

BYLAWS
of
SIGMA ALPHA OMEGA
Alpha Rho Chapter

Article I
Name

The name of this organization shall be Sigma Alpha Omega Alpha Rho Chapter, a subsidiary of Sigma Alpha Omega Christian Sorority, Inc., a national Christian social sorority.

Article II
Purpose

Section 1. Sigma Alpha Omega Alpha Rho Chapter (**hereinafter referred to as “Sigma Alpha Omega”**) is established for the expressed purpose of assembling students who agree to uphold and fulfill the purpose of this organization. The purpose of this organization is to foster Christian beliefs and/or values in a Christ-centered sisterhood in order to enjoy Christian fellowship, service, and social activities in accordance with the purpose of the Sigma Alpha Omega Christian Sorority, Inc. (**hereinafter referred to as the “National Organization”**).

Section 2. The purpose of these bylaws shall be to govern the local chapter and its members of Sigma Alpha Omega at the University of South Florida, Sarasota-Manatee campus in full accordance with and addition to all National Bylaws, Policies, Statement, and Procedures as outlined by the National Organization.

Article III
Membership

Section 1. Eligibility of Membership

A. [From National Policies:] The membership of the National Organization shall be open to any Christian female student at the resident college or university of Sigma Alpha Omega and their respective alumnae. If a college or university does not allow for the formation of social sororities, a Christian female student at that school is eligible for affiliated membership in Sigma Alpha Omega within traveling distance of that school, pending approval of the active members, or she may choose to begin the chartering process with others at her school without campus recognition. Any Chapter of the National Organization with affiliated member(s) shall keep the school name of that recognized Chapter, despite the affiliated membership. Further information regarding membership statuses and requirements are set forth by Sigma Alpha Omega and by the National Organization.

B. [From National Policies:] Sigma Alpha Omega and its National Organization was founded and shall always work to further the teachings and principles of the Christian religion based on the teachings of Jesus Christ and faith in the one God who is an indivisible Holy Trinity comprised of the Father, Son, and Holy Spirit. Membership in Sigma Alpha Omega and its National Organization is offered by invitation only to eligible persons who profess such faith for so long as they continue to profess it and otherwise comply with the membership requirements of Sigma Alpha Omega and its National Organization. Sigma Alpha Omega and its National Organization shall never discriminate on the basis of race or color.

Section 2. Status of Membership - All statuses of membership are reflected in the National Policies and Procedures. Any requests for new types of membership statuses must be presented to the National Organization for consideration and approval.

- A. Active Member - An active member shall be an enrolled student who has been initiated according to the official ritual of the National Organization, who actively participates in the activities of Sigma Alpha Omega, and has not been declared by the Judicial Board for any other membership status (see Article III, Sec. 4). An active member who does not fulfill the following requirements is subject to policies outlined in Article XII (Dues, Fees, Assessments, and Monetary Procedures).
1. Dues - An active member shall pay her dues in installments by the amount and dates set by the officers on the first scheduled business meeting of each semester. Failure to do so shall result in a fine (see Article XII).
 2. Regular Business Meetings - An active member shall miss no more than one (1) scheduled business meeting during a single semester. Absences must be presented in writing to the Judicial Board within ten (10) days of the absence. Failure to meet this requirement shall result in a fine (see Article XII).
 3. Regular Events and Activities - An active member shall attend at least one (1) Sigma Alpha Omega social event monthly, one (1) Bible study monthly, one (1) service project semesterly, and one (1) fundraiser semesterly, outside of the determined amount of recruitment events. Failure to meet this requirement may result in a series of fines (see Article XII).
 4. Recruitment Events - An active member shall attend predetermined recruitment events as decided by the Executive Committee with no more than two (2) excused absences as approved by the Judicial Board within ten (10) days of the absence. Failure to meet this requirement may result in a series of fines (see Article XII).
 5. Special Events - An active member shall attend Bid Ceremony, Initiation Ceremony, Sister Retreat, Semi-Formal/Formal, and any Nationally-Scheduled Mandatory Chapter Training. Barring emergencies, submitted requests for an excused absence must be presented to the Judicial Board no later than fourteen (14) days prior to these scheduled events. Failure to meet this requirement may result in a fine (see Article XII).
 6. Committee Participation - An active member shall serve on at least one (1) Sigma Alpha Omega committee with no more than two (2) unexcused absences. Absences must be presented in writing to the Judicial Board within ten (10) days of the absence. Failure to meet this requirement may result in a fine (see Article XII).
- B. Affiliate Member - An affiliate member shall be a member in good standing that is not an enrolled student at the University of South Florida, Sarasota-Manatee. She shall be an enrolled student at a college or university within traveling distance of Sigma Alpha Omega, who otherwise participates in the activities of Sigma Alpha Omega as a member. For the continuing purposes of these bylaws, an affiliate member shall be equivalent to an active member unless she is considered by the Judicial Board under any other membership status. She shall pay dues according to her otherwise specified membership status (i.e., active, associate, or inactive). An affiliate member will have the same privileges as a sister and will not be discriminated against with the following exceptions:
1. An affiliate member may not hold the office of President, and no more than one (1) affiliate member may hold an elected office of Sigma Alpha Omega at any given time.
 2. An affiliate member may not play on an intramural team of Sigma Alpha Omega.

3. An affiliate member shall agree to participate in any sorority-sanctioned event in the name of the campus of Sigma Alpha Omega.
 4. Any further exceptions for affiliate members are based on the rules for Student Organizations at the University of South Florida, Sarasota-Manatee.
- C. Associate Member- An associate member shall be an active member in good standing who finds it necessary to cease full involvement in Sigma Alpha Omega because of other commitments of time and effort and whose timely petition for such status has been approved by the Judicial Board (see Article III, Sec. 4).
1. Limitations and Eligibility- Associate members shall have no voting power and may not hold office or chairwomanship. Associate status shall not exceed two (2) consecutive semesters per member unless the Judicial Board makes exception upon receipt of additional requested semester(s). Associate status may only be granted to sisters who have maintained active status for at least one (1) full semester.
 2. Dues- An associate member shall pay her dues in installments by the amount and dates set by the officers on the first scheduled business meeting of each semester. Failure to do so shall result in a fine (see Article XII). An associate member may regain active status for the following semester by notifying the Judicial Board and payment of dues in full.
 3. Regular Business Meetings- An associate member shall attend at least one (1) business meeting per month, including the first and last meetings of each semester. Failure to meet this requirement shall result in a fine (see Article XII).
 4. Regular Events and Activities- An associate member shall attend at least three (3), and no more than ten (10), social events and/or Bible Studies each semester, outside of the determined amount of Recruitment events. Failure to meet this requirement may result in a series of fines (see Article XII).
 5. Recruitment Events - Associate members shall attend at least one (1) predetermined recruitment event as approved by the Executive Committee. Failure to meet this requirement may result in a fine (see Article XII).
 6. Special Events - An associate member may attend Bid Ceremony and Initiation Ceremony but may only attend Sister Retreat and Semi-Formal/Formal at the invitation of Sigma Alpha Omega.
- D. Alumna Member- A sister in good standing who ceases enrollment in the University/College shall become an alumna member of Sigma Alpha Omega. An alumna member who re-enrolls as a student at a University/College may become an active member if she so desires. An alumna member who re-enrolls after an absence of two consecutive semesters or more from a University/College may choose to become an active member or remain an alumna. An alumna member who re-enrolls after an absence of less than two consecutive semesters must resume her Current Membership or elect to permanently cease membership with Sigma Alpha Omega. (For the continuing purpose of these bylaws, only a member with active, affiliate, associate, or inactive status shall be considered a "current member" of Sigma Alpha Omega at the University of South Florida, Sarasota-Manatee.)
1. Limitations and Eligibility - Alumnae members may attend business meetings but

shall have no voting power and may not hold a Sigma Alpha Omega office or chairwomanship. Alumnae members may only attend events at the invitation of the Executive Committee or the committee hosting the event. A member shall be granted alumna membership when she is no longer enrolled in higher education, has no outstanding balances to Sigma Alpha Omega, and is otherwise in good standing. Exceptions for graduate members who intend to continue participation as active, associate, or inactive members shall be made on a case-by-case basis at the discretion of the Judicial Board.

2. [From National Policies:] Big Sister Mentor Extension - Should Sigma Alpha Omega be at or less than twelve (12) active members, the active sisters may unanimously vote to approve a willing alumna within commuting distance to be a Big Sister mentor to an approved membership candidate(s). The alumna sister must attend at least two (2) regular sister meetings a month, the bid ceremony, and initiation ceremony, should she accept the responsibility. The alumna sister will not be required to pay Sigma Alpha Omega dues but is responsible for any personal gifts to her Little Sister(s). She is also strongly encouraged to contribute to the Candidate Committee budget through a donation.

E. Inactive Member- A sister who has failed to meet active or associate status, who is not an alumna member, and is in good standing, and has not been declared in arrears. Members may petition the Judicial Board for inactive status in accordance with Article III, Sec. 4.

1. Limitations and Eligibility - Inactive members shall have no voting power and may not hold office or chairwomanship. Inactive members may only attend Sigma Alpha Omega private events at the invitation of the Executive Committee or the committee hosting the event. Inactive members may regain active or associate status for the following semester by notifying the Judicial Board and by payment of dues in full. Any sister who sustains Inactive status for more than two (2) consecutive semesters shall lose her membership privileges after notification from the Judicial Board or National Organization. She may regain her membership privileges by appealing to the Judicial Board or National Organization after no more than fourteen (14) days from notification.

F. Honorary Member- A female who has distinguished herself by outstanding service to Sigma Alpha Omega and is given the privileges of an alumna member by Sigma Alpha Omega. However, she may not attend the sacred ceremonies and rituals set forth by Sigma Alpha Omega and its National Organization, and she may only attend business meetings at the invitation of Sigma Alpha Omega or its National Organization.

G. Advisory Member- A Christian female with high standards, serving as a chaplain and mediator to Sigma Alpha Omega, while acting as a liaison between Sigma Alpha Omega and/or community when needed.

1. Possible candidates may include, but are not limited to, an alumna sister at least four years after being a current member of Sigma Alpha Omega or a recent alumna sister from a different Chapter, a staff member of the University of South Florida, Sarasota-Manatee, a staff member or member of a recognized local church, or a distinguished member of the community.
2. An advisor may attend all Sigma Alpha Omega social events, business meetings, and retreats, upon the invitation and approval of two-thirds (2/3) of the active sisters.
3. Any sister in good standing may nominate a woman to the position. The Executive Committee shall interview the candidate. The candidate's criteria will be presented

before the active members of Sigma Alpha Omega, followed by an informal meeting between the sisters and the candidate. A two-thirds (2/3) vote of active sisters is required to attain status of an advisory member.

4. The length of service of an advisory member is upon the discretion of active members of Sigma Alpha Omega or the advisor herself. Should the active sisters deem it necessary to remove the advisor, a two-thirds (2/3) vote of active sisters is required. The advisory member may relinquish her position at her personal discretion.

Section 3. Member Records - A permanent record of the active, associate, alumna, honorary, and advisory membership shall be kept in Sigma Alpha Omega records by the Judicial Board and submitted to the National Organization by appropriate nationally-provided forms and deadlines. Once membership statuses are submitted to the National Organization via sister roster, these listed statuses will be used to generate the chapter invoice for national dues and cannot be changed.

Section 4. Status Changes.

A. Onset of Semester - A sister wishing to change her status must present to the Judicial Board a typed petition, no later than fourteen (14) days after the first scheduled business meeting of the semester, stating her reasons for requesting her change of membership status. Approval of this petition may be granted by a majority vote of the Judicial Board as only determined by the applicant's eligibility for petitioned status as stated in these bylaws. These petitions shall be kept on permanent file and are irreversible during the semester. All sister statuses are assumed as Active at the onset of each semester unless otherwise approved by the Judicial Board.

B. During Semester - A sister wishing to change her status after the onset of the semester (see above) must present to the Judicial Board a typed petition, ideally the National Mid-Semester Status Change Form. Approval of this petition may be granted by a majority vote of the Judicial Board as only determined by the applicant's eligibility for petitioned status as stated in these bylaws **and** the applicant's express knowledge that she is still responsible for any and all fees, fines, and/or dues based on her previous status declared at the beginning of the semester. These petitions shall be kept on permanent file with the chapter as well as submitted to the National Organization.

Section 5. Private Meetings - All sisters, regardless of status, shall be able to attend business meetings. The above notwithstanding, non-sisters, non-sister advisors, or honorary members must obtain Sigma Alpha Omega invitation to attend any portion(s) of a business meeting. Non-sisters, non-sister advisors, and honorary members are prohibited from attending or having knowledge of what is conducted in sacred ceremonies (i.e., bid ceremony, initiation ceremony) of Sigma Alpha Omega and its National Organization.

Section 6. Current Members - For the continuing purpose of these bylaws, only a member with active, affiliate, associate, or inactive status shall be considered a "current member" of Sigma Alpha Omega at the University of South Florida, Sarasota-Manatee.

Section 7. *[From National Policies:]* Arrears - A member declared in arrears is ineligible to vote, to run for or hold office, and to attend certain functions as determined by the Judicial Board and/or National Organization. Conditions for being declared in arrears: not paying dues, poor attendance and/or lack of participation, character unbecoming of a sister, and other conditions expressly decided upon by the active sisters. An individual member's arrears period shall be governed by specified outlined requirements for member reinstatement as stated by the Judicial Board and/or the National Organization, and shall also **either**: incorporate a period of time set to expire resulting in an evaluation for reinstatement, renewal of arrears status, or membership revocation **or** end at any

time once the completion of outlined requirements for reinstatement is satisfactory to the Judicial Board and/or the National Organization. Reinstatement in all cases shall be to the most recent status of the member or to an otherwise approved status by the Judicial Board and/or National Organization. For the purpose of filing her national membership status and payment of dues, the status of membership for a member declared in arrears shall be her most recent membership status. A member in arrears is at risk of membership revocation if she fails to meet stated standards for reinstatement.

- A. Declaring a sister in arrears for actions at sorority events should be based on scripture found in Matthew 18:15-17: "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector." (NIV)
- B. Any sister who notices or is personally aware of inappropriate or offensive behavior in conflict with the sorority's objectives shall privately, lovingly, and whenever possible in person, approach the sister in question in order to address the concern at hand in a timely manner. Once the sister has been approached, the two involved must aim to come to a mutually agreed upon resolution. The sister approached is expected to correct her behavior by or at the next sorority function.
- C. If the behavior is known to multiple sisters, only one sister shall approach the sister in question. If the behavior happens again, up to two additional sisters, as well as/including the original witness will meet with the sister in private. Preferably, the two additional sisters shall be chosen by both the sister in question and the original witness, so as to seek neutral mediation.
- D. If the behavior is not resolved or corrected within forty-five (45) days from second confrontation, the situation at hand will be addressed, as a part of the business agenda. Personal disputes and spiritual accountability are not to be addressed before all sisters as a sorority matter.
- E. A vote of two-thirds (2/3) by active sisters is needed to place a sister in arrears.
- F. The purpose of arrears status is not to remove a sister from membership or punish her, but to allow the sister the opportunity to take actions to correct her behavior with the help of Christ-inspired accountability designed as a result by the Judicial Board. Therefore, a sister in arrears should be given a minimum of one (1) full semester to correct her behavior before recommendation of expulsion.
- G. If a sister has not paid dues, fees, or fines, she must be informed of her debt. If she makes no serious attempt at payment as reported by the Treasurer, the Judicial Board may elect by a vote of two-thirds (2/3) to place her into temporary arrears status until the debt is paid in full (Please see Article XII).
- H. EXCEPTIONS: The above notwithstanding, any action by a sister that constitutes a felony or misdemeanor crime punishable by any period of incarceration shall be reported to the chapter President or another officer of the chapter immediately, to be reported to the National Board of Trustees, to determine arrears status or revocation of membership. (This includes but is not limited to disobedience to under-aged drinking laws, open-container laws, and illegal drug laws. For additional information, please see the National Alcohol and Drug Policy.)
- I. If a sister placed in arrears status has accrued continuous infractions despite corrective action,

consultation with the National Board of Trustees is recommended to determine additional corrective actions in arrears or for membership revocation.

- J. If the sister in question is in an elected or appointed position or a member of the Judicial Board and her behavior is directly in conflict with the fulfillment of her duties and if the sister has once been warned by an individual, she may be addressed at any time by the rest of the Executive Committee and Judicial Board jointly with the original witness present. The Executive Committee and Judicial Board may then designate an expedited and reasonable time frame for the sister to correct her behavior in conflict with her duties. If that sister fails to correct the behavior in the allotted time, her situation may be addressed before all sisters for a vote of arrears. If the sister is a member of the Judicial Board, the rest of the Judicial Board and the President may design the corrective actions specific to the sister in order for her to regain full active status. A temporary replacement shall be appointed by the Judicial Board until the sister fulfills her requirements for reinstatement.
- K. If the sister in question is a new member candidate, her behavior shall be reported to the Candidate Mentor to bring to the new member candidate's attention. The Candidate Mentor shall review the arrears process with the new member candidate to notify her that the following steps above would continue if she becomes a sister and does not correct her behavior.

Section 8. *[From National Policies:]* Self-Revocation of Membership Policy - Members who wish to terminate membership permanently with Sigma Alpha Omega may self-revoke her membership, or “desister,” from both Sigma Alpha Omega and its National Organization at any time through submission to the Judicial Board the “National Desister Request Form,” wherein she will sign to permanently leave Sigma Alpha Omega and its National Organization. The Judicial Board shall subsequently and promptly supply this completed form to the National Director of Membership (DM). Should a member not complete this form and submit to the Judicial Board for its subsequent submission to the National Organization, especially after repeated requests by the Judicial Board to complete the form, the Judicial Board becomes responsible for reporting to the National Organization’s Director of Membership the lack of response from the individual along with any written or electronic notification of the member’s intent to cease membership with Sigma Alpha Omega. Former members forfeit all rights to attend Sigma Alpha Omega member-only events but may attend public Sigma Alpha Omega events. Former members are expected to no longer wear sanctioned symbols of Sigma Alpha Omega and to return any items given to her with Sigma Alpha Omega funds. Contact the National Organization if former members are wearing letters without the approval of Sigma Alpha Omega.

Section 9. *[From National Policies:]* Pending Membership Revocation– Any sister who sustains Inactive status for two (2) consecutive semesters shall be informed at the beginning of the following semester from the Judicial Board or National Organization by written notification of her membership revocation pending fourteen (14) days from notification. She may appeal to the Judicial Board or National Organization no more than fourteen (14) days from notification to resume her membership. Following her appeal, she shall may only resume Active status unless another membership status is approved by the Judicial Board or National Organization. Should no appeal be made or the appeal be found inadequate, the Judicial Board or National Organization shall revoke her membership.

Section 10. *[From National Policies:]* General Membership Revocation– Membership Revocation (a.k.a. “desistering”) is a permanent termination of membership with Sigma Alpha Omega, whether self-initiated or imposed, and shall result in the following:

- A. The National Organization will discontinue membership of the sister in the National Member Login and prohibit her from member participation in national events and opportunities.

- B. Termination of membership shall be noted in chapter records along with any notes regarding outstanding balances.
- C. Former members forfeit all rights to attend Sigma Alpha Omega member-only events but may attend public Sigma Alpha Omega events. Former members will not be extended rights, opportunities, and privileges afforded to alumnae of Sigma Alpha Omega.
- D. The former member shall not wear the letters or symbols of Sigma Alpha Omega and shall in no way represent or affiliate herself with Sigma Alpha Omega.
- E. The former member must return any items given to her with Sigma Alpha Omega funds.
- F. The former member shall pay all fines, fees, and other debts to the Chapter and National Organization immediately or otherwise the Chapter and National Organization shall note balances outstanding into perpetuity.
- G. A former member who wishes to return to Active status after desistering must undergo the New Member Candidate process at the invitation (i.e., "Bid") of a chapter and submit payment of all outstanding balances where applicable.

Article IV

New Member Candidate Process

- Section 1. Recruitment - Recruitment events are held for the purpose of meeting potential new members, or "recruits," at the undergraduate level and providing such participants with information regarding membership eligibility, specific requirements for acquiring and maintaining membership, general chapter operations, and national opportunities afforded to members.
- Section 2. Selection of New Member Candidates - At a regular scheduled meeting at the conclusion of the recruitment period, each recruit wishing to go through the new member candidate process shall be discussed. A three-fourths (3/4) affirmative vote shall be necessary to issue a bid to the recruit. Each approved new member candidate must be charged according to the official new member candidate ritual, as outlined in the National Bid Ceremony.
- Section 3. New Member Candidate Requirements - Before being considered for active membership in Sigma Alpha Omega, the candidate for membership must complete, to the satisfaction of the Candidate Committee, the candidate requirements outlined in the Candidate Manual. Prior to approval for membership, new member candidates may not participate in private events of Sigma Alpha Omega unless by invitation of the Executive Committee or committee hosting the event.
- Section 4. Approval for Membership - Near the end of the new member candidate period, the candidates for membership shall be voted on. To be approved for membership, each new member candidate shall be voted upon solely upon whether or not she has met the candidate requirements outlined in the Candidate Manual. In keeping with John 8:7 and Matthew 7:1, the sisters shall pass no personal or character judgments in voting on new member candidates. A new member candidate who fails to be approved for membership ceases to be a candidate for membership.
- Section 5. Initiation - All new member candidates approved for membership in Sigma Alpha Omega shall be initiated according to the official ritual of Sigma Alpha Omega Initiation Ceremony, as outlined by the National Organization. Any approved new member candidate who fails to attend an initiation ceremony in the semester she undergoes the new member candidate period shall not hold any status of membership with Sigma Alpha Omega at the end of the semester. Notwithstanding, reasons of medical leave, bereavement, or other tragedy may constitute a retroactive initiation

upon her return, at the unanimous approval of the Judicial Board. Sisters initiated shall not attend recruitment, join, or be a member of any other social sorority.

Article V Elected Officers

- Section 1. Elected Officers - The elected officers of Sigma Alpha Omega shall be President, Vice President, Secretary, Treasurer, and Candidate Mentor. NOTE: Elected officers are not synonymous with members of the Executive Committee.
- A. The term of office for each office, except Candidate Mentor, shall be for one (1) year, beginning the day after the last day of classes from the spring semester and ending one year later on the last day of classes for the spring semester. The term of office for the Candidate Mentor shall be for one (1) semester, beginning the day after the last day of classes for the previous semester and ending on the last day of classes for that semester.
 - B. Any sister wishing to be considered for Sigma Alpha Omega office(s) shall meet the following criteria:
 - 1. She is an active member in good standing.
 - 2. If she has held the status of inactive or associate member for any length of time, she must have completed a full semester as an active sister immediately before being considered for Sigma Alpha Omega office unless there are no other candidates for that office.
 - 3. She shall have completed at least one (1) full semester as an active sister following her initiation into Sigma Alpha Omega prior to being considered for Sigma Alpha Omega office unless there are no other candidates for that office.
 - 4. She has submitted any and all applications for office(s) in accordance with deadlines.
- Section 2. General duties of the Elected Officers- In addition to fulfilling the specific duties of her office, each officer shall be required to:
- A. Serve actively as member of the Executive Committee, if applicable (see Article IX, Section 1).
 - B. Propose a budget for her office at the beginning of the semester and keep an accurate record of all incurred expenses.
 - C. Keep a written record of her term of office.
 - D. Train her successor and turn over all files and records to her.
- Section 3. Duties of Elected Officers - The elected officers shall perform the following duties:
- A. President - The President shall:
 - 1. Give supervision to Sigma Alpha Omega and its officers.
 - 2. See that all obligations and national requirements of Sigma Alpha Omega are fulfilled, especially through maintaining chapter communication and contact information with the National Organization through the official email account

provided by the National Organization, as assisted by the Vice President.

3. Preside at all meetings of Sigma Alpha Omega and Executive Committee.
4. Make appointments when necessary.
5. Perform such other duties that her office may require.
6. Prepare, prior to each meeting, an order of business or agenda for the meeting.
7. Guard the portal and maintain order at each meeting.
8. Ensure submission of these chapter bylaws to the National Organization (see Article XIV).

B. Vice President - The Vice President shall:

1. Perform all presidential duties in the absence of the President.
2. Assist the President in email correspondence through the official email account provided by the National Organization.
3. Coordinate and oversee all standing committees, ensuring submission of point reports for the National Point System.
4. Distribute, collect, and count ballots when needed, with the exception of officer elections, which will be counted by the Judicial Board Chair and one (1) other member of the Judicial Board.
5. Collect records of the attendance of each sister at each function with the assistance of the committee chairwomen. She shall submit a copy of this record to the Judicial Board to assist in membership requirements management.
6. Collect the minutes of all committee meetings and file them in Sigma Alpha Omega records with the exception of the Executive Committee.
7. Serve as an ex officio member of all standing committees, and in cases of chairwoman vacancies, serve as acting committee chairwoman until the Executive Committee appoints a chairwoman for the committee.
8. Ensure that committees distribute the liability waivers and travel information forms for committee-hosted events as required.

C. Secretary- The Secretary shall:

1. Handle all postal correspondence on behalf of Sigma Alpha Omega, inclusive of issuing notes of thanks, through the Sigma Alpha Omega permanent postal address.
2. Keep current members and advisors informed as to the activities of Sigma Alpha Omega and its National Organization where applicable.
3. Keep an accurate written record through minutes of the proceedings of all business meetings and distribute to current members, while also recording minutes for

Executive Committee meetings.

4. Obtain an attendance record for each business meeting, which shall be attached to the minutes for that meeting.
5. Organize the minutes of the Executive Committee and business meetings in chronological order and file them into Sigma Alpha Omega records.
6. Keep an updated record of all contact information for Sigma Alpha Omega current members in cooperation with the Judicial Board.

D. Treasurer- The Treasurer shall:

1. Receive and keep records of all money received by Sigma Alpha Omega for a minimum of six (6) years.
2. Disperse funds as authorized by Sigma Alpha Omega.
3. Enforce with the assistance of the Judicial Board Article XII of these bylaws.
4. Lead the compilation and maintenance of the Chapter Budget.
5. Make a financial report at each business meeting, and a complete financial report at every other business meeting, including committee budget balances as well as the total Sigma Alpha Omega balance.
6. Follow all rules and regulations as set forth in the National Financial Manual provided by the National Organization, especially regarding timely submission of national dues, fines, and/or fees.

E. Candidate Mentor- The Candidate Mentor shall:

1. Train the new member candidates in the fundamentals of Sigma Alpha Omega and its National Organization, utilizing the program as outlined in the Candidate Manual.
2. Ensure timely submission of the National New Member Candidate Roster in cooperation with the Judicial Board Chairwoman.
3. Serve as chairwoman of the Candidate Committee.
4. Choose a suitable Big Sister mentor for each new member candidate.
5. Report the progress of the new member candidates at each business meeting during the new member candidate period.
6. See that each new member candidate has completed the new member candidate requirements in the Candidate Manual before the end of the new member candidate period.
7. Ensure that at no time hazing is imposed on the new member candidates nor any illegal activities be conducted as part of the new member candidate process.

8. Update Family Tree Records (i.e., history of Big-Little relationships) and any relevant items in the Candidate Manual upon each new member candidate period and file into chapter records.

Article VI Appointed Roles

- Section 1. Recreation Director- The Recreation Director shall:
- A. Be a vacant position each semester unless the Sigma Alpha Omega members vote to enact, in which case it shall be appointed at the beginning of the semester by the President.
 - B. Plan, coordinate, and oversee all Sigma Alpha Omega sports and athletic activities including intramural and inter-sorority tournaments.
 - C. Submit scheduled events to the Secretary and the Vice President for review.
- Section 2. Chaplain- The Chaplain shall:
- A. Be a vacant position each semester unless the Sigma Alpha Omega members vote to enact, in which case it shall be appointed at the beginning of the semester by the President.
 - B. Serve as Chairwoman of the Spiritual Development Committee (formerly the Bible Study and Christian Relations Committees).
 - C. Lead and/or delegate all Sigma Alpha Omega opening devotionals for events, activities, and regular meetings.
 - D. Distribute and submit a prayer list to the Secretary to be attached to regular business meeting minutes.

Article VII Elections and Appointments

- Section 1. The election for the elected officers shall occur during the first business meeting in March. Note: The acting Candidate Mentor during the time of the election may be considered to hold the office again.
- Section 2. A sister who wishes to hold office shall complete and submit an official application to the Judicial Board before or during the first business meeting in February. Applications for the spring semester Candidate Mentor shall be accepted before or during the second business meeting in October.
- Section 3. The Judicial Board shall evaluate all applications for eligibility in accordance with these bylaws and approve accordingly. All approved applicants shall appear on the ballot for all positions for which the sister is approved to hold. A list of candidates shall be posted prior to the election date. Any Judicial Board members running for office may not count ballots for offices for which they are running.
- Section 4. On the prescribed Election Day, each office will be voted on individually beginning with the office of President, and moving in succession through Vice President, Secretary, Treasurer, and Candidate Mentor. A majority vote will be required to elect a candidate to each office. Voting by absentee ballot shall not be permitted.

- Section 5. Any applicant who is not elected to the position for which she first appears as a nominee shall remain on the ballot for her remaining approved positions. Any applicant elected to a position is automatically removed from her remaining ballot appearances. If there are no remaining applicants for a position, the Judicial Board will accept from any eligible sisters applications for the position to be voted on at the following business meeting.
- Section 6. Should no applicant receive a majority vote, a runoff shall be held between the two applicants with the most votes. A simple majority vote is required to win the runoff.
- Section 7. Judicial Board Chairwomanship - The Chairwoman of the Judicial Board shall be appointed by the members of the Judicial Board and shall serve as Chairwoman until she leaves the Board or otherwise relinquishes her position at her personal discretion.
- Section 8. Committee Chairwomanship - Each committee chairwoman shall be selected by her committee prior to her term of one (1) semester, unless otherwise elected or appointed in accordance with these bylaws. A committee may also determine co-chairwomen at its discretion.
- Section 9. Vacancies.
- A. Officers - Should a vacancy occur in the office of President, the Vice President shall assume the office. Should a vacancy occur in an office other than the President, the Executive Committee shall name a replacement and she shall hold that office until the next regularly scheduled election.
 - B. Judicial Board - Should a seat on the Judicial Board become vacant, the President may present a sister for consideration to the Executive Committee for approval.
 - C. Committee Chair - Should a vacancy or indecision by the committee occur when appointing its chairwoman, the Executive Committee shall appoint the chairwoman of the committee.
 - D. Appointed Roles - Should a vacancy occur in a chapter appointed role wherein the chapter has chosen to have the role filled during that semester, the President shall appoint a replacement.
- Section 10. National Delegation - Appointment of both chapter delegates for the National Annual Meeting of Members shall occur no later than the first Sunday of April each year and shall be approved by a majority vote. Delegacy shall be reserved for active chapter officers, followed by any active sister, as of the convention date, should no officers be able to attend.
- Section 11. Removal from Leadership - After receipt of three (3) member concerns submitted to the Judicial Board or, in the case of concerns with a Judicial Board Member, to the President who shall assemble with the rest of the remaining Judicial Board, or, in the case of widespread conflicts of interest, to the National Mentor, regarding the fulfillment of duties or tasks of a leader (i.e. any elected or appointed role) as either required of her position as stated in these Bylaws or expressed during Sigma Alpha Omega business, the Judicial Board or National Mentor respectively shall meet with the leader to evaluate the legitimacy of the concerns and address a procedure for correction. If no improvements by the leader are made to the satisfaction of the Judicial Board or National Mentor the Judicial Board may recommend removal from leadership to Sigma Alpha Omega. Advance notice of the vote to take place provided to the leader and a two-thirds ($\frac{2}{3}$) majority shall be required at a regular business meeting to remove the leader from the remainder of her term.
- A. The President shall assume the role of acting Judicial Board Member in the process of resolution concerning a Judicial Board Member.
 - B. The above notwithstanding, any leader who has acquired arrears status may lose her position

as a result as determined by the Judicial Board.

C. Removal from leadership shall result in a vacancy (see Sec. 9 above).

D. The Vice President or the Committee itself may determine a replacement for a chairwoman.

Article VIII Meetings

- Section 1. Sigma Alpha Omega shall hold a business meeting every week during the semester unless the meeting falls during a class break or exam period or unless decided by the active members. Committee meetings shall be held in a frequency determined by the committee chair.
- Section 2. The business meetings shall be held in such a place as the Executive Committee decides.
- Section 3. The President, Executive Committee, or any National Representative may call special meetings. Additionally, a special meeting shall be held within five (5) days of a written request of one-third (1/3) of the active members. Current members shall be notified of any special meetings.
- Section 4. A quorum at all meetings of Sigma Alpha Omega shall be a simple majority of the active sisters. A quorum is required for any order of business.
- Section 5. The business meetings of Sigma Alpha Omega shall be open only to any initiated member, in addition to other member types and guests as invited by Sigma Alpha Omega.

Article IX Executive Committee

- Section 1. The Executive Committee of Sigma Alpha Omega shall consist of the elected officers and appointed roles in the following positions: President, Vice President, Secretary, Treasurer, and Chairwoman of the Judicial Board.
- Section 2. The President shall serve as chairwoman and preside at all Executive Committee meetings.
- Section 3. The Executive Committee shall:
- A. Meet at least once a month during the school year. The President shall set the meeting dates for the committee and inform its members of the dates.
 - B. Have general supervision of all affairs of Sigma Alpha Omega between the business meetings.
 - C. Review all bylaw amendment proposals and make recommendations for adoption to Sigma Alpha Omega.
 - D. Create a semester budget prior to the beginning of the semester and submit it to Sigma Alpha Omega for approval.
 - E. Ensure completion of all national requirements as stated by the National Organization.
 - F. Organize and monitor the calendar of events for Sigma Alpha Omega and share with members accordingly.

Article X Standing Committees

- Section 1. General Duties - All Standing Committees shall:
- A. Submit a copy of the minutes and attendance of all committee meetings to the Vice President.
 - B. Submit attendance for all committee-hosted events to the Vice President along with any photographs for the National Point System.
 - C. Adhere to all Monetary Procedures as outlined in Article XII regarding committee purchases and budgets.
 - D. Meet at least once a month unless granted permission to do otherwise by the Vice President.
- Section 2. Duties of Committee Chairwomen - Each Committee Chairwoman shall:
- A. Act as the liaison between the committee and the Executive Committee.
 - B. Act as the liaison between her committee and other committees.
 - C. Delegate tasks as needed to committee members, such as attendance and minutes for committee meetings, overseeing that delegated tasks are accomplished in a satisfactory and timely manner by her fellow committee members.
 - D. Ensure fulfillment of General Duties of her committee.
 - E. Distribute and collect the liability waivers and travel information forms for events as required, holding them on file during the event and thereafter for one (1) year, redacting private information when necessary.
 - F. Train her successor and turn over all files and records to her.
 - G. Preside at all regular meetings of her committee.
 - H. Prepare, prior to each committee meeting, an order of business or agenda for the meeting.
 - I. Prepare and deliver a report on behalf of her committee at each Sigma Alpha Omega regular business meeting.
- Section 3. Modification of Standing Committees - A simple majority vote of the active members may table or combine any standing committee(s) for the duration of one (1) semester before reconsideration of such. A two-thirds (2/3) affirmative vote of the active members may create or retire any standing committee(s) also in accordance with procedures as stated in Article XIV. Amendment to the Bylaws.
- Section 4. Standing Committees and Responsibilities.
- A. Candidate Committee- The Candidate Committee shall:
 - 1. Train the new member candidates, under the direction of the Candidate Mentor, and prepare them for active membership.
 - 2. Assist the Candidate Mentor in scheduling active sister visits to candidate classes in

order to allow the new member candidates to conduct their sister interviews.

3. Enforce the non-hazing policy.

B. Spiritual Development Committee (formerly the Bible Study and Christian Relations Committees)- The Spiritual Development Committee shall:

1. Coordinate spiritual activities, under the direction of the chairwoman/Chaplain (if appointed), on behalf of Sigma Alpha Omega, including National Wear the Word Wednesday.
2. Schedule the prayer and devotion for each business meeting.
3. Schedule weekly or bi-weekly Bible studies (at least two per month).
4. Plan one (1) prayer/worship night per month, either private to Sigma Alpha Omega members or open to others.
5. Plan at least two (2) spiritual community outreach projects per semester.
6. Plan Bible studies and devotion on retreat and sleepover when asked by responsible committee's chair. The committee must be given notice prior to the event in which they are responsible.

C. Social Committee- The Social Committee shall:

1. Plan and carry out social activities for Sigma Alpha Omega members.

D. Public Relations Committee- The Public Relations Committee shall:

1. Compile an active list of potential new member candidates, including their addresses and telephone numbers.
2. Inform the potential new member candidates of social events throughout the year and encourage their participation.
3. Be in charge of recruitment with the help of the social and candidate committees.
4. Submit names of potential new member candidates to Sigma Alpha Omega for the purpose of bidding.
5. Be responsible for all publicity involving sorority events.

E. Service Committee- The Service Committee shall:

1. Coordinate all community service activities, including National Service Week, National Service Event(s), National Charitable Foundation Day, and Ovarian Cancer Awareness Month (September).

F. Alumnae Committee- The Alumnae Committee shall:

1. Maintain contact with and keep updates on the alumnae of Sigma Alpha Omega.
2. Invite alumnae to attend events held by Sigma Alpha Omega and its National Organization.

3. Assemble and edit a newsletter containing articles written by the officers and other sisters to distribute to alumnae contacts.
4. Connect upcoming graduates with contacts at any state or regional Alumnae Associations where applicable and/or the National Vice President of Alumnae for opportunities.
5. Plan celebration activities and events for Annual Founders Day and Month as well as Graduation.
6. Assist Secretary in reminding alumnae members to update account information in National Member Login.

G. Fundraising Committee- The Fundraising Committee shall:

1. Organize a fundraiser each semester to be carried out by current sisters.
2. Consult with the new member candidates on planning and completing their required fundraiser prior to the deadline.

H. Retreat Committee- The Retreat Committee shall:

1. Organize a retreat each semester that encourages spiritual and emotional growth among the sisters and, if desired, new member candidates.

I. Semi-Formal/Formal Committee- The Semi-Formal/Formal Committee shall:

1. Consist of two (2) Sigma Alpha Omega sisters and two (2) brothers from a University affiliated Christian Fraternity with chairs alternating event and gender each semester (e.g., Fraternity Semi-formal, Sigma Alpha Omega Formal, Semi-formal Sigma Alpha Omega, Fraternity Formal).
2. Plan semi-formal in the fall and formal in the spring.

Article XI Judicial Board

Section 1. The Judicial Board shall:

- A. Handle all disciplinary problems and instances of enforcement of these bylaws that arise in Sigma Alpha Omega.
- B. Determine excused and unexcused absences, tardies, and early departures in accordance with attendance policies located in Article XIII. Should a Judicial Board Member's absence, tardy, or early departure be under review, she shall recuse herself.
- C. Maintain a record of the membership status and requirements of each member of Sigma Alpha Omega with assistance regarding attendance records from the Vice President (committee and event participation) and Secretary (regular business meetings).
- D. Serve as point of contact for each member concerning her individual membership requirements and attendance fulfillments.
- E. Review all sister membership status petitions submitted no later than fourteen (14) days after the first scheduled business meeting of the semester.

- F. Ensure that Sigma Alpha Omega active and associate members in addition to new member candidates participate in the mandated Hazing and Sexual Assault Prevention Training each semester as set forth by the National Organization.
- G. Renew and maintain Sigma Alpha Omega education for members.
- H. Conduct Office Elections and Nomination/Election of the Outstanding Sister of the Year Award.

Section 2. Chairwoman of the Judicial Board - The Judicial Board Chairwoman shall:

- A. Serve actively as member of the Executive Committee (see Article IX, Section 1).
- B. Keep a written record during her chairwomanship.
- C. Train her successor and turn over all files and records to her.
- D. Schedule and preside at all regular meetings of the Judicial Board.
- E. Prepare, prior to each Judicial Board meeting, an order of business or agenda for the meeting.
- F. Ensure confidentiality in cases of member disputes, personal and/or private information, and requirements where appropriate and possible.
- G. Submit member statuses to the National Organization by appropriate nationally-provided forms and deadlines.
- H. Supply any "National Desister Request Form" to the National Director of Membership when appropriate.
- I. Ensure timely submission of the National New Member Candidate Roster in cooperation with the Candidate Mentor.
- J. Remind and ensure members update account information in National Member Login in cooperation with National Director of Membership.

Section 3. The Judicial Board is comprised of four (4) active members of Sigma Alpha Omega. These members shall serve on the Judicial Board as long as they remain an active member and so choose to serve, and do not occupy the officer positions of President, Vice President, Secretary, or Treasurer.

Section 4. The President, while not being a member of the Judicial Board, may vote to break a tied vote among the members of the Board. In an instance of conflict of interest, the Vice President, following in succession with Secretary then Treasurer, may substitute.

Section 5. Should an active or associate sister, or new member candidate, temporarily disenroll due to bereavement, financial reasons, serious illness, or acts of God, the Judicial Board may choose to pardon any and all fines levied due to her subsequent absence.

Article XII Dues, Fees, Assessments, and Monetary Procedures

- Section 1. Each new member candidate and member shall pay semester dues respective to her status of membership as outlined below:
- A. Each person undergoing the new member candidate period shall pay non-refundable, pre-paid dues as determined by the Candidate Committee and announced before Candidate Recruitment to Sigma Alpha Omega. Additional National Organization non-refundable, pre-paid dues shall be paid in an amount according to the National Organization's "Sigma Alpha Omega National Bylaws."
 - B. Each active member of Sigma Alpha Omega shall pay non-refundable dues each semester of *one hundred and fifty* dollars and *zero* cents (\$150.00). This amount includes National Dues as outlined in the National Organization's "Sigma Alpha Omega National Bylaws."
 - C. Each associate member shall pay non-refundable dues each semester of *seventy-five* dollars and *zero* cents (\$75.00). This amount includes National Dues as outlined in the National Organization's "Sigma Alpha Omega National Bylaws."
 - D. Each inactive member is not obligated to pay dues for the semester in which she is considered inactive by the Judicial Board.
- Section 2. Dues shall be paid by new member candidates and members in *five* (5) installments of *thirty-five* dollars and *zero* cents (\$35.00) or in one (1) sum payment of *one hundred and sixty* dollars and *zero* cents (\$160.00), ahead of schedule. Installments are hereby understood as multiple scheduled deadlines for singular payments that in total fulfill the complete new member candidate or membership dues amounts. Installments shall be scheduled and outlined by the Executive Committee on the first scheduled business meeting of each semester.
- Section 3. Fees and Fines.
- A. Dues - Failure to pay dues by the deadline established in Article III, Sec. 2 shall result in a dollar late fee (\$1.00) to be charged for every day that the payment is late, until the full sum is paid.
 - B. Regular Business Meetings - Failure to meet the respective status attendance requirement for Regular Business Meetings as stated in Article III, Sec. 2 shall result in a fine of ten dollars (\$10.00) for each unexcused absence.
 - C. Regular Events and Activities - Failure to meet respective status Regular Events and Activities attendance requirements given in Article III, Sec. 2 shall result in a fine of ten dollars (\$10.00) for each unfulfilled requirement. After the second infraction, the member may be considered for temporary arrears by the Judicial Board until the fine is paid (Please see Article III, Section 2.C.).
 - D. Recruitment - Failure to meet respective status Recruitment attendance requirements given in Article III, Sec. 2 shall result in a fine of ten dollars (\$10.00) for each unfulfilled requirement.
 - E. Special Events - Failure to meet respective status Special Event requirements given in Article III, Sec. 2 shall result in a fine of twenty-five dollars (\$25.00) for each unexcused absence.
 - F. No Show - Failure to attend an event as previously committed to shall result in a fine equivalent to the cost of individual participation in the event as reported by the committee hosting the event, unless waived by the Judicial Board, in addition to a fine of ten dollars

(\$10.00).

G. Temporary Arrears - Any fine levied must be paid to the Treasurer within ten (10) days of the notification or a sister may be considered by the Judicial Board for temporary arrears status until the fine is paid in full (Please see Article III, Section 2).

Section 4. Assessments may be levied on the chapter members by a three-fourths ($\frac{3}{4}$) affirmative vote of Sigma Alpha Omega.

Section 5. Monetary Procedures.

A. Compliance.

1. Sigma Alpha Omega shall comply with the National Financial Handbook ("Financial Guidelines & Regulations for Chapters") under the leadership and responsibility of the Treasurer.
2. Sigma Alpha Omega funds may never be used for personal purchases, even if the individual using the funds intends to reimburse Sigma Alpha Omega.
3. Sigma Alpha Omega may not charge more than \$420.00 for chapter dues and national dues per semester.
4. Sigma Alpha Omega may not have more than \$50,000 at any given time as outlined by the IRS before subject to non-e-Postcard tax filings.
5. No non-members should pay any fees for Sigma Alpha Omega events, unless the amounts are given directly to charity (NOTE: "Directly" means funds are not deposited in the Sigma Alpha Omega banking account before being sent to the charity).

B. Purchases.

1. Individual members are responsible for the return of receipt(s) within fifteen (15) days of any purchase(s) made on behalf of Sigma Alpha Omega. Members shall submit copies of receipts to the Treasurer within fifteen (15) days of the exchange in order to receive reimbursement. If a receipt(s) is not provided for her transaction(s) within fifteen (15) days, the Treasurer may determine if the member will be reimbursed by Sigma Alpha Omega for the expensed amount(s). A member may not be reimbursed if she does not submit her receipt(s).
2. Should a member need to make a purchase(s) on behalf of Sigma Alpha Omega and cannot afford arrangements for reimbursement, she may request the Treasurer to make the purchase with Sigma Alpha Omega funds. The Treasurer is responsible for the acquisition of receipt(s) for such purchase(s).
3. Appropriation - If any single function requires sums greater than *two hundred* dollars and *zero* cents (\$200.00) Sigma Alpha Omega shall, by a two-thirds ($\frac{2}{3}$) majority, vote to approve the appropriation of these funds. If any new member candidate class function should require from Sigma Alpha Omega sums greater than *one hundred* and *fifty* dollars (\$150.00), the sisterhood shall, by a two-thirds ($\frac{2}{3}$) majority, vote to approve the appropriation of these funds.

C. Budgeting.

1. A committee chairwoman shall request a budget for her committee by the deadline as

prescribed by the Treasurer, having allotted no less than ten (10) days from notification of deadline for committees.

2. If a committee chairwoman fails to request a budget, the Treasurer may determine a set amount for the committee as part of the proposed Chapter Budget.
3. The Executive Committee shall review the proposed Chapter Budget as drafted by the Treasurer, and, when approved by the Executive Committee, propose the Chapter Budget for Sigma Alpha Omega approval prior to each semester or no later than the third regular business meeting of the semester.
4. During the semester, committees may request alterations to their budgets from the Treasurer up to twenty percent (20%) of the original budgeted amount. A two-thirds (2/3) vote by Sigma Alpha Omega members shall be required to increase above twenty percent (20%) any formerly approved budgetary item.
5. The Executive Committee at its announcement may suspend any and all purchases made on behalf of Sigma Alpha Omega at any time for any duration.

Article XIII Sorority Policies

- Section 1. Robert's Rules of Order, Newly Revised, shall govern Sigma Alpha Omega meetings, except where modified by these bylaws or by the National Organization.
- Section 2. New member candidates shall not wear the Greek letters of Sigma Alpha Omega unless approved by Sigma Alpha Omega for a special occasion.
- Section 3. Only active, associate, inactive, and alumna members may wear the sanctioned symbols and representation of Sigma Alpha Omega. Any sister who has been placed in arrears is ineligible to wear the symbols or representation of Sigma Alpha Omega. Former members are not permitted to wear the symbols of Sigma Alpha Omega (See Article III, Sec. 8).
- Section 4. Except as indicated by these bylaws, all initial votes shall be by voice vote. A secret ballot may be obtained whenever ten percent (10%) or more of the active members entitled to vote request it.
- Section 5. Under the direction of the Judicial Board, Sigma Alpha Omega shall select by ballot an Outstanding Sister of the Year at the end of each school year. Any associate or active sister shall be eligible with the exception of those who went through the new member candidate process during that school year. The result shall be kept secret by a representative of the Judicial Board until a suitable occasion when an appropriate award can be presented. The name of the awarded sister shall be inscribed on the permanent outstanding sister plaque.
- Section 6. All Sigma Alpha Omega plaques and paddles shall be kept in the possession of the President or safely stored in a location at her discretion known and accessible to the Executive Committee.
- Section 7. Attendance Policies - All current members and new member candidates are subject to fines listed in Article XII as determined by the Judicial Board in respect to the following policies:
- A. Tardiness and Partial Attendance - Active members arriving late to a business meeting lose their discussion and voting privileges for that meeting, unless prior to the meeting they have notified one of the officers that they will be tardy to that meeting. Associate members arriving late to a business meeting lose their discussion privileges for that meeting, and it shall not count toward their attendance requirements. A tardy shall be deemed as arriving later than ten (10) minutes after the scheduled meeting, event, or activity time. An early departure shall be

deemed as leaving ten (10) minutes or more before the scheduled end of the meeting, event, or activity time. Members who attend less than two-thirds ($\frac{2}{3}$) the time of a meeting, event, or activity shall be considered absent. Exceptions include event or activity pre-portioned shifts, which must then be attended in full by those members expected to attend.

- B. Unexcused - An unexcused absence, tardy, or early departure are defined as any unexpected absence, tardy, or early departure respectively of a member at a meeting, event, or activity where her presence is expected and that has not been otherwise approved as excused by the Judicial Board by timely submission of a request for excuse.

Section 8. Dress Code.

- A. Business Meetings - Members may dress as they desire for meetings, except for one business meeting per month, which will be specified by the Executive Committee. For this meeting, members will be required to dress in Sunday or business-like attire with their sister pins over the left breast.
- B. General - The Executive Committee may require that members wear specific attire more than once per month in case of events or special occasions that might require it (e.g., Recruitment). Leggings are not allowed to be worn alone with Greek letter shirts in public but can be worn under a skirt.

Section 9. Hazing Policy - In order to follow Jesus' commandment to "Do unto others as you would have them do unto you," (Luke 6:31), neither Sigma Alpha Omega as a whole nor any of its members shall participate in any form of hazing. Hazing is defined as any act that injures, degrades, harasses, disgraces, embarrasses, or frightens any person and any act or omission that would be classified as hazing under applicable law. The Judicial Board will handle all concerns regarding the Hazing Policy.

Section 10. Chapter Colors - The chapter colors for Sigma Alpha Omega shall be maroon and blush pink. These colors will not take the place of the traditional National Organization colors, burgundy and forest green.

Article XIV Amendment to the Bylaws

Section 1. These bylaws may be amended at any regular business meeting of Sigma Alpha Omega by a two-thirds ($\frac{2}{3}$) vote, provided that the amendment has been submitted to the sisters in writing at the previous business meeting and has received consideration of the Executive Committee. Any change in the Bylaws is considered provisional until approved by the National Organization's Board of Trustees, and any amendment, activity, or exercised power inconsistent with sanctioned governing documents of the National Organization and nonprofit tax status shall be considered both invalid and prohibited. A copy of the current bylaws shall be sent to the National Organization at least once annually. Governance changes approved at the National Organization "Sigma Alpha Omega Annual Meeting of Members" (e.g. national dues changes to the National Organization's "Sigma Alpha Omega National Bylaws") and strictly grammatical corrections or number reorganizations shall not be treated as an amendment, but shall be changed in these Bylaws at necessary times by the Chapter Secretary to send out to all Sigma Alpha Omega members without the expressed approval of the National Organization's Board of Trustees.

Section 2. Sigma Alpha Omega shall supply these Chapter Bylaws in accordance with instructions supplied by the National Executive Director no later than the national convention for National Board review and/or approval. Should Chapter Bylaw Amendments occur during the year, Sigma Alpha Omega shall supply its National Mentor and the National Executive Director an electronic copy of revised Bylaws for National Board review and/or approval via email wherein the approved changes are explained and highlighted.