Recruitment Information Board.** Following the National Fraternity's policies and procedures, CRIB has the authority to:

- Submit recommendations for prospective members and review negative information received
- Oversee the membership selection process for formal and informal recruitment
- Create and enforce member responsibilities related to recruitment for active collegiate members
- Ensure members' adherence to chapter, National Fraternity, College Panhellenic and National Panhellenic recruitment rules and guidelines.
- Remove a member of the recruitment team from office

**Section 6.**

**Financial Responsibilities.** New and lifetime active collegiate members are required annually to complete the *Financial Responsibility Agreement* in Lyre Links, and to pay all financial obligations to the chapter by the stated deadlines.

- **Lifetime Active Collegiate Members.** A lifetime active collegiate member is placed on financial suspension by the VP finance when full payment of monies owed to the chapter is not received within 45 days after the bill is issued.

For semester school chapters offering payment plans, chapters should have all applicable members financially suspended by September 15/February 15, after first installment is not received, or October 15/March 15 after second installment is not received, and/or November 15/April 15, after third installment is not received.

For quarter school chapters offering payment plans, chapters should have all applicable members financially suspended by October 15/February 15/April 15, after first installment is not received, or November 15/March 15/May 15 after second installment is not received, and/or December 15/April 15/June 15 after third installment is not received.

All chapters should financially suspend members for all monies owed to the chapter greater than fifty dollars. All financial suspension paperwork should be submitted to Lyre Links and approved by Alpha Chi Omega headquarters staff. Members placed on Financial Suspension are not in good standing and may not participate in any alumnae, collegiate or National Fraternity activities while financial suspension is in effect.

A member who wishes to be reinstated from financial suspension is required to pay the entire amount of outstanding indebtedness to collegiate chapters, alumnae chapters, the National Fraternity, the National Housing Corporation/Local Housing Corporation and the Alpha Chi Omega Foundation, as may apply. In addition, the member must pay a reinstatement fee to Alpha Chi Omega Fraternity.

A financially suspended member is not eligible for reinstatement during the academic term in which she is placed on financial suspension. At the conclusion of the academic term in which she is financially suspended, a member may be reinstated after her outstanding balance and reinstatement fee are paid in full if paid by December 1 or July 31. Exceptions may be granted by headquarters staff and evaluated on a case by case basis.

- **New Members.** All dues and fees must be paid in full prior to initiation. If a member has not paid their bill in full they should be released from membership prior to the initiation ceremony.
- **Collections.** Members classified as resigned owing money or financially suspended, who are not making regular payments on their debt may be sent to collections by the collegiate chapter. Members can only be sent to collections for monies owed over fifty

dollars.

**Section 7. Disciplinary Actions.** Based on the circumstances of her 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 member placed on a disciplinary contract receives a copy of the contract's terms and conditions. These terms and conditions should be clearly outlined on the back of the CRSB minutes page. The conditions shall include the consequence(s) of noncompliance. A member placed on a disciplinary contract is responsible for all National Fraternity and chapter financial obligations during the term of the contract. The time period for a disciplinary contract is not to exceed one [1] calendar year. CRSB or a designated representative of the National Fraternity, as applicable, shall periodically review the contract for compliance. When a member meets all of the terms of her disciplinary contract, all of her privileges and responsibilities as an active collegiate member are in effect. If the member fails to meet all of the terms of her disciplinary contract, she may be placed on another disciplinary contract or proceedings are initiated to alter her status as a member in good standing.

**2. Temporary Suspension.** 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 if the member's behavior or actions require immediate action. The member's status as a member in good standing is suspended pending the results of the investigation and she 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 chapter member must be placed on temporary suspension by a designated representative when a petition for disciplinary suspension is submitted to the National Council.

A member can be notified that they are placed on temporary suspension during a CRSB meeting and documented in the minutes, or via e-mail to the member from a designated representative.

**3. Disciplinary Suspension.** Only the National Council has the authority to impose the sanction of disciplinary suspension.

An active collegiate may be placed on disciplinary suspension if she violates the Member Code of Conduct, National Fraternity standards and policies, chapter bylaws, or fails to comply with a reasonable request from a designated National Fraternity representative.

A petition for disciplinary suspension involving an active collegiate member may be submitted to the National Council by the chapter's Chapter Relations and Standards

Board, 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 that such a petition was submitted to the National Council. The member named in the petition will be given the opportunity to prepare a written statement in connection with the petition. The written notice regarding the petition will be sent to the member's email address on file with Alpha Chi Omega headquarters. Any written response received shall be considered when determining whether to submit a petition for disciplinary suspension to the National Council. Failure to respond within the designated time frame in the member's notification shall constitute a waiver of the right to respond.

The National Council does not review the factual claims leading to the petition but acts to make sure that the procedural requirements have been met. The member will be advised of the National Council's decision. There is no appeal from the National Council's decision.

A member placed on disciplinary suspension is not in good standing and may not participate in any alumnae, collegiate, Panhellenic or National Fraternity activities. To regain her good standing, she must request and receive reinstatement from the National Council, following the National Fraternity's procedures as outlined in *Policies of Alpha Chi Omega Fraternity*.

4. **Expulsion.** A member expelled from Alpha Chi Omega is not in good standing and may not participate in any alumnae, collegiate or National Fraternity activities. There is no reinstatement from expulsion.

**Section 8. 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 Request for Resignation form from the chapter advisor of her 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 her desire to resign her membership to Alpha Chi Omega headquarters, any chapter officer or designated representative of the National Fraternity. This could include electronic communication such as, but not limited to email, social networking sites, text messages, screen shots, etc. The chapter must attach her statement to the completed resignation form verifying with the vice president finance any remaining financial responsibilities. A member is not required to attend a chapter relations and standards board meeting for their resignation to be valid, if electronic communication has been received. Voluntary resignation by a member does not relieve or release her from financial obligations incurred while still an active collegiate member, including completion of a housing contract.

Resignation is a voluntary membership action and 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 9. Member Resignation and Financial Obligations.** If a member chooses to resign, she must submit either Form C5-D Request for Resignation or electronic communication that indicates her intent to resign to the chapter advisor, chapter president, vice president chapter relations and standards, province collegiate chair, national representative or headquarters. If a member does not have access to Form C5-D, she may submit her resignation in writing, including an email, to any of the above parties. If a member resigns, she is responsible for any outstanding debt to the chapter. When a member resigns owing a debt to the chapter, a copy of the member's bill is attached to the resignation form and she becomes a resigned member owing money. 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 10. 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.

**Section 12. Excuses.** For any mandatory event, notification of an absence must be sent via MCR to the executive officer in charge of the event at least 48 hours in advance, unless instructed otherwise, or it is considered an unexcused absence. An excuse is accepted when the the appropriate executive validates their excuse via MCR. No excuses will be considered after the event has taken place. Emergencies will be considered on an individual basis.

Unacceptable excuses for missing mandatory events include, but are not limited to: work, studying/study groups, and social activities.

**Section 12. Required Forms.** All forms, including but not limited to, Emergency forms, Social Acknowledgement Form, Scholarship Programs, Bylaw Acknowledgements, Electronic Communication Contract, and Financial Negligence Statements must be completed, signed, and turned in to the appropriate executive officer by the set deadline.

**ARTICLE VII. SELECTION OF NEW MEMBERS**

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

**Section 1. Eligibility.** To be eligible for membership, candidates meet the following criteria:

- **National Membership Standards:**
  - Academic Interest—Intellectual advancement and sound scholarship.
  - Character—Moral integrity, dignity, and loyalty.
  - Financial Responsibility—Prompt payment of dues and fees and other financial obligations.
  - Leadership Ability—Participation in campus and community activities.
  - Personal Development—Social awareness, poise, personal presentation and cultural appreciation.
- **Full-time Student.** To be eligible for membership, an undergraduate woman must be a full-time student as defined by Texas Chirstian University. A full-time student carries 12 or more credit hours per semester. A National Fraternity staff member may grant exceptions to this requirement.
- **Recommendation.** A favorable recommendation for a prospective member is required before an invitation to membership is extended to that individual. Alpha Chi Omega alumna members are eligible to provide recommendations for prospective members to the chapter. The recommendation may be submitted by the alumna via an online Recruitment Information Form through the Alpha Chi Omega website. Every effort is made by the collegiate chapter to review and verify negative information provided by an alumna. The collegiate recruitment information board (CRIB) is authorized to prepare recommendations for prospective members.

Collegiate members may write recommendations to confirm a legacy relationship.

**Timing.** A favorable recommendation must be received:

- prior to the issuing of an invitation to a preference event during the formal recruitment process, or

- prior to issuing an invitation to membership during the informal or continuous recruiting process.

**Required Invitation.** When the chapter receives a favorable recommendation for a prospective member, the chapter shall invite that individual to at least one invitational party. Exceptions can be made to this policy if the chapter has more recommendations than invitations issue due to release figure management, as stated in the policies of Alpha Chi Omega (R4.1-3)

**Negative Recommendation.** CRIB reviews negative information received about a prospective member and makes the final decision regarding that individual's eligibility for membership.

- **Scholastic Requirement.**

**First Term Freshmen.** To be eligible for membership, first semester freshmen are required to have an academic ranking in the upper one-third of their high school graduating class or have a 3.0 cumulative high school grade point average. Exceptions may be granted only by the chapter advisor, province collegiate chair, or a National Fraternity representative prior to issuing invitations to the final or preference party during formal recruitment or prior to issuing an invitation to membership during informal or continuous recruitment. A collegiate chapter should not be releasing any new members for mid-semester grades.

**Second Term Freshmen and Upper Class Students.** Prospective members with prior university grades are required to have a minimum of a 3.2 grade point average. *[NOTE: The National Fraternity requires at least a 2.5 cumulative average. The chapter is encouraged to set a higher requirement.]* A National Fraternity staff member may grant exceptions to the national requirement of a 2.5 cumulative grade point average. A collegiate chapter should not be releasing any new members for mid-semester grades.

**Section 2. Participation by Active Collegiate Members.** All new and lifetime active collegiate members are required to attend membership selection meetings and vote on prospective members. To be eligible to participate in recruitment and in the selection of new members, all 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. Prior to preference, all active collegiate members could vote on any potential new members pre-determined by the Collegiate Recruitment Information Board (CRIB). Following preference, all active collegiate members should vote on potential new members to create the bid list during formal recruitment.

In an informal or continuous recruiting process, a majority affirmative vote of CRIB permits the issuance of an invitation to membership to a prospective member. Individual member votes are taken into account in CRIB and the final decision of an invitation to membership is made by CRIB.

A legacy who attends a formal recruitment preference event is placed at the top of the collegiate chapter's bid list.

**Section 4. Participation in a Panhellenic Role during Formal Recruitment.**  
The following officers cannot serve as a recruitment counselor during formal recruitment due to their roles and responsibilities within the chapter: chapter president, VP finance, VP

recruitment, VP new member education, and VP facility operations. All members applying to be recruitment counselors must meet with CRIB to receive approval prior to submitting their application. Members serving in a Panhellenic Role during Formal recruitment will follow all requirements set forth by Panhellenic in regards to disaffiliation, social media, and participation in Alpha Chi Omega events.

**Section 5. Recruitment Excuses.**

Excuses will be addressed on a case by case basis by the CRIB board and include but are not limited to: school and internships. It will be the responsibility of the member to provide written proof of class schedule or confirmed internship. The member should make every effort to take classes or begin internships early so as not to overlap mandatory recruitment practice and events.

**Section 6. Recruitment Dates.**

All Iota Lambda, Alpha Chi Omega members should plan to be on campus and to begin preparation for mandatory recruitment work week and formal recruitment, two weeks prior to the first day of classes for Texas Christian University. Exact recruitment dates will be provided to the chapter by February of the previous semester.

**ARTICLE VIII. 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, Panhellenic delegate, vice president intellectual development, vice president facility operations, vice president philanthropy.

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 3.0 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 may be granted by the Nominating Committee. Any member on a special status may not hold an executive officer position.

**Section 3. 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*.

**Chapter President:** Basic Function: to be responsible for the overall management and direction of the chapter.

**Vice President Chapter Relations and Standards:** Basic Function: to promote the membership standards, the Alpha Chi Omega Code of Conduct, and responsible behavior of chapter members through education, positive programming, and disciplinary action.

**Vice President Finance:** Basic Function: to serve as the principle financial officer of the chapter, to be responsible for the direction of financial affairs, and to ensure sound financial management and a positive credit reputation for Alpha Chi Omega on campus and in the community.

**Vice President Risk Management:** Basic Function: to ensure a safe environment and processes and procedures for chapter activities.

**Vice President Ritual and Fraternity Appreciation:** Basic Function: to plan and implement the chapter's fraternity ritual and history education, collegiate-alumnae, ritual appreciation, and the parents club programs.

**Vice President Recruitment:** Basic Function: to plan, implement and oversee all aspects of formal recruitment and informal recruitment at Texas Christian University.

**Vice President New Member Education:** Basic Function: to develop, implement, promote, and evaluate a positive education program that results in full membership into Alpha Chi Omega.

**Vice President Public Relations and Marketing:** to promote clear, concise channels of communication for intrasorority, intersorority, as well as campus and community-wide relations.

**Vice President Membership Programming:** Basic Function: to promote the moral, social, cultural, and personal development of collegiate members through the organization and implementation of a balanced chapter calendar.

**Vice President Panhellenic:** Basic Function: to represent Alpha Chi Omega in the college Panhellenic Association and to represent the college Panhellenic association to the chapter; to develop, promote, and oversee chapter involvement in college Panhellenic, TCU Panhellenic Conference, and Alpha Chi Omega Policies and Procedures; also to encourage participation in campus and other fraternities' and sororities' philanthropies.

**Vice President Intellectual Development:** Basic Function: to plan and implement a scholarship program based on Alpha Chi Omega's scholarship standards.

**Vice President Facility Operations:** Basic Function: to oversee chapter upkeep of our facility; to serve as a liaison between the chapter and House RA, and House Corporation Board of Property Management team; and to maintain adherence to House Rules with the support of Executive Board and CRSB.

**Vice President Philanthropy:** Basic Function: to promote domestic violence awareness, Alpha Chi Omega's national philanthropy, coordinate chapter philanthropy and service events, and to educate the chapter the chapter about the role of the Alpha Chi Omega Foundation and what it means to live a life of philanthropy.

#### **Section 4.**

**Executive Board Duties.** The elected executive officers serve on the chapter's Executive board, 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.

All Executive Board members must be present at the following programs unless they have been excused by CRSB:

1. All Executive Board meetings

2. Chapter Retreat
3. 50% Philanthropic Events
4. All other mandatory events
5. Any event under an individual's office

Failure to attend more than 2 of these events will result in a review of officer position by Chapter Relations and Standards Board.

**Section 5. 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
- Panhellenic delegate
- Vice president intellectual development
- Vice president facility operations
- Vice president philanthropy

## ARTICLE IX. ELECTION PROCESS

**Section 1. Election of Nominating Committee.** The role of the nominating committee is to educate the chapter about and to oversee the officer election process.

The nominating committee is elected two weeks prior to the beginning of the election process.

- No active collegiate member running for an executive office may serve on the nominating committee. Members running for non-executive committees may serve on the nominating committee, but should step out of discussions involving the position for which they are running. [Please contact headquarters if this is not possible because of the size of your membership.]
  - There will be 7 members on the nominating committee- 1 from each academic class, 2 members-at-large, and the chapter president.
- Each academic class elects its representative to serve on the nominating committee.
- The chair of the nominating committee is elected 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 she is a candidate for office. In that case, the next executive board member in order of command not running for an 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 attends nominating committee meetings, having voice but no vote.
- In order for business to be conducted, at least 75% of the members of the nominating committee must be present at the committee's meetings.

**Section 2. Election of Officers.** All steps in the election process take place during regularly scheduled chapter meetings. All steps in the election process should be concluded by the third week of November for semester schools, or by the fourth week of November for quarter schools.

### **Week One: Prepare Officer Interest Survey**

- The nominating committee creates a list of all the executive offices and other elected offices to be filled in the election process. See Collegiate Chapter Organization Chart.

### **Week Two: Distribute Officer Interest Survey and Prepare Election Grid and Ballot**

- The Officer Interest Survey is distributed to each member. Each member can preference executive and non-executive offices she is interested in, and may black out positions she will not accept.

### **Week Three: Voting (single slate)**

- Candidates may address the chapter at this time or at a forum held prior to this meeting.
- Election grid and ballot are distributed to each collegiate member in attendance. Voting is done individually.
- Any questions about the elections process should be directed to the nominating committee or chapter advisor.
- The chapter members should not discuss individual candidates on election night.
- All members, including those on nominating committee, should complete a ballot.
  - Each member votes for one candidate for each office.
- The ballots are collected by the nominating committee chair and held for tabulation immediately following the regular formal chapter meeting. Ballots are tabulated by the nominating committee.
- The candidate receiving the most votes wins a position on the slate.
- If there is a tie the nominating committee places the most qualified candidate on the slate.
  - If a candidate receives 50% + 1 votes, she is the winner.
  - If a candidate receives a clear majority, with results such as: 40 votes for candidate A, 20 votes for candidate B, and 20 votes for candidate C, candidate A is the winner.
  - If a candidate does not receive a clear majority, with results such as: 26 votes for candidate A, 25 votes for candidate B, and 24 votes for candidate C, nominating committee places the most qualified candidate on the slate.
  - If there is a tie nominating committee places the most qualified candidate on the slate.
- Nominating committee chair posts the final slate of candidates 4-7 days prior to the next regularly scheduled formal chapter meeting.

### **Week Four: Approve slate**

- The final slate is presented to those collegiate members present for a vote on the slate as a whole. The slate must pass by a simple majority of 50% + 1. If the slate passes, the election process is complete.
- If the slate does not pass by a simple majority of 50% + 1, the petitioning process begins.
- Candidates, who have previously met qualifications, can be nominated from the floor at the meeting.
- Nominating committee chair prepares a petition for each candidate.
- Members have 48 hours to sign a petition that is in the possession of the Nominating Committee Chair.

- Nominating Committee reviews all petitions. Any candidate, who has a signature from 2/3 of the membership, replaces the previously slated candidate.
- If the petitioner does not receive the necessary 2/3 signatures, the original candidate remains on the slate.

**Week Five**

- The final slate (original or revised) is presented to the chapter and recorded in the minutes. The election process is complete.

**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 her position responsibilities.

**Section 4. Training of Officers.** Each outgoing officer is responsible for the training of her 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.

The outgoing chapter president is responsible for organizing officer training. Each outgoing officer and committee chair shall be responsible for the training of her successor.

Each incoming Executive Officer is responsible for ensuring each of her committee members is properly trained.

Officer training for the new officers and the Advisory board shall be held as soon as possible after Installation to establish goals and plans for the year ahead.

Training shall consist of:

1. Review of Form 145
2. New officers meet with corresponding old officers.
3. The new Executive Board will meet prior to the end of the semester in which they were elected.
4. The new Executive Board will meet with their respective advisors prior to the beginning of their term and before the end of the semester in which they were elected.
5. Prior to the beginning of the new semester, all new Executive Board members shall attend a retreat coordinated by the Chapter President and Chapter Advisor.
6. All Executive Board members shall attend the Province retreat.

**Section 5. Vacancy in Office.** A vacancy occurring in any elected office, including that of chapter president, is filled promptly by election at the next regularly scheduled chapter business meeting.

**Section 6. Removal from Office.** A chapter officer may be removed from office by CRSB in accordance with Article VI of these bylaws, by the chapter advisor in consultation with the province collegiate chair, by the province collegiate chair or by a National Fraternity representative.

**Section 7. Self-Removal from Office.** If an elected officer wishes to remove herself from office based on the fact that she feels she can no longer fulfill her duties, she may do so. However, in order to do so she must first come into CRSB to discuss her decision and nominating committee must be notified immediately in order to fill vacancy.

## **ARTICLE X. OTHER ELECTED OFFICERS**

### **Section 1. Other Elected Officers.**

The following non-executive officers are required to be slated. 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, headquarters recommends that each member hold no more than two non-executive positions at a time.

- One elected representative from each class for CRSB
- Assistant vice president finance (2)
- One elected representative from each class for risk management committee
- Social Chair
- Assistant vice president ritual and fraternity appreciation
- Warden
- Song Chair
- Alumni Chair
- Young Alumni Chair
- Chaplain
- Historian
- Assistant vice president recruitment (2)
- Collegiate recruitment information chair (CRIC)
- Continuous recruitment chair (if the chapter is not at total) (COB)
- Assistant vice president new member education (2)
- Mystagogue chair
- Assistant vice president membership programming
- KROM
- Personal Development Chair
- Intramural Chair
- Cultural Chair
- Sisterhood Chair
- PACE Chair
- Recording Secretary
- Attendance Secretary
- Blogger
- Parents Club Chair
- Technology and Photography Chair
- Social Media Chair
- T-Shirt Chair
- Associate Panhellenic Delegate
- Campus Involvement Chair
- Assistant vice president intellectual development
- Resources chair
- Recognition chair
- Assistant vice president philanthropy
- Service chair
- One representative from each class to serve as MyJourney class facilitator

The following non-executive positions are non-slated

- Nominating Committee
- CRIC Assistants
- Fashion Show Chairs

**Section 2. Qualifications for Office.** A chapter officer must have and maintain a cumulative grade average at or above 2.75 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.]*

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

**Section 3. 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 4. Election of Officers.** All steps in the election process take place during regularly scheduled chapter meetings. All steps in the election process should be concluded by the third week of November for semester schools, or by the fourth week of November for quarter schools.

**Week One: Prepare Officer Interest Survey**

- The nominating committee creates a list of all the executive offices and other elected offices to be filled in the election process. See Collegiate Chapter Organization Chart.

**Week Two: Distribute Officer Interest Survey and Prepare Election Grid and Ballot**

- The Officer Interest Survey is distributed to each member. Each member can preference executive and non-executive offices she is interested in, and may black out positions she will not accept.

**Week Three: Voting (single slate)**

- Candidates may address the chapter at this time or at a forum held prior to this meeting.
- Election grid and ballot are distributed to each collegiate member in attendance. Voting is done individually.
- Any questions about the elections process should be directed to the nominating committee or chapter advisor.
- The chapter members should not discuss individual candidates on election night.
- All members, including those on nominating committee, should complete a ballot.
  - Each member votes for one candidate for each office.
- The ballots are collected by the nominating committee chair and held for tabulation immediately following the regular formal chapter meeting. Ballots are tabulated by the nominating committee.
- The candidate receiving the most votes wins a position on the slate.
- If there is a tie the nominating committee places the most qualified candidate on the slate.
  - If a candidate receives 50% + 1 votes, she is the winner.
  - If a candidate receives a clear majority, with results such as: 40 votes for candidate A, 20 votes for candidate B, and 20 votes for candidate C, candidate A is the winner.

- If a candidate does not receive a clear majority, with results such as: 26 votes for candidate A, 25 votes for candidate B, and 24 votes for candidate C, nominating committee places the most qualified candidate on the slate.
- If there is a tie nominating committee places the most qualified candidate on the slate.
- Nominating committee chair posts the final slate of candidates 4-7 days prior to the next regularly scheduled formal chapter meeting.

**Week Four: Approve slate**

- The final slate is presented to those collegiate members present for a vote on the slate as a whole. The slate must pass by a simple majority of 50% + 1. If the slate passes, the election process is complete.
- If the slate does not pass by a simple majority of 50% + 1, the petitioning process begins.
- Candidates, who have previously met qualifications, can be nominated from the floor at the meeting.
- Nominating committee chair prepares a petition for each candidate.
- Members have 48 hours to sign a petition that is in the possession of the Nominating Committee Chair.
- Nominating Committee reviews all petitions. Any candidate, who has a signature from 2/3 of the membership, replaces the previously slated candidate.
- If the petitioner does not receive the necessary 2/3 signatures, the original candidate remains on the slate.

**Week Five**

- The final slate (original or revised) is presented to the chapter and recorded in the minutes. The election process is complete.

**Section 5. 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.

Deferred recruiting chapters can be granted exemptions to this at the discretion of Alpha Chi Omega staff or a designated representative.

**Section 6. Training of Officers.** Each outgoing officer is responsible for the training of her successor. This training includes a review of duties, current plans, manuals and other resources, and forms.

**Section 7. Vacancy in Office.** A vacancy occurring in any elected office is filled promptly by election at the next regularly scheduled chapter business meeting.

**Section 8. Removal from Office.** A chapter officer may be removed from office by CRSB in accordance with Article VI of these bylaws, by the chapter advisor in consultation with the province collegiate chair, by the province collegiate chair, or by a National Fraternity representative. A removed chapter officer cannot participate in the vacancy election as a candidate.

**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
- 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 collegiate recruitment information board and the nominating committee. The collegiate recruitment information chair serves as the chair of CRIB. The members of the nominating committee elect the chair 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 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. She attends meetings as needed.

**Section 5. Responsibilities of Standing Committees.**

**Nominating Committee**

- **Composition.** Members are elected by vote of the chapter. See Article IX, 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.

**Chapter Relations and Standards Board**

- **Composition.**
  - The composition of the chapter relations and standards board may not be altered by collegiate chapters. 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 new member education
  - One elected representative from each academic class
  - Chapter relations and standards advisor or chapter advisor (or her representative) if present or available electronically.
- The following officers sit on the chapter relations and standards board on an as needed basis:
  - Vice president intellectual development
  - National representative (if present)
- **Basic Function.** To promote adherence to the Alpha Chi Omega Fraternity 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 on a regular schedule provided to chapter members and at the call of the chair. The chapter is not permitted to hold emergency chapter relations and standards board meetings. The chapter can reschedule meetings with a minimum of 24 hour notice to the chapter.

#### **Finance Committee**

- **Composition.**
  - Vice president finance, chair
  - Assistant vice president finance
  - Vice president facility operations
  - Vice president philanthropy/ philanthropy chair
  - Fundraising chair
  - 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)
  - Social chair
  - Vice president chapter relations and standards
  - Elected representative of each class
  - 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
  - Alumnae chair
  - Chaplain
  - Warden
  - Song chair
  - Historian

- Young alumnae chair
- Assistant vice president ritual and fraternity appreciation
- 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 (2)
  - Collegiate recruitment information chair
  - Assistant collegiate recruitment information chair (2)
  - Continuous recruitment chair (if applicable)
  - PACE chair
  - Recruitment event chairs
  - Bid day chair
  - Recruitment 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.
  - Collegiate recruitment information chair, chair
  - Vice president recruitment
  - Chapter president
  - Assistant collegiate recruitment information chair (if chapter has more than 50 members)
  - Member at large, appointed by the chapter president
  - Recruitment advisor (or her representative)
  - National representative (if present)
- **Basic Function.** To solicit and process Recruitment Information Forms; to prepare recommendations as needed as outlined in the *Policies of Alpha Chi Omega Fraternity*; and to review and verify negative information received. 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. CRIB oversees the membership selection process for formal and informal recruitment.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

#### **New Member Education Committee**

- **Composition.**
  - Vice president new member education, chair
  - Assistant vice president new member education (2)
  - Mystagogue chair
  - Bid day 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, committee should provide ongoing education to chapter 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
  - PACE chair
  - Publications/newsletter chair
  - Recording secretary
  - Technology/website 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 responsibility of this committee to report all information to headquarters in a timely fashion via Lyre Links, the online reporting system, or other methods (as requested by 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
  - Assistant vice president membership programming
  - Keep Recruiting our Members (KROM) chair
  - Sisterhood chair
  - Parents club chair
  - MyJourney class facilitators (one for each class)
  - Membership programming advisor
- **Basic Function.** To develop and implement the moral, cultural and personal programming of collegiate members through the organization and implementation of balanced chapter programming. This committee also facilitates the MyJourney program through representatives from each class.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

#### **Panhellenic Committee**

- **Composition.**
  - Panhellenic delegate, chair
  - Associate Panhellenic delegate
  - 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
- Assistant vice president intellectual development
- Resources chair
- 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
  - Facility Operations Advisor
  - House Director (ex-officio member)
  - Additional committee members related to facility operations
- **Basic Function.** To oversee and manage all aspects related to the facility.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

#### **Philanthropy Committee**

- **Composition.**
  - Vice president philanthropy, chair
  - Assistant vice president philanthropy
  - Service 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.

#### **Fashion Show Committee**

- **Composition.**
  - Vice president philanthropy
  - Fashion Show Chairs (4)
  - Philanthropy advisor
  - Fashion Show Advisor
- **Basic Function.** To plan, organize and execute the Annual Fashion Show held each February to benefit the Women's Center of Tarrant County
- **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.** Regular business meetings are held 7:30 pm on Sunday evenings at the University Union and are conducted in accordance with National Fraternity closed ceremonies and *Robert's Rules of Order Newly Revised*. Decisions regarding budget, dues and fees, member discipline and bylaws must be made during the academic year. Chapters should conduct two formal chapter meetings per month.

**Section 2. Chapter Member Education Meetings.** Four types of all-chapter member education meetings are held each year:

1. All Chapter Retreat
2. Risk Management Education
3. Educational Program (ASTP, REPRESENT, InTune, Let's Talk Love)
4. Monthly Recruitment Workshops (during the term prior to recruitment)

**Section 3. MyJourney Meetings.** During the academic year, six MyJourney courses are implemented for each academic class—sophomore, junior and senior classes. New members attend the nine week Dedication program. When chapters participate in fall formal recruitment, three freshman courses will be implemented in the spring term.

**Section 4. Required Attendance.** New and lifetime active collegiate members are required to attend all chapter business and education meetings unless excused by CRSB.

**Section 5. Voting.** New and lifetime active collegiate members of Iota Lambda Chapter in good standing with the National Fraternity and the chapter are entitled to one [1] vote per member.

**Section 6. Quorum.** A quorum is a simple majority (fifty percent plus one) of the chapter membership. A 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 7. Casual Meetings:** Casual Meetings allow women to come dressed as they are for the day. Women are permitted to wear jeans, sweats, shorts and t-shirts, but are not allowed to wear pajamas, bathing suits, or any apparel that reveals excessive skin including but not limited to midriffs, belly buttons, and cleavage.

**Section 8. Formal Meetings:** Dress to Pin attire, which includes slacks, suits, dresses, and blouses. Women must not show excessive skin prohibited by casual or classy casual attire, and must have straps on all shirts or dresses. The straps must be three inches wide, so there is enough room for our pin. Members who attend formal meetings who are not dressed in pin attire will receive 50% credit for that meeting.

### ARTICLE XIII. FINANCES

*[Reference: National Policies C9; M4; NF3; RM6]*

**Section 1. Alcoholic Beverages, Drugs and Controlled Substances at Social Functions.** Chapter funds may not be used to purchase alcoholic beverages, drugs and/or controlled substances. No chapter checks may be written to another women's fraternity, men's fraternity, or other collegiate group for alcohol and/or drugs to be distributed at a social functions.

Additionally, chapters are not permitted to individually solicit money for alcohol, drugs, or other controlled substances from their members.

**Section 2. Member Billings.** Each member is billed on a semester basis for Chapter Dues and Facility User Fees.

All members will be billed two times per year for semester schools, August 1 and January 1 of each academic year, and three times per year for quarter schools, September 1, January 1 and April 1 of each academic year.

Members who require a *Payment Plan*, form C23 should be discussed on a case by case basis.

**Section 3. Member Dues and Fees.** All Lifetime members are charged the same amount of dues and fees. This amount includes the National Fraternity dues and fees plus chapter dues and fees. Exceptions are addressed in Article V, Sections 4-6 of these bylaws.

**One-time Dues/Fees:**

- **National New Member Fee. \$199.00.** This is a one-time membership fee to the national organization.
- **Sisterhood Packet. \$23.00.** Price does not include shipping and sales tax. Packet includes new member pin, new member gift, new member book, parent information and Alpha Chi Omega jewelry brochure.
- **Bond Card and Certificate Fee. \$8.00.** Covers the cost of an 8"x10" certificate of membership and wallet-sized membership card.
- **Badge Fee. \$147** Price valid until July 1, 2017. Price does not include shipping and sales tax. Actual cost will be dependant on the type of badge each member selects.

**Annual Dues/Fees**

- **National Dues and Fees. \$211.00.** Covers Per Capita, Protection, Insurance, Communication and Technology fees.  
Per semester charge: \$105.50  
Per quarter charge: \$70.34
- **Chapter dues. \$600** *which can be found in the 2017-18 C40 Annual Budget, tab Chapter & National – Cash In cell F6J.* Amount determined by the chapter per quarter/semester to cover local activities and expenses.
- **Affiliation Fee.** There will be a charge of **\$20.00** paid to the chapter by affiliating members within 14 days following the chapter vote approving the request for affiliation.

**Section 4. Delinquent Payments.** A billing is considered delinquent one day following the due date.

If a member's full payment is not received by the due date, a late charge of 5% of the remaining amount owed will be added to the amount due by the member.

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

- **Lifetime Active Collegiate Members.** A Lifetime active collegiate member is placed on financial suspension by the VP finance when full payment of monies owed to the chapter is not received within 45 days after the bill is issued.

For semester school chapters offering payment plans, chapter should have all applicable members financial suspended by September 15/February 15, after first installment is not received, or October 15/March 15 after second installment is not received, and/or November 15/April 15, after third installment is not received.

For quarter school chapters offering payment plans, chapters should have all applicable members financial suspended by October 15/February 15/April 15, after first installment is not received, or November 15/March 15/May 15 after second installment is not received, and/or December 15/April 15/June 15, after third installment is not received.

- **New Member.** All dues and fees must be paid in full prior to initiation. If a member has not paid their bill in full they should be released from membership prior to the initiation ceremony.

**Section 5. 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 seniors. The members are required to pay this pro-rated assessment.

**Section 6. Additional Charges and Fines.** A majority vote of the members at a regular chapter business meeting is required to establish additional charges to members for unbudgeted activities or member fines.

**Section 7. Chapter Member Fines.** The chapter can only fine members for the infractions listed in this Section. The chapter relations and standards board is not permitted to create new fines as part of a disciplinary contract.

Work Week	\$100.00 per day
Recruitment	\$200.00 per day
(CRIB can prorate recruitment fines as deemed necessary)	
Recruitment/Work Week Late Fee	\$15.00 (for fifteen minutes late or less)
	\$25.00 (for 16-30 minutes late)
	(Full fine for 31 minutes late or more)
Bid Day	\$50.00
Chapter Meetings	\$25.00
(after 3 missed)	
New Member Ceremony	\$50.00
Initiation Practice	\$50.00
Lyre Week Activities	\$50.00 (per event)
Initiation	\$200.00
Post Initiation	\$25.00
Founder's Day Celebration	\$25.00
Hera Day Celebration	\$25.00
Scholarship Banquet	\$25.00
Scholarship Dinner	\$25.00
Fashion Show	\$50.00
Silent Auction Workshop	\$25.00
Chapter Retreat	\$25.00
CRSB cancellation fee	\$10.00 (if not at least 24 hours in advance)
CRSB meeting	\$25.00
(when a member fails to appear and does not send in any excuse)	
Recruitment Planning Workshop (each)	\$25.00
Strategic Planning Workshop	\$50.00
Bus Clean Up	\$300.00
Victory Over Violence Sign Hang	\$40.00
House Meetings	\$10.00
House Cleanings	\$10.00
Scholarship Program (per study hour missed)	\$10.00
Service Hours	\$15.00 (per hour not completed)
Campus Points	\$15.00 (per point not completed)
Failure to ride AXΩ bus to parties	\$200.00 (each way)
Failure to turn in a grade check	\$25.00
Intramural Forfeit per team member	\$10.00
Chapter Fall Philanthropy Event	\$40.00
MacDowell Month Event	\$10.00

Fashion Show Basket Late Fine	\$20.00
Fashion Show Letter Fine	\$5.00

- As stated in Article XXII, the Service Hour and Campus Point fines are to be allocated to The Women’s Center of Tarrant County and the fund allocated to participating in other Greek’s philanthropy events, respectively. However, fines from the Silent Auction Workshop and the Chapter Fall Philanthropy Event are not allocated to the Fashion Show or Fall Philanthropy Event budgets, but are as any other fine, allocated to the chapter.

**Section 8. Officer and Advisor Compensation.** All chapter officers and advisors serve without compensation from the chapter. Any reductions in dues, fees, room and board charges or extensions of the designated payment due dates are considered compensation. Officer related privileges may not be considered compensation.

If an advisor or a member’s executive or non-executive board role conflicts with any other opportunity in which the individual could use the Iota Lambda Chapter of Alpha Chi Omega for monetary gain that shall be prohibited.

**Section 9. Bank Accounts.** The chapter may have only one checking account and no more than one savings account. The checking account must be held by the approved financial service firm, Billhighway. All accounts should be interest bearing, if possible. If the chapter collects refundable room deposits and state law requires those deposits to be segregated into a second savings account, the chapter should comply.

A person authorized to approve checks for the chapter’s account cannot create and/or approve a check payable to herself.

Chapters shall not have debit cards or credit cards, outside of the chapter prepaid credit cards issued through Billhighway.

The chapter may elect to open a Certificate of Deposit account or CD. The chapter must be financially stable enough to set aside the monies. The CD must be opened at the same bank where the checking and/or the savings account reside. The chapter may decide the maturity date that fits their needs. The VP finance may open the CD account with the approval of the financial advisor, or chapter advisor and chapter president.

Payment of dues, fees or other payments may be made via any method acceptable by the national organization’s approved financial service firm, Billhighway. Cash payments are never accepted.

**Section 10. Authorized Banking Signatures.**

- The chapter’s Billhighway checking account should have at least four individuals authorized to create and/or approve checks for that account: chapter president, VP finance, chapter advisor and financial advisor. If any of these advisor positions are vacant, the chapter shall give check-creating and/or check approval authority to an assistant VP 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.
- Pre-signed checks are not permitted.
- The chapter’s savings account should have at least two authorized individuals: VP finance, chapter advisor and/or financial advisor. If any of these advisors positions are vacant, the chapter shall add the chapter president or assistant VP finance in place of the advisor.

- Section 11. Contracts.** All contracts and other legal documents, with the exception of individual housing contracts, are executed on behalf of the chapter only by the chapter president and the vice president finance.
- Section 12. Fiscal Year.** The fiscal year is August 1 through July 31. Each fiscal year must be financially self-supporting.
- Section 13. Professional Financial Service.** A chapter must use the national organization’s approved financial service firm to assist in managing the chapter’s finances.
- Section 14. 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 utilizing the Billhighway financial system will be included in a unified Group Tax Exemption, and the IRS Form 990 will be submitted to the IRS as a group return. All collegiate chapters included in the group return are required to submit data to be included in the group return as requested by Alpha Chi Omega Headquarters. Chapters not utilizing Billhighway are eligible to be included in the group filing. If they choose not to be included with the group tax filing, they must complete an IRS Form 990 and submit it to Alpha Chi Omega Headquarters by October 31. All chapters are required to file all federal, state and local tax reports and employer tax deposits on time.
- Section 15. Investment Income.** Investment income (passive income such as dividends, interest and other investment income) is unrelated business income subject to income tax unless such income is set aside for exempt purposes. When the chapter has investment income, it must adopt the following resolution before October 15 of each fiscal year and record it in the chapter business meeting minutes:
- “Resolved, that all of the net investment income of the 20 \_\_-20\_\_ fiscal year shall be set aside and used for educational and charitable purposes; to make principal payments on mortgage loans relating to \_\_\_\_ Chapter or to any other Alpha Chi Omega collegiate chapter house; or for any other proper set aside purposes within the meaning of Internal Revenue Code section 512(a)(3)(B)(i). Any excess of investment income over expenditures for the year will be carried over and utilized within a reasonable period of time for the purposes allowable in the aforementioned code section.”
- Section 16. Member Housing Contracts.** The chapter president, vice president facility operations and/or chapter advisor are authorized to execute housing contracts with individual members on behalf of the chapter.

#### **ARTICLE XIV. RISK MANAGEMENT**

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

- Section 1. FIPG.** Alpha Chi Omega belongs to FIPG, Inc. and as such follows the risk management guidelines of FIPG. If there is a conflict between FIPG and Alpha Chi Omega policies, Alpha Chi Omega policies shall take precedence. The FIPG guidelines states as follows:

##### **Alcohol and Drugs**

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the

fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.

2. No alcoholic beverages may be purchased through or with chapter 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. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.

4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.

6. No chapter may 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 these guidelines, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of these guidelines.

\*Alpha Chi Omega deems that a chapter may not hold any philanthropic or charitable event with alcohol without explicit written permission and approval from Alpha Chi Omega headquarters staff.

7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.

8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in these guidelines.

9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games". The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong", "century club", "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night", "big sister-little sister" events or activities, "family" events or activities and initiation.

*\*Alpha Chi Omega deems that alcohol can not be given as a gift to any members of the chapter.*

### **Hazing**

No chapter, prospective chapter, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

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

### **Sexual Abuse and Harassment**

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in these guidelines is prohibited.

### **Fire, Health and Safety**

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house prohibited.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

### **Education**

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management guidelines of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management guidelines and a copy of the guidelines shall be available on the fraternity website.

**Section 2. Event Planning Proposal.** An *Event Planning Proposal*, Form C144, must be completed prior to each event and kept with the chapter records. After approval by the risk management committee, the chapter advisor must approve the event planning proposal at least 2 weeks in advance of the event.

Reoccurring events may have one event planning proposal filled out for all events throughout the semester, for example, chapter meetings or committee meetings.

**Section 3. Events with Alcohol.** There may be one [1] guest per member at an event with alcohol. Any event where alcohol is present must follow Third-Party Vendor or BYOB guidelines as outlined in the *Third-Party Vendor Checklist*, *BYOB Checklist* and FIPG Manual.

**Section 4. Alcoholic Beverages, Drugs and Controlled Substances at Social Functions.** Chapter funds may not be used to purchase alcoholic beverages, drugs and/or controlled substances. No chapter checks may be written to another women's fraternity, men's fraternity, or other collegiate group for alcohol and/or drugs to be distributed at a social functions.

Additionally, chapters are not permitted to individually solicit money for alcohol, drugs, or other controlled substances from their members.

**Section 5. Mandatory Events and Alcohol.** Alcohol is not permitted at a mandatory chapter event. No member can be required to attend an event with alcohol.

**Section 6. Chartered Transportation for Events with Alcohol.**

**Out-of-Town Events.** The chapter may have non-mandatory out-of-town events, where alcohol is available in accordance with National Fraternity policies and all applicable laws, if the collegiate chapter provides chartered transportation that must be taken by all chapter members and guests attending the event. The chapter advisor or chapter relations and standards board may grant exceptions to this requirement to individual members. The chapter advisor determines whether an event is "out-of-town." In the absence of a chapter advisor, the appropriate National Fraternity Headquarters staff member may make that determination.

**Local Events.** The chapter may have non-mandatory local events, beyond reasonable walking distance, where alcohol is available in accordance with National Fraternity policies and all applicable laws, if the collegiate chapter provides chartered transportation or local public transportation.

**Section 7. Overnight Accommodations.** Overnight accommodations may not be rented for or by chapter members and/or their guests attending social events sponsored by the chapter.

A chapter may rent overnight accommodations for chapter members or advisors attending an educational event sponsored by the chapter or the National Fraternity.

**Section 8. Participation by Alumnae in Chapter Events with alcohol.** Alumnae members should not attend chapter events with alcohol. Exceptions are not encouraged but may be granted by the executive board. The executive board offers the invitation to alumnae in good standing with the Fraternity and determines the conditions, including costs, pertaining to participation by alumnae. All alumnae in good standing may be invited to certain other events, as deemed appropriate by the executive board in consultation with the chapter advisor.

**Section 9. Participation by Collegiate Members on Special Status in Chapter Events with alcohol.** Collegiate members on special status may participate in chapter events only at the invitation of CRSB. CRSB offers the invitation and determines the conditions, including costs, pertaining to participation by this individual, at the time she is placed on special status. These conditions are to be clearly defined by CRSB in the member's special status contract.

**Section 10. Hazing.** Alpha Chi Omega does not condone unkind, undignified, or humiliating activities. Members of Alpha Chi Omega shall not conduct hazing activities. Chapters of Alpha Chi Omega must include in their bylaws a statement prohibiting hazing and/demeaning activities.

No chapter, prospective chapter, student or alumna/alumnus shall conduct or condone hazing activities. Hazing activities are defined as: Any action taken or situation created, intentionally or unintentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests; treasure hunts; scavenger hunts; road trips or any other such activities carried on outside or inside of the confines of the chapter facility; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.

**Section 11. Human Dignity Clause.** 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 relationship.

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 12. Anti-Bullying Clause.** Alpha Chi Omega prohibits acts of harassment of bullying. Harassment or bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, 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 POINT SYSTEM

**Section 1. Purpose.** The Positive Point 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 university and the community.

**Section 2. Chapter Approval.** The Positive Point System is approved by at least a majority vote of the members at a regular chapter business meeting.

**Section 3. Responsibility.** The Positive Point System is designed, implemented and monitored by CRSB or its designees.

**Section 4. Requirement.** Active collegiate members must maintain 85% of positive points. Continued failure to meet the required percentage jeopardizes a member's good standing in Alpha Chi Omega.

**Section 5. Positive Points Structure:**

**Golden Lyre Points:** these events are mandatory for all lifetime members, per our chapter bylaws (Article VI, Section 9). These events/activities are worth 50 points each.

- Chapter Meeting
- Bid Day
- MyJourney
- Fashion Show
- Lavalier
- Dream Cake
- Sisterhood Retreats
- Sisterhood Events
- Scholarship Brunch
- Work Week
- Recruitment

**Pearl Points:** these are mandatory chapter or campus events that uphold our 5 Membership Standards and may support the Golden Lyre Events. These are worth 15-25 points each.

- Initiation Practice (25)
- Initiation Exam (25)
- Ritual Review (25)
- Big/Little Reveal (25)
- Fall Philanthropy Event (Walk a Mile in Her Shoes) (25)
- Grade Check (25)
- Recruitment Workshop (25)
- New Member Meeting (20)
- Victory over Violence 5K Sign Hang (25)
- Silent Auction Workshop (20)
- New Member Ceremony (15)
- House Cleaning (15)

**Carnation Points:** These are non-mandatory chapter and campus events that enhance your Alpha Chi Omega experience and are worth 5-10 points each. Additional events may be added to this list during the year at the discretion of the VP-CRS.

- Chapter Dinner (10)
- House Events (10)
- Initiation Dinner (10)
- Finals Dinners (10)
- PACE Events (10)
- House Dinners (5)
- MacDowell Month (10)

**EXCUSES.** All members who are unable to attend any of the Golden Lyre and/or Pearl events shall be required to present an excuse no less than 24 hours in advance. Excuses provided after an event will not be accepted.

- Work during a mandatory event is not an excuse – events are posted well in advance to allow the opportunity to schedule work around an event.
- CRSB maintains the responsibility to determine whether an excuse is valid or not. A work schedule or written proof of a previous engagement is strongly recommended when asking for an excuse for a mandatory event.
- In an emergency situation if a member is unable to attend a mandatory event, the VP CRS should be notified

## **ARTICLE XVI. CHAPTER INTELLECTUAL DEVELOPMENT PROGRAM**

**Section 1. Purpose.** The intellectual development program is designed to encourage achievement by all members in the pursuit of high standards of intellectual development through programs offering support, guidance and assistance.

**Section 2. Required Grade Point Average.** All chapter members are required to be academically in good standing with Texas Christian University. In addition, the chapter requires a 2.75 Grade Point Average.

**Section 3. Member Assistance.** A member who falls below the chapter’s required grade point average meets with CRSB and the vice president intellectual development. An individual intellectual development contract is developed to meet her needs. Continued failure to meet the required grade point average jeopardizes a member’s good standing in Alpha Chi Omega.

**Section 4. TCU Alpha Chi Omega Scholarship Program 2017-2018.** The very first membership criterion of Alpha Chi Omega is Academic Interest. Together as a chapter, we strive to be a top-ranking sorority on the TCU campus, as well as to have a cumulative chapter GPA of a 3.45. This scholarship program is designed to promote and encourage the academic achievement of all Iota Lambda members through programs that support, guide, and assist.

### **Academic Requirements and Consequences:**

#### Members with GPA’s between 3.21 and 4.0

Those who achieve a GPA between a 3.21 and 4.0 will be required to complete 8 honored study hours. These are to be documented in member’s personal calendars. They will also be required to complete a mandatory mid-semester grade check.

#### Members with GPA’s between 3.0 and 3.2

Those who achieve a GPA between a 3.0 and 3.2 will be required to complete 8 study hours per week. They must have 2 proctored and 6 honored hours. The time and place of

proctored study hours will be published at the beginning of each semester. To document proctored study hours, each member must complete a Study Hours Log to be signed by the proctor present at each session. Members will be fined \$10 per hour they fail to complete. They will also be required to complete a mandatory mid-semester grade check.

#### Members with GPA's between 2.76 and 2.99

Those who achieve a GPA between a 2.75 and 2.99 will be required to complete 8 study hours per week. They must 4 proctored and 4 honored hours. The time and place of proctored study hours will be published at the beginning of each semester. To document proctored study hours, each member must complete a Study Hours Log to be signed by the proctor present at each session. Members will be fined \$10 per hour they fail to complete. They will also be required to complete a mandatory mid-semester grade check.

#### Members with a GPA of 2.0-2.75

Members will be required to participate in mandatory grade checks, as well as complete 8 study hours per week. They must have 5 proctored and 3 honored hours. The time and place of proctored study hours will be published at the beginning of each semester. To document proctored study hours, each member must complete a Study Hours Log to be signed by the proctor present at each session. Members will be fined \$10 per hour they fail to complete.

These members must abide by any academic contracts that the CRSB and VP Intellectual Development develop to fit their academic needs. They will also be required to meet with at least two professors each month to discuss their progress and submit a summary (including a note signed by the professor) of the meeting and their standing in the class.

#### Members with a GPA below 2.0

Per TCU student organization compliance policies, students must maintain a 2.0 cumulative GPA in order to maintain membership in any organization. Members whose GPA falls below at 2.0 will be released immediately.

#### Executive Officers

Executive Officers must maintain a semester-based and cumulative GPA of 3.0 or higher. Those who fail to meet this requirement will be removed from their executive position and will be called in to meet with the Chapter Relations and Standards Board and the VP of Intellectual Development to discuss their academic status.

#### Proctored Hours

Proctored hours are recorded in the Greek Study App. The vice president intellectual development will determine approved on-campus study locations through the app and monitor member's progress.

Member may also receive proctor hours for attending TCU hosted Academic Workshops, professors' office hours, tutoring, or the writing center if they turned in a signed note from the person in charge of the session attached to your study hour's sheets.

#### CRSB Meetings regarding Academics

Any member called into CRSB for academic reasons will be required to complete an Academic Action worksheet to evaluate their performance and make goals for the future. No membership actions may be taken based upon mid-semester grades.

#### Academic Awards

Members who obtain a semester GPA of 4.0 will receive a diamond in their pin, a recognition certificate, and be presented at our Scholarship Dinner and/or Brunch. Other smaller awards and motivational contests will be presented throughout the semester.

### Tutors

If you need help finding a tutor, contact the VP of Intellectual Development. Alpha Chi Omega will pay for a portion (no more than half) of your tutoring expenses if you pass the class (70% or higher). If you would like to be reimbursed for tutoring expenses, please fill out a Tutoring Reimbursement form, attached at the end of the packet, as well as proof of your grade, and turn it in to the VP Intellectual Development at the end of the semester.

- Section 5. Supervision.** The Vice President Intellectual Development and her committee will be responsible for the implementation of the scholarship program for Iota Lambda chapter.
- Section 6. Participation.** All chapter members shall participate in the scholarship program based on each members' level of academic achievement.
- Section 7. Goal.** The goal for the scholarship program is: "Total member participation in the pursuit of high standards of scholarship through programs offering support, guidance, and assistance to all members." This goal should result in the chapter's GPA meeting the expectations of the Fraternity and the individual member's GPA meeting the expectations of the chapter. The goal is a 3.45 for the entire chapter of Iota Lambda.
- Section 8. Members on Academic Contract.** A Member on Academic Contract is a member whose semester and/or cumulative GPA is a 2.75 or below. Any member whose semester or cumulative GPA is below a 2.75 is to follow the program for Members on Academic Contract as established by the Intellectual Development committee and voted on by the chapter. Members on Academic Contract will be notified of their status and will be monitored by the Intellectual Development committee and CRSB. This includes monthly reviews and a mid-semester grade checks.
- Section 9.** In order to hold a non-slated chair position a member must have a GPA of a 2.75 or above for the previous semester.

## **ARTICLE XVII. 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 not inconsistent with *Policies of Alpha Chi Omega Fraternity*, these bylaws and any special rules the chapter may adopt.

## **ARTICLE XVIII. BYLAWS**

*[Reference: National Policies Section C: Collegiate Chapters]*

- Section 1. Annual Adoption.** The chapter reviews and adopts bylaws annually.
- Section 2. Responsibility for Review.** The vice president chapter relations and standards and CRSB are responsible for reviewing chapter bylaws and developing revisions as needed, based on the Collegiate Chapter Model Bylaws adopted by the National Fraternity.

Individual members may propose bylaws revisions to CRSB.

- Section 3. Procedure and Timeline.**
- The National Fraternity provides updated Collegiate Model Bylaws to the chapter following the timeline and procedure set by Alpha Chi Omega Headquarters.

- CRSB presents bylaws revisions and additions to the chapter by a date designated by Headquarters each year.
- The chapter members are given at least one week to study the revised bylaws before a vote on the bylaws is taken during a regular chapter business meeting at which a quorum is present.
- The vice president chapter relations and standards submits the revised bylaws, as approved by the chapter, to Alpha Chi Omega Headquarters by the designated date.

**Section 4. Adoption by Chapter Members.** A two-thirds [2/3] majority vote of the chapter members present at a regular business meeting is required to adopt the bylaws.

**Section 5. Filing of Approved Bylaws.** The vice president chapter relations and standards ensures that the bylaws are filed with 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 6. Distribution to Chapter Members.** CRSB annually provides, at the beginning of the fiscal year, a copy of the current bylaws to each member of the chapter. Each member annually acknowledges via the Alpha Chi Omega website that she has read the chapter's current bylaws. New members receive a copy of the bylaws and acknowledge they have read the chapter's bylaws prior to completion of the Initiation ceremony.

**Section 7. Distribution to Non-Members.** The bylaws should not be distributed to non-members of Alpha Chi Omega, including but not limited to, campus professionals, Panhellenic Council, or Accreditation boards. If requested, CRSB may provide confirmation that the chapter is operating under current bylaws that have been approved by Alpha Chi Omega headquarters.

**ARTICLE XIX. HOUSING *[Include this Article if applicable.]***  
*[Reference: National Policies Sections F: Facilities and RM: Risk Management]*

**Section 1. Contract with Landlord.** A contract between the chapter and the House Corporation Board must be signed annually.

**Section 2. Contract with Members.** The Residential Services Agreement (H138) 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 (H138) as its model and require all chapter members leasing space in the chapter facility to sign the agreement for the term of occupancy.

**Section 3. Facility Usage Fee.** Dues for housing operations are to be charged to all members to cover all housing expenses not covered by room charges.

**Section 4. Room Rent.** Room rent is to be established on an annual basis by the chapter. Room rates must be comparable to university housing and those of the other Panhellenic groups.

**Section 5. Occupancy of Facility.** The chapter house is maintained for the benefit of the chapter membership; therefore, facility capacity is to serve as the gauge for adequate occupancy and room rent necessary to meet the financial obligations of housing operations.

**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 occupancy number established by the house corporation board. Requirements for living in the chapter facility are:

1. No member shall commit to reside in another facility until enough members have executed the housing commitment agreement for the chapter house to be at full

occupancy followed by the execution of residential services agreement. Any exceptions must be approved by Headquarters staff in consultation with appropriate volunteers. A list is created prior to each semester which identifies the next-in-line members who may be asked to move in should such circumstances arise. If the house is not at capacity members will be called to live in the house based on positive points, GPA and date of initiation.

2. The Chapter President, VP Chapter Relations and Standards, VP Finance, VP Risk Management, VP Ritual, VP Recruitment, VP New Member Education, VP facility operations are required to live in the chapter house for their full term. TCU housing policies may require officers to remain in the officer suites for the entire academic year, in which case officers will be required to live in the house for the spring semester following their term and will remain in the executive suite for the academic year.
3. Each member is required to live in the facility a minimum of 2 semesters.
4. Exceptions to this policy may be granted only by a decision of CRSB. A member who fails to honor the live-in policy jeopardizes her good standing as a member of Alpha Chi Omega.

**Section 7. Room Selection Process.**

1. Positive points and GPA will rank non-executive board members who wish to live in the chapter facility. If additional members are needed to reach the desired occupancy, those required to live in will be members with the most recent date of initiation, who have the fewest semesters as in-house members and who have the lowest percentage of positive points.
2. Single-occupancy rooms should neither be expected nor guaranteed, regardless of whether the chapter facility is at capacity.
3. If a member is coming into the housing process, knowing that they will be studying abroad in the spring, they will automatically be placed at the bottom of the list. Living in the house is a yearlong commitment. If there is an open spot, a member who is planning on studying abroad—i.e. only committing to one semester in the house—can take that open spot. The point system is based on positive points, GPA and involvement. If a member can only commit to one semester, they will be fore fitting their ranking on the list and only receive a spot if there is an opening. If there are multiple members who are planning on studying abroad, they will be placed below the member with the lowest ranking. After the lowest ranking member, the order of the members studying abroad will depend on the point system.

**Section 8. Non-Active Collegiate Member Residents.** Non-member women or alumnae may live in the chapter house as boarders with the approval of the facility operations advisor. According to Internal Revenue Service, the revenue the chapter receives from non-members may not exceed 15% of the chapter's gross receipts.

**Section 9. Annual Employee Housing Agreements.** The Alpha Chi Omega House Director Employment Agreement must be used as the model for a chapter who hires a house director. The agreement is to be signed annually. The house director must be notified prior to April 1 if her contract is not going to be renewed. Should state law conflict with the use of such an agreement Headquarters should be notified.

**Section 10. Responsibility for Hiring a House Director.** The facility operations advisor is responsible for interviewing, hiring, evaluating and dismissing a house director.

It is recommended that the facility operations advisor chair a committee with the collegiate chapter president, VP facility operations, chapter advisor or designee to select a house director. If this requirement conflicts with university requirements, consult headquarters collegiate experience staff.

- Section 10. House Director.** The chapter is required to employ a house director if the chapter house has an occupancy of eleven [11] or more. The chapter must receive permission from headquarters collegiate experience staff if it does not have a house director.
- Section 11. Visitors.** The chapter facility is closed to all guests between the hours of 2:00 a.m. and 7:30 a.m. These hours may be made more restrictive in accordance with the *Policies of Alpha Chi Omega Fraternity*. Members requesting guests to stay in the house overnight must have the approval of the facility operations advisor, chapter advisor, VP chapter relations and standards or designee.
- The first floor is open to all guests beginning at 10:00 a.m. until 2:00 a.m. seven days a week. All guests must have a female escort in these chapter facilities. Changes to these hours may be made in accordance with the “Policies of Alpha Chi Omega”. Exceptions to these visitation hours for study groups or projects may be made with permission from the chapter President. Permission must be requested before 12:00 a.m. If the President can not be contacted, permission must be requested from the House Manager or Vice President Chapter Relations and Standards. The president’s room and the chapter facilities living areas are open to guests between the hours of 12:00 noon and 12:00 midnight Sunday through Thursday, and 12:00 noon through 2:00 a.m. Friday and Saturday. The living areas include the president’s room, the second and third floor bathrooms and storage areas. An anonymous vote will be taken at the beginning of each semester of those who live in the house to determine male visitation in the living areas. The specific guidelines for male visitation as outlined in the house rules will be strictly abided or will result in consequences outlined in the House Rules. Temporary changes to these visitation guidelines may be granted for special events such as Dad’s Weekend. Requests for these changes must be submitted to the House Manager for presentation and approval in the Executive Board meeting prior to the event. The House Manager shall notify all residents of temporary changes 24 hours in advance. Out of town female guests may stay in the chapter house overnight for up to 3 days if the Alpha Chi Omega member living in the house gets approval from the vice president facility operations and president prior to her stay.
- Section 12. Substances and Chapter Facility.** 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.
- Section 13. Tobacco and smoking in Chapter Facility.** Alpha Chi Omega facilities must be tobacco-free and smoke-free environments.
- Section 14. Candles in the Facility.** The use of open-flame candles in the chapter facility or on chapter premises is prohibited.
- Section 15. Animals.** No animals are permitted in Alpha Chi Omega chapter facilities with the exception of assistance animals, subject to approval.
- Section 16. Room Searches.** Room searches may be conducted by a combination of the chapter president, VP chapter relations and standards, chapter advisor, province collegiate chair, member of CRSB, VP facility operations, house director or a designated representative of the National Fraternity in compliance with the collegiate chapter’s housing contracts.
- Section 17. House Corporation Representatives.** The president and vice president facility operations shall be the two chapter officers that serve on the House Corporation Board as ex officio members with voice and vote.

## ARTICLE XX. MEDIA AND COMMUNICATION

**Section 1. Media Policy.** Alpha Chi Omega respects individual choices and the right to free speech. New and initiated 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 stick 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.

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 executive director, collegiate experience director or marketing director.

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.** Iota Lambda 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 their digital footprint, which must adhere to the Member Code of Conduct, chapter bylaws and all policies of Alpha Chi Omega. 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 CRSB and will be subject to disciplinary consequences.

### Electronic Communication and Social Media Contract 2017-2018

I, \_\_\_\_\_, understand the importance of upholding the values of Alpha Chi Omega where electronic communication and social media is involved. I understand that my actions on social media reflect the characteristics and activities Alpha Chi Omega values as a whole. This includes, but is not limited to, Facebook, Twitter, Instagram, blog sites, and Snapchat.

In striving to live by the standards of Alpha Chi Omega nationally and representing the Iota Lambda chapter at TCU, I promise:

- I will not post or tag pictures, statuses, posts, etc. that are not in accordance with our standards and code of ethics;
- I will not join or create groups that would misrepresent myself and Alpha Chi Omega;
- I will not list any activities and quotes that may be suggestive or present an unfavorable/misrepresented image of myself and Alpha Chi Omega;
- I will be mindful of confidential Alpha Chi Omega activities and ritual when posting pictures or statuses on social media;
- I will adhere to the guidelines for social media as provided by the VP Chapter Relations and Standards at the beginning of each semester;
- I will use my own judgment or seek the help of others if I am ever uncertain about what should/should not be posted;

- If I am contacted by the VP Chapter Relations and Standards, the Chapter President, or the Chapter advisor regarding any social media post, I will remove the post within 24 hours of notice. Should I fail to remove the post, I will be called into CRSB who may sanction disciplinary consequences. I understand that continued or repeated violations of this contract is a cause for my membership to be reviewed by CRSB.

I am fully aware that the Chapter Relations and Standards Board of the Iota Lambda chapter of Alpha Chi Omega has been empowered by the chapter with the responsibility of making sure all members maintain the appropriate conduct set forth by all bylaws, house rules, the code of conduct, and any contracts issued. Failure to uphold this contract will result in an immediate call into CRSB, and I will be sanctioned accordingly.

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## ARTICLE XXI. AMENDMENTS

- Section 1. Proposal of Amendment(s).**
1. Any amendment(s) to these bylaws must be presented to CRSB by a member of a committee of the chapter.
  2. The proposed amendment(s) shall be submitted to the CRSB for final preparation, recommendation and posting.
  3. CRSB may also originate amendments.
- Section 2. Previous Notice and Posting.**
1. Following consideration of the proposed amendment(s) by 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.
  2. The specific wording of the proposed amendment(s) shall be available to chapter members for at least one week prior to voting by the chapter.
- 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 or special chapter meeting 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 headquarters staff.

## ARTICLE XXII. HOUSE RULES

- Section 1. House Rules in Bylaws.** Alpha Chi Omega House Rules or Exhibit B 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 138-Contract for Residential Services. Any members violating house rules should be called to the chapter relations and standards board. Please note that local housing 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.** Amendments to the House Rules may be made by a majority vote of the members at a chapter business meeting if notice of the proposed change has been given at the previous business meeting or by a two-thirds [2/3] vote if notice of the proposed change and vote are part of the same meeting. Amendments that are chapter specific may be added to Exhibit C or to Alpha Chi Omega House Rules-chapter additions.

**Section 3. Annual Review.** House Rules are reviewed annually by CRSB and distributed with the chapter bylaws and also Form 138- Contract for Residential Services.

## **ARTICLE XXIII. IOTA LAMBDA SERVICE AND PHILANTHROPIC SUPPORT PROGRAM**

### **Section 1. Purpose of the Service Program:**

- To give the Iota Lambda's time and talent to the community
- To raise awareness of the needs in our community
- To educate members on the importance of service
- To understand the impact that an individual can make in the community
- To better understand our national philanthropy through time spent helping women, children and families in the Fort Worth community
- To enhance our partnership with the Women's Center with events such as the fashion show and sign hang

### **Section 2. Requirements for the Service Program:**

All members of the Iota Lambda chapter of Alpha Chi Omega shall:

- Complete eight hours of service each semester. Four of which must be served assisting in a project related to the prevention or education of domestic violence. The remaining four hours may be served at other approved service opportunities or for domestic violence. Options will be made available by the service chair.
- All hours shall be completed two weeks prior to the last chapter meeting of the spring semester, prior to Texas Christian University's designated study days.
- Up to four hours may be completed during the summer/Christmas Break to count towards the upcoming Fall/Spring semester.
- If hours are completed at the Women's Center of Tarrant County or another organization focusing on domestic violence during the summer/Christmas Break, up to eight hours may count towards the upcoming Fall/Spring semester. These hours must be documented and turned in by the first chapter meeting of the Fall/Spring semester. No more than 8 hours per academic year may be transferred from summer/Christmas break volunteering.
- Individual record of hours served must be documented on the form provided and must be given to the Service chair within one week of the completion of the service activity or the first chapter meeting of the semester, whichever comes first.
- The VP Philanthropy will keep track of support units and work with the VP Finance in order to assess any needed fines as outlined in Article XIII.

### **Section 3. Purpose of the Philanthropic Support Program:**

- To lend support to all campus organizations' philanthropic endeavors that better the Texas Christian University and Fort Worth community or their National Philanthropic effort.
- To promote Alpha Chi everyday and to increase participation in the chapter for all related events or programs.

### **Section 4. Requirements of the Philanthropic Support Program:**

All members of the Iota Lambda chapter of Alpha Chi Omega shall:

- Complete 8 campus points each semester.\* A required minimum of 4 campus points each semester must be completed by attending other Greek philanthropies.

- The amount of campus points given to a member for Greek philanthropy events, including the participation on teams, attending events whose proceeds benefit a philanthropy, etc. is up to the discretion of the executive board and will be provided at the announcement of the event at scheduled chapter meetings.
- The remaining 4 campus points each semester may be completed by participating in drives (i.e. cans or clothes), attending a speaker sponsored by a Greek organization, attending events whose proceeds benefit a philanthropy (i.e. Chick-Fil-A night) or through intramural participation.
- A limit of three t-shirt 'events' may count for a member's campus points.
- Members may receive one campus point for playing on an Alpha Chi Omega intramural team. Up to three campus points per semester may be completed through intramural participation. Being on the team for campus points is defined as missing no more than 2 games per season.
- A campus point is defined as being a measurable effort in support of the given philanthropy.
- The cultural chair will clarify and communicate all opportunities to fulfill campus points requirements.
- The VP Panhellenic will keep track of campus points and work with the VP Finance in order to assess any needed fines as outlined in Article XIII.

**Section 5. Disciplinary Action**

- If the member does not complete the required service hours and/or campus points, she will be responsible for paying \$15.00 for each un-served hour and/or point as stated in Article XIII.
- This means that unfinished hours do not roll over from the fall semester to the spring semester. The member will be responsible for paying the fine in December and May, if necessary.
- All philanthropic fines will go into a donation fund that will be given to other philanthropic opportunities that arise on campus or in the community.

**Section 6. Reporting of Service and Campus Point Units.** All service hours and campus points are to be recorded on the Google docs provided.

**Section 7. Annual Fashion Show Requirements** Each member is required to support the Annual Fashion Show and Silent Auction in support of our annual philanthropy event.

All members of the Iota Lambda chapter of Alpha Chi Omega shall:

- Raise a minimum of \$150. This can be through website donations, ticket sales, paying through BillHighway, or a mix of these options.
- Send five letters to family and friends educating them about our event and the purpose behind it. The fashion show committee will provide envelopes and letters while the member provides the stamps and addresses.
- Donate a basket as part of a group of 3-5 members.
- If a member is studying abroad in the fall, she is required to purchase tickets for any guests joining her at the event. She is not required to send letters, donate a basket, or raise \$150. If a member is studying abroad in the spring, she is required to send the five letters and donate to the basket, but is not required to raise \$150.
- If member fails to complete the letter writing and/or basket requirements, she will be responsible for paying the fine as outlined in Article XIII.

## EXHIBIT B

### ALPHA CHI OMEGA HOUSE RULES for the Chapter House located at

(insert University and Chapter House address)

#### DEFINITIONS:

**“Landlord”** means the owner of the facility, including the Local House Corporation or the National Housing Corporation.

**“Tenant”** means the person sub-letting a room from the Landlord

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

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

#### GENERAL:

1. The Tenant shall not perform or permit any illegal activities at the Chapter House.
2. The Tenant agrees not to permit the Chapter House to be used for any purpose that is in violation of the University’s and Alpha Chi Omega’s risk management policies as stated in the Alpha Chi Omega Model Bylaws and Form 138, Contract for Residential Services.
3. The Tenant will not remove any furnishings in “Common Areas” without the Landlord’s knowledge and approval nor will any new furnishings be purchased or placed in the common areas without the same approval.
4. The Tenant shall use all reasonable precaution to prevent the Chapter House from being destroyed or injured by fire or other casualty, and to act in such a manner as to keep her room and the common areas of the Chapter House in a clean and healthful condition.
5. The possession, sale, use, or consumption of alcoholic beverages while in or about the Chapter House is strictly forbidden.
6. No animals, with the exception of an assistance animal (subject to approval) are allowed in the Chapter House.
7. No bicycles are to be stored in any public areas. The Landlord designates the location for bicycle storage. The Housing Advisor on behalf of the Landlord works with the House Director and VP facility operations to ensure that the bicycles are properly stored.
8. No roller blades, skates, skateboards, or other damaging modes of transportation shall be used inside the Chapter House.
9. Meals served by the chapter are to be eaten in dining room area and “snack room/kitchenette”.
10. Personal items are not to be stored over the summer in the facility without the Landlord’s approval. The Housing Advisor on behalf of the Landlord works with the House Director and the VP facility

operations to determine if there is space which might be used, under unique circumstances, for summer storage.

*NOTE: All personal property of the individual is not covered by the chapter's or the Landlord's insurance policy. It is recommended the Tenant acquire insurance coverage for individual's personal property.*

11. A Student shall not, nor allow:

-removal from, or unauthorized addition to, any furniture, equipment, or property belonging to the Owner or the NHC

-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)

-refrigerators, microwaves, kitchen appliances in the bedrooms of the Chapter House

-halogen lamps in the Chapter House

12. Commercial kitchens at the Chapter House are not for the Tenants' use. Commercial kitchens are to be locked at night.

13. 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.

14. Tape, putty, adhesives etc. shall not be used on the walls. Small nails or thumb tacks are to be used instead, upon the Landlord's approval.

15. 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 waste paper baskets.

16. Smoking and use of tobacco is not permitted at the Chapter House. The Chapter House is to be smoke-free and tobacco-free at all times.

### **SECURITY AND SAFETY**

1. The Tenant must meet all local fire and health codes and standards.

2. The possession and/or use of firearms or explosive devices of any kind at the Chapter House is expressly forbidden.

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, the landlord may 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 C**  
**(Additional House Rules to H138- Chapter Specific)**  
**Additional ALPHA CHI OMEGA HOUSE RULES**  
**for the Chapter House located at**  
\_\_\_\_\_  
**(insert University and Chapter House address)**

**DEFINITIONS:**

**“Landlord”** means the owner of the facility, including the Local House Corporation or the National Housing Corporation.

**“Tenant”** means the person sub-letting a room from the Landlord

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

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

**Guests:**

- 2.
- 2.
- 7.

**Safety:**

- 1.
- 2.
- 3.

**Emergency Procedures:**

- 1.
- 2.
- 3.

Chapter president

Date

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Chapter advisor

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Date