

BYLAWS
of
SIGMA ALPHA OMEGA

Alpha Omicron Chapter

Article I

Name

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

Article II

Purpose

Section 1. Sigma Alpha Omega Alpha Omicron 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 Sigma Alpha Omega at Clemson University campus in full accordance with an addition to all National Organization Bylaws, Policies, Statement, and Procedures as outlined by the national sorority.

Article III

Members

Section 1. Eligibility of Membership

- A. The membership of the National Organization shall be granted 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 a Sigma Alpha Omega within traveling distance of that school, pending approval of the active members, or may choose to begin the chartering process with outers, without campus recognition. Any Chapter of the National Organization with affiliated member(s) will

keep the school name of the recognized Chapter, despite the affiliated membership. Further information regarding membership statuses and requirements are defined in the Sigma Alpha Omega and by the National Organization.

- B. 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 on 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 person 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

- A. Active Member – An active member shall be an enrolled student who has been initiated according to the official ritual of the National Organization. She shall be a sister who actively participates in the activities of Sigma Alpha Omega. Any active member who does not fulfill the following requirements is subject to policies outlined in Article XII (Dues, Fees, and Assessments). Active members must also follow prescribed procedures for a possible status change in Article III, Section 4.
1. An active member shall miss no more than three (3) scheduled business meetings 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).
 3. An active member shall attend at least one (1) Sigma Alpha Omega social event and two (2) Bible studies each month and attend at least two (2) service project and one (1) fundraiser each semester, outside of the determined amount of recruitment events. One Bible study attendance may be substituted with attendance to a prayer night or worship night put on by the Christian Relations Committee. Failure to meet this requirement may result in a series of \$10.00 fines.
 4. An active member shall serve on at least one (1) Sigma Alpha Omega committee with no more than three (3) unexcused absences. Absences must be presented in writing to the Judicial Board within ten (10) days of the absence.

5. In addition to these requirements, an active member must maintain a cumulative GPA of a 2.5 or higher to continue membership status. If a sister's GPA falls below a 2.5, she has one semester to bring up her GPA before being placed on arrears.
- B. 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 Sigma Alpha Omega. She shall be an enrolled student at a college or university within traveling distance of Sigma Alpha Omega, and actively participate in the activities of Sigma Alpha Omega. 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 at least three (3) additional active sisters attending Clemson University must serve as elected offices from Sigma Alpha Omega.
 2. An affiliated member may not play on an intramural team of Sigma Alpha Omega.
 3. An affiliated member shall agree to participate in any sorority-sanctioned event in the name of the campus of Sigma Alpha Omega.

The exceptions for affiliated members are based on the rules of Student Organizations at Clemson University. For the continuing purposes of these bylaws, an affiliated member shall be equivalent to an active member.

- C. Arrears Status – An active 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 decided up by the active sisters of Sigma Alpha Omega.
1. 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 shall 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)
 - a. Any sister who notices or is personally aware of inappropriate behavior will approach the sister in question in order to address the concern at hand. Once the sister has been approached, she has until the next sorority function to correct her behavior.

- b. 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. If the behavior is not corrected within a year, the situation at hand will be addressed before all sisters.
- c. If the behavior is not resolved or corrected within forty-five (45) days from the 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.
- d. A vote of two-thirds (2/3) by active sisters is needed to place a sister in arrears. The Judicial Board will handle all arrears issues concerning GPAs below a 2.5 without the necessary 2/3 consent by active sisters of Sigma Alpha Omega.
- e. 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 for 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.
- f. 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 to place her into temporary arrears status until the debt is paid in full (see Article XII – Dues, Fees, and Assessments).
- g. 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 Sigma Alpha Omega President or another officer of Sigma Alpha Omega 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-age drinking laws, open-container laws, and illegal drug laws. For additional information, please see the National Alcohol and Drug Policy).
- h. 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.
- i. 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.

- j. If the sister in question is a membership candidate, her behavior shall be reported to the Judicial Board Chairwoman to bring to the candidate's attention. The Judicial Board Chairwoman 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.
- D. 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 affairs because of other commitments of time and effort.
1. Associate members shall attend at least one business meeting per month, including the first and last meetings of each semester, as well as attend a combination of three (3) social events and Bible studies each semester, outside of the determined amount of Recruitment events and semi-formal/formal. Associate members may at most attend two (2) socials per semester, but may attend an unlimited amount of Bible studies each semester. Furthermore, associate members may attend both Retreat and Semi-Formal/Formal, but to do so must pay the full rate specified by the Treasurer with price approved by the Executive Committee. Failure to do so shall result in a fine as outlined for active members (Article XII, Section 4). Associate members shall have no voting power and may not hold office.
 2. An associate member may regain active status for the following semester by notifying the Judicial Board and payment of dues in full.
 3. Associate members shall pay their dues in the first 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).
 4. A sister may claim associate status for no more than two consecutive semesters. A request for additional semester to the Judicial Board is required to continue associate membership status.

5. A sister must be active for one (1) complete semester after the candidate period before she is eligible to apply for associate status.
- E. Alumnae Member – A sister in good standing who ceases enrollment in the University/College shall become an alumnae member of Sigma Alpha Omega. An alumnae member who re-enrolls as a student at a University/College may become an active member if she so desires.
1. Alumnae members may attend chapter business meetings, but shall have no voting power and may not hold office in Sigma Alpha Omega.
 2. Alumnae members may only attend sorority events at the invitation of the Executive Committee or the committee hosting the event.
- F. Inactive Member – A sister who has failed to meet active or associate status, who is not an alumnae 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 or the committee hosting the event.
 3. Inactive members may regain active or associate status for the following semester by notifying the Judicial Board and by payment of dues in full.
 4. Any sister who sustains inactive status for more than two (2) consecutive semesters shall lose her membership privileges. A sister in arrears for two consecutive semesters shall be considered inactive. She may regain her membership privileges by appealing to the Judicial Board.
- G. Honorary Member – An honorary member is a person who has distinguished herself by outstanding service to Sigma Alpha Omega and is given the privileges of an alumnae member by Sigma Alpha Omega. However, she may not attend the sacred ceremonies and rituals of Sigma Alpha Omega and the National Organization, and she may only attend formal business meetings of the sisterhood at the invitation of Sigma Alpha Omega or its National Organization.
- H. 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 alumnae sister, a staff member of the university of Sigma Alpha Omega, a staff member of a recognized local church, or a distinguished member of the community.

2. Advisor is given the privileges of an alumnae sister being that she 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 person 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 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. A permanent record of the active, affiliated, arrears, associate, alumnae, and advisory membership shall be kept in Sigma Alpha Omega records by the Judicial Board and submitted to the National Organization.
- Section 4. A sister wishing to changer 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 status membership. Approval of this petition may be granted by the majority vote of the Judicial Board. These petitions shall be kept on permanent file, and are irreversible during the semester.
- Section 5. All sisters, regardless of status, shall be able to attend chapter meetings. The above notwithstanding, non-sisters, non-sister advisors, or honorary members must obtain chapter invitation to attend any portion(s) of a chapter meeting. Non-sisters, non-sister advisors, and honorary members are prohibited from attending or having knowledge of what is conducted in Sigma Alpha Omega and its National Organization sacred ceremonies (i.e., bid ceremony, initiation ceremony).

Article IV

Candidate Process

- Section 1. Selection of Candidates – At a regular, scheduled meeting at the conclusion of the recruitment period, each recruit wishing to go through the candidate process shall be discussed. A three-fourths (3/4) affirmative vote shall be necessary to issue a bid to the recruit. Each approved candidate must be charged according to the official candidate ritual, as outlined in the National Bid Ceremony.

- Section 2. Candidate Requirements – Before being considered for active membership in Sigma Alpha Omega, 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 period, the candidates shall be voted on. To be approved for membership, each candidate shall be voted upon solely 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 candidates. A candidate that fails to be approved for membership ceases to be a candidate.
1. In addition to these requirements for approval for membership, candidates must hold a GPA of 2.5 or higher to be considered for membership. This will go into effect for recruitment of Fall 2016.
- Section 4. Initiation – All candidates approved for membership in Sigma Alpha Omega shall be initiated according to the official ritual of Sigma Alpha Omega, as outlined in the National Organization's rituals. Candidates who fail to attend an initiation ceremony in the semester they go through the candidate process shall cease to be a candidate at the end of the semester. Sisters initiated shall not attend recruitment, join, or be a member of any other social sorority.
- Section 5. A potential candidate cannot be given a bid if she is a member of/has joined/has accepted a bid from another social sorority. If she previously accepted a bid/joined/was a member of another social sorority then she cannot be voted on unless she submits proof before voting that she has officially dropped the 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.
- A. The term of office of each office, except Candidate Mentor, starting in December 2017 shall be for one (1) year, beginning the day after the second to last chapter meeting of the Fall Semester and ending one year later following the end of the second to last chapter meeting of the Fall 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 nomination for a Sigma Alpha Omega office shall meet the following criteria:

1. Only an active member in good standing may serve as a Sigma Alpha Omega officer.
2. Any sister who has held the status of inactive or associate member for any length of time 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 Sigma Alpha Omega office.
3. Any newly inducted sister must complete a full semester as an active sister prior to being considered for Sigma Alpha Omega office unless there are no other candidates for that Sigma Alpha Omega office.
4. An officer may not hold more than one position at a time unless voted on by two-thirds (2/3) of Sigma Alpha Omega and such is required due to a low number of active sisters.

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 a 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 obligation and national requirements of Sigma Alpha Omega are fulfilled especially through maintaining chapter communication and contact information with the National Organization.
 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 Sigma Alpha Omega meeting.

B. Vice President – The Vice President shall:

1. Perform all presidential duties in the absence of the President.
2. Coordinate and oversee all Sigma Alpha Omega standing committees, ensuring submission of point reports for the National Point System.
3. 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.
4. Record the attendance of each sister at each Sigma Alpha Omega function. She shall submit a copy of this record to the Judicial Board and to the Secretary.
5. Collect the minutes of all committee meetings and file them in the Sigma Alpha Omega records.
6. Serve as an ex officio a member of all Sigma Alpha Omega committees.

C. Secretary – The Secretary shall:

1. Handle all postal correspondence of Sigma Alpha Omega through Sigma Alpha Omega's permanent postal address.
2. Keep the associate members and the advisors informed as to the activities of Sigma Alpha Omega.
3. Keep an accurate written record of the proceedings of all business meetings and 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 committee 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.
7. Ensure submission to the National Organization of both hard- and soft-copies of these chapter bylaws at each national convention, and soft copy of these chapter bylaws following any in-year amendments.

D. Treasurer – The Treasurer shall:

1. Receive and keep records of all money received by Sigma Alpha Omega.
2. Disperse funds as authorized by Sigma Alpha Omega.
3. Make a financial report at the first business meeting of every month, and a complete financial report at every other business meeting, including committee budget balances, as well as the total Sigma Alpha Omega balance.
4. Follow all rules and regulations as set forth in the National Financial Manual, especially regarding timely submission of chapter dues, fines, and/or fees.
5. Collect and coordinate distribution of all dues, fees, and fines.
6. If a sister wishes to have a payment plan in order to pay dues for the semester, the Treasurer and the sister at hand must set up a written agreement signed by both sisters. A copy of this agreement must be sent to the President for record keeping.

E. Candidate Mentor – The Candidate Mentor shall:

1. Train the candidates in the fundamentals of Sigma Alpha Omega, utilizing the program as outlined in the candidate manual.
2. Serve as chairwoman of the Candidate Committee.
3. Report the progress of the candidates at each business meeting during the candidate period.
4. See that each candidate has completed the candidate requirements before the end of the candidate period.
5. Ensure that at no time hazing is imposed on the candidates nor any illegal activities be conducted as part of the candidate process.
6. Be invited to attend all Executive Board meetings during her time in office and will be allowed to participate in meeting discussion but will hold no voting power.

Article VI

Appointed Officers

- Section 1. Recreation Director – The Recreation Director shall:
- A. Plan, coordinate, and oversee all Sigma Alpha Omega sports and athletic activities including intramural and inter-sorority tournaments.
 - B. Submit scheduled events to the Secretary and the Vice President for review.
 - C. Be appointed at the beginning of each semester by the President.

Article VII

Elections and Appointments

- Section 1. The election for the elected officers shall occur during the third to last business meeting in the Fall Semester, unless otherwise decided by the Judicial Board due to quorum concerns.. Note: the acting Candidate Mentor during the time of the election may be considered to hold 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 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.
- Section 4. On election Day two-thirds (2/3) of the active sisters must be present for elections to occur. On the prescribed Election Day, each office will be voted on individually beginning with the office of Candidate Mentor, and President. A majority vote will be required to elect a candidate in 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.
- Section 6. In the case of a tie for the majority vote, a run-off shall be held. A majority vote is required to win the run-off.

- Section 7. The Executive Committee shall appoint the chairwoman of each Sigma Alpha Omega committee, unless otherwise elected or appointed.
- Section 8. 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.
- Section 9. Sigma Alpha Omega appointment of all 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 majority vote. Delegacy shall be reserved for active chapter officers, followed by any active sister, as of the convention date, should not officers be able to attend.
- Section 10. Any officer who does not fulfill the duties of each office or does not reflect the standards set by these bylaws can be removed from office with a two-thirds (2/3) vote of active members.

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 Sigma Alpha Omega. 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 the National Advisor may call special meetings. Additionally, a special meeting shall be held within five (5) business days of a written request of one-third (1/3) of the active members. All 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.
- Section 5. The Business meetings of Sigma Alpha Omega shall be open only to sisters, alumnae, female alumnae of Chi Alpha Omega, and advisors 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 in the following positions: President, Vice President, Secretary, and 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 the 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. Appoint the chairwoman of each Sigma Alpha Omega committee unless otherwise elected or appointed.

Article X

Chapter Standing Committees

- Section 1. Any sister wishing to be a Committee Chair may not have completed the Candidate Period the semester prior to becoming the committee chair.
- Section 2. Committee chairs must submit a tentative calendar of events by the second (2nd) meeting of the semester. Failure to do so will result in a ten dollar (\$10) fine.
- Section 3. Committee chairs must plan the specified amounts of events per month or semester as outlined below. Failure to do so will result in a ten dollar (\$10) fine.
- Section 4. The Candidate Committee may have two (2) co-chairs with equal authority during the recruitment and candidate process if voted on by Sigma Alpha Omega.
- Section 5. Candidate Mentors Committee – The Candidate committee shall:

- A. Submit a schedule of candidate classes one week after the bid ceremony.
- B. Plan and execute the bid ceremony.
- C. Record grades of all candidate quizzes and assess each candidate's fulfillment of the requirements prior to the initiation ceremony.
- D. Plan initiation ceremony and dinner coinciding with the same semester that recruitment happens.
- E. Ensure that the no-hazing policy is followed, and all violations of the no-hazing policy are reported directly to the Judicial Board.
- F. Plan the candidate retreat.
- G. Ensure all candidate requirements are met and candidate positions are filled.
- H. Submit a copy of the minutes of all Candidate Mentor Committee meetings to the Vice President.

Section 6. Public Relations Committee – The Public Relations Committee shall:

- A. Plan First Friday in the Fall semester.
- B. Partner with Recruitment committee to spread awareness of sorority activities.
- C. Be responsible for all publicity involving sorority events.
- D. Submit a copy of the minutes of all Public Relations Committee meetings to the Vice President.
- E. Be in charge of all social media channels, including but not limited to Tumblr, Facebook, Instagram, Twitter, and our websites.
- F. Design all digital media, flyers, and posters for Sigma Alpha Omega.

Section 7. Bible Study Committee – The Bible Study Committee shall:

- A. Coordinate spiritual activities of Sigma Alpha Omega.
- B. Coordinate two (2) Bible Studies per month.
- C. Schedule the prayer and devotion for each business meeting.

- D. Schedule Bible studies, retreats, prayer groups, et cetera.
- E. Submit a copy of the minutes of all Bible Study Committee meetings to the Vice President.

Section 8. Christian Relations Committee – The CRC Committee shall:

- A. Plan one (1) prayer and worship night per month.
- B. Plan at least one (1) spiritual community outreach project per semester.
- C. CRC is responsible for Bible studies and devotion on retreat and sleepover when asked by responsible committee's chair. CRC must be given notice prior to the event in which they are responsible for.
- D. CRC is responsible for organizing at least one social event with Chi Alpha Omega (or other brother fraternity on your campus) each semester, unless such an event cannot be scheduled with the Fraternity due to Fraternity scheduling conflicts.
- E. Submit a copy of all minutes of all Christian Relations Committee meetings to the Vice President.

Section 9. Social Committee – The Social Committee shall:

- A. Plan at least one social event each month.
- B. If a person at an event is intoxicated or acting inappropriately then he or she will be forced to leave the event/function/mixer and the sister who was acting inappropriately or accompanying someone acting inappropriately, will be required to have a meeting with the Judicial Board.
- C. Submit a copy of the minutes of all Social Committee meetings to the Vice President.

Section 10. Retreat Committee – The Retreat Committee shall:

- A. Organize a minimum of one (1) sorority retreat each semester that encourages spiritual and emotional growth among the sisters and candidates.
- B. Submit a copy of the minutes of all Retreat Committee meetings to the Vice President.

Section 11. Formal/Semi-Formal Committee – The Formal/Semi-Formal Committee shall:

- A. Plan Sigma Alpha Omega Semi-Formal in the Fall and Formal in the Spring.

B. Responsibilities minimally include:

1. Submit a budget in a timely manner.
2. Secure a venue.
3. Coordinate decorations.
4. Secure a DJ

Section 12. The Service Committee – The Service Committee shall:

- A. Coordinate and plan one (1) event per month except in the months where National Service Week fall and Ovarian Cancer Awareness month in September.
- B. Organize and coordinate National Service Week in the Spring and Ovarian Cancer Awareness month in September.
- C. A sister shall be allowed to substitute one of the required service events for five hours of community volunteer work. This volunteer work must be done specifically for Sigma Alpha Omega, and a signed sheet from the person in charge logging the five hours must be turned in by the second to last chapter of the semester.
- D. Submit a copy of the minutes of all Service Committee meetings to the Vice President.

Section 13. Fundraising Committee – The Fundraising Committee shall:

- A. Organize at least two (2) fundraisers each semester to be carried out by all sisters.
- B. Consult with the candidates on planning and completing a candidate fundraiser prior to the deadline.
- C. Submit a copy of the minutes of all Fundraising Committee meetings to the Vice President.

Section 14. Alumnae/Agape Committee – The Alumnae Committee shall:

- A. Maintain contact with and keep updates on the alumnae of Sigma Alpha Omega.
- B. Invite alumnae to attend events held by either or both Sigma Alpha Omega and Chi Alpha Omega Fraternity.
- C. Assemble and edit a Sigma Alpha Omega newsletter containing articles written by the officers and other sisters.
- D. Plan sister bonding events throughout the semester focused on boosting sister morale and attitudes.

- E. Submit a copy of the minutes of all Alumnae Committee meetings to the Vice President.

Section 15. Recruitment Committee – The Recruitment Committee shall:

- A. Compile an active list of potential candidates, including their addresses and telephone numbers.
- B. Submit names of potential candidates to Sigma Alpha Omega for the purpose of bidding.
- C. Determine recruitment theme and plan all activities associated with recruitment.
- D. Submit a recruitment schedule to the Executive Committee by August 1st.
- E. Make an active effort to reach out to as many girls as possible on campus before recruitment starts.
- F. Take attendance at recruitment for both potential candidates and sisters.
- G. Obtain a record of GPA, expected graduation date, and testimony for each potential candidate.
- H. Pair together Bigs and Littles, in partnership with an unbiased member of the Executive Committee, taking into consideration the desires of the potential Bigs and Littles.
- I. On the first day of recruitment, make known to potential candidates all the requirements necessary of them.
- J. Two weeks before recruitment, Executive Committee and honorary members determine the voting method for potential candidates.
- K. Submit a copy of the minutes of all the Recruitment Committee meetings to the Vice President.

Section 16. Apparel Committee – The Apparel Committee shall:

- A. Be responsible for all t-shirt designs and other items with letters to be used by Sigma Alpha Omega, e.g. cups, buttons, bracelets, etc.
- B. At least three pieces of apparel must be made a semester.
- C. Will lead design efforts for banners in partnership with other committees.
- D. Submit a copy of the minutes of all the Apparel Committee meetings to the Vice President.

Section 17. Sister Social Committee – The Sister Social Committee shall:

- A. Plan two (2) sisters-only events each month.
- B. If a sister at an event is intoxicated or acting inappropriately, she will be forced to leave the event and will be required to have a meeting with the Judicial Board.
- C. Submit a copy of the minutes of all Sister Social Committee meetings to the Vice President.

Section 18. Missions Committee- The Missions Committee shall:

- A. Plan one (1) mission event/trip each semester with a goal to spread the gospel in a chosen destination.
- B. Work in conjunction with mission organizations or non-profit organizations in the chosen destination.
- C. Submit a copy of the minutes of all Missions Committee meetings to the Vice President.

Article XI

Judicial Board

Section 1. The Judicial Board shall:

- A. Handle all disciplinary problems that arise in Sigma Alpha Omega
- B. Maintain a record of the membership status for each member of Sigma Alpha Omega.
- C. Maintain attendance records for every meeting and social event.
- D. Review all sister membership status petitions submitted by sisters no later than ten (10) days after the first scheduled business meeting of the semester, and approved by the Judicial Board within fourteen (14) days of the first scheduled business meeting of the semester.
- E. Ensure Sigma Alpha Omega completes the mandatory Hazing Prevention Training.

Section 2. The Judicial Board is comprised of five (5) active members of Sigma Alpha Omega. These members shall serve on the Judicial Board as long as they remain an active member.

- Section 3. To be considered for membership on the Judicial Board, a sister must have been an active member for at least one (1) semester.
- Section 4. The President, while not being a member of the Judicial Board, may vote to break a tie vote among the members of the Board.
- Section 5. The Chairwoman of the Judicial Board shall be selected by the members of the Board and shall serve as Chairwoman until she leaves the Board.
- Section 6. Should an active or associate sister 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.
- Section 7. Should a seat on the Judicial Board become vacant the President may present a sister for consideration. Sisters may also apply to join the Judicial Board. All applications will be submitted to, reviewed by, and approved by the Judicial Board.

Article XII

Dues, Fees, and Assessments

- Section 1. Each person participating in the candidate process of Sigma Alpha Omega shall pay a non-refundable candidacy fee of one hundred and sixty dollars (\$160) to be determined by the Executive Committee.
- Section 2. Each active member of Sigma Alpha Omega shall pay non-refundable dues each semester. Semester dues are set at one hundred and thirty-five dollars (\$135.00).
- Section 3. Associate members shall pay non-refundable dues of seventy dollars (\$70.00) each semester.
- Section 4. Dues shall be paid by candidates and members in installments of amounts determined by the treasurer and the sister in question, or in one sum payment ahead of schedule. Installments are hereby understood as multiple schedule deadlines for singular payments that in total fulfill the complete candidate fee or membership due amount. Installments shall be scheduled and outlined by the Executive Committee on the first scheduled business meeting of each semester.
- Section 5. Fees and Fines.
- A. Failure to meet the attendance requirement for Sigma Alpha Omega 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.

- B. 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 is paid.
- C. 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.
- D. Should an active member be tardy for more than two (2) business meetings, each additional tardy shall result in a fine of five dollars (\$5.00). In addition, every three (3) tardies to a business meeting shall be equivalent to one (1) unexcused absence.
- E. Any fine levied must be paid within ten (10) days of the charge to the Treasurer or a sister may be placed in arrears.
- F. Failure to attend the first and last meetings of each semester shall result in a fine of ten dollars (\$10).

Section 6. Assessments may be levied on Sigma Alpha Omega members by a three-fourths (3/4) affirmative vote of Sigma Alpha Omega.

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. Candidates shall not wear the letters of Sigma Alpha Omega unless approved by Sigma Alpha Omega for a special occasion.
- Section 3. Only active, affiliate, associate, inactive, and alumnae 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.
- 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. Sigma Alpha Omega 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 went through 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 an award to be kept with the outstanding sister for that year. She will pass on the award until a permanent one can be bought. In the event that the sister cannot hold the award it will be held by the secretary.
- Section 6. If any functions require sums greater than one hundred and fifty dollars (\$150.00), the sisterhood shall, by a two-thirds majority, vote to approve the appropriation of these funds. If any candidate class function should require a loan from Sigma Alpha Omega of sums greater than fifty dollars (\$50), the sisterhood shall, by a two-thirds majority, vote to approve the appropriation of these funds.
- Section 7. All Sigma Alpha Omega plaques and paddles shall be kept in the possession of the President.
- Section 8. 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 fifteen (15) minutes after the scheduled meeting time.
- Section 9. Dress Code for 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. However, the Executive Committee holds the right to request that members wear this attire more than once per month in case of Sigma Alpha Omega events or special occasions that might require it.
- Section 10. 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 11. All Sigma Alpha Omega functions will be dry and no sorority event shall be held at a venue that is classified as a tavern or bar or gains fifty percent (50%) of its revenue from alcohol sales.

Section 12. Sigma Alpha Omega shall tithe ten percent (10%) of its dues to a church or organization each semester. That church or organization will be nominated and voted on by Sigma Alpha Omega. A two-thirds (2/3) vote will be needed for approval of the church or organization.

Article XIV

Amendment to the Bylaws

These bylaws may be amended at any regular business meeting of Sigma Alpha Omega 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. Any change in the Bylaws is considered provisional until approved by the National Organization, and any amendment, activity, or exercised power inconsistent with sanctioned National Organization governing documents 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 Sigma Alpha Omega Annual Meeting of Members (e.g. national dues changes to the National Sigma Alpha Omega 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 Sigma Alpha Omega Secretary to send out to all Sigma Alpha Omega members without National Organization approval.

