

BYLAWS

of

SIGMA ALPHA OMEGA

Alpha Chapter

Article I

Name

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

Article II

Purpose

Section 1.

Sigma Alpha Omega Alpha 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 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 North Carolina State University campus in full accordance with and addition to all National Organization Bylaws, Policies, Statement, and Procedures as outlined by the national sorority.

Article III

Members

Section 1. Eligibility of Membership

The membership of this sorority shall be open to any Christian female student at the resident college or university of the recognized Chapter. 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 a recognized Chapter within traveling distance of that school, pending approval of the active members. The Chapter will keep the school name of

the recognized Chapter, despite the affiliated membership. Membership in each Chapter shall be bestowed upon those students fulfilling all of the requirements set forth by Sigma Alpha Omega Alpha Chapter and by Sigma Alpha Omega Christian Sorority, Inc..

Sigma Alpha Omega Christian Sorority, Inc. 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 Alpha Chapter 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 Alpha Chapter. Sigma Alpha Omega Alpha Chapter shall never discriminate on the basis of race or color.

Section 2. Status of Membership

Active Member: An active member shall be an enrolled student who has been initiated according to the official ritual of the Sorority. She shall be a sister who actively participates in the activities of the Chapter. Any active member who does not fulfill the following requirements shall be placed in arrears.

1. An active member shall miss no more than one scheduled business meeting during a single semester. Failure to meet this requirement shall result in a fine (see Article XII, Section 4). Absences must be presented in writing to the Judicial Board within ten (10) days of the absence.
2. 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, Section 4B).
3. An active member shall attend at least one (1) Chapter social event, two (2) CRC events a month which may be a bible study or other CRC event in any combination, one (1) service project each month, one (1) philanthropy event each semester, and one (1) fundraiser resulting in a twenty dollar (\$20) credit each semester.
4. An active member shall serve on at least one (1) Chapter committee with no more than two (2) unexcused absences per academic year. Absences must be presented in writing to the Judicial Board within ten (10) days of the absence.
5. Any active sister should also be required to attend (1) pre-recruitment week events and (3) recruitment week events: (1) required night chosen by the candidate mentor plus (2) additional events of your choice.

Affiliated Member: An affiliated member shall be a member in good standing that is not an enrolled student at the resident college or university of the recognized Chapter. She shall be an enrolled student at a college or university within traveling distance of the recognized Chapter, and actively participate in the activities of the Chapter. An affiliated member will

have the same privileges as an active sister and will not be discriminated against with the following exceptions:

1. An affiliated member may not hold the office of President, and sisters must hold at least three (3) additional elected offices from the recognized Chapter.
2. An affiliated member may not play on an intramural team of the recognized Chapter.
3. An affiliated member shall agree to participate in any sorority-sanctioned event in the name of the campus of the recognized Chapter.

* The exceptions for affiliated members are based on the rules for Student Organizations at the founding Chapter's University.

** For the continuing purposes of these bylaws, an affiliated member shall be equivalent to an active member.

Arrears Status: A member declared in arrears is ineligible to vote, to run for or hold office, and to attend social functions. An active member declared in arrears shall be brought before the Judicial Board for disciplinary action and for possible reinstatement of active status. 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 of the Sorority and stated within these Bylaws.

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)

1. 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.
2. 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.
3. 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 sorority matter.

4. A vote of two-thirds (2/3) majority by active sisters is needed to place a sister in arrears.

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.

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) majority to place her into temporary arrears status until the debt is paid in full (Please see Article XII—Dues, Fees, and Assessments).

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 underage drinking laws, opencontainer laws, and illegal drug laws. For additional information, please see the National Alcohol and Drug Policy.)

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.

If the sister in question is in an officer 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.

If the sister in question is a membership candidate, her behavior shall be reported to the

Candidate Mentor to bring to the candidate's attention. The Candidate Mentor shall review the arrears process with the candidate to notify her that the following steps above would continue if she becomes a sister and does not correct her behavior.

Judicial Board Approach Forms: If a problem between sisters arises, a form is required before Judicial Board is involved. The form will require documentation of the first (1) time the sister was approached for her actions and who approached her, the second (2) time she was approached and who approached her, before being submitted to Judicial Board for Executive Committee review (outlined in the arrears process). You must also provide scripture to back up your claim for why the action of the sister is unbecoming.

Associate Member: An associate member shall be an active member in good standing who finds it necessary to cease full involvement in Chapter affairs because of other commitments of time and effort.

A sister wishing to become an associate member must present to the Judicial Board, a typed petition, within fourteen (14) days of the first day of the semester, stating her reasons for requesting associate membership. Approval of this petition may be granted by a majority vote of the Judicial Board. These petitions shall be kept on permanent file.

1. Associate members shall attend at least one business meeting per month, this includes the first and last meetings of each semester as well as attend at least (1) social, (1) service, and (1) CRC each semester.
2. Associate sisters shall be required to provide halfcost of retreat if in attendance. Failure to do so shall result in a fine as outlined for active members (Article XII, Section 4).
3. Associate members shall have no voting power and may not hold office.
4. An associate member may regain active status by notifying the Judicial Board and payment of dues in full.
5. Associate members shall pay their dues in two 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 III, Section 2A, Part 2).
6. A sister may claim associate status for no more than two consecutive semesters. A request for additional semesters to the Judicial Board is required to continue associate membership status.
7. A sister must be active for one (1) complete semester after the pledge period before she is eligible to apply for associate status.

Alumni Member: A sister who ceases enrollment in the University/College shall become an alumni member of this Chapter. An alumni member who re-enrolls as a student at a University/College may become an active member if she so desires.

1. Alumni members may attend chapter business meetings, but shall have no voting power and may not hold a Chapter office.
2. Alumni members may only attend sorority events at the invitation of the Executive committee.

Inactive Member: A sister who has failed to meet active or associate status, who is not an alumni member, and is in good standing, and has not been declared in arrears.

1. Inactive members shall have no voting power and may not hold office.
2. Inactive members may only attend sorority events at the invitation of the Executive committee.
3. Inactive members may regain active or associate status by notifying the Judicial Board and by payment of dues in full, along with approval of an application by the Judicial Board to regain active or associate status.
4. Any sister who sustains Inactive status for more than two (2) consecutive semesters shall lose her membership privileges (attending events, business meetings, displaying letters anywhere on their person or any technology; i.e. facebook, myspace, AIM, etc.). She may regain her membership privileges by appealing to the Judicial Board.
5. Sisters will only be granted inactive status, due to sickness, studying abroad, or under extensive circumstances up to the executive board.

Honorary Member: An honorary member is a person who has distinguished herself by outstanding service to the Sorority and is given the privileges of an alumni member by the

Advisory Member: A Christian female with high standards, serving as a chaplain and mediator to the sorority, while acting as a liaison between the sorority and/or community when needed.

Possible candidates may include, but is not limited to, an alumni sister, a staff member of the university of the recognized chapter(s), a staff member or member of a recognized local church, or a distinguished member of the community.

Advisor is given the privileges of an alumni sister being that she may attend all sorority social events, business meetings, and retreats, upon the invitation and approval of two-thirds (2/3) affirmative of the active sisters.

Any sister in good standing may nominate a person to the position. The executive committee shall interview the candidate. The candidate's criteria will be presented before the active members of the sorority, followed by an informal meeting between the sisters and the candidate.

A two-thirds (2/3) affirmative vote of active sisters is required to attain status of an advisory

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

Section 3. Record of Membership

A permanent record of the active, affiliated, arrears, associate, alumni, and advisory membership shall be kept in the Chapter records by the Judicial Board Chair and secretary to be handed down upon leaving the office of Judicial Board Chair and secretary. This standing record should be also be sent to the National Board Secretary, annually. The record should also be available to any sister per request

Article IV

Candidate Process

Section 1. Selection of Candidates

At a regular, scheduled meeting at the conclusion of the recruitment period, each attendee of recruitment wishing to complete the candidate process shall be discussed. A three-fourths (3/4) affirmative vote shall be necessary to issue a bid to the recruitment attendee. Each approved candidate must be charged according to the official candidate ritual.

Section 2. Candidate Requirements

Before being considered for active membership in the Chapter, the candidate must complete, to the satisfaction of the Candidate Committee, the candidate requirements outlined in the candidate manual.

Section 3. Approval for Membership

Near the end of the candidate process, the candidate shall be voted on. To be approved for membership, each 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 judgements in voting on candidates. A candidate that fails to be approved for membership ceases to be a candidate.

Section 4. Initiation

All candidates approved for membership in this Chapter shall be initiated according to the official ritual of the Sorority, as outlined in the National Constitution. Candidates who fail to attend an initiation ceremony in the semester they complete the candidate process shall cease to be a candidate at the end of the semester.

Article V

Elected Officers

Section 1. Elected Officers

The elected officers of this Chapter shall be President, Vice-President, Secretary, Treasurer, Candidate Mentor and Candidate Mentor-in-Training.

The term of office for each office shall be for one (1) year, beginning the day after the last day of classes from one semester and ending one year later on the last day of classes for the spring.

Any sister wishing to be considered for nomination for a Chapter office shall meet the following:

1. Only an active member in good standing may serve as a Chapter officer.
2. Any sister who has held the status of inactive member for any length of time must have completed a full semester as an active sister immediately before being considered for Chapter
3. Any sister, who has held the status of associate the prior semester to being considered, may run for Chapter office.
4. Any newly inducted sister must complete a full semester as an active sister prior to being considered for Chapter office. In the event that there are not enough active sisters willing to apply to fulfill all elected positions, a newly inducted sister may run for office.
5. To be eligible to run for the office of President, a sister must have previously served as a member of the Executive Committee or the Judicial Board.

Section 2. General duties of the Elected Officers

In addition to fulfilling the specific duties of her office, each officer shall be required to:

1. Serve actively as member of the Executive Committee, if applicable (see Article IX, Section 1).
2. Keep a written record of her term of office.
3. Train her successor and turn over all files and records to her.

4. All written records for each individual office must be transferred to successor of that office at the last business meeting of the serving term.

Section 3. Duties of Elected Officers

The elected officers shall perform the following duties:

1. President
 - a. Give supervision to the Chapter and its officers.
 - b. See that all obligations of the Chapter are fulfilled.
 - c. Preside at all meetings of the Chapter and Executive Committee.
 - d. Make appointments when necessary.
 - e. Perform such other duties that her office may require.
 - f. Guard the portal and maintain order at each Chapter meeting.
 - g. Uphold and follow Robert's Rules of Order.
 - h. Nominate candidate for Chairman of Judicial Board at the first business meeting of March, to be confirmed by two-thirds (2/3) of active sisters.
 - i. Maintain close relationships with director positions and facilitate the execution of their tasks.
2. Vice President
 - a. Perform all presidential duties in the absence of the President.
 - b. Coordinate and oversee all Chapter standing committees.
 - c. Distribute, collect, and count ballots when needed, with the exception of executive committee elections, which will be counted by the Judicial Board Chair and one (1) other member of the Judicial Board.
 - d. In the absence of the Judicial Board Chair, record the attendance of each sister at each sorority function. She shall submit a copy of this record to the Secretary (as well as the Judicial Board Chair in the event of her absence)
 - e. Collect the minutes of all committee meetings and file them in the Chapter records.
 - f. Serve as an ex officio member of all Chapter committees.
 - g. Update social media outlets and maintain a positive presence: Instagram, Chapter Website, and Twitter. This task will be assisted by the Executive Committee.
3. Secretary
 - a. Handle all correspondence of the Chapter.
 - b. Keep the associate members and the advisors informed as to the activities of the Chapter.
 - c. Keep an accurate written record of the proceedings of all business meetings and Executive Committee meetings.
 - d. Obtain an attendance record for each business meeting, which shall be attached to the minutes for that meeting.

- e. Organize the minutes of the committee meetings in chronological order and file them into the chapter records.
 - f. Keep an updated record of all contact information for the sorority.
 - g. Maintain the sorority calendar and record all scheduled events and important information.
 - h. Update social media outlets and maintain a positive presence: Instagram, Chapter Website, and Twitter. This task will be assisted by the Executive Committee..
4. Treasurer
- a. Receive and keep records of all money received by the Chapter.
 - b. Disburse funds as authorized by the Chapter.
 - c. 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 Chapter balance.
 - d. Hold and control the sorority debit card. Expenditures must be over \$100 and the treasurer must be present for all purchases. If committees wish to purchase items on the debit card, they must submit a Projected Expenditures form to the executive board for approval. There must be an executive committee meeting between submission date and purchase date. Executive Board approval must be unanimous.
5. Candidate Mentor
- a. Train the candidates in the fundamentals of Sigma Alpha Omega, utilizing the program as outlined in the candidate manual.
 - b. Serve as chairman of the Candidate Committee.
 - c. Choose a suitable big sister for each candidate.
 - d. Report the progress of the candidates at each business meeting during the candidate period.
 - e. See that each candidate has completed the candidate requirements before the end of the candidate process.
6. Candidate Mentor-in-Training
- a. Complete duties designated by the Candidate Mentor for the current semester.
 - b. Be required to attend all candidate meetings, unless approved in advance by Candidate Mentor and Judicial Board.

Article VI

Appointed Officers

Section 1. Recreation Director

This Position is designed to work closely with the president to facilitate events, where they will plan, coordinate, and oversee recreational and athletic events and sister outings. A

budget will not be allotted to this position. If requiring a fee, all recreational events will be paid for by each sister, if they choose to attend. All events are optional to sisters, not required. This position will include the following delegated tasks and responsibilities:

1. Chapter Sports and Athletic Activities
2. Group Fitness Classes
3. Sorority Intramural Teams
4. Recreational Events

Section 2. Agape Director

This position is designed to work closely with the president to facilitate sister unity and to foster Christ centered love amongst members of the chapter. This position will include the following delegated tasks and responsibilities:

1. Secret Sister
2. Thank You Cards: Sent to retreat mom, any individual who promotes, assists, or donates monetary gifts or time to the sorority and its members.
3. Care Baskets: Facilitates the gathering and participation of sisters to contribute items or a donation to provide care baskets for any sister in need of comfort, due to sickness or loss of a family member.
4. Sister Birthdays: Each month, one chapter will be delegated by Executive Committee for Agape Director to bring in cupcakes/candy/dessert of their choice to celebrate sister birthdays for the month.
5. Super Sister Program: Executive Committee will decide on an outstanding sister who has shown high participation in events, contribution to assisting sisters in need, and exceptional leadership each month, for Agape Director to provide a small gift of thanks.
6. Candidate Care: Agape Director will facilitate a small surprise for candidates by the sisters to let them know we are happy they are with us and to show some love, at one point throughout the candidate process.

Section 3. Homecoming Director (Fall semester)

This position is designed to organize homecoming week activities and ensure essential deadlines are met for each mandatory homecoming event. Homecoming Director will work closely with the president and Executive committee. The tasks of this position will include:

1. Registration of our organization to participate in homecoming
2. Organizing each event and the appropriate participation from sisters
3. Executing the completion of events and homecoming tasks
4. Partnering with another organization (if wanted)
5. Updating sisters on homecoming week scheduling

Article VII

Judicial Board

Section 1. Members of the Judicial Board

The Judicial Board is comprised of 1/12 of the active members of the Chapter, but must not be less than three (3). These members shall serve on the Judicial Board as long as they remain an active member.

Should a seat on the Judicial Board become vacant, the President may present a sister for consideration to the Executive Committee for approval.

Judicial Board handles all disciplinary problems that arise at Chapter functions including Bible Studies, Recruitment events, and social events. In addition, any problems that arise while a sister is wearing stitched letters.

Disciplinary problems include, but are not limited to, those referenced in Galatians 5:19 and Exodus 20:117.

After prayerful consideration the Judicial Board may take any number of the following disciplinary actions:

1. Biblical Reflection Paper
2. Fines up to forty dollars (\$40.00), with the exception of retreat absence.
3. Probation
4. Arrears

All disciplinary action must be taken within two (2) weeks of the Judicial Board being notified of the disciplinary problem. Within those two (2) weeks, the Judicial Board must meet with the sister in question. Should the sister in question refuse the meeting with the Judicial Board, the sister shall accept the Judicial Board decision.

Judicial board must maintain a record of the membership status of each member of the Chapter. This includes but is not limited to:

1. Notice of status changes that are made by individual sisters within the first fourteen (14) days of the semester.
2. Approved status changes after the first fourteen (14) days of the semester to or from active, associate or inactive.
3. Maintain attendance records for every meeting and social event.
4. Vote on excuses for absences.

5. Keep written record of excused and unexcused absences in Judicial Board archives.
6. Issue fines in accordance to the bylaws and notify the treasurer of each fine that is issued.

Section 2. The President

The president, while not being a member of the Judicial Board, may vote to break a tied vote among the members of the Board.

Section 3. The Chairman of the Judicial Board

The chairman of the Judicial Board shall be elected, should she accept the nomination by the current President at the first business meeting in March and confirmed by two thirds (2/3) of the active members of the chapter.

Article VIII

Elections and Appointments

Section 1. Elections

The election for the elected officers shall occur during the last business meeting in February. Note: The acting Candidate Mentor during the time of the election may be considered to hold the office again.

1. 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.
2. The Judicial Board shall approve all applications. 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.
3. 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, Candidate Mentor, and Candidate Mentor in Training. A majority vote will be required to elect a candidate in each office. Voting by absentee ballot shall not be permitted.
4. 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.
5. In the case of a tie for the majority vote, a runoff shall be held. A majority vote is required to win the runoff.

Section 2. Appointments

1. The Executive Committee shall appoint the chairman of each Chapter committee, unless otherwise elected or appointed.
2. 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.
3. Appointed positions of Agape Director, Recreation Director, and Homecoming Director will be appointed by the president and approved by the Executive committee.

Article IX

Meetings

Section 1. Business Meetings

1. The Chapter 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 Chapter.
2. Committee meetings shall be held in a frequency determined by the committee chair.
3. The business meetings shall be held in such a place as the Executive Committee.
4. The President, Executive Committee, or the National Advisor 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. All members shall be notified of any special meetings.
5. A quorum at all meetings of this Chapter shall be a simple majority of the active sisters.
6. The Business meetings of this Chapter shall be open only to sisters, alumni, female alumni of Chi Alpha Omega, advisors, and guests as invited by the Chapter.

Section 2. Executive Committee Meetings

The Executive Committee of this Chapter shall consist of the elected officers in the following positions: President, Vice President, Secretary, Treasurer, and Chairman of the Judicial Board.

The President shall serve as chairman and preside at all Executive Committee

The Executive Committee shall:

1. Meet at least twice a month during the school year. The President shall set the meeting dates for the committee and inform the members of the dates.
2. Have general supervision of all affairs of the Chapter between the business meetings.
3. Review all bylaw amendment proposals and make recommendations for adoption to the chapter.
4. Create a semester budget prior to the beginning of the semester and submit it to the Chapter for approval.
5. Appoint the chairman of each Chapter committee unless otherwise elected or appointed.

Article X

Chapter Standing Committees

Section 1. Social Committee

The social committee shall:

1. Plan and carry out social activities for the Chapter.
2. Submit a copy of the minutes of all Social Committee meetings to the Vice President.

Section 2. Public Relations Committee (Fall Semester Only)

The Public Relations Committee shall:

1. Compile an active list of potential candidates, including their addresses and telephone numbers.
2. Inform the potential candidates of social events throughout the year and encourage their participation.
3. Be in charge of Recruitment with the help of the Candidate Mentor and Candidate Mentor-in-Training.
4. Submit names of potential candidates to the Chapter for the purpose of bidding.
5. Be responsible for all publicity involving sorority events.
6. Submit a copy of the minutes of all Public Relations Committee meetings to the Vice President.

Section 3. The Service Committee

The Service Committee shall:

1. Coordinate all community service activities.

2. Submit a copy of the minutes of all Service Committee meetings to the Vice President.

Section 4. Alumni Committee

The Alumni Committee shall:

1. Maintain contact with and keep updates on the alumni of this Chapter.
2. Invite alumni to attend events held by either or both Sigma Alpha Omega and Chi Alpha Omega
3. Assemble and edit a Chapter newsletter containing articles written by the officers and other sisters.
4. Submit a copy of the minutes of all Alumni Committee meetings to the Vice President.

Section 5. Fundraising Committee

The Fundraising Committee shall:

1. Organize a fundraiser each semester to be carried out by all sisters.
2. Consult with the candidates on planning and completing a candidate's fundraiser prior to the deadline.

Section 6. Retreat Committee

The Retreat Committee shall:

1. Organize a sorority retreat each semester that encourages spiritual and emotional growth among the sisters and pledges.

Section 7. Christian Relations Committee (CRC)

The Christian Relations Committee shall:

1. Plan at least two spiritual community outreach projects per semester.
2. CRC is responsible for Bible studies and devotion on retreat and socials when asked by responsible committee's chair. CRC must be given notice prior to the event in which they are responsible for.
3. Plan one prayer/worship night per month.
4. Coordinate spiritual activities of the Chapter.
5. Schedule the prayer and devotion for each business meeting.
6. Plan a Bible study per semester to be completed with the candidates if asked by the Candidate Mentor.

Section 8. Semi-Formal (Fall)/Formal (Spring) Committee

The Semi-formal/Formal Committee shall

1. Will plan semiformal in the fall and formal in the spring with a minimum of two sisters on the committee.

Section 9. Ovarian Committee

The Ovarian Committee shall:

1. Plan events to raise ovarian cancer awareness.

Section 10. T-shirt Committee

The T-shirt Committee shall:

1. Act as a liaison between committee chairs and t-shirt companies.
2. Maintain t-shirt request forms made by committee chairs.
3. Handle all t-shirt orders for the chapter.
4. Confirm payment by sisters for the shirt.
5. Be responsible for distribution of t-shirts.

Article XI

Dues, Fees, and Assessments

Section 1. Candidates

Each person completing the candidate process of this Chapter shall pay a nonrefundable candidate process fee to be determined by the Candidate Committee.

Section 2. Active Members

Each active member of this Chapter shall pay non-refundable dues each semester. Semester dues are set at three hundred twenty-two dollars (\$322.00).

Section 3. Associate Members

Associate members shall pay non-refundable dues of one hundred sixty-one dollars (\$161.00) each semester.

Section 4. Fees and Fines.

Failure to meet the attendance requirement for the Chapter business meetings, as stated in Article III, Section 2, for active members shall result in a fine of ten dollars (\$10.00) for each unexcused absence.

Failure to pay one's dues by the deadline established by Article III, Section 2 shall result in a one dollar (\$1.00) late fee to be charged for everyday that the payment is late until the full sum. Failure to meet the social event attendance requirement, given in Article III, Section 2, shall result in a series of ten dollar (\$10.00) fines. After the second infraction, the member shall be placed in arrears until the fine is paid.

Failure to meet the fundraising requirement results in a fine of the minimum fundraising amount required for that semester, defined by the fundraising committee.

Should an active member be tardy for more than two (2) business meetings per semester, each additional tardy shall result in a fine of ten dollars (\$10.00). In addition, every three (3) tardies to a business meeting shall be equivalent to one (1) unexcused absence.

Any fine levied must be paid within ten (10) days of the charge to the Treasurer or a sister may be placed in arrears.

If a form is posted (on Facebook and sent through an email and any other way of communication) by a committee chair or executive board member and requires a response, sisters have 48 hours (2 days) to complete the form. Failure to respond to the form shall result in a one dollar (\$1.00) fine to be charged for everyday until the form is completed.

If a sister accumulates fines equal or greater than forty dollars (\$40) [including mandatory events, excluding retreat], whether paid or unpaid, a sister may be discussed to be put into arrears.

Section 5. Assessments

Assessments may be levied on the chapter members by a three-fourths (3/4) affirmative vote of the Chapter.

Article XII

Sorority Policies

1. Robert's Rules of Order, Newly Revised, shall govern the Chapter meetings, except where modified by these bylaws.

2. Candidates shall not wear or display in anyway the letters of Sigma Alpha Omega unless approved by the Chapter for a special occasion.
3. Only active, associate, inactive, and alumni members may wear the sanctioned symbols and representation of Sigma Alpha Omega. Any sister who has been placed on arrears is ineligible to wear the symbols or representation of Sigma Alpha Omega. The Judicial Board reserves the right to suspend this privilege for character unbecoming a sister. Give no letter shirts of the sorority to nonmembers unless by exception. Exception will be by two-thirds (2/3rds) vote of the active sisters.
4. .Except as indicated by these bylaws, all initial votes shall be voice vote (via voice). A secret ballot may be obtained whenever ten percent (10%) or more of the active members entitled to vote request it.
5. The Chapter shall select an outstanding sister at the end of each school year. Any associate or active sister shall be eligible with the exception of those who completed the candidate process during that school year. The result shall be kept secret until a suitable occasion when an appropriate award can be presented. The name of the outstanding sister shall be inscribed on the permanent outstanding sister plaque.
6. All Sorority plaques and paddles shall be kept in the possession of a member of the Executive Committee.
7. Tardiness Policy 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 five (5) minutes after the scheduled meeting time.
8. Dress Code for Meetings Members may dress as they desire for meetings, except for one business meeting per month, which will specified by the Executive Committee. For this meeting, members will be required to dress in Sunday or businesslike attire. Sister pins will also be required to be worn at business meetings. However, the Executive Committee holds the right to request that members wear this attire more than once per month in case of Sorority events or special occasions that might require it.
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 the sorority 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. The Judicial Board will handle all concerns regarding the Hazing Policy.
10. Sisters disassociated will give back candidate and sister pins, pledge notebooks as well as sewn letter shirts or any other items displaying the name or Greek letters of the organization, given by the sorority. Sister should also pay any outstanding fees to the sorority.

Please refer to National bylaws for further procedures.

Article XIII

Amendment to the Bylaws

These bylaws may be amended at any regular business meeting of the Chapter by a two-thirds (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. A copy of the current bylaws shall be sent to the National Sorority at least once yearly.