



**BYLAWS OF Alpha Mu CHAPTER OF
ALPHA CHI OMEGA**

Effective August 1, 2019 - July 31, 2020

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 Alpha Mu chapter of Alpha Chi Omega.

ARTICLE II. PURPOSE

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

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

- to represent Alpha Chi Omega on the campus of Indiana University
- to enjoy all of the privileges and to carry out the responsibilities granted to Alpha Mu chapter by the National Fraternity.

ARTICLE III. RELATIONSHIP WITH NATIONAL FRATERNITY

[Reference: National Policies Section C: Collegiate Chapters]

Section 1. **Charter.** The chartering of a collegiate chapter and the revocation of a charter are the responsibility of the National Fraternity. Alpha Mu chapter was chartered on April 21, 1922. The collegiate chapter is not permitted to revoke its own charter.

Section 2. **Self-Governing.** Alpha Mu chapter is self-governing. The National Fraternity assigns to Alpha Mu 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. Additionally, the chapter is required to comply with Indiana University policies.

University Compliance Clause: This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Section 4. Responsibilities. Alpha Mu chapter is responsible for the recruitment and discipline of collegiate members. The collegiate chapter is responsible for collecting all chapter and National Fraternity dues and fees from its members and submitting 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 Alpha Mu 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 Obligations. All new and lifetime members of Alpha Chi Omega are required to annually acknowledge member 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 a **full time student** defined by Indiana University. *If a member of the chapter is taking a part-time course load because that is all she needs to graduate, then the member should remain an active member of the chapter.*

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 *[\$395]*
- National new member fee \$199
- Badge fee (minimum \$165). Price *includes* shipping and sales tax. The badge fee may vary based upon the badge model chosen by the individual member.
- Sisterhood packet \$23. 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. 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 Indiana 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 fees billed by Alpha Chi Omega headquarters in addition to local dues and fees as determined by the chapter.](#)

Absence for the Whole School Year. If an active collegiate member is enrolled in a course of study that requires absence from Indiana 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 fees billed by Alpha Chi Omega headquarters or local dues and fees.](#)

Educational Status. An active collegiate member who has extreme academic circumstances may request educational status through the chapter relations and standards board (CRSB).

[The purpose of educational status is to offer active members a way to better balance their time between academics and the chapter. The CRSB considers the worthiness of the request and, if approved, outlines the participation requirements of the member. The member meets with the CRSB to acknowledge acceptance of the terms of her educational status. Length of educational status shall not exceed one academic year and must be renewed each semester. The member is considered an active collegiate member, is listed on the chapter roster and is required to pay all fees billed by Alpha Chi Omega headquarters in addition to local dues and fees as determined by the chapter.](#)

Chapters should contact [Alpha Chi Omega](#) headquarters if they feel they need to have a member on educational status for more than one academic year.

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 this status from her chapter through the CRSB.

[The purpose of special status for extreme personal circumstances is to offer assistance to members in times of extreme need. The CRSB considers the worthiness of the request and, if approved, outlines the participation requirements of the member. The member meets with the CRSB to acknowledge acceptance of the terms of her special status. Length of special status shall not exceed one academic year and must be renewed each term. The member is considered an active collegiate member and is listed on the chapter roster. Any relief of applicable member fees should be discussed with the vice president finance and approved by the chapter advisor.](#)

No more than 3% of active collegiate members in the chapter may be granted special status for extreme personal circumstances at the same time. [New members are not eligible for this status.](#)

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 [term](#) of the undergraduate's fourth year as an undergraduate student to the CRSB. The 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 alumnae members and are not included on the chapter's roster.

Section 6. **Affiliated Member.** An active collegiate member in good standing who transfers to Indiana University may be affiliated by Alpha Mu chapter, provided that both the member and the chapter agree to the affiliation. 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 Alpha Mu 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 Alpha Mu 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 the *Policies of Alpha Chi Omega Fraternity*, the National Fraternity's governing documents, the Member Code of Conduct, the Annual Obligations and applicable bylaws of the collegiate chapter.

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

All chapter relations and standards board meetings [are between](#) the board and the individual chapter member.

- Section 4. Authority of Chapter Relations and Standards Board.** Following the National Fraternity's policies and procedures, CRSB has the authority to:
- Release a new member from membership
 - Place an active collegiate member on a disciplinary contract
 - [Place an active collegiate member on temporary suspension](#)
 - Submit a petition to the National Council that an active collegiate [or alumnae](#) 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 CRSB meetings. Meetings can be rescheduled with a minimum of 24 hours' notice to the chapter members.

- Section 5. Authority of Collegiate Recruitment Information Board.** Following the National Fraternity's policies and procedures, the Collegiate Recruitment Information Board (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 when the member is 30 days past due for all amounts owed/billed for the term.

Financial suspensions will be automated and processed at [Alpha Chi Omega](#) headquarters on the first day of the month when the member is 30 days past due for all amounts owed/billed for the term. Members placed on financial suspension are not in good standing and may not participate in any alumnae, collegiate 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 debt to collegiate chapters, alumnae chapters, the National Fraternity, the National Housing Corporation / local house 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 reinstatement fee is set annually by the National Council. A member may be reinstated from a financial suspension on the 15 of any month once the outstanding balances owed to applicable entities and the reinstatement fee owed to the Fraternity are paid in full.](#)

- **New Members.** The first installment of dues and fees must be paid in full prior to initiation. If a member has not paid her bill in full she should be released from membership prior to the initiation ceremony. All new members should be billed in no more than two installments.
- **Collections.** Any member (lifetime, alumna [that is financially suspended or resigned owing money](#)) who ends the fiscal year owing the chapter an amount of \$300 or more will be sent to collections [by Alpha Chi Omega headquarters](#).

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 **may request** 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. The 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 may be 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 she is placed on temporary suspension during a CRSB meeting and documented in the minutes, or via email to the member from a designated representative.

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

An active collegian may be placed on disciplinary suspension if she violates the Member Code of Conduct, National Fraternity standards and policies, or 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 CRSB, a collegiate chapter, the province collegiate chair or a designated representative of the National Fraternity.

A member named in a petition for disciplinary suspension shall be advised 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 timeframe 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*.

Section 8. Resignation. Resignation is the only change in member status that **is** initiated by the member. To initiate a resignation, an undergraduate member may request a Form C5-D **Membership Resignation** from the chapter advisor of her chapter of initiation, any executive board member, the CRSB 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, screenshots, 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 CRSB meeting for her 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 **or asked** 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 **Membership 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 **Alpha Chi Omega** headquarters. If a member does not have access to Form C5-D, she may

submit her resignation in writing, such as 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. Chapter officers must verify in the approved financial service online system the total amount owed by the member before [processing](#) the resignation. Form C5-D must be completed with amount owed and a copy of the member's statement or a screenshot of the balance owed.

In cases of resignation, 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. Additionally, Alpha Chi Omega does not prorate bills or refund dues and fees to new members who are released prior to initiation with the exception of the badge, if not yet ordered at the time of resignation. Meal plans may be prorated for COB members that join after formal recruitment.

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.

ARTICLE VII. SELECTION OF NEW MEMBERS

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

Section 1.

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

- **Full-time Student.** To be eligible for membership, an undergraduate woman must be a full-time student as defined by Indiana University. A full-time student carries **12 credit hours**. 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 alumnae members in [good standing](#) 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 due to release figure management, as stated in the *Policies of Alpha Chi Omega Fraternity* (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-term freshmen are required to have an academic ranking in the upper one-third of their high school graduating class or have a minimum 3.0 cumulative high school grade point average. Exceptions may be granted by the CRIB or a National Fraternity representative. A collegiate chapter should not be releasing any new members for mid-term grades.

Second-term Freshmen and Upperclass Students. Prospective members with prior university grades are required to have a minimum 2.9 grade point average. *[NOTE: The National Fraternity requires at least a 2.5 cumulative average. The chapter is encouraged to set a higher requirement.]* The CRIB or a National Fraternity representative 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-term grades.

Section 2. Participation by Active Collegiate Members. All new and lifetime active collegiate members are required to attend membership selection and silent preference scoring to 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 CRIB. Following preference, all active collegiate members should vote on all potential new members to create the bid list during formal recruitment.

In an informal or continuous recruiting process, a majority affirmative vote of the CRIB permits the issuance of an invitation to membership to a prospective member. Individual member votes are taken into account in CRIB meetings, and the final decision of an invitation to membership is made by the 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 recruitment counselors during formal recruitment due to their roles and responsibilities within the chapter: chapter president, VP finance, VP recruitment, VP new member education, VP facility operations and VP recruitment information. All members applying to be recruitment counselors must meet with the CRIB to receive approval prior to submitting their application.

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 (if applicable), vice president philanthropy, and [vice president recruitment information](#).
- Members may hold only one executive position at a time. Members may not hold a non-executive position at the same time they are holding an executive position. Exceptions may be granted only by the chapter advisor, province collegiate chair or a National Fraternity representative.
- Section 2. Qualifications for Office.** All chapter members (lifetime and new members) are eligible for office as long as they meet the qualifications for office. A chapter officer must have and maintain a cumulative grade average at or above **2.9** 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*.
- Section 4. Executive Board Duties.** The elected executive officers serve on the chapter's executive board and are responsible for the overall management and direction of the chapter. The executive board prepares recommendations for action to be considered during chapter business meetings. The executive board meets prior to chapter business meetings and at other times as necessary.
- 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
 - [Vice president recruitment information](#)

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. [If this is not possible due to the chapter's membership size, the chapter should contact Alpha Chi Omega headquarters.]
- 7 members will serve on Alpha Mu's nominating committee.
 - Chapter President
 - Representative from each academic class (1 freshman member, 1 sophomore member, 1 junior member, and 1 senior member).
 - Member at large
 - 1 alternate (can also be member at large, takes place of another member if they cannot participate).
 - There will be 7 members at any one time on the nominating committee.
- 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 or designated advisor representative 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.
- The nominating committee meets to review the information on the officer interest surveys. The nominating committee verifies that the individuals interested in running for office meet the listed qualifications for holding that office.
- The nominating committee then prepares an election grid. The election grid is a list of all the executive offices and other elected offices. It also contains a list of all individuals who are eligible and willing to serve in the offices.

- The nominating committee chair posts the election grid 4-7 days before the next regularly scheduled formal chapter meeting. Single slate voting process preparation
- Prepare the ballot for presentation.
- The ballot is a vote slip that each active collegiate member in attendance at the regularly scheduled chapter meeting receives.

Week Three: Vote (single slate)

- Candidates may address the chapter at this time or at a forum held prior to this meeting.
- The 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 the 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, the nominating committee places the most qualified candidate on the slate.
- If there is a tie, the nominating committee places the most qualified candidate on the slate.
- The 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.
- The 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.
- The nominating committee reviews all petitions. Any candidate who has a signature from two-thirds of the membership replaces the previously slated candidate.

- If the petitioner does not receive the necessary two-thirds 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.

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

Section 5. 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 the 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 X. OTHER ELECTED OFFICERS

Section 1. Other Elected Officers. *[Add additional officers that the chapter utilizes to handle chapter operations to the list below as well as the committee they sit on in parentheses.]*

• *Chi Council Officers: Elected by the entire chapter. All of these positions are in a respected committee.*

- o Social Chair (RISK Committee)*
- o Formal Chair (RISK committee)*
- o Recording Secretary (Public Relations and Marketing committee)*
- o Composite Chair (Public Relations and Marketing committee)*
- o Banner Chair (Facility Operations Committee)*
- o Mail Room Chair (Facility Operations Committee)*
- o Sustainability Chair (Facility Operations Committee)*
- o Snack Room Chair (Facility Operations Committee)*
- o Finance Assistant (finance committee)*
- o Parents' Weekend Chair (2) (Membership Programing Committee)*
- o Staff Appreciation Chair (Membership Programing Committee)*
- o Historian (Ritual and Fraternity appreciation committee)*
- o Chaplain (Ritual and Fraternity appreciation committee)*
- o Song Chair (Ritual and Fraternity appreciation committee)*
- o Chibrary/Study Tables Chair (Intellectual Development committee)*
- o Bid Day Chair (New Member Education committee)*

- *Mystagogue (New Member Education Committee)*
- *Warden (Ritual and Fraternity appreciation committee)*
- *Keep Recruiting Our Members (Membership Programing)*
- o *Apparel Chair (RISK committee)*
- Removed Shutterfly Chair*
- o *MyJourney Representatives (one for each new member class)(Membership Programing Committee)*
- o *Mental Health Chair (one for each new member class) (RISK committee)*
- o *Senior Recognition Chair (Membership Programing Committee)*
- o *Social Media Chair (Public Relations and Marketing committee)*
- o *Newsletter Chair (Public Relations and Marketing committee)*
- o *Website Chair (Public Relations and Marketing committee)*
- o *Sisterhood Chair (Membership Programing Committee)*

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

- One elected representative from each class for the CRSB ([chapter relations and standards board](#))
 - Assistant vice president new member education ([new member education committee](#))
 - Warden ([Ritual and fraternity appreciate committee](#))
 - Assistant vice president finance ([finance committee](#))
 - Assistant vice president recruitment ([recruitment committee](#))
 - Continuous recruitment chair ([recruitment committee](#))
 - One elected representative from each class for risk management committee ([risk management committee](#))
 - [At least](#) one elected representative from each class to serve as MyJourney class facilitators ([membership programming committee](#))
 - Mystagogue chair ([new member education committee](#))

Section 2. Qualifications for Office. A [non-executive](#) chapter officer must have and maintain a cumulative grade average at or above **2.9** 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 a non-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.

[The election process for non-executive board officers is the same as what is listed in Article IX, Section 2.]

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 the 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 nominating committee. 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 the CRSB in accordance with Article VI of these bylaws.

Section 4. **Chapter President as Committee Member.** The chapter president is an ex-officio member, with voice and vote, of all standing and special committees. 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.
- **Meetings.** Meets in the weeks prior to the start of elections and during the election process.

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 hours' notice to the chapter.

Finance Committee

- **Composition.**
 - Vice president finance, chair
 - Assistant vice president finance
 - Vice president facility operations
 - Vice president philanthropy
 - Finance advisor

- Finance assistant
- **Basic Function.** To manage all financial aspects of the chapter.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Risk Management Committee

- **Composition.**
 - Vice president risk management, chair
 - Chapter president
 - Vice president membership programming (as needed)
 - Vice president chapter relations and standards
 - Elected representative of each class
 - Risk management advisor
 - Social Chair
 - Formal Chair
 - Mental Health Chair
 - Apparel Chair
- **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
 - Warden
 - Ritual and fraternity appreciation advisor
 - Historian
 - Chaplan
 - Song Chair
- **Basic Function.** To plan and implement the chapter's Fraternity education, collegiate/alumnae relations, and Ritual education and appreciation. This committee leads the chapter in recognizing and celebrating Alpha Chi Omega heritage and history through the fraternity holidays.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Recruitment Committee

- **Composition.**
 - Vice president recruitment, chair
 - Assistant vice president recruitment
 - [Vice president recruitment information](#)
 - Continuous recruitment 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.
 - Vice president recruitment information, chair
 - Vice president recruitment
 - Chapter president
 - Member at large, appointed by the chapter president
 - Recruitment information 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. The CRIB creates and enforces member responsibilities related to recruitment for active collegiate members; ensures members' adherence to chapter, National Fraternity, College Panhellenic and National Panhellenic recruitment rules and guidelines; and may remove a member of the recruitment team from office. 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
 - Mystagogue chair
 - New member education advisor
 - Bid Day Chair
 - Mystagogue Chair
- **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
 - Public relations and marketing advisor
 - Composite chair
 - Recording Secretary
 - Newsletter Chair
 - Website Chair
 - Social Media Chair
- **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 [Alpha Chi Omega](#) headquarters in a timely fashion via Lyre Links, the online reporting system, or other methods (as requested by [Alpha Chi Omega](#) headquarters).

- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

Membership Programming Committee

- **Composition.**

- Vice president membership programming, chair
- MyJourney class facilitators (at least one per class based on chapter size)
- Membership programming advisor
- Parents Weekend Chair
- Senior Appreciation
- Sisterhood Chair
- Staff Appreciation
- Keep Recruiting Our Members Chair

- **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
 - 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
 - Intellectual development advisor
 - Chibrary/ Study Tables Chair
- **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
 - Additional committee members related to facility operations
 - Mail Room Chair
 - Snack Room Chair
 - Banner Chair
- **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
 - Philanthropy advisor
- **Basic Function.** To implement and oversee philanthropic endeavors, including fundraising, marketing and promotion of all philanthropic events. This committee also organizes and promotes service opportunities in the community to all chapter members.
- **Meetings.** Meets on a regular schedule provided to chapter members and at the call of the chair.

ARTICLE XII. MEETINGS

[Reference: National Policies Section C: Collegiate Chapters]

Section 1. Chapter Business Meetings. Regular business meetings are held at 7:00 pm on Sunday's in the dining room 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 **at least** 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 the CRSB.

Section 5. Voting. New and lifetime active collegiate members of Alpha Mu 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 (50 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.

ARTICLE XIII. FINANCES

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

Section 1. Member Billings. Each member is billed on a semester basis for chapter dues and dues to support facility operations.

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. All dues and fees must be paid in full prior to the end of the term.

Members requesting to pay their full balance in installments should be discussed on a case-by-case basis and can use Form C23 Member Installment Agreement. This form should be completed and signed prior to the beginning of each year. This form will be good for a full academic year.

All lifetime members should be billed once per semester/quarter with no more than six installments for the year. Semester chapters to bill installments August 1, September 1 and October 1 for the fall semester and January 1, February 1 and March 1 for the spring semester. Quarter chapters to bill installments September 1 and October 1 for the fall quarter, January 1 and February 1 for the winter quarter and April 1 and May 1 for the spring quarter.

Chapters are not to offer payment discounts, cash or billing credits for members paying their dues and fees on time.

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

One-time Dues/Fees:

- **National New Member Fee. \$199.00.** This is a one-time membership fee to the national organization.
- **Sisterhood Packet. \$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.** Minimum of **\$165.** See Exhibit C. Price **includes** shipping and sales tax. Actual cost will be dependent on the type of badge each member selects.

Annual Dues/Fees

- **National Dues and Fees. \$220.00.** Covers Per Capita, Protection, Insurance, Communication and Technology fees.
Per semester charge: **\$110.00**
Per quarter charge: **\$73.33**
- **Chapter Dues.** Amount determined by the chapter per quarter/semester to cover local activities and expenses. See Exhibit C.
- **Affiliation Fee.** There will be a charge of **\$20** 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 **five-day grace period** given, a late charge of 5% of the remaining amount owed will be added to the amount due by the member.

Chapters may decide on a case-by-case basis to waive the third-party vendor late fee for an individual member. The member must have a conversation with the VP finance as to why the late fee waiver is being requested. However, the chapter will be responsible for paying this fee to third-party vendor.

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

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

- **Lifetime Active Collegiate Members.** A lifetime collegiate member is placed

on financial suspension when the member is 30 days past due for all amounts owed/billed for the term.

For semester school chapters offering six installments for dues, chapters should have all applicable members financial suspended by October 1/March 1, after first installment is not received, and/or November 1/April 1 after second installment is not received, and/or December 1/May 1, after third installment is not received.

For quarter school chapters offering six installments for dues, chapters should have all applicable members financial suspended by November 1/March 1/June 1, after first installment is not received, or December 1/April 1/July 1 after second installment is not received.

- **New Member.** The first installment of dues and fees must be paid in full prior to initiation. If a member has not paid her first installment in full she should be released from membership prior to the initiation ceremony. All new members should be billed in no more than two installments.

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 and collegiate recruitment information board are not permitted to create new fines as part of a disciplinary contract.

Mandatory House Events:

- All House Retreat/Orientation \$100
- ATSP \$100
- Intune \$100
- Let's Talk Love \$100
- REPRESENT \$100
- Chapter Meeting (informal/formal) \$1
- Not Completing Annual Obligations by the deadline \$20
- MyJourney \$50
- Women's Little 5 Race \$100

Recruitment Fines:

- 22 Party \$50/Session
- Recruitment Workshops \$40/Session
- Formal Recruitment \$100/Party
- Bid Day \$100
- Mock Recruitment \$40/Session

Initiation Fines:

- New Member Ceremony \$100
- Initiation Ceremony \$100
- Ritual Workshops \$50
- **Philanthropy Fines:**
 - Missing Fall or Spring Philanthropy \$100
 - Missing Black Dress Gala \$100
- **Door Code Fine: \$500:** Member gives out personal door code to ANYONE.
- **Candle Fine: \$250.** Fine will be divided amongst all roommates.
- **Alcohol Fine: \$100/Container**
 - Any alcoholic beverage found on Alpha Mu's property:
 - Could be during random room check or in any report to CRSB.
 - Fine will be assessed to individual claiming ownership or to each roommate if no one claims possession.
- **Room Damage/Move-Out Fines:** Fines will be assessed PER ROOMMATE after room change/move-out per semester

- o Room requires re-painting outside of regular painting rotation will result in fine of \$300 being divided amongst all roommates.
- **Room Damage/Move-Out Fines:**
 - o Failure to clean/vacuum/trash left in room \$50-\$100
 - o Missing/Damaged Blinds \$25
 - o Broken Windows Cost will be assessed.
 - o Items Left in Room at end of semester \$25/Item
 - o Failure to Move Out by Deadline \$100

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.

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

Personal Gain Clause: This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

Section 9. Bank Accounts. The chapter may have only one checking account and no more than one savings account. The checking and savings accounts 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.

The chapter is required to have 20% of total expenses in their savings account as normal operating reserves.

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 VP finance may open the CD account with the approval of the finance advisor, or chapter advisor and chapter president, as well as update as needed the authorized officer/advisor names on the account. The chapter may decide the maturity date that fits its needs.

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. Chapters are not permitted to bill members the merchant credit card fee.

Only approved financial collection platforms may be utilized by the chapter.

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 finance advisor. If any of these advisor positions are vacant, the chapter shall give check creation 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 finance 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 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

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 **2019-2020** fiscal year shall be set aside and used for educational and charitable purposes; to make principal payments on mortgage loans relating to **Alpha Mu** 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. Risk Management Philosophy Statement. Alpha Chi Omega Fraternity encourages members to stand up and intervene when something is unsafe or undignified, be a positive role model and influencer to shape the Alpha Chi Omega experience with health and safety as a priority, and to make positive choices reflective of dignity and respect. The Fraternity believes that substance abuse prevents individual

members from seeking the heights as real, strong women and from exemplifying these characteristics of sisterhood.

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

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

Section 2. Alpha Chi Omega's Risk Management Policy

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

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

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

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

4. THIRD-PARTY VENDOR PROCEDURES

- The Third-Party Vendor (TPV) must be properly licensed by the appropriate local and state authority.
- The TPV must be properly insured with a minimum of \$1 million of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.
- The TPV must agree to per-drink sales only, collected by the vendor, during the function.
- The TPV must assume, in writing, all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - a. Checking ID cards upon entry
 - b. Not serving minors
 - c. Not serving individuals who appear intoxicated
 - d. Maintaining absolute control of ALL alcoholic containers present

- A guest list is required.
- Alpha Chi Omega allows for a maximum of two guests per member and cannot exceed fire-code capacity.
- Event monitors are required.

5. BYOB PROCEDURES

- The alcohol that each person of legal drinking age may bring to and consume during a BYOB event is NO MORE THAN six standard drinks (consisting of beer, cider, wine, malt beverage, wine coolers, etc.).
 - No hard liquor is allowed.
 - There shall be no beverages served from a bulk or common source of alcohol, such as a keg, punch container or handles.
 - A guest list is required.
 - Alpha Chi Omega allows for a maximum of two guests per member and cannot exceed the fire-code capacity.
 - Event monitors are required.
6. Common sources of alcohol, including bulk quantities (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event), are prohibited.
 7. Alcoholic beverages may not be purchased with chapter funds. Additionally, no members or guests may coordinate the purchase (e.g., via digital app, pooling of funds, etc.) of alcoholic beverages for the chapter, members or guests.
 8. A chapter may not co-host or co-sponsor an event with a bar, event promoter or alcohol distributor where alcohol is given away, sold or otherwise provided to those present.
 9. Alpha Chi Omega chapters may host philanthropy events where alcohol is present in accordance with philanthropy risk management guidelines.
 10. A chapter must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
 11. No alcohol or drugs may be present if the event or activity is related to recruitment, new member activities, meetings or initiation, including but not limited to bid day, “big/little” events or activities, “family” events or activities, and any Ritual or ceremony.
 12. Chapters, members and guests must not permit, encourage or participate in drinking games, nor any activity or event that involves the consumption of alcohol under duress, coercion or encouragement.
 13. Alcohol or illegal and un-prescribed controlled substances cannot be brought into, stored, consumed or served in a house, lodge, room, apartment or other location being used or operated as a chapter facility.
 14. No Alpha Chi Omega event can take place outside the country in which the chapter is located.
 15. Themes and activities may not intimidate or ridicule groups based on gender, sexuality, ethnicity, nationality, race or cultural practices.
 16. No Alpha Chi Omega collegiate chapter shall sponsor an event that involves overnight accommodations for its members and their guests when alcohol is present.

17. TRANSPORTATION POLICY OF ALPHA CHI OMEGA

- Designated driver programs are allowed when they are associated with an Alpha Chi Omega event and the event is held within the college or university area.

- For events outside of the college or university area, all members and guests attending shall travel to and from the event by licensed and insured commercial transportation within the same day.
- When commercial transportation is used for BYOB events, alcohol must be stored within the cargo compartment of the vehicle.
- For Third-Party Vendor events, no alcohol is allowed on the commercial transportation (e.g., bus).

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

Retaliation against any person who reports, is a witness to, or is involved with or cooperates in the investigation and adjudication of hazing is strictly prohibited.

Anti-Hazing Clause:

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Section 4.

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 relationships.

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

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

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

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

Section 5. Anti-Bullying Clause. Alpha Chi Omega prohibits acts of harassment or bullying. Harassment or bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – e.g. internet, cell phone, 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 the 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. ALPHA MU POINT SYSTEM STRUCTURE:

- Members who do not earn 85% of points for the month shall be called into CRSB and sanctions will be determined.
- If members do not meet 85% of the Golden Lyre Events, they may not be allowed to participate in social functions: Homecoming, Formals, Qualls, Little 500, and other events determined by CRSB. CRSB will evaluate point totals prior to every major social event.
- The Vice President CRS and her board shall be responsible for distributing monthly point totals as displayed by MCR.
- CRSB will adjust the list of mandatory events with assigned points on a monthly basis to include additions not provided for in the bylaws.
- Be reminded, that work for mandatory events is not an excuse- these events will be posted well in advance to allow opportunity to schedule work around the event.
- The member shall present the excuse to CRSB for review.
- A work schedule or any other written form of a previous engagement is strongly recommended and will be considered when excusing or not excusing a member from an event.
- Should an emergency arise and a member is unable to attend a Lyre and/or Golden event, she shall immediately notify the Vice President CRS.
- All required excuses for any events need to be turned in using MCR.
- CRSB will then notify the member whether the excuse was approved or disapproved through MCR.

GOLDEN LYRE EVENTS:

All lyre events shall be mandatory and finable. All Golden events are considered important to the chapter and mandatory. These points are tallied into the required semester point total. These are worth 40 points each.

- Excuses are required in advance to CRSB via MCR.

- Members shall receive 50 points for each event attended.
- These LYRE points, excluding GPA, are tallied into the required monthly point total:

- o Electronically acknowledge bylaws and other required documents by the deadline.
- o Chapter meetings (informal and formal).
- o New Member Ceremony
- o Initiation
- o Recruitment (Informal round (first), Philanthropy round (second), and Preference round (third).
- o All-House Retreat at beginning of school year.
- o InTune/ATSP/Represent Program/Let's Talk Love
- o Fall/Spring Philanthropy Events

PEARL POINTS:

- Members shall receive points for each event attended.
- Excuses are required 24 hours in advance to CRSB for these events.
- Excuses are submitted through MCR.
- o Initiation Practice/Workshop (attend 2 of the 3 offered practices)
- o MyJourney Events and Meetings
- o Recruitment Events and Meetings
- o Founder's Day Dinner
- o Hera Day Service Project
- o MacDowell Month Activity
- o Formal Dinners
- o Women's Little 5
- o Bid Day
- o All New Member/Lifetime Member Events

HERA HALOS:

The Hera Halo consists of one of the five Standards of Alpha Chi Omega, academic interest. Members will receive points for their academic accomplishments. These are points for activities where a member goes beyond the basic expectations of membership.

- GPA (per semester):** These points are tallied into the required semester point total.
- 4.0: 50 points

- 3.7-3.99: 45 points
- 3.5-3.69: 40 points
- 3.3-3.49: 35 points
- 3.0-3.29: 30 points
- 2.9-2.99: 25 points

Study Tables: 5 points

Alpha Chi Omega Executive Board Position: 250 points

Assistant to Exec Position (Social, Panhel, Ritual, Philanthropy, etc.): 150 points

CRIC: 150 points

Risk Committee Rep: 35 points

Little Five Hundred Rider: 100 points

Standards Board Rep: 75 points

Chi Council Position: 50 points

Panhel President Position: 500 points

Panhel Exec Office: 100 points

Varsity Athlete: 150 points

Exec Office position outside Alpha Chi Omega: 100 points

Chairperson outside Alpha Chi Omega: 50 points

Club member outside Alpha Chi Omega meets less than 1x weekly: 15 points

Committee member outside Alpha Chi Omega meets 1x weekly: 25 points

Awards/Honors: 5 points each

Visiting Little 500 Track: 3 points/visit, 15 points max

Work outside Alpha Chi Omega: .5 points/hour, not exceed 50 points

Time Together Tuesday Event: 15 points

Alpha Chi of the Week: 15 points

#WhyAlphaChi on Social Media: 2 points

CARNATION/PHILANTHROPY POINTS: The Carnation/Philanthropy events represent one of the five Standards of Alpha Chi Omega, character. Carnation/Philanthropy events are not mandatory, but highly encouraged for members. Members will receive points for their philanthropic contribution to the community. Designation for events and services not covered in this document will be determined by the VP of Philanthropy.

- **Greek Philanthropy:** 10 points *must by ticket AND attend*
- **T-Shirt Purchase:** 5 points
- **Greek Week Shift:** 5 points
- **Blood Drive:** 5 points
- **% Dinners:** 5 points
- **Canning:** 5 points *based on 2 hour intervals*
- **Donation:** 5 points

- **3 Hours Service:** 10 points
- **Walks/Runs:** 10 points
- **BMOC Coach:** 10 points
- **IUDM DGR:** 15 points
- **IUDM Dancer:** 20 points
- **Phil. Committee Leader:** 25 points *based on performance*
- **Phil. Committee Member:** 20 points *based on performance*

ABROAD:

Women who choose to study abroad for a semester will have their points transfer from the semester before they go abroad to the semester they return from being abroad.

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 Indiana University. In addition, the chapter requires **a 2.9 GPA.**

Section 3. **Member Assistance.** A member who falls below the chapter's required grade point average meets with the 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. **Alpha Chi Omega Alpha Mu Chapter Academic Contract.** Members of Alpha Chi Omega who fail to achieve a minimum of 2.9 GPA shall be placed on an academic contract. Consequently, the member must meet all the requirements and earn positive academic points. The purpose of an academic contract is to encourage good study habits and foster academic achievements within the individual and the chapter. Points must be turned into the VP of Intellectual Development throughout the semester and progress will be monitored.

Requirements at Beginning of Semester: Due to VP

- In planner put due date of every test, quiz, reading assignment, paper, etc.
- Fill out calendar.
- Print semester schedule from Canvas.
- Additional requirements may be assigned by VP of Intellectual Development.

Assigning Points:

Current GPA: Points:

- 2.6-2.79 30
- 2.4-2.59 40
- 2.0-2.39 50
- below 2.0 60

Cumulative GPA: Points:

- 3.2 and above 0
- 3.0-3.19 10
- 2.8-2.99 20
- 2.6-2.79 30
- 2.4-2.59 40
- 2.0-2.39 50

- below 2.0 60

Semesters: Points:

- 1st Semester Under 2.9 0
- 2nd Semester Under 2.9 20
- 3rd Semester Under 2.9 40

Semester Check In: Points:

- C (Per class) 1
- D (Per class) 2
- F (Per class) 5
- *Missing a Meeting with a VP*: 5 points assigned

Ways to Earn Back Points: Points:

- Workshops 10
- Study Tables 5
- Tutor (1 hr) 2
- Make notecards/study guides 2
- Visiting office hours 2
- Attending all classes 5

Summer Classes: Points:

- A (per class) 5
- B (per class) 5

Check Ins: Points:

- A (per class) 5
- B (per class) 2

IMPROVE (current>cum) Points:

10 per increase of .1 (rounded up) **Members are invited to add things to this list that are pre-approved by VP of Intellectual Development**

Deadlines:

- 1/3 of points must be completed by (certain date)
- 2/3 of points must be completed by (certain date)
- All points must be completed by Finals Week

Contract:

I, _____, agree to the academic contract, and will uphold the responsibilities as stated above.

_____ (Member)
 _____ (VP of Intellectual Development)
 _____ (VP CRS)
 _____ (Date)

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 consistent 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 the 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 the 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. [The chapter must adopt the collegiate chapter model bylaws in their entirety.](#)
- The CRSB presents bylaws revisions and additions to the chapter by a date designated by [Alpha Chi Omega](#) 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. The 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 Nonmembers. The bylaws should not be distributed to nonmembers of Alpha Chi Omega, including but not limited to, campus professionals, Panhellenic Council, or accreditation boards. If requested, the CRSB may provide confirmation that the chapter is operating under current bylaws that have been approved by Alpha Chi Omega headquarters.

ARTICLE XIX. HOUSING

[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. These contracts should be signed in the fall for the following academic year.

Section 3. Facility Usage Fee. Dues to support facility 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 facility exists for the benefit of the chapter membership and should be maintained with financial resources that allow the facility to be competitive on campus. Revenue from house operations must be sufficient to cover all housing expenses including the lease payment to either the local house corporation or the Alpha Chi Omega National Housing Corporation. Therefore, the chapter must fill the facility to the occupancy of *{Insert chapter's occupancy rate}*.

Section 6. Live-in Policy. The collegiate chapter shall enforce a policy requiring all members to live in the chapter facility for a minimum of **two years** in order to maintain the facility at the occupancy level established in Section 5. Requirements for living in the chapter facility are:

- No member of the rising new member class shall commit to reside in another facility until enough members have executed the H138 housing contract for the chapter house to be at full occupancy. Housing contracts should be executed each year by December 1.
- The chapter president, vice president facility operations and at least two other executive board officers are required to live in the facility at all times.
- After the executive officers, priority to live in will then go to those members choosing to live in. All remaining, unfilled spots will be filled by members of the rising new member class. Chapter should determine its method of selection either by lottery or by lowest GPA / **positive** points in order to determine which members of the rising new member class shall be required to live in. If the rising new member class does not fill the facility, chapter members who have not met the live in requirement will be asked.
- Each member is required to live in the facility a minimum of **two** academic years, **(either four semesters or six quarters)**. The term of the contract will typically be August through May.

- Should the chapter not fill the facility to capacity, then lost rent revenue from unfilled beds shall be collected in the form of a chapter house assessment. The amount shall be evenly assessed to all active members of the chapter returning in the Fall, not including the new member class.
- Exceptions to this live in policy may be granted only by a decision of CRSB in consultation with a headquarters staff member. A member who fails to honor the live-in policy jeopardizes her good standing as a member of Alpha Chi Omega.
- Medical Accommodations Request: Should a member with a doctor's note request a single room, then a single room rate should be offered. It is recommended that the member pay a doubled rate.

Room Selection Process. *[In reference to the following two bullets, insert your chapter's process to determine who resides in the chapter facility if it differs from the following information.]*

- Class of initiation and highest percentage of positive points will rank non-executive board members who wish to live in the chapter facility. Therefore, those who have been lifetime members the longest with a high percentage of points will receive seniority. 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 terms as in-house members and who have the lowest percentage of positive points.
- Single-occupancy rooms should neither be expected nor guaranteed, regardless of whether the chapter facility is at capacity.
- Members living out of the facility are treated as members of the chapter and will be held to the same standards. This includes participation in events, mainstreaming grades and attendance for all mandatory functions. If members fail to comply, CRSB will address the situation.
- Members wishing to live out must submit an application to the President by or on January 1 of previous academic year for request to live out. The application will include the reasons for desire to live out, the amount of points she has accumulated, her previous positions in the house and her involvement in other student campus organizations. The application can be submitted as a group of members wanting to live out together. As stated in Section 6 above, exceptions to the live in policy may be granted only by CRSB, in consultation with a Headquarters' staff member.
- Members living out will sign a live out contract with Alpha Mu.

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. House Director. The chapter is required to use the services of Pearl Stone Partners, LLC to budget for and employ a full time house director if the chapter house has an occupancy of eleven [11] or more. Exemptions must be approved by headquarters collegiate experience staff with guidance from National Housing Corporation staff.

For more information on employment best practices, see Article XIX, Sections 17-24.

Section 10. 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.

Alpha Mu Visitors' Policy:

- Upstairs: Visitors will be allowed upstairs between the hours of
- Sunday – Wednesday: 11am- 11pm
- Thursday – Saturday: 11am – 8 pm
- When bringing a male upstairs, one must announce “Man on the floor” and at no time should males use restrooms other than those on the first floor.
- Women should be sure to close the bathroom doors upstairs if a male is present on the floor.
- Violation of the male visitation policy will result in a CRSB meeting.
- At no time should any guest of a chapter or staff member, male or female, be unescorted.
- OCCASIONAL exceptions may only be authorized by the House Director.

Section 11. 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 12. Tobacco and smoking in Chapter Facility. Alpha Chi Omega facilities must be tobacco-free and smoke-free environments. This includes vaping and the use of e-cigarettes as well.

Section 13. Candles in the Facility. The use of open-flame candles in the chapter facility or on chapter premises is prohibited.

Section 14. Animals. No animals are permitted in Alpha Chi Omega chapter facilities with the exception of assistance animals, subject to approval.

Section 15. 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, or a designated representative of the National Fraternity in compliance with the collegiate chapter's housing contracts.

Section 16. House Corporation Representatives. The Chapter 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.

Section 17. Outsourcing and Employment Services. The chapter will not directly employ any individual performing work at the chapter facility; rather, the chapter surrenders and transfers to Pearl Stone Partners, LLC all employer responsibilities, making Pearl Stone Partners, LLC the employer of all individuals performing work at the chapter facility.

Pearl Stone Partners, LLC will execute an annual Employment Agreement with certain individuals performing work at the chapter facility. The agreement is to be approved by Pearl Stone Partners, LLC annually. If the annual Employment Agreement is not going to be renewed, the employee will be notified per the timeline designated in the Employment Agreement.

Any services performed at the chapter facility by a vendor/service provider contract are not considered employees of the chapter. (e.g. catering or a housekeeping company).

Section 18. Outsourcing to a Service Provider. Outsourcing refers to the transfer to a third party vendor services or function which would otherwise have been fulfilled by the chapter.

The chapter shall refrain from paying an individual for work rendered as an independent contractor (Form 1099) without advance approval from Pearl Stone Partners, LLC. Pearl Stone Partners, LLC shall assist the chapter in determining if the individual performing work is properly classified an independent contractor per the Fair Labor Standards Act (FLSA).

Section 19. Service Provider Agreements. In advance of a Service Provider Contract being executed:

- The chapter must make certain the outsourcing contract describes the services clearly, sets out the minimum levels of service which are acceptable and

provides the chapter with remedies and/or a right to terminate in the event that such standards are not met.

- The chapter must make certain the service provider maintains adequate insurance coverage and minimum coverage limits for its business as required by any applicable law or regulation, including Workers' Compensation insurance as required by any applicable law or regulation, or otherwise as determined in its reasonable discretion.

Individuals performing work at the chapter worksite(s) through a Service Provider Contract are not considered employees of the chapter.

Section 20. **Responsibility for Hiring and Managing Employees.** The chapter will request Pearl Stone Partners, LLC assign an individual to conduct work at the chapter worksite(s). With input from the chapter, Pearl Stone Partners, LLC has the right to hire, discipline, determine whether to retain, pay wages, terminate and otherwise manage the employment of an employee. Pearl Stone Partners, LLC will depend upon the chapter to establish and communicate job duties and performance expectations to an employee. The chapter's facility operations advisor will define an employee's scope of work and provide day-to-day direction.

The chapter shall continue to locally source/screen candidates and present potential candidates to Pearl Stone Partners, LLC for employment consideration and assignment to work at the chapter facility.

Section 21. **Employment Services through Pearl Stone Partners, LLC.** Exclusive of any services outsourced to a service provider, as discussed in Section 3 above, all individuals performing work at the chapter worksite(s) must be employees of Pearl Stone Partners, LLC.

Under an Administrative Services Agreement, the chapter surrenders and transfers specific employer responsibilities to Pearl Stone Partners, LLC, making Pearl Stone Partners, LLC the employer of workers who perform services at chapter worksite(s) under the Administrative Service Agreement. Pearl Stone Partners, LLC has the right to hire, discipline, determine whether to retain, pay wages, terminate, and otherwise manage the employment of the workers covered by the Administrative Services Agreement and shall notify all employees covered by this Agreement of the nature of the relationship created between Pearl Stone Partners, LLC and the employee.

The chapter surrenders its right to terminate the employment of any individual employed by Pearl Stone Partners, LLC

The chapter shall retain the right to reject the initial assignment of any worker to its worksite by Pearl Stone Partners, LLC, provided such rejection does not violate the law.

Pearl Stone Partners, LLC will be responsible for reporting all federal, state and local employment related taxes.

Section 22. **Employment Agreements.**

All employment agreements will be between Pearl Stone Partners, LLC and any individual performing work (e.g. house director, chef/cook) at the chapter worksite(s). The chapter cannot enter into any employment agreement with an individual to perform work at its worksite(s). Any and all employment agreements must be approved by Pearl Stone Partners, LLC in advance of being issued to a candidate prior to performing work at the Chapter worksite(s).

The annual renewal of any employment agreements will be largely, but not exclusively, based upon feedback from the chapter. Intent to renew (or not renew) an employment agreement will be generally communicated to affected employees 30-60 days before its expiration or as outlined in an Employment Agreement.

Section 23. **House Director.**

House directors shall not serve in any advisory or local house corporation capacity. Exemptions shall be granted by the collegiate experience staff.

In circumstances where the university provides and/or employs an individual to serve as a house director, the chapter shall procure a copy of the corresponding agreement with the university, and forward it to Pearl Stone Partners, LLC for review and identification of any potential employment liabilities. Substitute House Directors shall be employed by Pearl Stone Partners, LLC.

Section 24. **Chapter Responsibilities in Relation to Employees.**

The chapter shall assign a designee – ideally, the facility operations advisor, to liaise with Pearl Stone Partners, LLC, serve as a primary resource for all matters related to employment, receive and respond to communications, provide employees with day-to-day direction, and assist with employee accountability.

Via the chapter designee, the chapter:

- Shall be responsible for establishing and communicating the job duties, responsibilities and expectations of the work to be performed at its worksite(s).
- Shall continue to locally source/screen candidates and present potential candidates to Pearl Stone Partners, LLC for employment consideration and assignment to work at the chapter worksite(s).
- May request additions and/or modification to an employment agreement based upon specific needs of the chapter or its worksite(s). Any addition and/or modification must be approved by Pearl Stone Partners, LLC.
- Has the responsibility to identify and communicate with an individual assigned to work at the chapter worksite(s) if any gaps in standard of service exist (ex. overall performance management). The chapter shall seek advance guidance from Pearl Stone Partners, LLC in preparing the appropriate communication including progressive discipline action up to and including termination.
- Shall not terminate an individual who is employed by Pearl Stone Partners, LLC and assigned to work at the chapter worksite(s). Employment terminations must be reviewed and approved by Pearl Stone Partners, LLC in advance of any communication with employee.
- Shall retain the ability to direct and control the day-to-day work performed by the individual(s) assigned to its worksite(s).
- May pay an individual a bonus for work performed at its worksite(s), provided the payment is made through Pearl Stone Partners, LLC. No taxable payment of any kind (e.x. cash bonus or gift card) shall be paid directly to any employee covered by the Administrative Service Agreement. All taxable payments must be made through Pearl Stone Partners, LLC.
- Shall verify and approve such hours reported by employee(s) and report them in accordance with the requirements of the Fair Labor Standards Act and/or any applicable state or local law. (It is the responsibility of the employee to track and report in a timely manner to Pearl Stone Partners, LLC the total number of hours worked via the designated timekeeping system.)
- Shall cooperate with any investigation following an employee accident, the provision of transportation to a medical facility and, if required due to medical restrictions, to permit the employee to work in a modified-duty capacity until such time as the employee is no longer medically restricted from resuming duties performed prior to the accident. (It is the responsibility of the employee to notify Pearl Stone Partners, LLC immediately, if an injury occurs at its worksite(s).)
- The chapter shall maintain a safe and harassment-free worksite.

ARTICLE XX. MEDIA AND COMMUNICATION

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

New and lifetime members may choose to participate in media or press opportunities as an individual, but not as a representative of Alpha Chi Omega. Unless such opportunities publicize philanthropic activities, chapter or individual honors, or the positive nature of Alpha Chi Omega membership, consistent with our values and standards, the Alpha Chi Omega name, letters, badge, new member pin, crest or other trademarked symbols may not be displayed in any manner and the opportunities may not take place in Alpha Chi Omega-related facilities.

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

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

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

Section 3. Electronic Communication. Alpha Mu 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 her digital footprint, which must adhere to the Member Code of Conduct, chapter bylaws and all policies of Alpha Chi Omega [Fraternity](#). A digital footprint is defined as any information that exists on a digital platform in the public domain as a result of a person's activity. This includes, but is not limited to, when members falsely represent themselves or when the member is not the original poster of the communication. Members found violating this will be called into a CRSB meeting and will be subject to disciplinary consequences.

ARTICLE XXI. AMENDMENTS

Section 1. Proposal of Amendment(s).

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

Section 2. Previous Notice and Posting.

- Following consideration of the proposed amendment(s) by the CRSB, notice of the proposed amendment(s) shall be given at the regular or special chapter meeting prior to the meeting at which the vote on the proposed amendment(s) will be taken.
- The specific wording of the proposed amendment(s) shall be available to chapter members 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 [Alpha Chi Omega](#) headquarters staff.

ARTICLE XXII. HOUSE RULES

- Section 1.** **House Rules in Bylaws.** Alpha Chi Omega House Rules or Exhibit [A](#) detail the use of the property, social behavior and other miscellaneous polices for the chapter to be developed as needed. Alpha Chi Omega House Rules should also be attached with Form [H138 Residential Services Agreement](#). Any members violating house rules should be called to the chapter relations and standards board. Please note that local house corporations are not responsible for ensuring chapter members adhere to House Rules; that is the responsibility of the chapter.
- Section 2.** **Amendment of House Rules.** 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 [B](#), [Additional House Rules to H139 – Chapter Specific](#).
- Section 3.** **Annual Review.** House Rules are reviewed annually by the CRSB and distributed with the chapter bylaws and also [Form H138 Residential Services Agreement](#).

EXHIBIT A

ALPHA CHI OMEGA HOUSE RULES FOR THE CHAPTER HOUSE LOCATED AT

1000 North Jordan Ave
Bloomington, Indiana 47406

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. The Tenant shall not paint, wallpaper, or redecorate in any manner any part of the chapter house, including construction of built-in furniture such as lofts, desks, or counters in her room. The Tenant may hang pictures and curtains in her room without obtaining consent, provided that the method used complies with the methods allowed by the chapter pursuant to its lease.
 1. 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.

 1. The possession, sale, use, or consumption of alcoholic beverages while in or about the chapter house is strictly forbidden. The illicit use, possession, sale, conveyance, distribution or manufacture of any illegal drug or controlled substance or drug paraphernalia on Alpha Chi Omega property owned, rented or designated for regular use by collegiate chapters and prospective chapter is strictly prohibited. In the event of a conflict between federal and state law or any other conflict, members of Alpha Chi Omega shall follow the strictest law or regulation.

 1. No animals, with the exception of an assistance animal (subject to approval) are allowed in the chapter house.

 4. No bicycles are to be stored in any public areas. The Landlord designates the location for bicycle storage. The Facility Operations Advisor on behalf of the Landlord works with the House Director and VP facility operations to ensure that the bicycles are properly stored.

 5. No roller blades, skates, skateboards, or other damaging modes of transportation shall be used inside the chapter house.

 1. Meals served by the chapter are to be eaten in dining room area and "snack room/kitchenette".

 1. Personal items are not to be stored over the summer in the facility without the Landlord's approval. The Facility Operations 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.

1. A Tenant shall not, nor allow:

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

-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)

-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, vaping, e-cigarettes 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 or incendiary devices of any kind within the confines and premises of the chapter house is prohibited.
 3. No structure is allowed that would impede the operation of a fire safety mechanism (smoke alarm, sprinkler system, alarm box, etc.) at the chapter house.
 4. Tampering with safety system equipment at the chapter house is strictly forbidden.
 5. Any item with an open flame or an open coil is absolutely prohibited in private rooms and common areas of the chapter house (candles, kerosene lamps, space heaters, etc.).
1. 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 B
(ADDITIONAL HOUSE RULES TO H138- CHAPTER SPECIFIC)

ADDITIONAL ALPHA CHI OMEGA HOUSE RULES
FOR THE CHAPTER HOUSE LOCATED AT

1000 North Jordan Ave
Bloomington, Indiana 47406

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:

1.

2.

3.

Safety:

1.

2.

3.

Emergency Procedures:

- 1.
- 2.
- 3.

Chapter
president

Date

Chapter
advisor

Date

EXHIBIT C

MEMBER DUES AND FEES (PER TERM)

*Additional local chapter fees may be added (e.g., purchase fee).

New Member Dues:

National New Member Fee	\$199
National Sisterhood Packet	\$ 23
National Certificate and Bond Card	\$ 8
Badge Fee (budgeted amount)	\$165 – *can be changed if the chapter budgets more
National Dues	\$110
Chapter Dues	\$455
Dues to Support Facility Operations	\$60
Meal Plan (if applicable)	n/a

Live In Member Dues:

National Dues	\$110
Chapter Dues	\$455
Room Rent	n/a
Dues to Support Facility Operations	\$60
Meal Plan	n/a

Live Out Member Dues: double check for alpha mu

National Dues	\$110
Chapter Dues	\$455
Dues to Support Facility Operations	\$60
Meal Plan (if applicable)	n/a