

BYLAWS
BETA PHI CHAPTER OF ALPHA OMICRON PI
2018-2019

First adopted: September 2000

Last updated: March 2018

ARTICLE I. NAME AND SUB-MOTTO

Section 1. The name of this chapter shall be Beta Phi Chapter of Alpha Omicron Pi Fraternity, Inc.

Section 2. The sub-motto of the beta phi chapter shall be "To Establish Love."

ARTICLE II. OBJECT

The object of this chapter shall be to encourage a spirit of fraternity and love among its members; to stand at all times for integrity, dignity, scholarship, and college loyalty; to strive for and support the best interest of Indiana University and in no way disregard, injure, or sacrifice those interests for the sake of the prestige or advancement of the Fraternity or any of its members.

ARTICLE III. MEMBERSHIP

Section 1. Eligibility. Any woman student registered at Indiana University as a full-time student who is not a member of another National Panhellenic Conference Fraternity, who complies with all other local Panhellenic regulations is eligible for membership. The chapter requires a minimum previous semester grade point average of 2.9 for Freshmen and 3.0 for Sophomore candidates, with limited exceptions, to pledge the fraternity.

Section 2. Election of Candidates for Membership.

- A. The members of the chapter in good standing shall vote to pledge a candidate for membership. All proceedings in membership consideration meetings shall be confidential and kept within the fraternity.
- B. A candidate for membership shall be declared elected if she receives an affirmative vote of 85% of the total chapter membership present and eligible to vote, only if quorum has been established.
- C. Members of the Alumnae Advisory Committee present during membership selection may challenge the negative votes cast by the chapter, which would deny membership. No other alumnae may attend membership selection sessions or challenge the negative votes cast by members which would deny membership unless she is designated by the Network Director or Network Specialist.
 - a. If the denial of membership is challenged during any membership selection prior to the vote to pledge (prior to Preference), the chapter shall reconsider the candidate, with a majority vote required for the issuance of an invitation to the next round of parties.
 - b. If members of the Alumnae Advisory Committee challenge the negative votes cast by members which would deny membership to a woman, the chapter shall reconsider the candidate, with a two-thirds vote required for election to membership.

Section 3. Pledging.

- A. The chapter will set the maximum number of new members for the chapter.
- B. Pledging shall be held at a regular meeting after a candidate accepts the invitation to pledge, and within two weeks of the acceptance of said bid. New member pins shall remain the property of the chapter and the new member is responsible for the cost should it be misplaced.

Section 4. New Member Expiration. The new member period is automatically ended by initiation or the expiration of the new member period unless extended prior to the date. If approved by the Alumnae Advisory Committee and the Network Specialist-Leadership, the new member period

may be extended for one semester of the school year, exclusive of summer school sessions. A former new member is eligible to election in the same manner as any other candidate.

Section 5. New Member Termination. The chapter may terminate a new member period for cause upon a two-thirds vote of the members with the approval of the Alumnae Advisory Committee and the Network Specialist-Leadership. A new member desiring release from her new member period shall notify in writing the Chapter President and/or the Chapter Adviser. A chapter vote is not required to release a new member from her new member period if she -so desires. Panhellenic must be notified.

Section 6. Initiation. In order for a new member to be initiated into Alpha Omicron Pi, she must meet the following requirements:

- A. Candidates for membership shall have undergone a period of new member training the duration of which shall be no less than six weeks and no more than eight weeks. This includes passing and completing all new member requirements as outlined in the New Member Education Manual.
- B. Pay all international and local chapter fees.
- C. Demonstrate willingness to accept full responsibilities of membership. If a new member determines that she is not ready to make the lifetime commitment to Alpha Omicron Pi, the Standards Committee should consider her concerns. The new member may be given a maximum of ten days to decide whether she will be initiated, diaffiliate, or continue the new member period, with a two-thirds vote of the chapter.
- D. Accept the high standards of decency and integrity required by the Fraternity.
- E. Participate in all mandatory chapter activities.
- F. Initiation will closely follow the completion of the requirements for membership unless extenuating circumstances prevent initiation during this period.

Section 7. Membership. Those members who have not been suspended or placed on International Probation and who have paid all accounts shall be deemed to be in good standing. Members in good standing shall have the privilege of attending and participating in all chapter meetings and activities, voting and proposing names for membership.

- A. In the case of financial difficulties, the chapter member and the Chapter Treasurer must negotiate an appropriate payment plan.
- B. In order to remain a member in good standing, members must have a minimum grade point average of 2.75 from the previous semester, meet all financial obligations on time, and participate in all mandatory functions unless otherwise excused.
- C. Every member will actively participate and serve on at least one chapter committee. Unexcused, missed committee meetings and obligations will result in a loss of points for the chapter member and a fine as stated in Article VIII Section 4.
- D. Every member will complete a minimum of five community service and three philanthropy hours per semester. Members are also expected to be in attendance at two sisterhood events per semester. Any member who does not complete the required hours will be called to a Standards Meeting and be fined as stated in Article VIII Section 4.
- E. The chapter may initiate women of high character who have demonstrated loyalty to Alpha Omicron Pi as Alumna Initiates. Alumna Initiates are granted full membership in Alpha Omicron Pi as alumnae members provided they are not members of any other National Panhellenic Conference organization.

Membership Regulations

A. Transfer Members

1. Affiliation. A member, upon transferring from one campus where she has been affiliated with Alpha Omicron Pi to another campus where there is a chapter, shall be invited to affiliate. She is expected to present an official affiliation form signed by the president of her chapter. Any member affiliating with the chapter will be responsible for the obligations as defined in the chapter bylaws.
2. Building/Furnishing Fund Obligation. A member transferring to another chapter is obligated to pay the chapter building/furnishing fund on a pro-rated basis unless the member has fulfilled her obligations to her original chapter. A

member who transfers from one collegiate chapter to another shall receive, upon affiliation, a list of fees of the chapter with which she affiliates. A new financial agreement must be signed and returned to Headquarters.

- B. Enrollment Requirements for Membership.
1. **New Members.** When a new member withdraws from the University, her new member period is automatically terminated. If she returns to college, she is considered as any other candidate for pledging and is eligible for selection in the same manner.
 2. **Initiated Members.** When an initiated member drops out of college, she shall become an alumna member. If she returns to college within 12 months, she shall become a member of the collegiate chapter if college Panhellenic regulations permit. If an initiated member has dropped out of college for more than 12 months, she may, upon her return to campus, elect whether or not to resume collegiate membership or to remain an alumna member. Once the decision has been made, to avoid violation of Panhellenic regulations, her membership status may not be changed during the remainder of her enrollment.
 3. **Matriculants.** Regularly matriculated students are eligible to pledge and be initiated and shall remain as collegiate members as long as they are students in good standing as defined by the Membership Status section of these bylaws.
- C. Married Student Members. A married student member may elect either collegiate or alumna membership status. As a collegiate member she must abide by all local and international membership responsibilities and is entitled to all the privileges of collegiate chapter membership. As an alumna member she is dropped from the collegiate chapter roll submitted to the International Headquarters.
- D. Graduate Students. A graduate student may affiliate by invitation from the chapter, or she may choose to become an alumna member. If she elects alumna status, her name is removed from the chapter roll at the time of her baccalaureate and, provided she is a member in good standing, is eligible for membership with any alumnae chapter.
- B. Undergraduate Students in Excess of Four Years. After four years of matriculation, a student must elect either collegiate or alumnae status with written approval from Leaders' Council, a majority of the Alumnae Advisory Committee and the Network Specialist- Leadership during the academic term prior to the fifth year excluding summer session. As a collegiate member she must fulfill all local and international membership responsibilities for the entire year and is entitled to all privileges of collegiate chapter membership. As an alumna member, she is dropped from the chapter roll submitted to International Headquarters.
- A. Alumnae Status Under Special Conditions. The Executive Board, upon unanimous vote, shall have the power to place collegiate members on special membership status. When placed on such as status, the member shall be removed from the chapter roll submitted to the International Headquarters and shall be considered an alumna member in good standing. Alumnae members shall financially support the Fraternity by paying dues to their local alumnae chapter or by becoming a Life Loyal member. Alumnae members shall support the AOII Foundation by making tax deductible donations and bequests.

Section 9.

Probation of a Collegiate Member.

- A. Definition. Probation is defined as the denial for a definite, specified period of time, not less than one month nor longer than four consecutive months, of certain and customary rights and privileges of membership in the Fraternity, which shall be stated in the terms of probation. A member on probation remains on the chapter roll and is responsible for international dues, and her share of any per capita fees assessed to the chapter.
- B. While on probation, the member does not have a voice or a vote in any election processes. However, she is still required to be in attendance at all events.
- C. Reasons for Probation. A member may be placed on probation as hereinafter provided for any of the following reasons:
 1. Violation of the Fraternity Constitution, Bylaws, standing rules or Book of Policies.

2. Conduct which renders a member's presence in her chapter detrimental to the harmony, standing and best interests of the chapter and Fraternity.
 3. Obvious and persistent refusal to cooperate with the chapter.
 4. Failure to meet chapter lease or fraternal financial obligations (dues, etc.).
 5. Financial inability.
 6. Failure to live in chapter housing.
 7. Failure to perform the duties of her office.
 8. Failure to achieve a minimum 2.75 GPA for two consecutive semesters.
 9. Any action or omission which may jeopardize the health, safety or welfare of any other member(s).
- D. Probation Methods.
1. Probation may be provided in one of two ways:
 - a. Each collegiate chapter shall have the authority to place an initiated or affiliated member of that chapter on probation by a 2/3 vote of the chapter members present and eligible to vote at a regularly scheduled chapter meeting, with the approval of a majority of the Alumnae Advisory Committee, for any of the reasons above. The probation under this subsection shall become effective upon approval by the Alumnae Advisory Committee.
 - b. The Alumnae Advisory Committee shall have the power to place a member of the collegiate chapter on probation by a 2/3 vote. The probation under this subsection shall become effective upon approval by the Director of Chapter Services.
 2. Notices of probation shall be sent as follows:
 - a. Upon approval of the probation as initiated by the Alumnae Advisory Committee, the Network Specialist-Leadership shall, within ten days of said approval, send a notice containing the terms of probation, the conditions, and length of probation and the member's right to appeal by certified mail, return receipt requested, to the member concerning whom such action is taken. Copies shall be sent by first class mail to the Chapter President, Chapter Adviser, the Network Director, and the International Headquarters. The notice referred to in this subsection shall be effective upon mailing.
- E. Appeal. Within 14 days of receipt of the notice of the probation, the member may appeal the decision or the terms of probation. She shall notify the Network Specialist-Leadership by certified mail of her decision to appeal. The Network Specialist-Leadership shall hear the appeal and two additional specialists from other Networks mutually assigned to that chapter. The notice of appeal shall contain the reasons why the probation should be rejected or its terms modified. If an appeal is not received within 14 days, the appeal is in default and the probation stands. Notice in writing of the decision of the body hearing the appeal shall be sent within 14 days of the receipt of the notice of appeal to the member on probation. The Network Specialist-Leadership shall be responsible for sending notice of the decision to the member with copies by first class mail to the Chapter President, the Chapter Adviser, the Network Director and International Headquarters. The decision of the body hearing the appeal is final.
- F. Extension Category. The decision of the probating body shall be received by the Network Director at least 14 days prior to the scheduled termination of probation. Notice of the expiration or extension of probation shall be sent to the member by mail by the Network Director, with copies to the Chapter President, Chapter Adviser, the Network Specialist-Leadership, and International Headquarters.
- G. Termination. Probation shall not extend beyond withdrawal or graduation from the University. Probation may be terminated automatically by a successful appeal or by satisfaction of the terms of probation by the member during the probation period. Prior to the scheduled termination of a probation, the probating body shall review the member's situation and determine whether or not to extend the probation or allow it to terminate.

Section 10. Suspension of a Collegiate Member.

- A. Definition. Suspension means forfeiture of the usual rights and privileges of membership in the Fraternity through affirmative exercise of constituted authority of the Fraternity until action for reinstatement is initiated as authorized in these bylaws. Upon suspension, the suspended member shall not in any way identify herself with the Fraternity through the use of insignia or otherwise, nor have any rights whatsoever in or pertaining to the Fraternity.
- B. Reasons for suspension. A member may be suspended as hereinafter provided for one or more of the following reasons:
1. Violation of the Fraternity Constitution, Bylaws, standing rules or Book of Policies.
 2. Conduct which renders a member's presence in her chapter detrimental to the harmony, standing and best interests of the chapter and Fraternity.
 3. Obvious and persistent refusal to cooperate with the chapter.
 4. Failure to meet chapter lease or fraternal financial obligations.
 5. Financial inability.
 6. Failure to live in chapter housing.
 7. Any action or omission which may jeopardize the health, safety or welfare of any other member(s).
- C. Suspension Methods.
1. Each collegiate chapter shall have the authority to suspend from membership in the Fraternity by a 2/3 vote, with the approval of the Alumnae Advisory Committee, the Network Specialist-Leadership, and the Assistant Director of Chapter Services a member of the chapter, whether initiated or affiliated, for any of the reasons listed above. Notification of suspension action must reach the International Headquarters within six weeks of the date of chapter action, accompanied by an explanatory letter from the Alumnae Advisory Committee who is an initiated member of Alpha Omicron Pi outlining the reasons for suspension.
 2. The Executive Board shall have the power to suspend a collegiate member by unanimous vote for any of the reasons set forth above if requested to do so by a majority vote of the Alumnae Advisory Committee of the chapter, with the approval of the Network Specialist-Leadership and the Assistant Director of Chapter Services. Notification of the suspension request must reach the International Headquarters within six weeks of the date of the vote of the Alumnae Advisory Committee accompanied by an explanatory letter from a member of the Alumnae Advisory Committee, who is an initiated member of Alpha Omicron Pi outlining the reasons for the suspension request.
- D. Notification. Within ten days after it has received notice of completed suspension action by either the collegiate chapter or the Executive Board, the International Headquarters shall officially notify the member of her suspension by certified mail. The notice shall be sent by mail to the Chapter President, the Chapter Adviser, and the Network Specialist-Leadership.
- E. Appeal. Within 14 days following receipt of the panel's opinion, either the suspending body or the suspended member may appeal in writing the decision of the panel to the Constitution and Bylaws Committee. The appeal is in default after two weeks and the action of the panel stands. The committee shall review the record and the opinion to determine the sufficiency of the procedures employed in reaching the determination and the correctness of the findings under the Constitution and bylaws. The committee may uphold the opinion or remand it for hearing under corrected procedures. A copy of the committees' opinion shall be sent to the member and the suspending body, as well as the Chapter President, the Chapter Adviser, the Network Specialist, the Network Director and International Headquarters. The final action taken may be reversed or modified by a majority vote of Council at its next biennial meeting. If the member or the suspending body plans action at convention, written notification must be made to the Executive Board at least ninety days prior to the opening of the convention.

- F. Termination. The suspended member may request the Executive Board to review her case no less than three years from the time of suspension. If the Executive Board finds that the suspended member's conduct and attitude justify termination of the suspension, upon unanimous vote, it may reinstate her to the privileges of membership.

ARTICLE IV. MEETINGS

- Section 1.** Attendance is required at all regular, ritual, special and recruitment meetings. All chapter meetings should be attended. Excuse notices for chapter meeting must be given to the Secretary no later than 24 hours prior to the meeting. One chapter meeting may be missed per semester without penalty; however, every chapter meeting missed thereafter will result in a deduction of a member's points and a fine as stated in Article VIII Section 4. Additionally, members must stay for the entire meeting or it will be considered a missed chapter. After initiation in a given school year, seniors will not be required to attend chapter and will not face any fines or point deductions for the remainder of the school year. Subsequent absences without reason may be brought as a concern to the Standards Committee and will be dealt with accordingly. The following meetings are very important to the successful maintenance of the chapter and cannot be used as the "freebie": Class Caucuses, Elections, Initiation, Recruitment Workshops, Recruitment, Membership Selection and Ritual.
- Section 2.** Regular meetings shall be held weekly during the academic year. The date and time will be determined by the Leaders' Council the previous semester and listed on the calendar. Meetings will rotate between Business/Ritual meetings, Sisterhood, Chapter Development and Personal Development meetings.
- Section 3.** Ritual meetings. Formal Ritual meetings shall be held once a month. Appropriate attire is required. Without appropriate attire, women will be asked to leave and fines for absence from the event will be in effect. A white/cream skirt and blouse is required. No trousers may be worn. Only closed-toe white/cream shoes are acceptable. Finally, no large jewelry that may attract attention may be worn. A fine will be assessed for an unexcused absence to ritual as stated in Article VIII Section 4. The fine incurred will be a 20 house point deduction and \$25 fine.
- Section 4.** Special meetings. These may be called by the Chapter President, Leaders' Council or by written request presented to the Chapter President by two members.
- Section 5.** Recruitment. Attendance at all recruitment activities, including workshops, planning seminars, work parties, retreats, committee meetings, and other planning and preparation sessions is mandatory. Excused absence requests must be presented in writing to the Vice President of Standards, Vice President of Membership Recruitment, and the Alumnae Advisory Committee in advance of the anticipated absence. Unexcused absences will result in an automatic penalty as stated in Article VIII Section 4 of these bylaws.
- Section 6.** Philanthropy. All chapter members shall fully participate in the chapter philanthropy as determined by the Philanthropic Chairmen or be subject to certain costs to support the cause. Members that are absent from philanthropy events without a valid excuse will be subject to a \$50 fine.
- Section 7.** New Member meetings. Regular weekly new member meetings shall be held at the chapter house during the new member period. If a meeting is missed the member must make up the meeting within a week. Mandatory meetings must be attended.
- Section 8.** Leaders' Council.
- A. The purpose of Leaders' Council is to handle all of the chapter business, to discuss business and any problems and plans, review alternatives and arrive at the best solutions, to streamline chapter meetings, and to run the chapter in its most effective manner. Leaders' Council shall meet at least 24 hours before the chapter meeting's set time. Leaders' Council meetings are mandatory. All cabinet members are to attend the first Leaders' Council meeting of every month. An officer who is unable to be present must find a member of her committee to attend in her place. Each officer must have a proxy to act as her replacement. If an officer misses a Leader's Council meeting without an appropriate replacement, she will lose five of her officer

points. An officer is only able to miss two Leaders' Council meetings with a replacement unless it's for an academic obligation. If a Leaders' Council or Cabinet member is not attending the Leaders' Council meeting she must inform the Secretary and Chapter President at least 24 hours in advance.

- B. Procedure. Leaders' Council will meet and review all officer announcements and any necessary votes for the next chapter meeting. They shall discuss the announcements, decide if the information is necessary, and decide if some other way of handling the business can be better used for that week's meeting. Only the announcements that are reported at Leaders' Council or notified to the Vice President of Administration an hour prior to the meeting will be allowed at chapter meetings. No additions to the announcements should be made unless discussed with the officer prior to chapter. This results in timely and efficient chapter meetings. The procedure shall be according to *Robert's Rules of Order, Newly Revised*.
- B. In order to include a chapter activity onto the calendar after the calendar has been completed, Leaders' Council must approve the activity three weeks in advance to be made mandatory.
- C. All officers must make every attempt to schedule their classes around Leaders' Council Meetings.

Section 9. Standards Committee. The Standards Committee shall be comprised of four general members comprised of at least one sophomore, one junior and one senior, the Vice President of Standards, Chapter President, the Standards Adviser, and other officers when necessary. This committee shall hold regular monthly meetings during the academic year and special meetings as required.

Section 10. Quorum. One-half of the members entitled to vote on the current chapter roll plus one, including three members of Leaders' Council shall constitute a quorum.

Section 11. Voting. All votes may be by voice or by show of hands except in the cases of election of new members and officers, which will be by secret ballot. In officer elections if there is only one candidate for an office, the vote may be by a show of hands if there is no objection.

Section 12. House Resident Meetings. Members living in the chapter house must attend all house meetings.

Article V. OFFICERS AND DUTIES

Section 1. Leaders' Council.

- A. Officers required by Alpha Omicron Pi Governing Documents include: Chapter President, Vice President of Administration, Vice President of Education, Vice President of Academic Development, 2 Vice Presidents of Membership Recruitment, Secretary, Chapter Treasurer, Vice President of Standards, Vice President of Chapter Development, New Member Educator, Panhellenic Delegate, and Vice President of Communication.
- B. Other Leaders' Council officers include the following: 2 External Social Chairmen, 2 Philanthropy Chairmen, House Manager, Keeper of the Ritual, and Risk Manager
- C. If an excessive number of Leaders' Council meetings are missed in one semester (for reasons other than academic classes/exams) the officer could be placed on International Probation, at the discretion and recommendation of the Standards Committee.
- D. All officers shall have a previous semester GPA of 3.0 to be elected to office, and maintain a semester GPA of 3.0 throughout the term of office. Failure to do so could result in removal from office, at the discretion of the Standards Committee.

Duties of Leadership Council.

- A. External Social Chairmen will be elected to plan events with other Indiana University chapters or organizations.
- B. Philanthropy Chairmen will promote various community and volunteer opportunities, track member's volunteer hours, and plan our fall and spring philanthropy events
- C. House Manager is responsible for acting as a liaison between the House Director and members. She will voice rules of living in the chapter house and coordinate moving and room assignments.
- D. Keeper of the Ritual promotes ways for members to practice their ritual in everyday life and ensures member understanding and retention of ritual information. She facilitates ritual workshops and plans for ritual events.

- E. Risk Manager will be elected to ensure the safety and well being of chapter members. She will be responsible for enforcing precautionary measures at events and ensuring compliance with university and national regulations.

Section 2. Cabinet. Elected Offices: Internal Social Events Chairman, Alumnae Relations Chairman, Informal Recruitment Chairman, Parent Relations Chairman, Health and Wellness Chairman, Environmental Chairman, Historian, Assistant Chapter Treasurer, Assistant Vice President of Communications, Assistant New Member Educator, and Apparel Chairman.

Duties of Cabinet.

- F. Informal Recruitment Chairman will be elected to assist the Vice Presidents of Membership Recruitment in the planning and execution of recruitment activities and events.
- G. Parent Relations Chairman will be elected to keep parents informed and involved in the activities of members and will be responsible for planning parents' weekends and other such activities.
- H. Historian will be elected to keep a record of the chapter's history, and maintain a scrapbook.
- I. Environmental Chairman will encourage members to 'live green' through recycling, smart use of electricity and water-use, etc.
- J. Health and Wellness Chairman is responsible for meeting with the Food Committee once a month, setting up workout classes for chapter members, and encouraging participation in intramural opportunities.
- K. Apparel Chairman is responsible for creating apparel designs and coordinating with vendors to order apparel for AOII events.
- L. The additional Cabinet positions follow the duties portrayed in the collegiate chapter operations manual.

Section 3. Duties of Officers.

- A. It shall be the duty of each officer to fulfill the requirements of her office as stated in the Alpha Omicron Pi Governing Documents and the Standards of Excellence. The Collegiate Chapter Operations Manual (CCOM) provides additional direction. Any deviation from the CCOM must be approved by the assigned Network Specialist or assigned International Headquarters staff member.
- B. Officers failing to submit reports to the proper authorities shall be responsible for the payment of any resulting fine.
- C. Each officer shall keep a notebook containing directions of her duties, all materials received and reports and letters relating to her office.
- D. Each officer shall submit her officer goals for the year to the Chapter President, Vice President of Administration, and Chapter Adviser within two weeks of the Officer Transition Workshop.
- E. The Chapter President shall serve ex officio as a member of all committees.
- F. The Vice President of Administration shall perform the duties of the Chapter President in her absence or inability to act.
- G. All purchase approval forms must be turned in by the end of the semester or else the officer will be held personally responsible for the purchase amount.
- H. Officers are responsible for completing all reports on time. If a report is submitted after its due date that officer will lose 50 of her officer points. If for any reason an officer cannot complete a report, the officer must contact the Vice President of Administration at least one week prior to the due date. All officers are also responsible for contacting their adviser when they have finished a report and when the adviser has a report she must complete. In addition, the officer is personally responsible for any fines assessed by International Headquarters for missed deadlines.
- I. Attendance of all outgoing and incoming officers shall be required at the Officer Transition Workshop. All officers are expected to provide a newly elected officer with a complete notebook and be available for questions. If officers are unable to attend, the existing and newly elected officers may hold an individual meeting (within two weeks of

the election) outside of the Officer Transition Workshop. There is a \$50 fine for missing Officer Transition workshop or not holding an individual meeting for both incoming and outgoing officers..

Section 4. Officer Malfeasance. If an officer is not fulfilling the requirements of her office, or if she neglects her responsibilities, she may be placed on International probation during which time she shall attend Leaders' Council meetings and report her progress. If, after the time for probation has expired, she has been unable to correct the problem, she may be removed from office by Leaders' Council with the approval of the Chapter Adviser and the Network Specialist-Leadership. If an officer is not fulfilling the GPA requirements of her office, she may be removed from office. The chapter may impeach an officer by a two-thirds vote. See the sample bylaws.

ARTICLE VI. OFFICER ELECTIONS.

Section 1. Requirements and Eligibility.

- A. All initiated members of the chapter in good standing with both the University and the Fraternity and who are duly qualified to perform the duties of the office are eligible for office.
- B. Leaders' Council and Cabinet officers must have a minimum previous semester grade point average of at least a 3.0 at the time of election and throughout her term of office with the exception of illness which shall be at the discretion of Leaders' Council.
- C. To hold the office of any Leaders' Council position you are required to live in the chapter house during your term in office.
- D. To run for Chapter President, it is recommended, not required, that one has had a previous Leaders' Council position and attended at least 75% of meetings each semester.
- E. All candidates for office are recommended to attend Leaders' Council meetings prior to turning in a preference sheet for office and must meet with the current officer holding the role.

Section 2. Nominating Committee and Chairman. A Nominating Committee shall be selected one month prior to the election of officers. It shall be composed of the Nominating Committee Chairman and one representative elected by each academic class from among its initiated members. This elected representative will be the Class Caucus Chairman and shall forfeit her right to vote in that chapter caucus. The Nominating Committee Chairman shall distribute the list of offices to be filled. The Chapter Adviser shall serve as an ex officio member of the Nominating Committee, and she shall be present at its final meeting. The committee shall present its majority report at a regular chapter meeting one week before elections. The Nominating Committee will take into consideration the Preference Sheets when preparing its report.

Section 3. Preference Sheets. Preference Sheets are to be completed by any member in good standing who is interested in holding an office. Preference sheets may be obtained from and returned to the Nominating Committee Chairman within 48 hours of Class Caucus. The completed sheets shall be made available to the Nominating Committee, at the class caucus meetings, and at the chapter meeting at which the Nominating Committee Report is to be read.

Section 4. Class Caucus. Each class shall meet in caucus and may, at that time, give pros and cons for members who have completed Preference Sheets. Each class shall vote on the individual offices and the combined votes shall form the slate. The result of these nominations shall be the class slate of officers. All discussion in the class caucus meetings shall be kept confidential within the class. Each class shall have access to the Preference Sheets of all members. The Caucus Chairman will present the slate to the Nominating Committee Chairman and shall conduct the class caucus according to proper parliamentary procedure. All members are required to be in attendance. There is a \$50 fine and 10 house point deduction for an unexcused absence.

Section 5. Nominating Committee Reports. The slate drawn upon by the Nominating Committee shall be presented by the Nominating Committee Chairman as the majority committee report to the chapter at the regular meeting one week prior to elections.

Section 6. Officer Transition Workshop. The outgoing Chapter President shall conduct an Officer Transition Workshop for the newly elected officers within two weeks of the election. Attendance of all

outgoing and incoming officers shall be required. The members of the Alumnae Advisory Committee shall be in attendance at the workshop as well. All officers are expected to provide a newly elected officer with a complete notebook and be available for questions. If officers are unable to attend, the existing and newly elected officers may hold an individual meeting (within two weeks of the election) outside of the Officer Transition Workshop. There is a \$50 fine for missing Officer Transition workshop or not holding an individual meeting for both incoming and outgoing officers.

Section 7. Installation of Officers and Term of Office. Installation of officers shall take place at a formal ritual meeting within 14 days after elections. The officers shall serve from their installation until their successors are installed. If a vacancy occurs in any office except that of the Chapter President, a successor shall be elected by Leaders' Council. A vacancy in the office of the Chapter President shall be filled by chapter election of an existing Leaders' Council member.

Section 8. Chapter Adviser. A Chapter Adviser shall be elected annually by the chapter from a list prepared by the chapter and approved by the Network Specialist-Leadership. She shall have been an alumna of the fraternity for at least one year. She shall serve ex officio as a member of Leaders' Council and of all committees. She shall appoint additional advisers and delegate their duties.

ARTICLE VII. COMMITTEES.

Section 1. Leaders' Council. An alumna adviser shall be present at all Leaders' Council meetings. The Chapter President shall serve as chairman. The Leaders' Council shall meet weekly during the academic year. They shall be empowered to recommend to the chapter courses of action pertaining to internal and external chapter matters, to approve all bills within the limit of the budget, and to conduct necessary business between chapter meetings consistent with these bylaws. It shall be the responsibility of the Leaders' Council to consider and make recommendations concerning chapter policy.

Section 2. Bylaws Committee. The Bylaws Committee shall be lead by the Vice President of Administration and will be comprised of the VP of Academics, VP of Finance, House Manager, VP of Standards, and the Keeper of Ritual. It shall meet to review the bylaws and recommend amendments or revisions, which must be approved by Leaders' Council, the Alumnae Advisory Committee, and the Network Specialist-Leadership before presentation to the chapter.

Section 3. Standards Committee. The Standards Committee shall serve as a positive reinforcement of good behavior, as well as issue sanctions for negative behavior. The committee holds the right to sanction at its discretion. All issues will be kept in strict confidence.

Section 4. Total Chapter Programming Committee. The committee shall be composed of a minimum of five members which are: the New Member Educator, Keeper of Ritual, Vice President of Standards, Vice President of Chapter Development, Vice President of Academic Development, Vice President of Education, Vice President of Recruitment and Panhellenic Delegate who shall serve as the chairman; and an alumna adviser. Additional members may be selected as needed.

Section 5. Alumnae Advisory Committee. The Alumnae Advisory Committee shall consist of the Chapter Adviser and other advisers she appoints.

ARTICLE VIII. FINANCES.

Section 1. Membership Fees. Every new member shall sign a financial contract when she begins her new member period. Failure to sign a contract and/or pay all new member fees and dues will result in denial of initiation. All initiated members are required to sign a binding financial contract at the start of each academic year. All transfer members are required to sign a contract at the beginning of their first term with the chapter. All original contracts will be kept on file at International Headquarters and a copy of all said contracts will be kept on file with the local chapter. All new and initiated members are required to pay all fees and dues via the BillHighway system. Financial irresponsibility shall subject a member to possible probation, suspension, and/or collections.

Section 2. New Members. All fees shall be collected prior to initiation.

- A. International New Member Fee. An International New Member Fee is required from each new member and shall be remitted to Headquarters within ten days after formal pledging.
- B. International Initiation Fee. An International Initiation Fee will be collected from each new member who is to be initiated.
- C. Building and Furnishing Fee. A Building and Furnishing Fund fee will be collected from each new member who is to be initiated.
- D. Badge Fees. The chapter shall collect from each new member who is to be initiated the fee for the life leasehold for the badge of her choice.
- E. Chapter New Member Fee (Local Dues). The Chapter shall collect from each New Member a local dues fee.
- F. Development Fee. A Development Fee will be collected from each new member who is to be initiated.

Section 3.

Initiated Members. All members must pay all chapter dues and fees via BillHighway. Any member who has not paid her monthly invoice by the due date, or is in violation of her payment plan agreement, shall be denied voice and vote at chapter meetings and is not permitted to attend social functions. If a member's monthly invoice is not paid in full and/or if a payment plan has not been agreed upon by said member and the Chapter Treasurer, a late fee which is charged by BillHighway will apply to said member's account.

- A. Dues for Initiated Members. Chapter membership dues will include all fees to International Headquarters and local chapter dues. Each chapter member is also required to pay fees assigned by the Corporation Board. No other fees shall be assessed without a majority vote of the Chapter. Chapter dues will be decided and voted on by the chapter upon presentation of the chapter budget in the spring, and affirmed upon presentation of the revised chapter budget in the fall.
- B. Billing. All dues and fees assessed to chapter members or new members will be billed directly through BillHighway. A fee for use of credit card with Billhighway will be assessed to those members who use credit cards for paying their fees to the chapter in Billhighway.
- C. Outstanding Balance Procedures and financial irresponsibility. The chapter will use the following procedures for the collection of money that is past due:
 1. In the event that money owed to the chapter is 30 days past due, the chapter member will be called to a Standards Meeting to establish a payment plan and sign a promissory note for all money owed.
 2. In the event that money owed to the chapter is 60 days past due, the chapter member will be called to a Standards Meeting and placed on Social Probation. The member will also not be allowed to purchase any apparel, unless a promissory note is set up and this has been discussed.
 3. In the event that money owed to the chapter is 90 days past due, the chapter member will be called to a Standards Meeting and placed on International Suspension. Purchasing apparel is not allowed in this situation.
 4. Once the bill is past the due date, the member is not permitted to attend any AOII social events until bill is paid in full.
 5. Per the financial contract that is signed by each chapter member, the chapter has the right to collect the full amount of any outstanding balance plus late fees owed to the chapter. Members who are unwilling to fulfill their financial commitment to the chapter will be sent to collections if necessary. The collections process is implemented by BillHighway and is a serious consequence for those who chose not to fulfill their financial obligations.
- D. 5% Rule. The chapter officers and Alumnae Advisory Council has the right to cancel any social event or function if 5% or more of the chapter's membership has money past due.
- E. Bounced Check. Any member who submits a check with insufficient funds will be required to pay the bounced check fee as assessed by said banking institution and/or by BillHighway.
- F. Payment Plans and Promissory Notes. Any member unable to pay the amount of the invoice in full by the due date must contact the Chapter Treasurer to arrange an alternate

payment plan and sign a binding promissory note. All payments must be collected according to the plan. If payment of the established plan is delinquent at any time, all money will be due in full and subject to collections. All accounts must be paid in full before the end of each semester.

- G. IU Checklist. In the event that a bill is overdue or not fully paid by the established deadline, the member may be placed on Indiana University Bursar's checklist for the amount of unpaid charges. The member acknowledges this action prevents them from re-enrollment, access to transcripts of records, and graduation until such amount is paid.
- H. Study Abroad Fee. Should a member wish to study abroad, they will be required to pay a fee to the corporation for the unfilled beds in the chapter house. This fee will be based on the move out date and shall be 60% of the remaining housing contract excluding board fees.
- I. Housing Requirements. All Leadership Council members are required to live in the chapter house. Initiated members are required to live in the chapter house for a minimum of two years and until the chapter house is at maximum capacity. 15% of the senior pledge class members must live in the chapter house. If the housing requirements are not met, members will be selected to live in the chapter house based on the positive house point system. Any member unable to fulfill their housing obligation will present their case to the Standards Committee and be dealt with on a case by case basis.

Section 4. Fines. Fines for unexcused absences or failure to abide by sorority regulations shall be reviewed by the Standards Committee. All fines will be charged by the Assistant Chapter Treasurer and included on the next month's Billhighway bill. Refer to the Standards Handbook for specific fines.

Section 5. Budget. The Chapter Treasurer with the assistance of the Financial Adviser and Leaders' Council, shall prepare a chapter budget to be presented for chapter approval at a regular meeting prior to the date deemed necessary by the Chapter Treasurer. They shall then prepare a revised budget, including the recommendations of the Network Specialist-Finance to be presented for chapter approval at a chapter meeting before the date deemed necessary by the Chapter Treasurer. Any officer or committee member who overspends her allotted budget will be personally responsible for paying the amount over the budget.

A. Chapter Credit Card: Members who need to use the chapter credit card need to notify the chapter treasurer at least 24 hours in advance. The chapter card needs to be signed out by the member using it and returned to its assigned location in a timely manner. Any purchases made using the chapter credit card must be recorded on a Purchase Approval Form and receipts from card transactions should be stapled to this form. Failing to follow these procedures will result in a \$10 fine. If a member is found with a picture of the chapter credit card, they will be fined \$50.

Section 6. 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.

ARTICLE IX. SCHOLARSHIP.

Section 1. Averages.

- A. A previous semester grade point average of 2.75 is required for voting privileges.
- B. All members with a grade point average below a 2.75 must follow the Alpha Omicron Pi Plan. If the program is not followed, it will automatically result in the loss of social privileges at the discretion of the Academic Development and Standards Committees.
- C. Any Leaders' Council or Cabinet member who has a semester grade point average under a 3.0 will be dealt with by the Standards Committee on a case by case basis.
- D. The Vice President of Academic Development will establish the Alpha Omicron Pi Plan. The Program policies can be found in the Standards Handbook.

Section 2. The scholarship policy shall be reviewed each spring.

ARTICLE X. GENERAL RULES.

Section 1. Parliamentary Authority. The rules contained in Robert's Rules of Order, Newly Revised shall govern this chapter in all cases in which they are applicable, and in which they are not inconsistent with these bylaws, or the Constitution and bylaws of Alpha Omicron Pi.

Section 2. Amendments to Bylaws. These bylaws may be amended at any regular meeting of this chapter by a two-thirds vote of the members entitled to vote on the current chapter roll, provided the amendment has been submitted in writing prior to the previous regular meeting

BYLAWS OF BETA PHI CHAPTER OF ALPHA OMICRON PI
to Leaders' Council.

- Section 3.** Positive Point System. A point system will be used to reward positive contributions to the chapter, as well as to discourage negative behaviors. The point system is included in the Standards Handbook.
- Section 4:** Anti-Hazing Policy: 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 a person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
- Section 5:** Statement of University Compliance: This organization shall comply with all Indiana University regulations, and local, state and federal laws.

