

THE GOVERNING DOCUMENTS OF ALPHA OMICRON PI 2025-2027

CONSTITUTION
(AS AMENDED, JUNE 2025)

BYLAWS
(AS AMENDED, JUNE 2025)

STANDING RULES
(Effective August 2025)

BOOK OF POLICIES
(Effective August 2025)

**International Fraternity
Founded 1897
Barnard College
Columbia University**

Incorporated January 16, 1968

The Governing Documents of Alpha Omicron Pi Fraternity, Inc. (the "Fraternity") shall be defined collectively as the Charter, Constitution, Bylaws, Standing Rules, Book of Policies and such other documents as are incorporated therein by reference (the "Governing Documents"). The Governing Documents are the exclusive property of the Fraternity and the possession and/or use of the Governing Documents is limited to members of the Fraternity in good standing, except where Executive Board approval has otherwise been granted.

Non-member requests for copies of these documents should be directed to the Executive Director of Alpha Omicron Pi, Inc., for approval and distribution.

The Governing Documents of Alpha Omicron Pi

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CONSTITUTION

ALPHA OMICRON PI FRATERNITY, INC.

First adopted January 1897
Last amended June 2025

ARTICLE I

Name

The name of this Fraternity shall be Alpha Omicron Pi. The corporate name of this Fraternity shall be Alpha Omicron Pi Fraternity, Inc. (“the Corporation”). These names as well as “Alpha Omicron Pi Fraternity” and “the Fraternity” may be used interchangeably throughout the *Governing Documents*.

ARTICLE II

Object

The object of this Fraternity shall be to encourage a spirit of fraternity and love among its members; to stand at all times for character, dignity, scholarship, and college loyalty; to strive for and support the best interests of the colleges and universities in which chapters are installed, and in no way to disregard, injure, or sacrifice those interests for the sake of prestige or advancement of the Fraternity or any of its chapters.

It shall further be the object of this organization to establish, operate, and maintain a non-profit international fraternity, with undergraduate chapters at various colleges and universities in the United States and Canada, and with alumnae chapters in specified geographical areas.

ARTICLE III

Membership

There shall be two categories of membership in the Fraternity: collegiate and alumnae. The membership shall be divided into such categories according to their eligibility.

Members shall be deemed in good standing unless one or more of the following applies:

- a. A member is a collegiate member on probation or under proceedings for same;
- b. A member is a collegiate or an alumna member on suspension or under proceedings for same; or

- c. A member is an alumna member whose unpaid Alpha Omicron Pi accounts, local or international, are reported to Alpha Omicron Pi International Headquarters and those accounts remain unpaid.

Section 1. Collegiate Members. Any woman who is a student in good standing in a college or university where there is a collegiate chapter of Alpha Omicron Pi, who is not a member of another National Panhellenic Conference Fraternity, shall be eligible for membership subject to the regulations of the college or university, College Panhellenic Association and the National Panhellenic Conference, and this Fraternity. A student who has been pinned as a new member by a collegiate chapter of the Fraternity shall become a member of that chapter upon initiation. An affiliate of a chapter is a member of Alpha Omicron Pi as defined in the *Standing Rules*.

Section 2. Alumnae Members.

- a. A collegiate member shall become an alumna member upon terminating her registration in the college or university, upon receiving a college or university degree, upon surrender of the charter of the chapter in which she is a member, or as provided in the *Standing Rules* for alumna status.
- b. An alumna member in good standing enrolled as an undergraduate student in any college or university where there is a chapter of Alpha Omicron Pi may affiliate with that collegiate chapter as set forth in the *Standing Rules*.
- c. An alumna member enrolled as a graduate student in any college or university where there is a chapter of Alpha Omicron Pi may affiliate with that collegiate chapter as set forth in the *Standing Rules*.
- d. Any woman 21 years of age or older shall be eligible as an alumna initiate provided she is not eligible as a collegiate member and is not a member of another National Panhellenic Conference Fraternity. If the woman is under 21 years of age, the age requirement may be waived by the Network Director upon recommendation of the Collegiate Chapter Advisory Board. Upon initiation, she shall be an alumna member.

ARTICLE IV

Chapters

There shall be two categories of chapters in the Fraternity: collegiate and alumnae.

Section 1. Collegiate Chapters. Collegiate chapters are those installed in colleges or universities. They alone shall have the right to select and initiate new members except those received as members by virtue of membership in a group to whom a collegiate charter is issued in accordance with the laws of the Fraternity.

Section 2. Alumnae Chapters. Alumnae chapters may be organized for specified geographical areas. Such chapters shall have all the privileges of collegiate chapters except the right to select and initiate new members into the Fraternity.

ARTICLE V

Officers

Section 1. International. The elected officers of the Fraternity shall be an International President, an International Vice President of Finance, and six International Vice Presidents. These officers shall constitute the Executive Board.

Section 2. Collegiate Chapter. The elected officers of each collegiate chapter shall be a President and two additional elected officers. Additional officers shall be required as prescribed in the Fraternity *Standing Rules*.

Section 3. Alumnae Chapter. The elected officers of an alumnae chapter shall be a President and a Secretary/Treasurer. Additional officers shall be required as prescribed in the alumnae chapter bylaws.

ARTICLE VI

International Council

The International Council ("Council"), the legislative body of Alpha Omicron Pi, shall consist of all Past International Presidents, the Executive Board, the National Panhellenic Conference Delegate, the members of the Alpha Omicron Pi Foundation Board of Directors (not to exceed eight members), the members of the Alpha Omicron Pi Properties, Inc. Board of Directors, the Chairs of the Standing Committees, the Network Directors, the Network Specialists, the Presidents of Collegiate Chapters, the Chapter Advisors of Collegiate Chapters, and the Presidents of Alumnae Chapters, all of whom shall be members of the Fraternity in good standing.

ARTICLE VII

Appointments

Section 1. Special Appointments.

- a. National Panhellenic Conference Delegate. The National Panhellenic Conference Delegate shall be appointed by the Executive Board in accordance with the *Bylaws of the National Panhellenic Conference*.
- b. Parliamentarian. An alumna member shall be appointed by the International President. If a qualified alumna member cannot be found, the International President shall appoint a qualified non-member.
- c. International Historian. An alumna member shall be appointed by the Executive Board.

Section 2. Standing Committees. The Executive Director shall be responsible for appointing the chairs and such members as are authorized by the *Bylaws* to the following standing committees: Constitution Interpretation and Revision; Rituals, Traditions, and

Jewelry; Education; Human Resources; Panhellenics; Collegiate Finance; and Diversity, Equity, and Inclusion. The Executive Board may also appoint other standing committees as authorized by the *Bylaws* or deemed necessary by the Executive Board.

Section 3. Network. The Executive Director shall be responsible for appointing the Directors and Specialists to the Network as authorized by the *Bylaws*.

ARTICLE VIII

The Foundation

Section 1. Purpose. The Alpha Omicron Pi Foundation is a separately incorporated independent 501(c)(3) organization. Its purpose shall be to raise, receive, administer, and distribute funds for the educational, charitable, and scientific purposes of Alpha Omicron Pi Fraternity and its members.

Section 2. Directors. The Board of Directors of the Alpha Omicron Pi Foundation shall be elected in accordance with the Foundation charter.

Section 3. Members and Relationship to Council. The members of the Foundation shall consist of the members of the Foundation Board of Directors and the members of Council of Alpha Omicron Pi. A maximum of eight members of the Foundation Board of Directors shall be members of Council.

ARTICLE IX

Alpha Omicron Pi Properties, Inc.

Section 1. Purpose.

Alpha Omicron Pi Properties, Inc. (“AOII Properties”) is a wholly owned subsidiary of Alpha Omicron Pi Fraternity, Inc. The purpose of AOII Properties is to support the Fraternity and its collegiate chapters by promoting the health, safety and welfare of new members and initiated members of those chapters and ensuring the existence of competitive chapter facilities through the coordinated management of the real property interests of the Fraternity, AOII Properties, and chapter corporations.

Section 2. Directors. The Board of Directors of Alpha Omicron Pi Properties, Inc. shall be appointed by the Executive Board of Alpha Omicron Pi Fraternity, except that the International Vice President of Finance shall serve as a Director and Treasurer of AOII Properties by virtue of her elected office. All Directors are voting members of the AOII Properties Board of Directors.

Section 3. Relationship to Council. The members of the AOII Properties Board of Directors shall be voting members of Council.

ARTICLE X

Alpha Omicron Pi Insignia

The insignia of Alpha Omicron Pi shall include and not be limited to the Badge, New Member Pin, Chartering Member Pin, Rose Award, Infinity Rose, the name Alpha Omicron Pi and the Greek letters AOII.

ARTICLE XI

Amendments

This *Constitution* may be amended by Council in Convention by a two-thirds (2/3) vote of the members present and entitled to vote, provided written notice of such amendment shall have been mailed or emailed to each member of Council at the address recorded at International Headquarters not less than eight weeks prior to the meeting. Proposed amendments may be submitted by (a) the Executive Board, (b) any Standing Committee if the subject thereof relates to such committee, or (c) any five members of Council acting jointly.

BYLAWS

ALPHA OMICRON PI FRATERNITY, INC. (Effective June 2025)

TITLE I: INTERNATIONAL ORGANIZATION

ARTICLE I *International Council*

The International Council (“Council”) shall have exclusive authority over all subjects reserved to it in these *Bylaws* and, while in session in Convention, over all business of the Fraternity except as otherwise specifically delegated.

ARTICLE II *Voting*

Section 1. Voting. A majority affirmative vote shall be sufficient for any action of Council unless a greater vote is specifically required by these *Bylaws* or the parliamentary authority.

Section 2. Action Without a Meeting. The Executive Board may submit any question to Council for action (vote) without a meeting except where a vote by Council in Convention is specifically required by the *Constitution* or these *Bylaws*. Action may be taken without a meeting only if all voting members of Council consent in writing to taking such action without a meeting. At least two days’ notice must be given for such action to be taken.

Section 3. Limitations on Voting. Each Council member shall have one vote, and no person shall have more than one vote by reason of holding more than one office. A member representing a collegiate or an alumnae chapter with a past due balance (one day or more after invoice due date) owed to International Headquarters at the opening of the first business session of Convention, or any other member of Council similarly delinquent, shall not be entitled to vote. A member representing a collegiate chapter on probation shall not be entitled to vote.

ARTICLE III

International Convention

Section 1. Time and Place. Council shall meet in International Convention (“Convention”) biennially in odd calendar years at a time and place designated by the Executive Board. The meeting may be deferred by the unanimous vote of the Executive Board and a two-thirds (2/3) vote of all members of Council entitled to vote on the question.

Section 2. Notice of Meeting. Notice of the time and place of each meeting of Council shall be mailed to each member of Council at least six weeks prior to the date of such meeting.

Section 3. Quorum. A majority present in person or by alternate of all members of Council entitled to vote at any meeting of members shall constitute a quorum.

Section 4. Convention Expenses. The Fraternity shall pay expenses at meetings of Council in amounts prescribed by the Executive Director and approved by the Executive Board for the following: Collegiate Chapter Presidents, Collegiate Chapter Advisors, Chartering Chapter Advisors, qualified Alumnae Chapter Presidents as defined in the Standing Rules, Past International Presidents, International Officers, Network Directors, Network Specialists, National Panhellenic Conference Delegate, Chairs of Standing Committees, and the Parliamentarian.

Section 5. Alternates. Only the following members of Council may be represented at a meeting of Council by an alternate who shall be the person specified or selected as indicated in each case:

- a. Collegiate Chapter Advisors. Alternate must be elected by and from the members of the chapter’s Collegiate Chapter Advisory Board and approved by the Network Director.
- b. Chairs of International Standing Committees. Alternate must be selected by and from the members of the committee.
- c. Presidents of Collegiate Chapters. An alternate delegate attending Convention in place of a collegiate chapter president shall be elected by and from the members of that collegiate chapter. In the event that the collegiate chapter cannot hold the election, the Chapter President and the Chapter Advisor in consultation with the Network Director shall choose the alternate. In either case, final approval of the alternate will be made by the Network Director.
- d. Presidents of Alumnae Chapters. An alternate delegate attending Convention in place of an alumnae chapter president shall be elected by and from the members of that alumnae chapter. The alternate delegate should be a primary member of the alumnae chapter she is elected to represent at Convention, so that she can make decisions in the best interests, and in accordance with the voting preferences, of the chapter during the business sessions. Final approval of the alternate will be made by the assigned Network Specialist.

- e. If an alternate is not approved by the designated approver within 24 hours of the registration deadline, the Collegiate Chapter Advisory Board, collegiate chapter, or alumnae chapter shall have an additional 48 hours to select a different alternate.

Section 6. Convention Invoice. Each member, delegate and alternate attending Convention shall pay her Convention invoice including a registration fee to International Headquarters, prior to the start of Convention and in accordance with the *Standing Rules*. The amount of the registration fee shall be announced in the Call to Convention.

ARTICLE IV

International Officers

Section 1. Officers. An International President, an International Vice President of Finance, and six International Vice Presidents, all of whom shall be alumnae members of the Fraternity, shall be elected by Council in Convention. Election shall be by ballot except when there is but one nominee for an office, then voting may be by voice or the casting of an elective ballot. All officers shall serve until their successors have been elected and installed.

All officers shall serve for the biennium. No officer shall serve more than three consecutive terms in the same office except the International President who shall serve no more than two consecutive terms as International President. An officer appointed to fill more than one-half of an unexpired term is considered to have served a term in that office for this purpose. Officers' terms shall begin upon installation.

Section 2. Vacancies. Any vacancy shall be filled by appointment by the remaining Executive Board members from alumnae members of the Fraternity for the remainder of the unexpired term.

Section 3. Remuneration. No elected officer of the Fraternity shall receive remuneration for the performance of the duties of her office.

Section 4. Removal from Office. A member of the Executive Board may be removed from office with cause by a three-fourths (3/4) vote of eligible Executive Board members. The member in question shall not be eligible to vote on the motion and shall be excused from session during any discussion, debate, or vote on the motion. For purposes of this provision, "cause" shall mean failure to perform duties, violation of AOII Governing Documents or policies, or incapacitation.

ARTICLE V

International Executive Board

Section 1. Composition. The International Officers shall constitute the voting members of the International Executive Board (“the Board” or “the Executive Board”). The Executive Director shall serve on the Executive Board ex-officio without vote.

Section 2. Authority.

- a. The Executive Board shall ensure appropriate organizational performance as prescribed in Section 3.
- b. In addition to the duties hereinafter specified, the Executive Board shall have all of the authority necessary or proper to carry out the objects, purposes and business of the Fraternity when Council is not in session with the exception of such authority as is specifically reserved to or otherwise granted by Council, provided, however, that no action shall be taken by the Executive Board which conflicts with the *Constitution*, these *Bylaws* or any action of Council.
- c. In the absence or incapacity of the International President, the remaining members of the Executive Board, by majority vote, shall select an acting International President to perform all duties assigned to the International President.

Section 3. Responsibilities.

- a. Appointments. The Executive Board shall:
 - (1) Appoint an independent auditor for the Fraternity who shall be a certified public accountant; and
 - (2) Appoint a member of the Fraternity to fill a vacancy in any international office or position as provided in these *Bylaws*.
- b. Finances. The Executive Board shall ensure:
 - (1) Fiscal responsibility with respect to the financial conditions and activities of the Fraternity;
 - (2) Appropriate asset protection, maintenance, and risk management for all assets of the Fraternity;
 - (3) Prudent financial management of Fraternity investments in a way that is consistent with the primary objectives of the Fraternity’s Investment Policy;
 - (4) The presentation of a biennial financial report for the Fraternity to Council at Convention;
 - (5) An audited financial statement for the Fraternity for each biennium be made available to Council;
 - (6) The disposition of assets received from closed chapter corporations is consistent with the primary objectives of the Fraternity;
 - (7) The investment of funds in the manner and for the purpose which may have been specified by the donor of any special funds, so long as it is not inconsistent with applicable laws, governmental regulations, and contractual obligations; and
 - (8) The designation and use of all earned income for educational purposes or other purposes consistent with applicable laws, governmental regulations, and contractual obligations.

- c. **Duties.** The Executive Board has the direct responsibility to:
- (1) Maintain the connection between the members and the Fraternity;
 - (2) Provide strategic leadership for the Fraternity;
 - (3) Create written governing policies that address the broadest levels of all organizational decisions and situations;
 - (4) Assure organizational performance, including the continuity of the Executive Director function and monitoring of the Executive Director;
 - (5) Create a supportive environment for the success of AOII Properties and the AOII Foundation; and
 - (6) Maintain the connection between the organization and external stakeholders.

Among other duties, the Executive Board shall:

- (1) Serve as the Board of Directors of the Corporation;
- (2) Adopt its own rules of procedure;
- (3) Establish board committees with specified responsibilities including, but not limited to, the Finance and Audit Committee;
- (4) Determine the location of the Fraternity's International Headquarters;
- (5) Hire the Executive Director who will hire the staff and supervise the operation of International Headquarters;
- (6) Approve the time and place Council shall meet in Convention, as well as all other called meetings, and approve the registration fee;
- (7) Ensure the submission of a biennial report covering all aspects of Fraternity operations to Council at Convention;
- (8) Propose amendments to the *Constitution* and *Bylaws* and submit them to the Chair of the Constitution Interpretation and Revision Committee;
- (9) Review and make recommendations on all amendments to the *Constitution* and *Bylaws* to be submitted to Council;
- (10) Adopt and/or amend and enforce the *Standing Rules* and Fraternity policies;
- (11) Approve standards for a chartering chapter to be installed as a chapter;
- (12) Approve the names of alumnae chapters;
- (13) Grant or withdraw charters and hold charters in trust;
- (14) Approve probation of collegiate chapters; and
- (15) Vote on requests from suspended members for reinstatement.

Section 4. Meetings. The Executive Board shall hold at least one meeting during each fiscal year. Meetings may be held via remote communication. As the Board of Directors of the Corporation, they shall call a biennial meeting of the Corporation at Convention.

Section 5. Voting. A majority affirmative vote of the Executive Board shall be necessary to act except where these *Bylaws* require more than a majority affirmative vote or in the allocation or expenditure of Fraternity funds which shall require a three-fourths (3/4) affirmative vote.

Section 6. Action Without a Meeting. Any action required or permitted to be taken at a meeting of the Executive Board may be taken without a meeting if all voting members of

the Board consent in writing to taking such action without a meeting. At least two days' notice must be given for such action to be taken.

- a. Consent. For each action taken, each member shall sign a written consent to take the action without a meeting. All members must consent to taking action without a meeting, even if they oppose or abstain from voting on the action proposed.
- b. Waiver of Notice. If at least two days' notice is not given prior to the vote on the action, each member shall sign a written consent to waive the notice requirement.
- c. Vote. Each member who desires to vote on the action shall submit a written vote that outlines the action and indicates either an affirmative vote or a negative vote.
- d. Form of Written Consents and Votes. Written consents and votes may be in one of the following forms: Hand signed and mailed via regular mail, hand signed and sent via fax, or electronically signed and sent via email. Consents and votes that are sent via email must be sent from an email address previously registered with the Executive Director and signed "/s/ first name last name."
- e. Authorization of Action. The number of affirmative votes that would be necessary to authorize or take an action at a meeting shall be the act of the Board without a meeting, providing all of the above requirements for consent and notice are met. A vote taken under this Section shall have the same force and effect as a meeting vote and may be described as such in any document.
- f. Documentation. All written consents and votes on actions shall be filed with the minutes of the proceedings of the Board.

ARTICLE VI

Duties of Executive Board Members

Section 1. The International President shall serve as the Chief Governance Officer and assure the integrity of the Board's process, ensuring the Board acts consistently with its own rules and those legitimately imposed upon it from outside the organization and making decisions that fall within topics covered by appropriate Board policies.

Among other duties, the International President shall:

- a. Preside at the meetings of Council, the Corporation, and the Executive Board;
- b. Report to Council at Convention;
- c. Appoint the Parliamentarian;
- d. Serve as an ex-officio member of the Rituals, Traditions, and Jewelry Committee;
- e. Sign charters;
- f. Install collegiate and alumnae chapters personally or by deputy;
- g. Assign specific areas of responsibility to Executive Board members in accordance with the *Bylaws* and with the approval of the Executive Board;
- h. Serve as a member of the Board of Directors of Alpha Omicron Pi Foundation; and
- i. Inform the National Panhellenic Conference Delegate and Panhellenics Committee Chair of the policies of Council and of the Executive Board.

Section 2. The International Vice President of Finance shall:

- a. Serve as Chair of the Finance and Audit Committee;

- b. Ensure a transparent process of review and disclosure that enhances membership confidence in the organization's financial reporting;
- c. Submit to Council at Convention a proposed Fraternity biennial budget at the time and by the method provided in these *Bylaws*;
- d. Ensure the preparation of itemized and audited financial statements;
- e. Ensure that proper financial auditing and internal controls are established and utilized;
- f. Serve as a member of the Board of Directors and as Treasurer of Alpha Omicron Pi Properties, Inc.; and
- g. Perform such other duties as may be assigned to her by the International President or the Executive Board.

Section 3. The International Vice Presidents shall:

- a. Participate on Executive Board assigned committees;
- b. Participate in providing strategic leadership to the Fraternity; and
- c. Perform such duties as may be assigned by the International President or the Executive Board.

ARTICLE VII

Duties of the Executive Director

Section 1. The Executive Director shall serve as the Board's link to operational achievement and conduct, and shall have all authority and accountability for staff and appointed international volunteers unless otherwise provided in these Bylaws and with the exception of appointed board members.

Among other duties, the Executive Director shall:

- a. Serve as the Secretary for Alpha Omicron Pi Fraternity, Inc., and the Board of Directors;
- b. Act as Secretary for Council, with the responsibility for the recording and signing of minutes of all meetings thereof;
- c. Follow all governing policies as established by the Executive Board; and
- d. Sign charters.

ARTICLE VIII

Alpha Omicron Pi Properties, Inc.

Section 1. Board of Directors. The Board of Directors of AOII Properties shall consist of six directors, including the International Vice President of Finance, who shall serve as a director and as Treasurer of AOII Properties by virtue of her elected office. The other five directors shall be appointed by the Executive Board as follows:

- a. Two alumnae members of the Fraternity to serve two-year terms beginning at the close of Convention and ending at the close of Convention two years thereafter or upon the appointment of their successors;
- b. Two alumnae members of the Fraternity to serve two-year terms beginning July 1 of each even year and ending June 30 two years thereafter or upon the appointment of their successors; and
- c. One member of the newly elected Executive Board to serve as a director of AOII Properties for the biennium.

The Board of Directors of AOII Properties shall elect a President and Vice President from among its members at any time after the close of Convention and prior to July 15 of each odd-numbered calendar year.

Section 2. Executive Board Oversight.

- a. The following actions of AOII Properties or any chapter corporation are subject to approval by at least three-fourths (3/4) vote of the Executive Board:
 - (1) Loans of Fifty Thousand Dollars (\$50,000) or more;
 - (2) All loans to a single corporation within any sixty (60)-day period cumulatively totaling Fifty Thousand Dollars (\$50,000) or more;
 - (3) The sale or purchase of real property and the grant of purchase options against real property;
 - (4) The placement or restructuring of mortgages, loans, and other financing against real property; and
 - (5) The pledge of property as security for debt.
- b. The Executive Board shall ensure compliance with applicable laws, governmental regulations, and contractual obligations on the status of each trust, funding, or investment vehicle and account established in the name of AOII Properties.
- c. The Executive Board shall exercise diligence in furthering the growth and existence of AOII Properties by ensuring that all real property interests, holdings, current and future, are managed via the coordinated management of Alpha Omicron Pi Properties, Inc.

Section 3. Finances.

- a. The Executive Director or her designee shall direct the preparation of detailed accountings of all funds and accounts in the name of or under the coordinated management of AOII Properties and supervise the receipt, allocation, expenditure, and investment thereof.
- b. The Executive Director or her designee shall provide an annual financial report to the Executive Board.
- c. The Executive Director or her designee shall provide an annual audit to the Executive Board at the end of each fiscal year.
- d. The Executive Director or her designee shall provide to Council at Convention a written, itemized financial statement for the biennium.

ARTICLE IX

Appointments

Section 1. National Panhellenic Conference Delegate.

- a. Appointment: In each odd calendar year, the newly-elected Executive Board shall appoint an alumna member of the Fraternity to serve as National Panhellenic Conference (“NPC”) Delegate for a term beginning July 1 and ending June 30 two years thereafter or upon the appointment of her successor. If the NPC Delegate is unable to attend an NPC Council of Delegates meeting or meet an NPC Delegate vote deadline, the International President may appoint a temporary NPC Delegate to attend that meeting or cast the vote.
- b. Duties: Under the direction of the International President, the NPC Delegate shall represent the Fraternity at meetings of the National Panhellenic Conference Council of Delegates, voting there in accordance with the policies of Council and the Executive Board, and perform all duties found in the position description and the Bylaws of the National Panhellenic Conference.

Section 2. Parliamentarian.

- a. Appointment. In each odd calendar year, the newly-elected International President shall appoint an alumna member of the Fraternity to serve as Parliamentarian for a term beginning the following January 1 and ending December 31 two years thereafter or upon the appointment of her successor. If a qualified alumna member cannot be found, the International President shall appoint a qualified non-member.
- b. Duties. Under the direction of the International President, the Parliamentarian shall advise the International President, the Executive Board, International Headquarters staff, and all other officers, committees, members, chapters, and chartering chapters of the Fraternity on matters of parliamentary procedure and the conduct of business meetings, serve as an advisory member without vote on the Constitution Interpretation and Revision Committee, attend meetings of Council, and perform all duties found in the position description.

Section 3. International Historian.

- a. Appointment. In each odd calendar year, the newly-elected Executive Board shall appoint an alumna member of the Fraternity to serve as International Historian for a term beginning the following January 1 and ending December 31 two years thereafter or upon the appointment of her successor. She may appoint assistants as approved by the Executive Director or her designee.
- b. Duties. The International Historian shall oversee and make recommendations for the preservation of the historical memorabilia of Alpha Omicron Pi and perform all duties found in the position description.

ARTICLE X

Standing Committees

Section 1. Constitution Interpretation and Revision.

- a. Composition and Term. The Constitution Interpretation and Revision Committee shall consist of a minimum of three alumnae members of the Fraternity and one ex-officio member. In each odd calendar year, the Executive Director shall appoint the chair and all additional members to serve a term beginning the following January 1 and ending December 31 two years thereafter or upon the appointment of their successors. The Parliamentarian shall serve ex-officio without vote.
- b. Duties. Under the supervision of the Executive Director, the Constitution Interpretation and Revision Committee shall interpret the provisions of the *Constitution* and *Bylaws*, present to Council all proposed amendments to the *Fraternity Constitution* and *Bylaws*, and perform all duties found in the position description for this committee.

Section 2. Rituals, Traditions, and Jewelry.

- a. Composition and Term. The Rituals, Traditions, and Jewelry Committee shall consist of a minimum of six alumnae members of the Fraternity. In each odd calendar year, the Executive Director shall appoint members to serve a term beginning the following January 1 and ending December 31 four years thereafter or upon the appointment of their successors. The Chair shall be appointed by the Executive Director in each odd calendar year for a term beginning the following January 1 and ending December 31 two years thereafter or upon the appointment of her successor. It is preferred that the Chair have current or previous Rituals, Traditions, and Jewelry Committee experience. The International President and the International Historian shall serve ex-officio without vote on this committee.
- b. Duties. Under the supervision of the Executive Director, the Rituals, Traditions, and Jewelry Committee shall support members with their personal interpretation of the basic principles and traditions of the Fraternity, define ritual procedures, approve collegiate chapter names and submotatoes, and perform all duties found in the position description for this committee.

Section 3. Human Resources.

- a. Composition and Term. The Human Resources Committee shall consist of a minimum of five alumnae members of the Fraternity. The Chair and a minimum of four additional members shall be appointed by the Executive Director in each odd calendar year for a two-year term beginning July 1 and ending June 30 two years thereafter or upon the appointment of their successors.
- b. Duties. Under the supervision of the Executive Director, the Human Resources Committee shall cultivate and recruit alumnae and collegiate members of the Fraternity as potential volunteers for leadership positions, and perform all duties found in the position description for this committee. The Human Resources Committee Chair shall act as a liaison for the Nominating Trustees. If the chair is a candidate for the nominating ballot, she shall designate another member of the Human Resources Committee to act as liaison.

Section 4. Education.

- a. Composition and Term. The Education Committee shall consist of a minimum of five alumnae members of the Fraternity. The Chair and a minimum of four additional members shall be appointed by the Executive Director in each odd calendar year for a two-year term beginning July 1 and ending June 30 two years thereafter or upon the appointment of their successors.
- b. Duties. Under the supervision of the Executive Director, the Education Committee shall direct the comprehensive educational plan of the Fraternity and perform all duties found in the position description for this committee.

Section 5. Panhellenics

- a. Composition and Term. The Panhellenics Committee shall consist of at least five alumnae members of the Fraternity. The Chair and a minimum of four additional members shall be appointed by the Executive Director in each odd calendar year for a two-year term beginning July 1 and ending June 30 two years thereafter or upon the appointment of their successors. The NPC Delegate shall serve ex-officio as a member of the committee if she is not also holding the position of Committee Chair.
- b. Duties. Under the supervision of the Executive Director, the Panhellenics Committee shall counsel and advise collegiate and alumnae chapters and network personnel on NPC policies and procedures, serve as volunteers for NPC, and perform all duties found in the position description.

Section 6. Collegiate Finance

- a. Composition and Term. The Collegiate Finance Committee shall consist of a minimum of five alumnae members of the Fraternity. In each even calendar year, the Executive Director shall appoint the Chair and all additional members to serve a term beginning June 15 and ending June 14 two years thereafter or upon the appointment of their successors.
- b. Duties. Under the supervision of the Executive Director, the Collegiate Finance Committee, shall ensure financial compliance and health of the Fraternity's collegiate chapters by advising collegiate chapter officers, CCAB members, staff, and network volunteers, and performing all duties found in the position description for this committee.

Section 7. Diversity, Equity, and Inclusion.

- a. Composition and Term. The Diversity, Equity, and Inclusion Committee shall consist of a minimum of five alumnae members of the Fraternity. The Chair and a minimum of four additional members shall be appointed by the Executive Director in each odd calendar year for a two-year term beginning July 1 and ending June 30 two years thereafter or upon the appointment of their successors.
- b. Duties. Under the supervision of the Executive Director, the Diversity, Equity, and Inclusion Committee shall direct the diversity, equity, and inclusion efforts of the Fraternity and perform all duties found in the position description for this committee.

ARTICLE XI

Nominating Trustees

Section 1. Composition and Term. The Nominating Trustees shall consist of seven (7) members who shall be alumnae members of the Fraternity in good standing. By January 1 of each even calendar year, new Nominating Trustees shall be appointed as follows:

The Nominating Trustees whose terms are ending shall appoint one member from each of the following categories:

- a. Alumnae Chapter Presidents;
- b. Chapter Advisors;
- c. Past International Presidents (a member shall be recommended by the Past International Presidents);
- d. Rituals, Traditions, and Jewelry Committee members (a member shall be recommended by the Rituals, Traditions, and Jewelry Committee);
- e. Current or former Executive Board members neither of whom are standing for election (a member shall be recommended by the Executive Board);
- f. Diversity, Equity, and Inclusion Committee members (a member shall be recommended by the Diversity, Equity, and Inclusion Committee); and
- g. Members-at-Large who are not a member of one of the five categories above.

Should a candidate not be available from one of the groups above, the Nominating Trustees will select an additional member-at-large from among the member-at-large candidates to represent that group. Once a member is selected as a Nominating Trustee, she will remain a Nominating Trustee throughout her term regardless of whether or not her membership in the group she is representing changes.

All Nominating Trustees shall serve for a two-year term beginning January 1 and ending December 31 two years thereafter or upon the appointment of their successors. A maximum of three members may be appointed to serve a second consecutive term. No member may serve more than two consecutive terms.

The Chair shall be elected by the Nominating Trustees from among the Nominating Trustees during its first meeting, which shall be held in the first quarter of the even year.

The Human Resources Committee Chair shall act as a liaison for the Nominating Trustees. If the chair is a candidate for the nominating ballot, she shall designate another member of the Human Resources Committee to act as liaison.

Section 2. Vacancies. Any vacancy shall be filled in the same manner and from the same category as the original appointment. Appointments for a vacant position shall be for the remainder of the original term.

Section 3. Duties. The Nominating Trustees are entrusted with the development of the nominating ballot for the election of the Executive Board members. The Nominating Trustees shall;

- a. Adopt and publish to Council the procedures and timeline for the ballot development process;
- b. Publish the eligibility requirements for all candidates;
- c. Adopt and publish preferred qualifications for each position;
- d. Notify Council of the ballot at least eight weeks prior to Convention; and
- e. Perform all duties found in the position description.

Section 4. Eligibility. A Nominating Trustee may not be considered as a candidate for a position on the Executive Board and/or participate personally in the process at any time during the life of the term for which she is appointed. A member's eligibility during this period is not restored by resignation from her position as Nominating Trustee.

ARTICLE XII

Network

Section 1. Composition. The Network shall consist of a number of volunteer Directors, a number of designated International Headquarters staff, and a number of volunteer Specialists determined by the Executive Director necessary to perform the responsibilities assigned to it.

Section 2. Appointment and Term of Service.

- a. The Directors of the Network shall be appointed by the Executive Director in each odd calendar year for a term beginning the following January 1 and ending December 31 two years thereafter or upon the appointment of their successors.
- b. The Specialists of the Network shall be appointed by the Executive Director in each even calendar year for a term beginning June 15 and ending June 14 two years thereafter or upon the appointment of their successors.

Section 3. Network Team. Each alumnae chapter, collegiate chapter and chartering chapter will have Network volunteer(s) and International Headquarters staff assigned to it. These assigned volunteers and staff members shall constitute the Network Team for the chapter/chartering chapter.

Section 4. Purpose. The main purpose of the Network shall be to provide support, direction, and resources to the alumnae and collegiate membership. The duties of the Network personnel are found in their specific position descriptions.

ARTICLE XIII

Fraternity Leadership Committee

The Executive Board shall designate the members of the Fraternity Leadership Committee in the *Standing Rules*. This committee shall provide a forum for the distribution of shared communication across the Fraternity's leadership teams throughout

each biennium. The Fraternity Leadership Committee will meet at the call of the International President.

ARTICLE XIV

Leadership and Training Events

Section 1: Purpose. Leadership and training events may occur throughout the biennium for the purpose of developing the skills of alumnae and collegians related to their AOII service and/or their personal or professional development.

Section 2: Time and Place. Events may be hosted in person or through electronic means at a time and place determined by the Executive Director.

Section 3: Participants. The Executive Director will determine the participants of each leadership and training event based upon the relevancy to each leadership role and membership experience.

ARTICLE XV

Insignia

The insignia of Alpha Omicron Pi are the exclusive property of Alpha Omicron Pi Fraternity, Inc., and shall not be manufactured, created, used in commerce or otherwise offered for sale by any person or company except as specifically authorized in writing by the Executive Board, which may delegate its authority to the Executive Director. International Headquarters shall maintain a list of such authorized persons and companies.

ARTICLE XVI

Fraternity Magazine

Section 1. Name. The name of the Fraternity magazine shall be *To Dragma*.

Section 2. Funding. The cost of publishing the magazine shall be paid from earnings on the Life Loyal Endowment Fund and revenue from the International Operating Fund.

ARTICLE XVII

International Philanthropy

The Fraternity shall support a philanthropic program approved by Council.

ARTICLE XVIII

International Finances

Section 1. Administration. All dues, fees, monies, income and property belonging to or payable to Alpha Omicron Pi and/or Alpha Omicron Pi Fraternity, Inc., AOII Properties, Inc. and all corporations shall be under the jurisdiction of the Executive Board. All monies shall be invested, allocated and administered in accordance with the *Constitution* and *Bylaws* of the Fraternity, the Charter, and, in compliance with applicable laws, governmental regulations, and contractual obligations.

Section 2. Biennial Budget.

- a. By March 15 in each odd calendar year, the Executive Board shall approve a proposed budget wherein the fees and general operating costs of the Fraternity shall be specified for the next biennium.
- b. At least six weeks prior to the date of the meeting of Council in Convention, a copy of the proposed budget for the next biennium shall be mailed to each member of Council.
- c. The proposed budget and any suggested amendments shall be presented by the International Vice President of Finance to Council in Convention for consideration and action.
- d. In the event of postponement of Convention, the proposed budget shall be prepared as provided for in these *Bylaws* and a copy thereof mailed to each member of Council on or before April 15 of that year. Any suggested amendments to the budget shall be mailed to the International Vice President of Finance within thirty days from the date of mailing such budget. Adoption of any such suggested amendments shall require a three-fourths vote of the Executive Board. If not so adopted, any suggested amendments endorsed by fifteen or more members of Council shall be submitted to Council for action (vote) without a meeting.
- e. The Fraternity budget for each biennium as approved by Council shall be subject to amendment, if circumstances should require, by a three-fourths affirmative vote of the Executive Board.

TITLE II: COLLEGIATE CHAPTERS

ARTICLE I

Extension

Section 1. Extension Opportunities. The Executive Board may vote to charter any group of women enrolled as students in any accredited college or university that confers a degree and has received a satisfactory rating by the pertinent recognized regional association of colleges and secondary schools or other recognized agency and/or entity that confers accreditation in the relevant jurisdiction. No charter shall be granted until the group has successfully fulfilled a period of time as a chartering chapter of Alpha Omicron Pi under guidelines established by the Executive Director.

Section 2. Extension Methods. A chartering chapter may be formed in two ways:

- a. A college or university may be approved for chartering by a two-thirds (2/3) vote of the Executive Board members. Chartering chapter members may be selected by designated alumnae members in good standing.
- b. Whenever an opportunity for absorption of an existing organization arises which the Executive Board believes is worthy of consideration, the Executive Director shall investigate the proposal. Upon favorable vote of two-thirds (2/3) of the Executive Board, action shall be taken to enter into and conclude the absorption.

Section 3. Chapter Name and Submotto. Each chartering chapter shall choose a chapter name and submotto which shall be approved by the Rituals, Traditions, and Jewelry Committee prior to chapter installation. In the event that a charter held in trust is being restored, the original chapter name and submotto will be used.

Section 4. Removal of a Chartering Chapter. The Executive Board shall have the authority, by two-thirds (2/3) vote, to remove a chartering chapter for reasons deemed appropriate by them. A notice to that effect shall be prepared by the Executive Director and delivered to the chartering chapter by an Executive Board member or designee in care of the Chartering Chapter Advisor, with copies sent to all chartering chapter collegiate members at their last known address on file at International Headquarters. Copies of the notice shall also be mailed to Fraternity volunteers and International Headquarters staff as stated in the *Standing Rules*.

Section 5. Installation of a Collegiate Chapter. When the Executive Board determines by a three-fourths affirmative vote that a chartering chapter has met the conditions set by the Board, a charter shall be issued to the chartering chapter and it shall be installed as a collegiate chapter of Alpha Omicron Pi. The International President, or deputy appointed by her, shall install collegiate chapters.

The chartering members shall elect the first officers of the chapter prior to installation.

Section 6. Charter Members. Charter members of a collegiate chapter shall be those collegians who were members of a chartering chapter, either at its establishment or in the period preceding its installation as a chapter, and who are initiated at its installation. The Executive Board may grant charter member status to a collegian who was a member of the chartering chapter and who has completed initiation requirements, but who was not initiated at the time of chapter installation, provided the chapter initiates her within six months of its installation.

Section 7. Chartering Chapter Members.

- a. A chartering chapter member who has not yet met initiation requirements and who is thus not initiated at the time of chapter installation becomes a new member of the chapter subject to the membership and initiation requirements of installed collegiate chapters. She is ineligible to be a charter member but shall be initiated as a member of the chapter when initiation requirements are met.
- b. A chartering chapter member who terminates her enrollment in the college or university terminates her membership in the chartering chapter. If she again becomes a collegian, she shall be considered for membership along with other eligible candidates.
- c. The membership of a chartering chapter member may be terminated for cause upon a majority vote of the designated alumnae members in good standing working with that chartering chapter with the approval of the assigned Network Specialist.

Section 8. Alumnae Members. Women who were members of chartering chapters of Alpha Omicron Pi or were alumnae of a petitioning group but were not collegians at the time of chapter installation may request the Executive Board to permit their initiation as alumnae of that chapter. Upon receiving notification that the candidate has fulfilled initiation requirements, the Executive Board may approve initiation. Such alumnae members may be initiated at chapter installation if they wish.

Section 9. Alumnae Initiates at Chapter Installations. Alumnae initiates may be initiated at chapter installation. Candidates shall meet alumnae initiate requirements as stated in the *Standing Rules*.

Section 10. Fees.

- a. Chartering Chapter Fee. Each collegian who accepts membership in a chartering chapter shall pay a chartering chapter fee equal to the New Member Fee, which shall be retained by the chartering chapter.
- b. Local Dues. A chartering chapter may regulate the amount of its local fees collected at the time of accepting membership and/or initiation. Each member shall pay such local dues as have been established by the chartering chapter or newly-installed chapter.
- c. International Initiation Fee. The fee at the time of initiation shall be collected as specified in Title II, Article IX, Section 1c for collegians and Title II, Article IV, Section 4a for alumnae.
- d. Badge Fee. Badge fees shall be collected as specified in Title II, Article IX, Section 1d for collegians and Title II, Article IV, Section 4b for alumnae.

ARTICLE II

Collegiate Chapter Membership

Section 1. Collegiate Chapter Members. The members of a collegiate chapter shall be the duly initiated and affiliated members of that chapter who are enrolled as students at the college or university where the chapter is located.

Section 2. Legacies. A legacy is defined as a sister, daughter, or granddaughter of an initiated member of Alpha Omicron Pi in good standing with the Fraternity. Step relationships shall be considered in the same manner as non-step relationships.

ARTICLE III

New Member Selection and Initiation of Collegiate Chapter Members

Section 1. New Member Selection.

- a. The members of a collegiate chapter shall vote to select a candidate for membership. All proceedings in membership consideration meetings shall be confidential and kept within the Fraternity.
- b. A candidate considered for membership shall be declared selected if she receives an affirmative vote of 75% of the total chapter membership present and eligible to vote, only if quorum has been established.
- c. Letters of recommendation, previously known by Alpha Omicron Pi as Membership Information Forms (“MIFs”), shall not be required for membership. Alpha Omicron Pi welcomes and encourages anyone to submit a Potential New Member (PNM) Introduction Form for qualified potential new members. Any person, including a PNM, and regardless of one’s membership in Alpha Omicron Pi, can submit a Potential New Member Introduction Form. They are not required for membership in Alpha Omicron Pi.
- d. The chapter bylaws shall state the requirements of this section.

Section 2. New Member Period. The new member period shall be at least six weeks but no longer than eight weeks unless the assigned Network Specialist has given special permission to shorten or lengthen the new member period. Once permission is granted it will remain in effect until withdrawn by the assigned Network Specialist.

Section 3. Expiration of New Member Period. A new member’s eligibility for membership is automatically ended by initiation, the expiration of one calendar year, or the new member’s withdrawal or graduation from the college or university. A former new member is eligible for selection in the same manner as any other candidate.

Section 4. Termination of New Member Period.

- a. A chapter may terminate a new member’s eligibility for membership for cause upon a two-thirds (2/3) ballot vote of the members with the approval of the Collegiate Chapter Advisory Board and the assigned Network Specialist.

- b. A new member desiring release from her eligibility for membership shall notify in writing the Chapter President and/or the Chapter Advisor. A chapter vote is not required.

Section 5. Initiation. A new member shall be initiated at the time and place set by her chapter provided all Fraternity requirements for initiation as stated in the *Standing Rules* have been fulfilled.

ARTICLE IV

Alumnae Initiates

Section 1. Selection. The members of a collegiate chapter may select an alumna initiate member by an affirmative vote of 75% of the total chapter membership present and eligible to vote.

Section 2. Initiation. A candidate shall be initiated at the time and place set by the chapter provided initiation requirements as stated in the *Standing Rules* have been fulfilled.

Section 3. Status. Upon initiation, an alumna initiate shall have all the rights, privileges, and obligations of an alumna member.

Section 4. Fees.

- a. International Alumna Initiation Fee. The collegiate chapter initiating the alumna initiate shall collect from her the International Alumna Initiation Fee. International Headquarters staff shall invoice the chapter for the fee upon notification of initiation. The fee shall be remitted to International Headquarters within 30 days of the invoice date.
- b. Badge Purchase. Each alumna initiate is required to purchase a badge from the Fraternity. Prior to initiation, the alumna initiate shall select a badge from the options available.

ARTICLE V

Collegiate Chapter Meetings

Section 1. Regular Meetings. Collegiate chapters shall hold weekly meetings during the academic year. Unless circumstances or the locations of the meetings prohibit it, the ceremony as specified in the *Rituals Book* shall be used to open and close these weekly meetings.

Section 2. Ritual. A Ritual shall be held at least once a month during the academic year. Rituals are specified in the *Rituals Book*.

Section 3. Quorum. A quorum must be established for a chapter to conduct business at meetings. A majority of the chapter members eligible to vote must be present in order for a quorum to be established.

ARTICLE VI

Collegiate Chapter Membership Integrity Board

Each collegiate chapter shall have a Membership Integrity Board composed of an elected Vice President of Membership Integrity, a minimum of three additional elected members, and an alumna advisor. This board shall hold at least one meeting a month during the academic year. The board shall keep the chapter aware of its responsibilities to the Fraternity, investigate alleged infractions, and recommend appropriate action.

ARTICLE VII

Election and Duties of Collegiate Chapter Officers

Section 1. Election. The officers of each collegiate chapter shall be elected annually from the collegiate members of the chapter between October 15 and December 15 with the exception of the recruitment and new member experience officers (as applicable within the collegiate chapter officer structure) whose election timetable is based upon the recruitment schedule for their campus. All officers shall be installed within fourteen days after election. An alternate election schedule for a chapter may be approved by the Network Director or assigned International Headquarters staff member upon a recommendation by the assigned Network Specialist. Once an alternate election schedule is approved it shall be reviewed annually by the Network Director or assigned International Headquarters staff member and remain in effect until withdrawn by either one of them.

Section 2. Duties. The duties of each collegiate chapter officer shall be those duties set forth in the collegiate chapter officer structure position descriptions.

ARTICLE VIII

Advisors to Collegiate Chapters

Section 1. Chapter Advisor Election. Each collegiate chapter shall elect annually at the time of collegiate chapter officer elections a chapter advisor from a list of alumnae previously presented to the assigned Network Specialist for approval. The Chapter Advisor shall serve for a term of one year or until the election or appointment of her successor. In the case of a vacancy in the chapter advisor position, the assigned Network Director may appoint a new chapter advisor who shall serve for the remainder of the term or may establish a timeline for the collegiate chapter to elect a new chapter advisor. The Chapter Advisor shall be a member of Council by virtue of her office.

Section 2. Collegiate Chapter Advisory Board. The Chapter Advisor shall appoint additional advisors and delegate duties. If there is a vacancy in the Chapter Advisor position, the assigned Network Director may appoint additional advisors and delegate duties. The Chapter Advisor and the appointed advisors constitute the chapter's Collegiate Chapter Advisory Board ("CCAB"). The CCAB shall meet regularly throughout the school year. Meetings may be held in person or via remote communication.

Section 3. Eligibility.

- a. Alumnae members of the Fraternity may serve as the Chapter Advisor or as appointed members of the Collegiate Chapter Advisory Board. All alumnae members serving on the Collegiate Chapter Advisory Board shall be alumnae members in good standing.
- b. Non-members of the Fraternity may serve as appointed members of the Collegiate Chapter Advisory Board with the approval of the assigned Network Director.

Section 4. Purpose. Advisors to collegiate chapters shall provide guidance to collegiate chapter members and officers in all areas of chapter operations including compliance with the Fraternity *Governing Documents* and other international requirements and expectations.

ARTICLE IX

Dues and Fees of Collegiate Members

Section 1. International Membership Fees. The Executive Board shall establish international membership fees biennially.

- a. International Operating Fees. Each collegiate chapter on the Fraternity's roster of active chapters on November 1 shall pay to International Headquarters an International Operating Fee twice per academic year. The fall International Operating Fee will be a per capita fee based on the number of members on the chapter roll as of November 1st with the exception of those who paid the International New Member Fee between July 1st and November 1st. The spring International Operating Fee will be a per capita fee based on the number of members on the chapter roll as of February 1st with the exception of those who paid the International New Member Fee between January 1st and February 1st. The International Operating Fees shall be used to fund general Fraternity operations including, but not limited to, educational programming, training materials and activities, technology implementation, insurance, archives preservation, and other programs necessary to ensure effective and efficient Fraternity operations as determined by the Executive Board. The fees shall be remitted to International Headquarters within 30 days of the invoice date.
- b. International New Member Fee. Each collegiate chapter shall collect an International New Member Fee from each new member. A Pinning Service Confirmation must be submitted by the chapter within 24 hours of the Pinning Service. International Headquarters staff shall invoice the chapter for twenty-five percent (25%) of the international new member fees based on the Pinning Service Confirmation. An

Initiation Confirmation must be submitted by the chapter within 24 hours of the Ritual for Initiation. International Headquarters staff shall invoice the chapter for the remainder of the international new member fees based on the Initiation Confirmation. The fees shall be remitted to International Headquarters within 30 days of the invoice date.

- c. Badge Purchase. Each new member is required to purchase a badge from the Fraternity.

Section 2. Collegiate Chapter Dues and Fees. Each collegiate chapter shall adopt an annual operating budget that shall include chapter dues in addition to the fees listed in this article.

Section 3. Chapter Corporation Fees.

- a. Chapter Corporation Budget. Each chapter corporation shall prepare an annual chapter corporation operating budget and provide that budget to the collegiate chapter prior to the following fiscal year. Each collegiate chapter shall have 30 days to review the chapter corporation operating budget. After consultation with the collegiate chapter, the chapter corporation shall approve the operating budget. In no event shall consultation with the collegiate chapter prevent the chapter corporation from approving the operating budget.
- b. New Member Corporation Fee. Each new member shall pay a new member corporation fee to the chapter corporation. The amount of the fee shall be determined annually by the chapter corporation in consultation with the collegiate chapter and included as part of the chapter corporation budget. The chapter corporation's use of new member corporation fee revenue is unrestricted.
- c. Corporation Operating Fee. Each collegiate member shall pay a corporation operating fee to the chapter corporation for the advancement of membership programming and/or the maintenance of chapter property. For those members paying room and/or board, the corporation operating fee is included in the room/board amount. For all other members, the corporation operating fee is billed separately. The amount of the fee shall be determined annually by the chapter corporation in consultation with the collegiate chapter and included as part of the chapter corporation budget. The chapter corporation's use of corporation operating fee revenue is unrestricted.
- d. Room and Board. Each collegiate member living in a facility owned or leased by AOII Properties shall pay room and board to the chapter corporation. The amount of the room and board shall be determined annually by the chapter corporation in consultation with the collegiate chapter and included as part of the chapter corporation budget.

Section 4. Pass-Through Fees. Each collegiate chapter or member may be billed certain pass-through fees which are assessed to the Fraternity by other organizations.

ARTICLE X

Collegiate Member Housing Requirement

Collegiate members are required to live in the existing chapter housing when space is available and when it is not contrary to college or university rules. Chapters will follow procedures for managing housing requirements as stated in the *Standing Rules*.

ARTICLE XI

Probation of a Collegiate Member

Section 1. Definition. Probation is defined as the denial for a definite, specified period of time, not less than one month nor longer than four consecutive months, of certain usual and customary rights and privileges of membership in the Fraternity which shall be stated in the terms of probation. A member on probation remains on the chapter roll and is responsible for her share of any member fees billed through the chapter.

Section 2. Reasons for Probation. A collegiate member may be placed on probation as hereinafter provided for any of the following reasons:

- a. Violation of the Fraternity *Constitution, Bylaws, Standing Rules, or Book of Policies*;
- b. Conduct which renders a member's presence in her chapter detrimental to the harmony, standing and best interests of the chapter and the Fraternity;
- c. Obvious and persistent refusal to cooperate with the chapter;
- d. Failure to meet chapter, housing, corporation, or fraternal financial obligations;
- e. Financial inability;
- f. Failure to live in chapter housing;
- g. Failure to perform the duties of her office;
- h. Failure to achieve chapter academic requirements as defined by the chapter bylaws for two consecutive terms; or
- i. Any action or omission which may jeopardize the health, safety, or welfare of any other members(s).

Section 3. Probation Methods.

- a. Probation may be provided in one of two ways:
 - (1) Each collegiate chapter shall have the authority to place an initiated or affiliated member of that chapter on probation by a two-thirds (2/3) vote of the chapter members present and eligible to vote at a chapter meeting. The probation under this subsection shall become effective upon the chapter vote.
 - (2) The Collegiate Chapter Advisory Board shall have the authority to place a member of the collegiate chapter on probation by a two-thirds (2/3) vote. The probation under this subsection shall become effective upon the Collegiate Chapter Advisory Board vote.
- b. Notices of probation shall be sent as follows:
 - (1) Within seven days of the chapter vote, the Vice President of Membership Integrity shall send a notice (containing the terms of probation, the conditions

and length of probation and the member's right to appeal) to the member concerning whom such action is taken. At the same time, a copy shall be mailed to the assigned International Headquarters staff member at International Headquarters.

- (2) Within seven days of the CCAB vote, the Chapter Advisor or another designated advisor shall send a notice provided by the Collegiate Chapter Advisory Board (containing the terms of probation, the conditions and length of probation and the member's right to appeal) to the member concerning whom such action is taken. At the same time, copies shall be mailed to the Chapter President and the assigned International Headquarters staff member at International Headquarters.

Section 4. Appeal of Probation. A member is entitled to appeal her probation or the terms of her probation. If she chooses to appeal, the member shall notify the assigned International Headquarters staff member within 14 days of notice of probation. The notice of appeal shall contain the reasons why the probation should be rejected or its terms modified. All procedures to be used for the appeal process shall be defined in the *Standing Rules*. These procedures will include, but not be limited to, the following:

- a. The appeal shall be heard by the assigned Network Specialist and two additional Specialists appointed by a designated member of International Headquarters staff.
- b. Notice in writing of the decision of the body hearing the appeal shall be sent to the member on probation within 14 days of the notice of appeal. The Executive Director may extend this deadline up to an additional 21 days for extenuating circumstances such as closure of International Headquarters due to holidays or Fraternity events.
- c. The decision of the body hearing the appeal is final.

Section 5. Extension. At least 72 hours prior to the conclusion of the member's probation period, the probating body should review the member's situation and determine whether to extend the probation or allow it to terminate. Decisions to extend a probation shall be subject to the same procedure as the original decision to probate. Notice of the extension of probation shall be sent or hand delivered to the member by the probating body, with copies mailed to the Chapter President, Chapter Advisor, and the assigned International Headquarters staff member. The member may appeal the extension of probation within 14 days of notice of extension. She shall notify the assigned International Headquarters staff member of her decision to appeal. The appeal shall be heard by the assigned Network Specialist and two Specialists appointed by the assigned International Headquarters staff member. The notice referred to in this section shall be effective on mailing or hand delivery.

Section 6. Termination. If a probation is not extended as set forth in Section 5 above, the probation will automatically terminate at the specified termination date. Probation shall not extend beyond withdrawal or graduation from the college or university.

ARTICLE XII

Suspension of a Collegiate Member

Section 1. Definition. Suspension is defined as the forfeiture of the usual and customary rights and privileges of membership in the Fraternity through affirmative exercise of constituted authority of the Fraternity until reinstatement is granted as authorized by these *Bylaws*. Upon notice of suspension to the member by the Executive Director or her designee, the suspended member shall not in any way identify herself with the Fraternity directly or indirectly through the use of insignia or otherwise, nor have any rights whatsoever in or pertaining to the Fraternity.

Section 2. Suspension Initiated by a Suspending Body.

- a. Reasons for Suspension. A member may be suspended as hereinafter provided for one or more of the following reasons:
 - i. Violation of the Fraternity *Constitution, Bylaws, Standing Rules, or Book of Policies*;
 - ii. Conduct which renders a member's presence in her chapter detrimental to the harmony, standing and best interests of the chapter and the fraternity;
 - iii. Obvious and persistent refusal to cooperate with the chapter;
 - iv. Failure to meet chapter, housing, corporation, or fraternal financial obligations;
 - v. Financial inability;
 - vi. Failure to live in chapter housing; or
 - vii. Any action or omission which may jeopardize the health, safety, or welfare of any other member(s).
- b. Suspension Methods. Suspension may be initiated by one of three suspending bodies:
 - i. Collegiate Chapter Initiated Suspension. Each collegiate chapter shall have the authority to suspend from membership in the Fraternity any collegiate member of the chapter, whether initiated or affiliated, by a two-thirds (2/3) vote of the members present and eligible to vote at a regularly scheduled chapter meeting, with the approval of the Membership Integrity Advisor or the Chapter Advisor, and the assigned International Headquarters staff member.
 - ii. Collegiate Chapter Advisory Board Initiated Suspension. The Collegiate Chapter Advisory Board of a collegiate chapter, by two-thirds (2/3) vote, and with the approval of the assigned International Headquarters staff member shall have the authority to suspend a collegiate member from membership in the Fraternity.
 - iii. Executive Board Suspension. The Executive Board, by unanimous vote, shall have the authority to suspend a collegiate member from membership in the Fraternity.
- c. Notification. The Executive Director or her designee shall officially notify the member of her suspension. The notice shall outline the grounds for suspension, the effects of suspension, the member's right to appeal, and the time at which reinstatement may first be proposed. Copies of the notice shall be mailed to the Chapter President and the Chapter Advisor. Copies of the notice shall also be mailed

to Fraternity volunteers and International Headquarters staff as stated in the *Standing Rules*. Suspension shall be effective upon notification required above.

- d. Appeal of Suspension. A member suspended under this section is entitled to appeal her suspension. If she chooses to appeal, the member shall notify the assigned International Headquarters staff member and the suspending body within 14 days of notice of suspension. Once a member has been placed on suspension, the status of her membership will remain suspended throughout the appeal process. All procedures to be used for the appeal process shall be defined in the *Standing Rules*. These procedures will include, but not be limited to, the following:
- i. A panel shall be selected for the hearing in accordance with Title IV, Article V of these *Bylaws*.
 - ii. The suspending body shall provide detailed documentation of the reason(s) for suspension that shall be shared with the suspended member and the panel at least seven days prior to the hearing.
 - iii. The panelists shall set the date and time for the hearing, which is mutually agreeable to the panelists and the parties. The term “parties” shall mean the suspended member and the designated representatives(s) of the suspending body. The hearing shall be held via remote communication no later than six weeks after the notice of appeal. The Executive Director may extend the date by which a hearing must be held up to an additional 21 days for extenuating circumstances such as closure of International Headquarters due to holidays or Fraternity events.
 - iv. The panel shall hear testimony and evidence presented by both parties and additional witnesses as set forth in the *Standing Rules*. It shall seek all reasonably available information on the suspension action, not confining itself to the record established in the previous proceedings.
 - v. Notice in writing of the opinion of the panel shall be sent within seven days of the hearing to the member and the suspending body. The notice shall set forth the information reviewed, its findings on the charges presented and its conclusions as to the action to be taken. A majority of the panel may uphold the preceding action, overturn the preceding action, modify it, or determine that another action (within the guidelines of the *Governing Documents* of Alpha Omicron Pi) is more appropriate.
 - vi. The Constitution Interpretation and Revision Committee shall review the record to determine whether the procedures set forth in the *Governing Documents* were correctly applied. If all actions are deemed to be in compliance with the *Governing Documents* of Alpha Omicron Pi, the parties shall be bound by the panel’s opinion. If it is determined that the procedures were not correctly applied, the Constitution Interpretation and Revision Committee shall remand the proceedings to either the suspending body or panel for corrected procedures. A copy of the committee’s determination shall be sent to the suspending body, the panel, and the member.

Section 3. Suspension Initiated by a Collegiate Chapter Member.

- a. Member Request for Suspension. A collegiate chapter member may request her own suspension by submitting the proper form to the Vice President of Membership Integrity. The suspension request must be approved by majority vote of the Membership Integrity Board and the assigned International Headquarters staff member.
- b. Notification. The assigned International Headquarters staff member shall notify the member of her suspension. The notice shall outline the effects of the suspension and the time at which reinstatement may first be proposed. Copies of the notice shall be mailed to the Chapter President and the Chapter Advisor. Copies of the notice shall also be mailed to the Fraternity volunteers and International Headquarters staff as stated in the Standing Rules. Suspension shall be effective upon the notification required in this section. The notification to the member should be sent within two weeks of the Membership Integrity Board's vote to approve the suspension.

Section 4. Termination of Suspension. The suspended member may request the Executive Board to review her case no less than three years from the time of the suspension. If the Executive Board finds that the suspended member's conduct and attitude justify termination of the suspension, upon unanimous vote it may reinstate her to the privileges of membership as an alumna member. A reinstated member shall not be eligible to affiliate as a member of a collegiate chapter.

Section 5. Dues and Fees. The suspended member may be responsible for dues and fees that accrue on her account during the suspension of membership process. This includes, but is not limited to, dues and fees outlined in annual membership and financial agreements.

ARTICLE XIII

Probation of a Collegiate Chapter

Section 1. Reasons. A collegiate chapter may be placed on probation for a definite period of time for any of the following reasons:

- a. Failure to comply with the *Fraternity Constitution, Bylaws, Standing Rules, or Book of Policies*;
- b. Failure to cooperate with the international organization;
- c. Financial instability of the chapter;
- d. Apparent difficulty in maintaining a chapter;
- e. Discord among members of the chapter;
- f. An unsatisfactory relationship with other college organizations or the college administration;
- g. Deterioration in the grade or standing of the college or university where the chapter is installed; or
- h. Failure to remit the new member or initiation fees as required by these *Bylaws*.

Section 2. Authority. The Executive Board, upon majority vote, shall have the authority to place a collegiate chapter on probation and to approve the probation period as well as

the terms and conditions for the removal of probation. A chapter placed on probation may be deprived of some or all rights and privileges of a collegiate chapter. The Chapter President and Chapter Advisor shall be deprived of voice and vote on Council during the term of the probation.

Section 3. Notification. The Executive Director, within ten days of Executive Board action placing a chapter on probation, shall notify the chapter in care of the Chapter President and the Chapter Advisor. The notification shall only be sent when school is in regular session (not during summer school.) The notice shall contain the reasons for probation, the probation period, the terms and conditions of probation and notice of the chapter's right of appeal. Copies of the notice shall also be mailed to Fraternity volunteers and International Headquarters staff as stated in the *Standing Rules*. Upon notice of probation, the chapter shall conduct itself under the terms of probation until probation is terminated, either by notice from the Executive Board, by charter withdrawal, or by successful appeal.

Section 4. Appeal of Probation. A chapter is entitled to appeal its probation. If the chapter chooses to appeal, the chapter shall notify the assigned International Headquarters staff member within 14 days of notice of probation. All procedures to be used for the appeal process shall be defined in the *Standing Rules*. These procedures will include, but not be limited to, the following:

- a. A panel shall be selected for the hearing in accordance with Title IV, Article V of these *Bylaws*.
- b. The panelists shall set a date and time that is mutually agreeable to the panelists and the parties. The term "parties" shall mean the designated representative(s) of both the chapter and the Executive Board. The hearing shall be held via remote communication no later than six weeks after the notice of the appeal.
- c. The panel shall hear testimony and evidence presented by both the parties and additional witnesses as set forth in the *Standing Rules* on the reasons for probation and on the terms of probation. It shall seek all available information on the causes of the action, not confining itself to the record established in the previous proceedings.
- d. Notice in writing of the opinion of the panel shall be sent within seven days of the hearing to the chapter, the Chapter Advisor and the Executive Board. The notice shall set forth the information reviewed, its findings on the charges presented, and its conclusions as to the action to be taken. A majority of the panel may uphold the preceding action, overturn the preceding action, modify it, or determine that another action (within the guidelines of the *Governing Documents* of Alpha Omicron Pi) is more appropriate.
- e. A copy of that opinion shall be sent to the chapter in care of the Chapter President and the Chapter Advisor.
- f. The Constitution Interpretation and Revision Committee shall review the record to determine whether the procedures set forth in the *Governing Documents* were correctly applied. If all actions are deemed to be in compliance with the *Governing Documents* of Alpha Omicron Pi, the parties shall be bound by the panel's opinion. If it is determined that the procedures were not correctly applied, the Constitution Interpretation and Revision Committee shall remand the proceedings to either the

Executive Board or the panel for corrected procedures. A copy of the committee's determination shall be sent to the Executive Board, the panel, the chapter, and the Chapter Advisor.

Section 5. Termination of Probation. The probation shall be terminated by the Executive Board by majority vote when the chapter has met conditions set for its performance under probation. Upon majority vote, the chapter shall be restored to good standing status. Probation may be extended by majority vote if the Executive Board feels that additional time is needed to meet the conditions stipulated. In the event a chapter does not meet the terms of probation, the Executive Board may institute proceedings to withdraw the chapter charter as provided in these *Bylaws*. If the Executive Board does not act within 30 days of the end date of the probation period, the probation will automatically terminate, and the chapter shall be restored to good standing status. The Executive Director shall notify the chapter in care of the Chapter President and the Chapter Advisor of any change in probation status. Copies of the notice shall also be mailed to Fraternity volunteers and International Headquarters staff as stated in the *Standing Rules*.

ARTICLE XIV

Withdrawal of a Collegiate Chapter Charter

Section 1. Authority. The International Executive Board, by unanimous vote, may withdraw a collegiate chapter charter when the chapter fails to comply with AOII policy, is no longer operationally viable, or circumstances require an immediate withdrawal of the chapter charter. The charter shall be held in trust until such time as restoration occurs.

Section 2. Procedure.

- a. Notification. Notice of chapter charter withdrawal shall be prepared by the Executive Director and delivered to the collegiate chapter by an Executive Board member or designee in care of the Chapter President and the Chapter Advisor. Copies of the notice shall be sent to all collegiate members of the chapter at their last known email address on file at International Headquarters. Copies of the notice shall also be mailed to Fraternity volunteers and International Headquarters staff as stated in the *Standing Rules*. A separate communication shall be sent to all alumnae members of the collegiate chapter at their last known email address on file at International Headquarters.

The notice shall specify the reasons for withdrawal of the chapter charter, the effective date of the withdrawal, the procedure for charter surrender, and the rights of the chapter to a hearing and the timeframe of the hearing procedures.

- b. Hearing. A collegiate chapter is entitled to a hearing after notification of chapter charter withdrawal. If a majority of those who were members of the chapter at the time of notification vote to have a hearing, the most recent Chapter President or another elected officer shall notify the assigned International Headquarters staff

member within seven days of notice of charter withdrawal and shall include the minutes of the meeting where the vote to have a hearing took place.

If the chapter chooses to have a hearing, the hearing shall be held no later than 60 days from the notification of charter withdrawal. All procedures to be used for the hearing shall be defined in the *Standing Rules*. These procedures shall include, but not be limited to, the following:

1. A panel shall be selected for the hearing in accordance with Title IV, Article V of these *Bylaws*.
2. The panel shall set the location, date and time for the hearing mutually agreeable to the panelists and the parties. The term “parties” shall mean the designated representative(s) of both the chapter and the Executive Board. The Executive Director or her designee will be responsible for the physical arrangements and logistics for the hearing, the appropriate documentation required, and the transcription of the minutes. The panel shall hear testimony and evidence presented by both the parties and additional witnesses as set forth in the *Standing Rules*. It shall seek all available information on the areas of chapter concerns, not confining itself to the record established in the previous proceedings. The panel shall consider all proposed solutions to the concerns that have been identified within the guidelines of the *Governing Documents* of Alpha Omicron Pi.
3. Within 10 days of the hearing, the panel shall make a recommendation to the Executive Board.

If the chapter chooses not to have a hearing, the review of the procedures will commence seven days after the notice of chapter charter withdrawal.

- c. Review of Procedures. The Constitution Interpretation and Revision Committee shall review the record to date and will determine whether the procedures set forth in the *Governing Documents* were correctly applied. If all actions to this point are deemed to be in compliance with the *Governing Documents of Alpha Omicron Pi*, the proceedings shall continue. If it is determined that the procedures were not correctly applied, the Constitution Interpretation and Revision Committee shall remand the proceedings to the panel or the Executive Board, depending on where the error occurred, for corrected procedures.
- d. Final Action and Notification.
 1. If a hearing is not held, no further action or notification is required after the Constitution Interpretation and Revision Committee rules that the procedures set forth in the *Governing Documents* were correctly applied.
 2. If a hearing is held, the Executive Board, upon receiving the recommendation of the hearing panel and the verification of correct application of procedures from the Constitution Interpretation and Revision Committee, shall take final action within 10 days from the date of receiving such verification. The Executive Board will consider the panel’s recommendation in making the final decision.

The final action of the Executive Board shall be a vote to uphold the withdrawal of the chapter charter. If this vote is unanimous in the affirmative, the charter will remain withdrawn. The effective date of the charter withdrawal will be as stated in the original notification of chapter charter withdrawal. If this vote is not unanimous in the affirmative, the charter will not be withdrawn, or, if the effective date of the charter withdrawal has already passed, the charter will be restored. If the charter is restored, the effective date of the charter restoration will be upon delivery of the notification of restoration to the collegiate chapter.

The collegiate chapter shall be notified of the final action of the Executive Board within 10 days of said action. If school is not in session, the Executive Board may delay notification up to 10 days after school is back in session. The notice shall be prepared by the Executive Director and delivered to the collegiate chapter by an Executive Board member or designee, in care of the Chapter President and the Chapter Advisor. Copies of the notice shall be sent to all collegiate members of the chapter at their last known email address on file at International Headquarters. Copies of the notice shall also be mailed to the Fraternity volunteers and International Headquarters staff as stated in the *Standing Rules*. A separate communication shall be sent to all alumnae members of the collegiate chapter at their last known email address on file at International Headquarters.

ARTICLE XV

Restoration of a Collegiate Chapter Charter

A collegiate chapter charter which has been withdrawn and is being held in trust may be restored to a chartering chapter as provided for in these *Bylaws*.

TITLE III: ALUMNAE CHAPTERS

ARTICLE I

Extension

Section 1. Alumnae Chapters.

- a. Chapter Charter. The Executive Board may grant a charter to any group of alumnae members petitioning therefor, provided they follow the outlined process for chartering a new alumnae chapter and meet all outlined requirements.
- b. Installation. The International President, or a deputy appointed by her, shall install an alumnae chapter.
- c. Charter Members. Charter members of alumnae chapters are the members who sign the alumnae chapter charter on the day of installation.

Section 2. Names. Names of alumnae chapters must be approved by the Executive Board.

ARTICLE II

Alumnae Chapter Members

Any alumna member in good standing shall be eligible for membership in alumnae chapters. She shall pay such local dues as required by each alumnae chapter's bylaws. Each alumnae chapter shall submit a chapter roll to International Headquarters by March 1 of each year.

ARTICLE III

Alumnae Chapter Meetings

An alumnae chapter with 10 or less members shall hold a minimum of two meetings annually. Alumnae chapters with more than 10 members shall hold a minimum of four meetings annually.

ARTICLE IV

Election and Duties of Alumnae Chapter Officers

Section 1. Election. The officers of each alumnae chapter shall be elected by the members of the alumnae chapter annually, or if so provided for in its bylaws, biennially in even calendar years, before April 1, and shall take office by May 1.

Section 2. Eligibility.

- a. An Alumnae President must reside in the recruitment area of engagement as defined by the alumnae chapter and approved by the assigned Network Specialist for the alumnae chapter she is serving.
- b. If an Alumnae President moves outside the recruitment area of engagement during her term, she shall resign from office and the alumnae chapter shall elect a new president.
- c. An Alumnae President must be a primary member of the alumnae chapter she is serving unless the assigned Network Specialist gives permission for this requirement to be waived.

Section 3. Duties. The duties of the officers shall be those set forth in the alumnae chapter bylaws.

ARTICLE V ***Fees of Alumnae Members***

Section 1. International Alumnae Dues. The amount of annual International Alumnae Dues for the upcoming biennium shall be determined by the Executive Board by March 15 of each odd calendar year and shall be detailed in the budget presented to Council at International Convention. Life Loyal members will pay a discounted rate for their international alumnae dues.

International Alumnae Dues may be paid through membership in an alumnae chapter or directly to International Headquarters. A member of an alumnae chapter who does not pay International Alumnae Dues directly to International Headquarters shall pay them to her primary alumnae chapter. International Alumnae Dues collected by an alumnae chapter shall be remitted to International Headquarters as set forth in the *Standing Rules*. An alumna who is not a member of an alumnae chapter will be asked to pay International Alumnae Dues voluntarily.

The International Alumnae Dues shall be used to fund general Fraternity operations, education and training, technology, archive preservation, alumnae services, and any other programs.

Section 2. Alumnae Chapter Dues. Each alumnae chapter shall adopt an annual operating budget that shall include local chapter dues.

Section 3. Alumnae Chapter Roll. Each alumnae chapter shall submit an annual chapter roll in accordance with the deadline set forth in the *Standing Rules*. An alumna member who joins more than one alumnae chapter shall designate one alumnae chapter as her primary alumnae chapter. The alumna member shall be responsible for notifying each alumnae chapter of her multiple chapter membership. Each alumnae chapter will include her name on the chapter roll submitted to International Headquarters.

ARTICLE VI

Suspension of an Alumna Member

Section 1. Definition. Suspension is defined as forfeiture of the usual and customary rights and privileges of membership in the Fraternity through affirmative exercise of constituted authority of the Fraternity until reinstatement is granted as authorized by these *Bylaws*. Upon suspension, the suspended member shall not in any way identify herself with the Fraternity through the use of insignia or otherwise, nor have any rights whatsoever in or pertaining to the Fraternity.

Section 2. Reasons. An alumna member may be suspended from membership for:

- a. Willful disregard of the Fraternity *Constitution, Bylaws, Standing Rules, or Book of Policies*;
- b. Conduct detrimental to the Fraternity; or
- c. Refusal to cooperate with the Fraternity.

Section 3. Authority. The Executive Board, by unanimous vote, shall have the authority to suspend an alumna member under three conditions: a) acting on its own authority; b) if requested to do so in writing by a Network Director; or c) if requested to do so in writing by three alumnae members in good standing and a Network Specialist. A written request to suspend shall detail the reasons for which suspension is requested.

Section 4. Notification. Within 10 days of the approval of the suspension request, the Executive Director or those under her direction shall officially notify the member of her suspension. The notice shall outline the grounds for suspension, the effects of suspension, the member's right to appeal, and the time at which reinstatement may first be requested. Copies of the notice shall be mailed to the Alumnae Chapter President (if applicable), the assigned Network Specialist, the Network Director, and the Executive Board. Suspension shall be effective upon notification.

Section 5. Appeal of Suspension. A member is entitled to appeal her suspension. If she chooses to appeal the member shall notify the assigned International Headquarters staff member and the Executive Board within 14 days of notice of suspension. Once a member has been placed on suspension the status of her membership will remain suspended throughout the appeal process. All procedures to be used for the appeal process shall be defined in the *Standing Rules*. These procedures will include, but not be limited to, the following:

- a. A panel shall be selected for the hearing in accordance with Title IV, Article V of these *Bylaws*.
- b. The Executive Board shall provide detailed documentation of the reason(s) for the suspension that shall be shared with the suspended member and the panel at least seven days prior to the hearing.
- c. The panelists shall set the date and time for the hearing, which is mutually agreeable to the panelists and the parties. The term "parties" shall mean the suspended member and the designated representative(s) of the Executive Board. The hearing shall be held via remote communication no later than six weeks after notice of the appeal.

- d. The panel shall hear testimony and evidence presented by both parties and additional witnesses as set forth in the Standing Rules. It shall seek all reasonably available information on the suspension action, not confining itself to the record established in the previous proceedings.
- e. Notice in writing of the opinion of the panel shall be sent within seven days of the hearing to the member and the Executive Board. The notice shall set forth the information reviewed, its findings on the charges presented, and its conclusions. A majority of the panel may uphold the preceding action or overturn the preceding action.
- f. The Constitution Interpretation and Revision Committee shall review the record to determine whether the procedures set forth in the Governing Documents were correctly applied. If all actions are deemed to be in compliance with the Governing Documents of Alpha Omicron Pi, the parties shall be bound by the panel's opinion. If it is determined that the procedures were not correctly applied, the Constitution Interpretation and Revision Committee shall remand the proceedings to the Executive Board or panel for corrected procedures. A copy of the committee's determination shall be sent to the Executive Board, the panel, and the member.

Section 6. Termination of Suspension. The suspended member may request that the Executive Board review her case no less than three years from the effective date of her suspension. If the Executive Board finds that the suspended member's conduct and attitude justify termination of the suspension, upon unanimous vote, it may reinstate her to the privileges of membership as an alumna member. A reinstated member shall not be eligible to affiliate as a member of a collegiate chapter.

ARTICLE VII

Withdrawal of an Alumnae Chapter Charter

Section 1. Reasons. The charter of an alumnae chapter may be withdrawn by the unanimous vote of the Executive Board upon the recommendation of the assigned Network Team for one or more of the following reasons:

- a. Failure to comply with the Fraternity *Constitution, Bylaws, Standing Rules* or *Book of Policies*;
- b. Flagrant indifference to the duties of a chapter toward the Fraternity as a whole; or
- c. Obvious inability to maintain a chapter.

Section 2. Notification. The Executive Board, by unanimous vote, may withdraw an alumnae chapter charter. A notice to that effect shall be sent by the Executive Director to the alumnae chapter in care of the Alumnae Chapter President. The notice shall include the reasons for which the charter is withdrawn, the procedure for charter surrender, and the rights of the chapter to appeal. Notification shall be sent to all alumnae members of the chapter at their last known address on file at International Headquarters. Copies of the notice shall also be mailed to Fraternity volunteers and International Headquarters staff as stated in the *Standing Rules*.

- Section 3. Appeal of Charter Withdrawal.** A chapter is entitled to appeal the withdrawal of its charter. If the chapter chooses to appeal, the chapter shall notify the assigned International Headquarters staff member within 14 days of notice of charter withdrawal. All procedures to be used for the appeal process shall be defined in the *Standing Rules*. These procedures will include, but not be limited to, the following:
- a. The Executive Board shall notify the chapter of the activities and actions in which the chapter may engage during the hearing appeal period.
 - b. A panel shall be selected for the hearing in accordance with Title IV, Article V of these *Bylaws*.
 - c. The panelists shall set a date and time for the hearing which is mutually agreeable to the panelists and the parties. The term “parties” shall mean the designated representative(s) of both the chapter and the Executive Board. The hearing shall be held via remote communication no later than six weeks after the notice of appeal.
 - d. The panel shall hear evidence presented by both the parties and additional witnesses as set forth in the *Standing Rules*. It shall seek all available information on the causes of the action, not confining itself to the record established in the previous proceedings.
 - e. Notice in writing of the opinion of the panel shall be sent within seven days of the hearing to the alumnae chapter in care of the Alumnae Chapter President and the Executive Board. The notice shall set forth the information reviewed, its findings on the charges presented, and its conclusions as to the action to be taken. A majority of the panel may uphold the preceding action, overturn the preceding action, modify it, or determine that another action, within the guidelines of the *Governing Documents* of Alpha Omicron Pi, is more appropriate.
 - f. The notice shall be sent to all alumnae members of the chapter at their last known address on file at International Headquarters. Copies of the notice shall also be mailed to Fraternity volunteers and International Headquarters staff as stated in the *Standing Rules*.

Section 4. Transfer of Assets. After the conclusion of all opportunities for appeal as outlined in these *Bylaws*, the charter of the alumnae chapter shall be withdrawn and all accounts, funds and assets of the chapter shall immediately be transferred to Alpha Omicron Pi Fraternity, Inc.

ARTICLE VIII

Restoration of an Alumnae Chapter Charter

An alumnae chapter charter which has been withdrawn may be reissued to a petitioning group upon the request of the assigned Network Specialist and a designated member of International Headquarters staff to the Executive Board.

TITLE IV: MISCELLANEOUS PROVISIONS

ARTICLE I

Parliamentary Authority

The rules contained in *Robert's Rules of Order, Newly Revised* shall govern procedure in all meetings of this Fraternity except where in conflict with these *Bylaws* or Convention rules duly adopted.

ARTICLE II

Amendments

These *Bylaws* may be amended or suspended by Council in Convention, upon written notice, by a majority vote. Proposed amendments or a request for suspension may be submitted by (a) the Executive Board, (b) any Standing Committee if the subject thereof relates to such Standing Committee, or (c) any five members of Council acting jointly. Written notice of proposed amendments or suspension of the *Bylaws* shall be sent to each member of Council eight weeks prior to the date of Convention. If such previous notice has not been given, a two-thirds (2/3) vote in Convention shall be necessary to amend or suspend.

These *Bylaws* may also be amended or suspended by a two-thirds (2/3) vote of Council acting without a meeting as provided in Title I, Article II, Section 2 of these *Bylaws*, provided at least a two-week notice is given.

ARTICLE III

Requests for Rulings

Any officer, Standing Committee, Network, chapter, or member shall have the right to make a written request for a ruling by the Constitution Interpretation and Revision Committee as to the meaning of any provision of the *Constitution* or *Bylaws* or the correct application thereunder of any action taken or proposed to be taken by any officers, committee, chapter, or member. If the request for ruling concerns an action taken, the request must be made within 30 days of notice of the action. The ruling by the committee shall be delivered in writing to the inquirer and to the officer, committee, chapter, or member which may be concerned.

ARTICLE IV

Communication Delivery and Notice

Section 1. Communication Delivery. The terms “mailed” and “sent” used throughout the *Governing Documents* refer to delivery in person, by electronic meeting, by postal service, by commercial delivery service, or by electronic transmission. If delivery is by electronic transmission, the electronic transmission may contain a link to a website or document that contains the actual communication. Each alumnae chapter, collegiate chapter, and individual member is responsible for maintaining a current mailing address and email address with International Headquarters.

Section 2. Notice. Notice to chapters and/or members may be delivered as specified in Section 1 above unless another form is specifically required in these *Governing Documents*. All notices delivered in person or by electronic meeting shall be effective upon delivery. All notices delivered by postal service, commercial delivery service or electronic transmission shall be effective upon mailing/sending.

ARTICLE V

Panelists for Hearings

Panelists for all hearings shall be selected from among a pool of potential panelists consisting of no fewer than 12 alumnae members in good standing, all of whom have consented to serve on a panel if selected. The pool shall be selected by the Executive Director and administered by the Executive Director or her designee. When a panel for a hearing is required, three panelists shall be selected at random from the pool. All panelists for these hearings are presumed to be impartial and shall recuse themselves if they have a conflict of interest. If a panelist selected has a conflict of interest or is unable to serve, another panelist shall be selected. The first panelist selected and willing to serve shall be the chair of the panel. If the chair is subsequently unable to serve or resigns from the panel, a new chair shall be selected at random from among the two remaining panelists, and a third panelist shall be selected at random from the pool.

STANDING RULES

ALPHA OMICRON PI FRATERNITY

Standing Rule 1

Alpha Omicron Pi Regulations

Section 1. *Book of Policies.* The Executive Board shall adopt Fraternity policies and standards of conduct to be set forth in the *Book of Policies* contained in the *Governing Documents*. The *Book of Policies* may be amended at any time by a three-fourths vote of the Executive Board. Notification shall be sent to all Council members.

Each collegiate chapter is required to review the *Book of Policies* at the beginning of each school year under the guidance of the Membership Integrity Board. The Membership Integrity Board is responsible for monitoring the collegiate chapter members for compliance with the policies. Each alumnae chapter is required to review the *Book of Policies* annually.

Section 2. *Standing Rules.* The Executive Board shall adopt the Fraternity *Standing Rules* contained in *The Governing Documents*. The *Standing Rules* may be amended at any time by a three-fourths vote of the Executive Board. Notification shall be sent to all Council members.

The Executive Team of each collegiate chapter and the officers of each alumnae chapter are required to review the *Standing Rules* annually.

Standing Rule 2

Equipment and Supplies

Section 1. Alumnae Chapters.

The supplies listed below shall be issued without charge to each alumnae chapter at the time of installation or reorganization.

Rituals Book

Book of Rituals Instructions

Chapter Charter

Section 2. Chartering Chapters.

The supplies listed below shall be issued without charge to each chartering chapter at the beginning of the chartering period.

Rituals Book (given to initiated chartering chapter advisor only) – four copies

Book of Rituals Instructions (given to initiated chartering chapter advisor only) – four copies

Chartering Member Pins – one for each chartering chapter member, to be returned at the end of the chartering chapter period.

Section 3. Collegiate Chapters. The supplies listed below shall be issued without charge to each collegiate chapter at the time of installation. Other resources are available in AOII's online portal.

- Chapter Charter
- Personalized Roll Book
- Official stoles
- President's robe – one
- Official robes – six
- President's ring
- President's gavel
- New Member Pins – quantity appropriate for campus
- White altar cloth for the Pinning Service for Collegiate Chapters
- Cardinal altar cloth with the monogram in white
- Ritual equipment, including battery-operated candles, candlesticks, and ribbon

Section 4. Equipment and Supplies Following Installation. Each alumnae and collegiate chapter shall maintain all equipment and supplies provided at the time of installation and shall purchase subsequent editions of any fraternity publications.

Section 5. Other Members and Staff. Officers, members, and staff shall be issued fraternity publications not available online as designated by the Executive Director. These fraternity publications must be surrendered at term end or when requested by the Executive Director.

Standing Rule 3

Terminology

Section 1. Alpha Omicron Pi Fraternity, Inc. The term “incorporated” shall not be used on fraternity publications or stationery except where it is legally required.

Section 2. Chapter/Chapter House. Members shall refer to our chapters by the term “chapter” and to the structure where housing is available as a “chapter house.”

Section 3. Name – Greek Letters. “Alpha,” “Omicron,” and “Pi” are the Greek letters standing for our motto. Alpha Omicron Pi also has a shortened form of its name by which it is known: AOII. This is written in the form “AOII” using the Greek symbol “II” and not “Pi.” To do otherwise would be grammatically incorrect in mixing styles of letters. It is the Fraternity's preference that "AOII" should be written "II" as either the Greek symbol or two capital "Is".

Section 4. Proper Usage of “Alumna/ae”. The feminine forms of the term are alumna (singular) and alumnae (plural). The masculine forms of the term are alumnus (singular) and alumni (plural). Thus, in reference to members of Alpha Omicron Pi, the terms alumna (singular) and alumnae (plural) should be used.

Section 5. Collegiate and Collegian(s). The word “collegiate” is an adjective, i.e., “collegiate chapter.” The word collegian(s) is a noun, i.e., “I am a collegian.” It is important to be aware of these distinctions so the terms are used properly.

Section 6. Name or Address Change. When a member of Alpha Omicron Pi changes her name, mailing address or email address, she should provide this information to her chapter and the Fraternity. Graduating collegiate members are expected to provide their post-graduate related contact information to the Fraternity prior to graduation.

Section 7. Signed. The word “signed” may mean a hand-written or electronic signature unless otherwise specified.

Section 8. Designated Volunteers. The Executive Director, or a designated staff member under her direction, shall publish the duties assigned in the Governing Documents to specific volunteers and International Headquarters staff members.

Section 9. Volunteer Supervisors. A volunteer’s supervisor may be a Network Specialist, Network Director, Standing Committee Chair or designated International Headquarters staff member, depending on the volunteer’s position.

Standing Rule 4

Alpha Omicron Pi Insignia

Section 1. Alpha Omicron Pi Monogram. Alpha Omicron Pi’s official monogram (the superimposed letters) is only used in the badge, on Rituals items, and on official documents, such as the membership certificate and the *Rituals Book*. All other uses of the monogram are prohibited.

Section 2. Proper Care and Use of Alpha Omicron Pi Letters Official Insignia. The Fraternity may be identified on merchandise by using the Alpha Omicron Pi letters in sequence and/or official Fraternity insignia. Just as care should be exercised by each member of Alpha Omicron Pi in the use of official insignia, careful attention also should be given to their disposition when items bearing them have outlived their usefulness. Before a car having an Alpha Omicron Pi decal is sold, for example, the decal should be removed. When an Alpha Omicron Pi jersey or similar apparel is no longer wearable, the garment should be destroyed in such a manner that it cannot be worn by or used by a non-member in any way. Unwanted Alpha Omicron Pi merchandise shall not be donated to charitable or other institutions for use by non-members.

Section 3. Shields and Crest. Alpha Omicron Pi has an essentially Greek heritage, not one of medieval or Masonic background, and therefore would never have a shield or crest as a symbol.

Section 4. The Alpha Omicron Pi Flag. Alpha Omicron Pi's official flag is a rectangular cardinal banner with the letters "AOII" in sequence in white.

Section 5. Clothing with Alpha Omicron Pi Insignia.

- a. All initiated and new members in good standing are entitled to wear clothing with the Alpha Omicron Pi insignia.
- b. As specified in the *Bylaws*, the insignia of Alpha Omicron Pi are the exclusive property of the Fraternity. Accordingly, all Alpha Omicron Pi clothing and goods should be purchased from a licensed vendor. Licensed vendors are those sellers of merchandise bearing Alpha Omicron Pi insignia who are authorized by the Fraternity to produce or market official Alpha Omicron Pi licensed merchandise.
- c. The Emporium online boutique can be found through the Emporium link on the Alpha Omicron Pi website.
- d. Good taste is expected in the wearing of clothing with the Alpha Omicron Pi insignia since a member's appearance to the outside world is a reflection on her chapter and the Fraternity.

Section 6. Letters on Chapter House. The words "Alpha Omicron Pi" or the letters "AOII" in sequence, not in a crest or shape of the badge, may be used on the outside of the chapter house to identify it.

Standing Rule 5

Chapter Officer Reports and Chapter Fees

Section 1. Report Requirements. All officers' reports shall be completed online in accordance with the current reports due calendar. If an office is vacant when the pertaining officer report is due, the Executive Team (collegiate chapter) or the other chapter officers (alumnae chapter) are responsible for completing and submitting the report.

Section 2. Reporting Fines. Collegiate chapters with overdue reports will be billed fines by International Headquarters staff in accordance with the Fee Announcement found in AOII's online portal. Chapter officers are personally responsible for any fines incurred by failure to complete and file the required reports on or before the due date without written permission from the Executive Director or her designee for late filing. Such fines shall be made payable to "Alpha Omicron Pi" and sent to International Headquarters by the Director of Finance whose responsibility it shall be to collect the money from the officer who incurred the fine. If the office is vacant, the Executive Team is responsible for the fine.

Section 3. Chartering Chapter Initiation Cancellation Fee. A cancellation fee will be charged to a chartering chapter by International Headquarters staff for each submitted member not initiated. Badges must be returned to International Headquarters.

Section 4. Fee for Suspension Initiated by a Collegiate Member. A \$20 processing fee will be billed by International Headquarters staff for each suspension initiated by a collegiate chapter member which may be passed on to the member by the chapter. The fee will be billed on May 1 of each school year.

Standing Rule 6

Collegiate Chapter Management

Section 1. Collegiate Chapter Officer Structure. All collegiate chapters will implement the collegiate chapter officer structure specified by the Fraternity for their chapter. If a chapter's membership size falls near the line between two chapter size structures, the chapter may elect the size within which it will operate, with the approval of the designated volunteer(s) and International Headquarters staff member.

Section 2. Collegiate Chapter Officers. The Chapter President, all Vice Presidents and all Directors will be elected by the chapter. Coordinator positions will be appointed by the Executive Team based on recommendations from the officer team for that specific position, with the exception of Membership Integrity Coordinators who are elected by their academic class.

Section 3. Collegiate Chapter Executive Team. The Executive Team shall be composed of the Chapter President and Vice Presidents. The team shall meet once a week at a specified time and place, and an advisor shall be present. It shall be the purpose of the Executive Team to develop the strategy and vision for the chapter, make recommendations for the chapter, plan the agenda for chapter meetings, and streamline chapter business in order that chapter meetings may be conducted efficiently. Other officers may be asked to attend Executive Team meetings as the need arises.

Section 4. Collegiate Chapter Elections Team. The elections team shall be composed of a chair elected by the chapter and one or two academic class representatives, depending upon chapter size, elected by each academic class from among its members. The elections team will review each officer applicant for qualifications based on chapter bylaws. All qualified candidates will be placed on the ballot which will be presented to the chapter one week prior to the officer elections meeting. An advisor shall be present during the elections team qualifications review meeting.

Section 5. Collegiate Chapter Mailing Address. Each collegiate chapter shall be responsible for filing with the Fraternity a current mailing and email address for Fraternity mail.

Section 6. Chapter Advisor Eligibility. The elected collegiate chapter advisor shall not be eligible for re-election by the chapter if she or her alternate has failed to attend the

International Convention, leadership and training events or other required training during the preceding year. If such meetings have been missed, a waiver of this Standing Rule, prepared by the designated volunteer(s) and member of the International Headquarters staff supervising collegiate chapter operations, must be included in her letter of intent in advance of the date for chapter elections before the chapter can place the advisor on the ballot for election.

Section 7. Advisor Membership Requirements: The Chapter Advisor, Membership Integrity Advisor, Membership Recruitment Advisor, Ritual Education Advisor, and Programming and Enrichment Advisor must be initiated members of Alpha Omicron Pi.

Section 8. Payment of Officers. Chapter officers are charged with placing the best interests of the chapter before their own interests. A competing interest may arise when a chapter officer's judgment concerning the chapter is influenced by a secondary, personal interest. To avoid competing interests, no chapter officer shall receive remuneration or compensation of any type for the performance of the duties of her office. Chapter officers may not have a financial interest in any proposed transaction with the chapter or in any organizations involved in the transaction unless such is first disclosed to and approved by the Executive Team and the CCAB.

Section 9. Chapters and Brand Sponsorships. Chapters that use chapter social media outlets to promote a brand, business, or organization in exchange for free that benefit the chapter as a whole must seek the pre-approval of the Executive Director or her designee. Any brand, business, or organization offering a sponsorship must meet the brand standards of the Fraternity including use of marks, and all chapter posts must comply with AOII policies and expectations.. Individual members may accept sponsorships via their personal social media outlets but may not leverage their Alpha Omicron Pi membership in doing so. Chapters may accept monetary or in-kind donations from brands (such as local businesses) in support of chapter fundraising.

Section 10. Removal of Chapter Officers. Collegiate Chapter Officers may be removed from office for violation of the Fraternity *Constitution, Bylaws, Standing Rules* and/or *Book of Policies*. Removal will be by majority vote of the collegiate chapter with approval of the Collegiate Chapter Advisory Board or by the vote of the Collegiate Chapter Advisory Board with approval of the designated volunteer(s) and Network Director or assigned International Headquarters staff member. Disclosure to the officer of the situation that would result in the removal will be the responsibility of the Membership Integrity Board or the Collegiate Chapter Advisory Board as appropriate. Alternatively, the Executive Director may remove a chapter officer with or without cause whenever said removal is deemed immediately necessary to protect the best interests of the Fraternity and/or the chapter.

Section 11. Required Collegiate Chapter Functions. Required collegiate chapter activities shall include all recruitment meetings and functions, membership selection meetings, Pinning Service (For Collegiate and Chartering Chapters), Ritual for Initiation,

and chapter meetings. In addition, the chapter may require attendance at other chapter activities such as Founders' Day programs, philanthropy events, etc.

Each chapter shall specify the activities at which attendance of chapter members is required and shall set definite attendance, excused absence, and penalty policies in its chapter bylaws.

Section 12. International Membership Education Examination. The International Membership Education Exam will be administered by the Executive Team between January 1 and April 1 each year.

Standing Rule 7

Alumnae Chapter Management

Section 1. Alumnae Chapter Roll. Each alumnae chapter shall submit to the Fraternity an annual chapter roll no later than March 1 of each year.

Section 2. Primary Membership. Each alumna member shall designate one alumnae chapter as her primary alumnae chapter. This designation must be made no later than March 1 of each year and then may not be changed until the next time period for the annual renewal of membership and payment of dues to an alumnae chapter. An Alumnae President must be a primary member of the alumnae chapter she is serving unless the assigned network specialist gives permission for this requirement to be waived.

Alumna members may hold an officer position in more than one alumnae chapter, with the exception of Alumnae President. An alumna member may only hold the office of Alumnae President in the chapter she has designated as her primary membership. Any exception to this rule must be approved by the assigned Network Specialist.

Section 3. International Alumnae Dues Collected by an Alumnae Chapter. Alumnae chapters shall remit International Alumnae Dues collected from members to the Fraternity within 30 days of invoice.

Standing Rule 8

Membership Regulations

Section 1. Members in Good Standing.

- a. Article III of the Alpha Omicron Pi *Constitution* defines members in good standing with the International Fraternity.
- b. Each collegiate chapter must specify in its chapter bylaws the requirements for chapter members to be in good standing with the chapter. The bylaws should also specify the privileges that a chapter member loses when she is not in good standing with the chapter.

Section 2. Transfer Members.

- a. **Affiliation with an Existing Chapter.** A member, upon transferring from one campus where she has been affiliated with Alpha Omicron Pi to another campus where there is a chapter, shall have the option to affiliate. If she desires to affiliate, she is expected to present an official affiliation form signed by the chapter president of her previous collegiate chapter verifying she is a member in good standing within the first semester/quarter/term upon transferring. Under no circumstances may the chapter vote upon her as a member of the Fraternity. Affiliation may be denied only if the transferring member cannot provide the properly signed affiliation form during the time frame specified. Once affiliated, the member is responsible for all obligations of a member of the chapter as defined in its bylaws. If a transferring member fails to affiliate during the time frame specified, she will remain an alumna member of the Fraternity.
- b. **Affiliation with a Chartering Chapter.** A member, who has transferred from one campus where she has been affiliated with Alpha Omicron Pi to another campus where a chartering chapter is established, shall have the option to affiliate with the chapter, once the chapter has been installed. If she desires to affiliate, she is expected to present an official affiliation form signed by the president of her previous collegiate chapter verifying she is a member in good standing within 30 days of the installation of the chapter. Under no circumstances may the chapter vote upon her as a member of the Fraternity. Affiliation may be denied only if the transferring member cannot provide the properly signed affiliation form within 30 days of chapter installation. Once affiliated, the member is responsible for all obligations of a member of the chapter as defined in its bylaws. If a transfer member fails to affiliate within the first 30 days of chapter installation, she will remain an alumna member of the Fraternity.
If chapter installation is scheduled at the end of a school term the 30-day timeline may extend into a break. In that case the transfer member may still provide the required paperwork during the break or may provide the paperwork prior to chapter installation for the affiliation to go into effect on the day following the installation.
The chartering chapter may elect the member to an office to be installed at the first chapter officer installation, provided the affiliation form is presented prior to elections.

Section 3. Enrollment Requirements for Collegiate Membership.

- a. **New Member.** A new member's eligibility for membership is automatically ended if she withdraws or graduates from the college or university. A former new member is eligible for selection in the same manner as any other candidate.
- b. **Initiated Member.** When an initiated member drops out of college or she is no longer eligible to be a collegiate member according to local Panhellenic or University regulations, she shall become an alumna member. If she is an alumna member in good standing and returns to the same institution, she may elect whether or not to resume collegiate membership or remain an alumna member.
- c. **Enrollment Status.** A chapter shall include in its bylaws a statement that full-time and part-time students (to the extent allowed according to local Panhellenic and University regulations) are eligible for membership selection and initiation. They shall remain collegiate members as long as they are students in good standing as defined by the university, or until alumna status has been approved or notice of suspension has been sent. If such bylaw provision is in conflict with college and/or

Panhellenic regulations, the provision shall be changed to comply with college and Panhellenic regulations.

- d. Undergraduate Students Enrolled in Excess of Four Years. After four years of matriculation, a student may elect either collegiate or alumna membership status. If the member chooses collegiate status she shall notify the collegiate chapter Vice President of Operations prior to the start of the fifth year. As a collegiate member, she must fulfill all local and international membership responsibilities for the entire academic year and is entitled to all privileges of collegiate chapter membership. As an alumna member, she is removed from the collegiate chapter roll submitted to International Headquarters.

Section 4. Married and Parent Student Members. A student member who is married, expecting a child, or becomes a parent may elect either collegiate or alumna membership status. As a collegiate member she must fulfill all local and international membership responsibilities and is entitled to all the privileges of collegiate chapter membership. As an alumna member she is granted all the rights and privileges of an alumna member and removed from the collegiate chapter register submitted to International Headquarters.

Section 5. Graduate Students. A graduate student may affiliate with a collegiate chapter by invitation of that chapter. If she does not choose to affiliate with the collegiate chapter, she remains an alumna member.

Section 6. Special Membership Status. Under special circumstances, a collegiate member in good standing may apply for a change in membership status. There are three different statuses for which a member may apply, including Leave of Absence, Special Status-On Campus, and Special Status-Off Campus.

- a. Leave of Absence. Leave of Absence is reserved for those chapter members who are struggling academically, personally, or financially and need time away from the chapter in order to focus on these other priorities. With this status, the expectation is the member will return to active status once she has taken care of her situation(s).
- b. Special Status-On Campus. Special Status-On Campus is reserved for those chapter members who are on campus but have other duties that might detract from the amount of time they can devote to AOII. This may occur when the member is enrolled in an academic program or has an on-campus internship that requires her to spend the majority of her time doing things for her program.
- c. Special Status-Off Campus. Special Status-Off Campus is reserved for those chapter members who spend a majority of time away from campus completing their studies and cannot attend AOII meetings or events. This may occur when a member is enrolled in a program that takes her off campus, such as an internship, student teaching, or a nursing clinical. This may also occur when a member is completing a travel/study abroad program and will be taking classes in a different location.
- d. To obtain a change in status of Leave of Absence, Special Status-On Campus, or Special Status-Off Campus, the following criteria must be followed:
 - (1) The member requesting a change of status must be an initiated member of Alpha Omicron Pi Fraternity.

- (2) The requested status shall be for a specific time period as indicated on the application. A collegiate member may apply for any of the three statuses during any quarter/semester as an undergraduate member.
 - (3) The member must obtain written approval for the status change, including the length of time for which the status will be effective, from the chapter's Membership Integrity Board and the Membership Integrity Advisor or another advisor designated by the Chapter Advisor. This status is effective when notification is sent by the advisor. Should the Membership Integrity Board or advisor not approve a status application, a denial notification must be sent within four days of the vote.
 - (4) The member is responsible for the payment of International Dues and Fees during her time on a special membership status.
 - (5) Chapter fees may be reduced to account for non-participation in local events such as social events. This amount shall be specified and approved by the chapter Finance Advisor at the time of budget approval. Chapter fees may be further reduced or waived at the discretion of the chapter's Membership Integrity Board and Collegiate Chapter Advisory Board.
 - (6) Corporation fees may be reduced at the discretion of the chapter's Corporation. Corporation fees will only be reduced by the Director of Properties or her designee.
 - (7) The member will remain on the chapter roll during her time on a special status. When a member applies for a special status, the member and the chapter must come to a written agreement regarding the events she will be attending (if any) and the amount she will be billed based on the selected chapter events. The member may attend chapter meetings (including membership selection meetings) but does not have voice or vote in those meetings. Since members on special membership status do not have voice or vote at chapter meetings, they are not included in any quorum calculations. The member may not hold an office but may participate in work groups at the discretion of the Executive Team.
- e. Appeal of Status Change Denial: A member whose request for a change in status is denied by the Membership Integrity Board or advisor may appeal the decision directly to the chapter's Collegiate Chapter Advisory Board within 14 days of being notified of the decision. The appeal shall be heard by a panel consisting of three CCAB members determined by the Chapter Advisor. The panel shall either uphold the decision or overturn the decision. The panel's decision is final. A member of the panel shall send the panel's decision to the chapter member, Vice President of Membership Integrity, and Membership Integrity Advisor within 14 days of receiving notice of the appeal.

Section 7. Alumna Status Under Special Conditions.

- a. Rechartering or Reorganization. The Executive Board, upon unanimous vote, shall have the power to place collegiate members on alumnae status, conferred only when the Executive Board has determined that there is apparent difficulty in maintaining the chapter and a rechartering or reorganization is planned. When placed on such

status, the member shall be considered an alumna member in good standing provided all balances to her chapter and corporation are paid in full.

- b. **Special Chapter or Member Circumstances.** A collegiate member may be placed on alumna status if an individual member's life circumstances dictate that she cannot fulfill her membership responsibilities and it would be inequitable for the chapter to suspend her. The member must complete an online application and the alumna status must be approved by the Chapter Advisor, the assigned Network Specialist, and the assigned International Headquarters staff member.
 - (1) When placed on such status, the member shall be removed from the chapter roll submitted to International Headquarters and shall be considered an alumna member in good standing provided all balances to her chapter and corporation are paid in full.
 - (2) **Billing.** A collegiate member who has requested alumna status shall remain on the chapter roll and shall continue to be included in billing for all international fees, corporation fees and chapter dues until the notice of change in membership status is sent from International Headquarters. At that time, she shall be removed from the chapter roll and shall no longer be included in billing.
- c. **Appeal of Status Change Denial.** A member whose request for a change in status is denied by the assigned International Headquarters staff member, assigned Network Specialist or Chapter Advisor may appeal the decision by written request for reconsideration to the Executive Director. The decision of the Executive Director upon reconsideration is final.

Standing Rule 9

Membership Recruitment

Section 1. Primary Recruitment Period. Unless otherwise determined by the Executive Director or her designee, each collegiate chapter of Alpha Omicron Pi must participate in the organized recruitment process governed by the College Panhellenic Association.

Section 2. Maintaining Campus Total. Each collegiate chapter of Alpha Omicron Pi is expected to maintain a membership at campus total in order to be comparable in number with those of the other National Panhellenic Conference (NPC) member organizations on its campus and those of the non-NPC member organizations on its campus that participate in the recruitment process governed by the College Panhellenic Association. If there are no other NPC organizations, total shall be determined by the NPC Total Setting Methodology Process.

Section 3. Membership Recruitment Plans. A carefully planned Recruitment program is essential to the health of a collegiate chapter. All membership recruitment plans must be reviewed by the designated volunteer and member of the International Headquarters staff. Feedback provided from the designated volunteer or staff member must be implemented. Fines must be levied to the Vice President of Membership Recruitment for late membership recruitment plans. Fines are the personal responsibility of the officer and

may not be paid from chapter funds. Permission to submit plans after the due date may be granted only by the designated volunteer or member of the International Headquarters staff and only when the request is made before the actual date due.

Section 4. Continuous Open Bidding (COB). Any chapter not achieving Quota or Total must submit plans and updates to the designated volunteer(s) and member of the International Headquarters staff until both have been achieved. Chapters should use the same criteria used during primary recruitment for COB new members. Alpha Omicron Pi does not require a set number of events a candidate must attend before the chapter may offer her a bid.

Section 5. Non-Attendance at Membership Recruitment Planning Functions and Recruitment Activities. Each collegiate chapter shall include in its bylaws the following statement: “Attendance at all recruitment activities, including workshops, planning seminars, work parties, retreats, other planning and preparation sessions and at all formal recruitment activities is mandatory.” Excused absence requests must be presented in writing to the officer designated by the chapter and approved by that officer and the Recruitment Advisor or another advisor designated by the Chapter Advisor in advance of the anticipated absence. An unexcused absence will result in an automatic penalty assessed by the chapter.

Section 6. Membership Selection Program. By carefully following Alpha Omicron Pi’s membership selection procedures, all prospective members are evaluated fairly on their own merits. In order to protect the interests of the Fraternity and each member, Alpha Omicron Pi’s selection process must remain confidential.

Section 7. Advisors at Membership Selection. Only the Collegiate Chapter Advisory Board members, assigned International volunteer(s) and International Headquarters staff may attend membership selection sessions.

Section 8. Electronic Devices at Membership Selection. All conversations and information shared during membership selection must remain confidential. For this reason, when cell phones or other devices are necessary for membership selection, confidentiality must be respected and maintained.

Section 9. Legacies at Recruitment. A legacy is defined as a sister, daughter, or granddaughter of an initiated member of Alpha Omicron Pi (alive or deceased) in good standing with the Fraternity. Step relationships shall be considered in the same manner as non-step relationships. Chapters may contact International Headquarters to verify the membership standing of the relative of a legacy.

If a chapter releases a legacy at any point during the recruitment process, a member of the Collegiate Chapter Advisory Board must contact the AOII relative of the legacy by telephone or email if possible, and with consideration to time, prior to distribution of invitations for the next round of recruitment events. This contact should be as a courtesy to inform the AOII relative of the legacy’s release from membership consideration.

Under no circumstances should the Collegiate Chapter Advisory Board member give reason(s) for a legacy's release.

Standing Rule 10

New Member Period and Initiation

Section 1. Time Between Bid Distribution and the Pinning Service. The period between bid distribution and the pinning service shall not be longer than two weeks.

Section 2. Termination of New Member Period. (See *Bylaws* Title II, Article III, Section 4 and Standing Rule 8, Section 3a.) A chapter may terminate a new member's eligibility for membership for cause only upon a two-thirds secret ballot vote of the members at a chapter meeting where quorum is established, with the approval of the Collegiate Chapter Advisory Board and the designated International volunteer. Such a decision is to be made only as circumstances warrant.

Section 3. Initiation. (See *Bylaws*, Title II, Article III, Section 5.) The chapter and its new members promise to fulfill mutual responsibilities before a new member class is initiated. Implicit in this agreement is the assurance to each new member that she will be initiated when requirements of initiation are met:

- a. Payment of all international fees, corporation fees and local chapter dues.
- b. Satisfactory completion of the New Member Experience program.
- c. Demonstration of willingness to accept full responsibilities of membership.
- d. Acceptance of the high standards of decency and integrity required by the Fraternity.
- e. Participation in chapter and campus activities.

A chapter may not decline to initiate a new member who has met all the requirements. If a new member is unable to attend the scheduled initiation, the new member must be initiated as soon as the chapter schedule and the new member's schedule allows. New member pins may not be taken from the new members earlier than 72 hours prior to initiation. The date, time and place of initiation must be given to the new member class, the designated network volunteer, and the designated member of the International Headquarters staff at least two weeks prior to initiation. If the date, time or place of initiation must change, prior approval must be granted by the designated network volunteer with notification to International Headquarters.

After completing her new member period, if a new member determines that she is not ready to make the lifetime commitment to Alpha Omicron Pi, the Director of New Member Experience or Vice President of Membership Experience and Chapter Advisor shall provide the new member a maximum of two weeks to decide whether she will be initiated or will terminate her new member period.

Standing Rule 11

Use of Technology

Section 1. Electronic Communication. Electronic communication shall follow the same prudent judgment rules used with other non-confidential written or verbal communication. Electronic communication should never be considered to be either private or secure.

Section 2. Collegiate Chapter Websites.

- a. All AOII collegiate chapters and chartering chapters are required to have a website designed by AOII's preferred vendor or approved by a designated International Headquarters staff member. The chapter must adhere to all operational policies and update procedures as determined by the preferred vendor and staff.
- b. Copyrighted Music: Although the Fraternity allows chapters to add music to their websites; the chapter must ensure that they have purchased the rights to any music used and provide evidence of the purchase to International Headquarters.
- c. Use of Personal Information: When possible, AOII chapter websites should avoid the use of personal information about members and alumnae for personal safety and security reasons. Specific personal email addresses for officers/members as well as information such as addresses and hometowns should not be shown on the public side of any chapter website. Such specific information should be strictly limited to a private, log-in area of the website.

Section 3. Alumnae Chapter Websites. All AOII alumnae chapters are encouraged to have a website designed by AOII's preferred vendor or approved by a designated International Headquarters staff member. The chapter must adhere to all operational policies and update procedures as determined by the preferred vendor and staff.

Section 4. Responsibility. Alpha Omicron Pi Fraternity, Inc. and its chapters hereby disclaim any and all duty, responsibility and/or obligation for any email or website content in violation of this standing rule and accept no responsibility for any damages of any kind or nature to any entity or individual by virtue of the content of any electronic communication.

Standing Rule 12

Collegiate Chapter Monitoring

When the designated International volunteer(s) and member of the Fraternity staff determine, a collegiate chapter is failing to meet the obligations of the Fraternity, they will institute a plan designed to help the chapter improve. The International volunteer(s) and member of the Fraternity staff will jointly write and send a set of special guidelines and directives to the chapter and the Collegiate Chapter Advisory Board. Should the chapter fail to comply with the plan and make improvements, International Probation of the chapter may be recommended.

Standing Rule 13

Chapter Corporations and Chapter Housing

A. Chapter Corporations

Section 1. Authority. Alpha Omicron Pi grants, through issuance of chapter charters, the use of the Fraternity name to all collegiate chapters and their chapter corporations. Therefore, in operational matters, all chapters and chapter corporations must abide by the regulations of the Fraternity as set forth in the Governing Documents and in any manuals of the Fraternity pertaining to housing and facility management. The Executive Board may, in its discretion, establish operating standards that apply to Alpha Omicron Pi Properties, Inc. and/or chapter corporations that are managed by Alpha Omicron Pi Properties, Inc. that shall supersede the provisions herein.

Section 2. Structure. Each collegiate chapter shall have a chapter corporation unless the Executive Board designates Alpha Omicron Pi Properties, Inc. to serve in that capacity without a separate corporation for that purpose. All chapter corporations shall be centrally managed by Alpha Omicron Pi Properties.

Section 3. Closed Chapter and Corporations. When a chapter is closed, after all financial obligations of the chapter and corporation have been satisfied, all remaining assets, real and personal, tangible and intangible, shall be turned over by the corporation to the Fraternity. Such assets shall be used first to repay any outstanding obligations of the closed chapter and/or corporation and to reimburse any closing expenses incurred by the Fraternity. Unless there is a ruling to the contrary by the Fraternity, the chapter corporation shall be dissolved.

Section 4. International Governance and Oversight. The Fraternity retains at all times the authority to oversee, manage and otherwise control the corporation in the best interests of Alpha Omicron Pi Fraternity, Inc. and the chapter. The Fraternity shall serve as the sole voting member of the Corporation. By serving the corporation in the volunteer role of director and/or officer, a member of the Fraternity serves as a fiduciary for the interests of the Fraternity. Corporation directors and/or officers may be removed from their positions for violation of the Governing Documents and/or for any reason deemed to be in the best interests of the Fraternity. Removal shall be by a majority vote of the Executive Board. Upon removal of a director or officer, the Fraternity shall have full authority to appoint an interim director or officer pending the calling of a meeting of the corporation's members for the election of new directors and/or officers. Any officer or board member so removed shall not be qualified to hold office in the corporation or serve as an elected or appointed alumna volunteer of the Fraternity for a period of five (5) years.

- a. Policy regarding Removal of a Corporation officer or board member. Any corporation director or officer may be removed from her position for one or more of the following reasons:
 - (1) Violation of the *Constitution, Bylaws, Standing Rules* or *Book of Policies*;
 - (2) Conduct which, in the discretion of the Fraternity, renders a volunteer's presence and or continued involvement detrimental to the chapter she serves;
 - (3) Refusal to cooperate;

- (4) Any action or omission which may jeopardize the health, safety or welfare of any member or chapter, or;
 - (5) For any reason deemed to be in the best interests of the Fraternity, in the discretion of the Executive Board.
- b. Method of Removal. Removal may be initiated by any of the following procedures:
 - (1) By the Executive Board upon a finding that said removal is immediately necessary to protect the best interests of the Fraternity and/or the chapter;
 - (2) Upon a request by the Executive Director and either a Network Director or the assigned International Headquarters staff member made to the Executive Board by presentation of documentation of the violation and/or specific circumstances, the investigation protocol and the action plan taken to remedy the situation. In such instances, the corporation director or officer will be notified by the Executive Director of the proposed action in writing. Within twenty-four (24) hours of the date of receiving such notice, the director or officer may request in writing to have a hearing via remote communication with the Executive Board. The determination of the Executive Board will be communicated in writing to the director or officer and to the corporation. The notice need not detail the factual basis for the action of the Executive Board, and the decision of the Executive Board is final.

Section 5. Acquisition and/or Development of Chapter Facilities.

- a. Written approval of the designated member of International Headquarters staff is required before the sale or disposition of chapter furnishings. In addition, the same written approval is required before redecorating, remodeling, or repairs.
- b. Approval of the Executive Board by a majority vote is required before any Chapter Corporation may enter into any contract or assume any obligation for:
 - (1) The purchase or sale of land or building;
 - (2) The building of a new house for chapter use;
 - (3) Lease of facilities for chapter use;
 - (4) A written agreement regarding real property interests;
 - (5) The mortgage or pledge of chapter corporation assets; or
 - (6) Redecorating, remodeling, renovations or repairs at a cost of over \$20,000 cumulative per project.

The approval request shall include a proposed contract, a detailed statement concerning the necessity or desirability of the proposed contract, and a financial feasibility plan regarding the proposed contract if it is not to be paid from existing cash reserves. The Executive Board may establish and amend written procedures for the submission, review and approval of such proposed contracts.

B. Chapter Housing

Section 1. Definition and Oversight. “Chapter housing” includes chapter house, lodges, suites, and residence hall floors which have been designated by the Chapter Corporation or university for occupancy by members of Alpha Omicron Pi.

All chapter housing shall at all times be subject to the oversight of Alpha Omicron Pi Fraternity, Inc., (“Fraternity”) which may, in its discretion, delegate some or all of that

oversight to Alpha Omicron Pi Properties, Inc. or other designated officer, agent, entity or steward.

Although chapter real estate interests may from time to time be titled in the name of a specific chapter corporation and/or Alpha Omicron Pi Properties, Inc., all such real property interests and other associated assets are assets of the Fraternity and are subject to its control, oversight and management. To the extent such interests are titled or otherwise held in the name of specific chapter corporations, such chapter corporations were created and exist at the direction of the Fraternity and were created and intended by it to serve in the capacity of a steward for the benefit of the Fraternity in its management and oversight of chapter real property interests.

Collegiate chapters and/or alumnae chapters are prohibited from accepting, acquiring or holding any real property interests except as authorized and allowed by the Governing Documents.

Section 2. Chapter Live-In Requirements. Each collegiate chapter that has housing available must fill the facility to capacity and have in its chapter bylaws standards that set forth:

- a. that all members will live in the facility to achieve capacity,
- b. if capacity does not allow all members to live in, then defines which member shall live in the chapter facility and the method for decision making,
- c. a requirement that designates which collegiate officers, as determined by the chapter and in consideration of any university policy, must live in the chapter facility unless granted a waiver by the Collegiate Chapter Advisory Board in its discretion and any empty bed fees resulting from the waiver(s) granted by the Collegiate Chapter Advisory Board shall be charged to the chapter, and
- d. how empty bed fees shall be apportioned among members of the chapter.

Section 3. Housing and Corporation Fee Agreements. Any individual or chapter with access to property provided by or through the Fraternity (whether in the name of the Fraternity, Properties or a chapter corporation) shall be subject to the regulations set forth in the Governing Documents. This includes collegiate chapters; collegiate and alumnae members of the Fraternity who reside in or have access to such property; and any individual, who resides in or has access to such property. To the extent that any individual not a collegiate member of the Fraternity is permitted to occupy a chapter house for any period, under agreement or otherwise, such individual shall be bound to the maximum extent possible and applicable by the chapter housing provisions contained in the Governing Documents and any chapter corporation agreement.

- a. **Corporation Fee Agreements.** Each chapter corporation without housing facilities shall require that each member execute a corporation fee agreement annually. All agreements shall be signed and submitted by the due date established by the chapter corporation.
- b. **Housing and Corporation Fee Agreements.** Each chapter corporation with housing facilities shall require that each member execute a housing and corporation fee

agreement annually. All agreements shall be signed and submitted by the due date established by the chapter corporation. If any member executing a housing and corporation fee agreement is under the age of majority, the housing and corporation fee agreement shall be signed by the member and shall be guaranteed by her parent or legal guardian. Members under the age of majority in the jurisdiction in which they are signing shall acknowledge their lack of majority status and obtain parental or guardian signatures before submitting the agreement.

Section 4. Supervision by Employed Resident. All chapter housing shall be under the supervision of an employed house director who is not an undergraduate. This employee shall be hired, trained, and supervised by Alpha Omicron Pi Properties, Inc. or the chapter corporation. This house director requirement may be waived in instances where supervision is provided by the University or other supervision arrangements can be made. The procedure for obtaining a House Director Waiver is:

- a. A House Director Waiver form must be filed the semester prior to the school year for which the waiver is being requested. The due dates are listed on the form.
- b. The chapter shall fill out the House Director Waiver form and forward it to the Network Director or assigned Network Specialist by the date specified on the form.
- c. If the Network Director/assigned Network Specialist approves the waiver, she shall sign the waiver and forward it to the Director of AOII Properties by the date specified on the form.
- d. The Director of AOII Properties will approve or decline the waiver and notify the chapter.
- e. Failure to submit the House Director Waiver by the required date will result in a \$50 fine to the collegiate chapter.

Section 5. House Rules. House Rules address the group living conduct of the chapter members and are adopted or amended by a 2/3 ballot vote of the chapter and approved by a 2/3 vote of the Collegiate Chapter Advisory Board. House Rules must be reviewed at the beginning of each school year and any changes adopted within the first month of the school year. House Rules may be reviewed and changes adopted at other times throughout the year as necessary. In the event that an amenable decision concerning the House Rules is not reached between the chapter and the Collegiate Chapter Advisory Board, either party may petition their Network Director or International Headquarters staff member for a resolution.

The House Rules adopted by a chapter should be clearly stated in written form and distributed to every new member and initiated member. All house rules shall apply to any resident living in Alpha Omicron Pi housing as well as to members and new members not living in chapter housing and invited guests.

A chapter's House Rules must include the rules below. These are minimal requirements and may be made more stringent by agreement of the chapter and the Collegiate Chapter Advisory Board.

- a. Alpha Omicron Pi Policies. The Risk Management Policy in the Alpha Omicron Pi Book of Policies must be included as an addendum to the chapter's house rules. Among the policies included in the Risk Management Policy are: alcohol and drug use, hazing, and firearms.
- b. Visitation. Each chapter with housing must include visitation rules in its House Rules. Under no circumstances may a chapter implement visitation rules that are less restrictive than those required in college or university housing. The visitation rules shall address the following:
 - (1) Visitation by Initiated members and new members who do not live in chapter housing.
 - (2) Visitation by non-members in general.
 - (3) Overnight guests.
 - (4) The responsibility of the live-in member for the conduct of her guest(s).

If, at any time, visitation creates disharmony within the chapter, all visitation may be terminated immediately by majority vote of the Collegiate Chapter Advisory Board. The House Rules shall be amended with a new non-member visitation rule within one month of visitation termination by the Collegiate Chapter Advisory Board. Visitation may resume upon the adoption of the new visitation rules.

- c. Use of Candles. Alpha Omicron Pi prohibits the use of candles, incense, halogen lamps/lights, oil burning items, or any other open flame device on Fraternity property unless the candles are electric or battery operated in nature.
- d. Pets. All residents in chapter facilities are prohibited from having pets in their rooms or building. Service dogs are permitted (as defined by the Americans with Disabilities Act) but not for training purposes. Official documentation must be provided to the Director of AOII Properties to meet the service dog requirement.

Standing Rule 14

Special Occasions, Traditions, and Etiquette

Section 1. Hospitality. An initiated member is welcome in any Alpha Omicron Pi chapter, collegiate or alumnae, except for such business meetings as may be reserved for collegiate members of the chapter. Care should be taken to make any member visiting a collegiate or alumnae chapter feel that she is at home and that her interests are the interests of the chapter. Every effort should be made by alumnae chapters to contact and welcome members of Alpha Omicron Pi within their geographic areas.

In our Alpha Omicron Pi chapter houses we welcome any member or guest with warmth and good manners, just as we would in our own home.

Section 2. Founders' Day. Founders' Day is the annual celebration of Alpha Omicron Pi's founding on January 2nd. Examples of programs include the Service for Candle Lighting at Founders' Day, found in the *Rituals Book*, or an alumna telling the story of the founding of a local chapter of Alpha Omicron Pi.

Founders' Day is typically the occasion when donations are collected for the Ruby Fund, the part of the Alpha Omicron Pi Foundation designated for assistance to members of Alpha Omicron Pi in dire need.

Section 3. Anniversaries. Specific anniversaries are celebrated by collegiate and alumnae chapters for milestone anniversaries every 25 years. The local chapter hosts the event and the international organization honors the occasion with a gift and the attendance of an international officer or designee. Every effort is made to send an international officer to these milestone anniversaries; however, requests for such a guest must be made at least three months prior to the date of the event. Alumnae and collegiate chapters are encouraged to recognize these special occasions by sending notes of congratulations.

Section 4. Officer Visit by Invitation. It is a very worthwhile and special experience for a collegiate or alumnae chapter to invite an Alpha Omicron Pi officer to participate in any festivity. When a collegiate or alumnae chapter issues an invitation to an Alpha Omicron Pi officer to be an official guest on a special occasion such as Founders' Day or an anniversary celebration, other than a milestone anniversary, it is the chapter's responsibility to pay for all expenses of the visitor (including travel, lodging, and meals).

- a. No Alpha Omicron Pi international funds are budgeted for such purposes. Travel funds are budgeted only for "official working" visits of Alpha Omicron Pi officers.
- b. When the invitation is extended, the chapter should confirm that it will assume the financial responsibility for the visit.

Section 5. Visitors Sent by Alpha Omicron Pi. For anniversaries, installations, chapter visits, or other occasions for which the Executive Director determines that an officer will represent the Fraternity, the cost of travel, lodging, and meals will be paid by the Fraternity.

Section 6. Alumnae and Collegiate Chapter Installations. When a new alumnae and/or collegiate chapter is installed, all collegiate and alumnae chapters are encouraged to send greetings.

Section 7. Singing at Alpha Omicron Pi Functions. Singing the Alpha Omicron Pi Grace is customary prior to meals in Alpha Omicron Pi facilities and at all Alpha Omicron Pi gatherings. Singing of other Alpha Omicron Pi songs is encouraged at Alpha Omicron Pi gatherings as part of the friendship and conviviality of the occasion.

Standing Rule 15

Events

Section 1. Convention. Additional Information on Convention is found in Title I, Article III of the *Bylaws*.

- a. Fraternity Convention Expenses. The Fraternity shall pay expenses at meetings of Council in an amount prescribed by the Executive Director and approved by the Executive Board for the following:
 - (1) Room and meals at Convention:
 - i. Collegiate Chapter Advisors
 - ii. Alumnae Chapter Presidents of qualified alumnae chapters.
For the purposes of Convention expense, a qualified alumnae chapter is defined as one that:
 1. Submits required online reports on time.
 2. Submits all fees to International Headquarters by April 1 of each year.
 3. Maintains zero dollars (\$0.00) accounts receivable to International Headquarters.
 - (2) Room and meals at Convention and travel to and from Convention as prescribed by the Executive Director for:
 - i. Collegiate Chapter Presidents
 - ii. Chartering Chapter Advisors
 - (3) Room and meals at Convention and a travel allowance, the amount of which will be determined by the Executive Director, for:
 - i. Past International Presidents
 - ii. International Officers
 - iii. Network Directors
 - iv. Network Specialists
 - v. National Panhellenic Conference Delegate
 - vi. Chairs of Standing Committees
 - vii. Parliamentarian
- b. The Fraternity shall not pay Convention expenses for any Convention attendee if the attendee or the chapter the attendee is representing has a past due balance (one day or more after invoice due date) owed to International Headquarters 10 days before the opening of the first business session of Convention. If the chapter or member has a past due balance on that date, the chapter or member will be invoiced for the Convention expenses that were to be covered by the Fraternity. Any exceptions to this must be specifically authorized by the Executive Director via a request made no later than 10 days before the opening of the first business session.

- c. Convention Invoice and Registration Fee. Each member, delegate and alternate attending the Convention shall pay her convention invoice, including the registration fee, to International Headquarters by the deadline announced in the Convention registration material. The registration material will be released to the membership no later than April 30th of each Convention year. Failure to pay any Convention expense invoice by the deadline will result in either the cancellation of the non-delegate attendee's registration and the attendee will not be allowed to attend Convention or the delegate/alternate delegate being invoiced for the Convention expenses that were to be covered by the Fraternity. Any exceptions to this must be specifically authorized by the Executive Director no later than 10 days before the opening of the first business session.
- d. Delinquent Payments due to International Headquarters. *Bylaws*, Title I, Article III, Section 4d references past due balances owed to International Headquarters. For the purpose of this section, International Headquarters is defined as AOII Fraternity, AOII Properties, and Chapter Corporations.
- e. Alternates Substituting for Delegates. If a registered delegate is unable to attend convention, her delegate status and registration may be transferred to an authorized alternate delegate, as defined in *Bylaws*, Title I, Article III, Section 5, no later than 15 days prior to start of convention. No delegate substitutions may be made after that time. The registration, room and board of the registered delegate may be transferred to another member who can then attend as a non-delegate. Procedures for transferring registration are detailed in the Call to Convention.
- f. Delegate Attendance. All delegates and alternate delegates are expected to attend all regularly scheduled convention activities, sessions, and meals unless they have been excused in advance by the Executive Director. Advanced approval must be obtained for any planned late arrivals or early departures. Absences due to unexpected travel delays or other emergencies may be excused by the Executive Director when notified of the delay/emergency. Delegates and alternate delegates failing to meet this requirement will be invoiced for their convention expenses.

Standing Rule 16

Alumnae Volunteers

Section 1. Expectations. All alumnae members who are serving the Fraternity in a volunteer role are expected to pay International Alumnae Dues through membership in an alumnae chapter or directly to International Headquarters. They are also expected to donate to the Foundation on an annual basis, though no minimum amount is required. This includes Collegiate Chapter Advisory Board members, Executive Board members, Foundation Board members, Properties Board members and all international volunteers.

Section 2. Eligibility. All alumnae volunteers shall be members in good standing with Alpha Omicron Pi Fraternity. Membership status should be verified with the Executive Director or her designee at International Headquarters. Network personnel shall have been alumnae members of the fraternity for at least one year before such person can be

appointed to a Network position unless this provision is waived by the Executive Director.

Section 3. Volunteer Development. Alpha Omicron Pi encourages personal development, mentorship of others as future successors, and role progression as appropriate based on skills, interests and Fraternity needs. International volunteers who are appointed to their roles will receive regular feedback on their performance and participate in performance evaluations at the end of their appointment to determine if re-appointment is appropriate.

Section 4. Volunteer Service.

- a. Under no circumstance shall any one volunteer, other than the International President, a Past International President (PIP), or the NPC Delegate, hold two or more Council positions simultaneously. The International President may simultaneously hold the position of the NPC Delegate. A PIP may simultaneously hold one other Council position or both the NPC Delegate and Panhellenics Committee Chair positions. The NPC Delegate may simultaneously hold the position of Panhellenics Committee Chair.
- b. Volunteers may not serve in multiple positions (including local and international positions) where there is a conflict of interest. Should any questions arise as to the appropriateness of serving in multiple volunteer positions, the respective supervisor will make and communicate said determination.
- c. The following international volunteers may not serve on Collegiate Chapter Advisory Boards:
 - Alpha Omicron Pi Executive Board Members
 - Alpha Omicron Pi Properties Board Members
 - Alpha Omicron Pi Foundation Board Members
 - Network Directors

All other international volunteers may serve on a CCAB at the discretion of their supervisor. Should a CCAB member be elected or appointed to one of the positions above, she must transition out of her CCAB role according to a timeline approved by her supervisor. The provision above does not preclude Network Directors and Network Specialists from fulfilling CCAB duties in the absence of advisors as part of their network duties. Exceptions may be granted by the Executive Director.

Section 5. Fraternity Leadership Committee (FLC). (See *Bylaws* Title I, Article XIII). The members of the Fraternity Leadership Committee shall be: Executive Board Members, Foundation Board Members, Foundation Executive Director, Fraternity Executive Director, International Headquarters Staff Leadership Team, International Standing Committee Chairs, NPC Delegate, Network Directors, Past International Presidents, and Properties Board Members.

Section 6. Network Personnel Attendance at Training. International volunteers must attend all required trainings and events during their appointed term, unless they follow the appropriate process to receive an attendance exception. International volunteers whose expenses are paid by AOII must serve the full term of the office following Convention, training, and/or event or they may be held personally responsible for related

expenses. Additionally, if they fail to meet these requirements, a waiver of this standing rule must be secured from their respective supervisor before being appointed to a future International volunteer role.

Section 7. Network Personnel Chapter Visitation. Each designated volunteer shall visit assigned chapters as determined by the Network Team and with approval of the Network Director or assigned International Headquarters staff member. Failure to comply with visit expectations may result in the Network Specialist's removal from office pursuant to the terms of Section 9 below.

Section 8. Expense Vouchers. Expense vouchers must be submitted for reimbursement within thirty (30) days of any expenditure or receipt of bill, or expenses will not be paid. Expense vouchers for required visits will not be approved until the report of the visit has been received by the appropriate officer.

Section 9. Replacement or Removal of a Fraternity Alumna Volunteer from Her Position.

- a. Replacement of an Appointed Alumna Volunteer. An appointed volunteer serves in her position until the person or body who appointed her appoints her successor or until her resignation. She may be replaced at any time for any reason by the person or body that appointed her through the appointment of her successor. Examples of appointed volunteers are members of a Collegiate Chapter Advisory Board appointed by the Chapter Advisor as well as Network and International Standing Committee volunteers appointed by the Executive Director.
- b. Replacement of an Elected Alumna Volunteer. An elected Chapter Advisor or Alumna Chapter officer serves in her position until the chapter that elected her elects her successor or until her resignation or removal. She may be replaced at any time for any reason by the chapter through the election of her successor. Collegiate chapters must follow the procedures in the *Bylaws*, Title II, Article VIII, Section 1, for Chapter Advisor Election.
- c. Removal of an Alumna Volunteer. An alumna volunteer may be removed from her position for cause by the volunteer supervisor and assigned International Headquarters staff member.

(1) Reasons for Removal. An alumna volunteer may be removed for the following reasons:

- i) Violation of the *Constitution, Bylaws, Standing Rules, or Book of Policies*.
- ii) Conduct which, in the discretion of the volunteer supervisor and assigned International Headquarters staff member, renders a volunteer's presence and/or continued involvement detrimental to the member(s) she serves.
- iii) Refusal to cooperate.
- iv) Any action or omission that may jeopardize the health, safety, or welfare of any of the members or chapters.
- v) Any reason deemed to be in the best interests of the Fraternity at the discretion of the volunteer supervisor and assigned International Headquarters staff member.

- (2) **Method of Removal.** The decision to remove an alumna volunteer shall be a joint decision of the volunteer supervisor and assigned International Headquarters staff member.
- i) The volunteer supervisor and/or the assigned International Headquarters staff member shall notify the volunteer.
 - ii) The volunteer is entitled to appeal her removal to the Executive Director. If she chooses to appeal, the member shall notify the Executive Director at International Headquarters within 10 days of notice of removal. If the volunteer does not appeal within 10 days, the decision of the volunteer supervisor and assigned International Headquarters staff member is final.
 - iii) If the volunteer appeals, the Executive Director, or her designee may conduct further investigations into the matter, including, but not limited to, remote communication with the appropriate parties to the removal. The Executive Director shall notify the affected alumna volunteer, the volunteer supervisor, and the assigned International Headquarters staff member of the outcome. The decision of the Executive Director is final.

Section 10. Vacancies. Any vacancy in an appointed or elected alumna volunteer position shall be filled in the same way as the original appointment/election unless otherwise specified in the *Bylaws*. Appointments/elections for vacant positions shall be for the remainder of the original term.

Standing Rule 17

Legal Counsel

Section 1. AOII Legal Services. All chapters and corporations will consult Alpha Omicron Pi General Counsel as the need arises. Services of General Counsel may also be assigned to chapters at the discretion of either the Executive Board or the Executive Director. Services of General Counsel will be at the expense of the local chapter or corporation. At the time of assignment to General Counsel, the chapter and corporation will be notified.

Section 2. Local Legal Services. Local legal counsel will be retained when appropriate. Consultation between local counsel and the Fraternity General Counsel may be necessary on certain occasions and will be the financial responsibility of the local chapter/corporation.

Standing Rule 18

Insurance

Section 1. Crime and Liability Insurance. Alpha Omicron Pi shall maintain a crime policy and a comprehensive international policy of liability insurance covering all collegiate and alumnae members in good standing while acting on behalf of or under the direction of Alpha Omicron Pi. Such insurance shall also be maintained by the Fraternity for all officers, funds, and entities of the Fraternity. The master policy shall be

maintained at International Headquarters. Collegiate chapters shall be billed for prorated premiums annually as part of International Fees.

Section 2. Property Insurance.

- a. All collegiate chapters shall (through the chapter corporation) purchase a business personal property insurance policy of no less than \$5,000 to adequately cover the value of Ritual equipment and chapter files.
- b. All alumnae chapters having Ritual equipment should purchase a business personal property insurance policy of no less than \$500.

Section 3. Chapter Housing. Only members and employees of Alpha Omicron Pi will be allowed to live in chapter housing.

Standing Rule 19 Fiscal Year

The fiscal year of Alpha Omicron Pi Fraternity and its chapters and chapter corporations shall begin July 1 and end June 30 of the following calendar year.

Standing Rule 20 Notifications and Appeals

A. Parties To Be Notified. Where notice of an action is required, copies of such notice shall be mailed as indicated:

Section 1. Removal of a Chartering Chapter.

(See *Bylaws* Title II, Article I, Section 4).

Copies of the notice of Removal of a Chartering Chapter shall be mailed to the following Fraternity volunteers and International Headquarters staff:

- The Network volunteers assigned to the chartering chapter; and
- The Fraternity Leadership Committee.

Section 2. Probation of a Collegiate Chapter

(See *Bylaws* Title II, Article XIII, Section 3).

Copies of the notice of Probation of a Collegiate Chapter shall be mailed to the following Fraternity volunteers and International Headquarters staff:

- The Network volunteers assigned to the chapter

Section 3. Termination of Probation of a Collegiate Chapter.

(See *Bylaws* Title II, Article XIII, Section 5).

Copies of the notice of Termination of Probation of a Collegiate Chapter shall be mailed to the following Fraternity volunteers and International Headquarters staff:

- The Network volunteers assigned to the chapter;

Section 4. Withdrawal of a Collegiate Chapter Charter.

(See Bylaws Title II, Article XIV, Section 2).

Copies of the notice of Collegiate Chapter Charter Withdrawal and notice of final action shall be

mailed to the following Fraternity volunteers and International Headquarters staff:

The Network volunteers assigned to the chapter;

The Fraternity Leadership Committee

Section 5. Withdrawal of an Alumnae Chapter Charter

(See Title III, Article VII, Section 2).

Copies of the notice of Alumnae Chapter Charter Withdrawal shall be mailed to the following Fraternity volunteers and International Headquarters staff:

The Network volunteers assigned to the chapter;

The Fraternity Leadership Committee

B. Probation of a Collegiate Member – Appeal of Probation. (See *Bylaws* Title II, Article XI, Section 4)

- a. For purposes of this provision, the “assigned” or “designated” International Headquarters staff member shall be the Assistant Director of Collegiate Experience assigned to the member’s chapter. In the Assistant Director’s absence, the Director of Collegiate Experience shall assume her responsibilities under this provision.
- b. A member seeking to appeal her probation shall send notice of her decision to appeal, to International Headquarters within 14 days of notice of probation. If notice of an appeal is not sent to International Headquarters within 14 days of notice of probation, the probation stands.
- c. Within 14 days of receipt of the notice of appeal, the assigned Assistant Director of Collegiate Experience shall send notice of the hearing body’s decision to the member. She shall mail copies to the Chapter President, the Chapter Advisor, and the Network volunteers assigned to the chapter. The Executive Director may extend this deadline up to an additional 21 days for extenuating circumstances such as closure of International Headquarters due to holidays or Fraternity events.

C. Suspension of a Collegiate Member – Appeal. (See *Bylaws* Title II, Article XII, Section 2d).

Section 1. Suspension of a Collegiate Member – Appeal of Suspension. (See *Bylaws* Title II, Article XII, Section 2d).

- a. For purposes of this provision, the “assigned” or “designated” International Headquarters staff member shall be the Assistant Director of Collegiate Experience assigned to the member’s chapter. In the Assistant Director’s absence, the Director of Collegiate Experience shall assume her responsibilities under this provision.
- b. A member seeking to appeal her suspension shall send notice of her decision to appeal to International Headquarters and the suspending body within 14 days of notice of suspension. If the suspending body is the Executive Board the notice shall be sent to the Executive Director. If the member does not appeal within 14 days of notice of suspension the suspension stands.

- c. The Executive Director, or her designee, shall be responsible for the setup of the hearing via remote communication, the appropriate documentation required for the call, and the transcription of the minutes or recording of the call. If the call is recorded, a permanent copy of the recording must be retained at International Headquarters. The Executive Director may extend the date by which a hearing must be held up to an additional 21 days for extenuating circumstances such as closure of International Headquarters due to holidays or Fraternity events.
- d. Prior to the hearing, the panel shall gather all materials and information used and/or relied upon by the suspending body during the suspension process, including the written decision of the suspending body.
- e. By the deadline specified by the panel, the suspended member and the suspending body shall provide written notice to the panel of all witnesses they wish the panel to hear. The suspended member and the representative(s) of the suspending body shall testify orally before the panel. The panel shall hear additional witnesses, either by oral or written statement. The preferred method is oral statement. The panel, in its discretion, may place a reasonable time limit on oral statements, in which case the panel shall provide advance notice of the time limit to each witness. The panel may, in its discretion, allow or require certain witnesses to submit a written statement instead of an oral statement. The panel, in its discretion, may place a reasonable limit on the length of the written statement. Each statement shall include the witness's full name, contact information, and relationship to the suspended member. The panel shall set a deadline for submission of written statements to allow sufficient time for the panelists to review the statements before the hearing. If the panel wishes to question a witness who has submitted a written statement, it may require her to attend the hearing. If the witness declines or fails to attend the hearing, the panel may consider this in determining how much weight to give the witness's written testimony.
- f. If the panel determines that the suspension of the member should be modified to probation of the member, the panel may set the probation length and suggest general probation terms. The suspending body must determine the probation terms and implement the probation. If the Executive Board is the suspending body, the Executive Board may delegate the determination of probation terms and implementation of probation to the collegiate chapter advisory board, assigned network team or International Headquarters staff member(s).
- g. All panelists must be present for the entire hearing and decision-making process. All panelists must participate in the preparation of the written opinion of the panel. The panel must approve the written opinion by majority vote. No other opinion shall be written.
- h. The assigned Assistant Director of Collegiate Experience shall send notice of the hearing body's opinion to the member and the suspending body. She shall mail copies to the Chapter President, the Chapter Advisor, and the Network volunteers assigned to the chapter.

D. Probation of a Collegiate Chapter – Appeal. (See *Bylaws* Title II, Article XIII, Sections 4 and 5).

Section 1. Probation of a Collegiate Chapter – Appeal of Probation. (See *Bylaws* Title II, Article XIII, Section 4).

- a. For purposes of this provision, the “assigned” or “designated” International Headquarters staff member shall be the Assistant Director of Collegiate Experience assigned to the chapter. In the Assistant Director’s absence, the Director of Collegiate Experience shall assume her responsibilities under this provision.
- b. A chapter seeking to appeal its probation shall send notice of the decision to appeal to the assigned Assistant Director of Collegiate Experience at International Headquarters within 14 days of notice of probation. If the chapter does not appeal within 14 days of notice of probation, the probation stands.
- c. The Executive Director, or her designee, shall be responsible for the setup of the hearing conference call, the appropriate documentation required for the call, and the transcription of the minutes or recording of the call. If the call is recorded, a permanent copy of the recording must be retained at International Headquarters.
- d. Prior to the hearing, the panel shall gather all materials and information used and/or relied upon during the probation process, including the written notification and terms.
- e. By the deadline specified by the panel, the chapter and the Executive Board shall provide written notice to the panel of all witnesses they wish the panel to hear. The representative(s) of the chapter and of the suspending body shall testify orally before the panel. The panel shall hear additional witnesses, either by oral or written statement. The preferred method is oral statement. The panel, in its discretion, may place a reasonable time limit on oral statements, in which case the panel shall provide advance notice of the time limit to each witness. The panel may, in its discretion, allow or require certain witnesses to submit a written statement instead of an oral statement. The panel, in its discretion, may place a reasonable limit on the length of the written statement. Each statement shall include the witness's full name, contact information, and relationship to the chapter at issue in the hearing. The panel shall set a deadline for submission of written statements to allow sufficient time for the panelists to review the statements before the hearing. If the panel wishes to question a witness who has submitted a written statement, it may require her to attend the hearing. If the witness declines or fails to attend the hearing, the panel may consider this in determining how much weight to give the witness's written testimony.
- f. All panelists must be present for the entire hearing and decision-making process. All panelists must participate in the preparation of the written opinion of the panel. The panel must approve the written opinion by majority vote. No other opinion shall be written.
- g. Within seven days of the hearing, the assigned Assistant Director of Collegiate Experience shall send the hearing panel’s written opinion to the chapter in care of the Chapter President, the Chapter Advisor, and the Executive Board in care of the Executive Director. She shall mail copies to the Network volunteers assigned to the chapter.

E. Withdrawal of a Collegiate Chapter Charter – Hearing. (See *Bylaws* Title II, Article XIV, Section 2).

- a. For purposes of this provision, the “assigned” or “designated” International Headquarters staff member shall be the Assistant Executive Director. In the Assistant Executive Director’s absence, the Director of Collegiate Experience shall assume her responsibilities under this provision.
- b. By the deadline specified by the panel, the chapter and the Executive Board shall provide written notice to the panel of all witnesses they wish the panel to hear. The representative(s) of the chapter and of the suspending body shall testify orally before the panel. The panel shall hear additional witnesses, either by oral or written statement. The preferred method is oral statement. The panel, in its discretion, may place a reasonable time limit on oral statements, in which case the panel shall provide advance notice of the time limit to each witness. The panel may, in its discretion, allow or require certain witnesses to submit a written statement instead of an oral statement. The panel, in its discretion, may place a reasonable limit on the length of the written statement. Each statement shall include the witness's full name, contact information, and relationship to the chapter at issue in the hearing. The panel shall set a deadline for submission of written statements to allow sufficient time for the panelists to review the statements before the hearing. If the panel wishes to question a witness who has submitted a written statement, it may require her to attend the hearing. If the witness declines or fails to attend the hearing, the panel may consider this in determining how much weight to give the witness's written testimony.
- c. Within ten (10) days of the hearing, the panel, by majority vote, shall make a recommendation to the Executive Board as specified in the *Bylaws*.

F. Suspension of an Alumna Member – Appeal. (See *Bylaws* Title III, Article VI, Sections 5 and 6).

Section 1. Suspension of an Alumna Member – Appeal of Suspension. (See Title III, Article VI, Section 5).

- a. For purposes of this provision, the “assigned” or “designated” International Headquarters staff member shall be the Assistant Executive Director. In the Assistant Executive Director’s absence, the Executive Director, or her designee, shall assume her responsibilities under this provision.
- b. A member seeking to appeal her suspension shall send notice of her decision to appeal to International Headquarters and the Executive Board, in care of the Executive Director, within 14 days of notice of suspension. If the member does not appeal within 14 days of notice of suspension, the suspension stands.
- c. The Executive Director, or her designee, shall be responsible for the set up of the hearing by conference call, the appropriate documentation required for the call, and the transcription of the minutes or recording of the call. If the call is recorded, a permanent copy of the recording must be retained at International Headquarters.
- d. Prior to the hearing, the panel shall gather all materials and information used and/or relied upon by the Executive Board during the suspension process, including its written decision.

- e. By the deadline specified by the panel, the suspended member and the Executive Board shall provide written notice to the panel of all witnesses they wish the panel to hear. The suspended member and the representative(s) of the Executive Board shall testify orally before the panel. The panel shall hear additional witnesses, either by oral or written statement. The preferred method is oral statement. The panel, in its discretion, may place a reasonable time limit on oral statements, in which case the panel shall provide advance notice of the time limit to each witness. The panel may, in its discretion, allow or require certain witnesses to submit a written statement instead of an oral statement. The panel, in its discretion, may place a reasonable limit on the length of the written statement. Each statement shall include the witness's full name, contact information, and relationship to the suspended member. The panel shall set a deadline for submission of written statements to allow sufficient time for the panelists to review the statements before the hearing. If the panel wishes to question a witness who has submitted a written statement, it may require her to attend the hearing. If the witness declines or fails to attend the hearing, the panel may consider this in determining how much weight to give the witness's written testimony.
- f. All panelists must be present for the entire hearing and decision-making process. All panelists must participate in the preparation of the written opinion of the panel. The panel must approve the written opinion by majority vote. No other opinion shall be written.
- g. The Assistant Executive Director shall send the hearing panel's opinion to the member and the Executive Board, in care of the Executive Director. She shall mail copies to the Network Director, the approving Network Specialist (if applicable), the Alumnae Chapter President (if applicable), and the Network volunteers assigned to the member's alumnae chapter (if applicable).

Section 2. Suspension of an Alumna Member – Appeal of the Panel's Decision.

(See Title III, Article VI, Section 6).

- a. Within 14 days following notice of the panel's opinion, the member or the Executive Board may appeal the opinion to the Constitution Interpretation and Revision Committee by sending written notice of the decision to appeal, to the committee chair in care of the Assistant Executive Director at International Headquarters. If the chapter or Executive Board does not appeal within 14 days, the action of the panel stands.
- b. A written notice of the committee's opinion shall be sent to the member and the Executive Board in care of the Executive Director. Copies of the opinion shall be mailed to the Assistant Executive Director, the Network Director, the approving Network Specialist (if applicable), the Alumnae Chapter President (if applicable), and the Network volunteers assigned to the member's alumnae chapter (if applicable).

G. Withdrawal of an Alumnae Chapter Charter – Appeal (See *Bylaws* Title III, Article VII, Section 3).

Section 1. Withdrawal of an Alumnae Chapter Charter – Appeal of Charter Withdrawal. (See Title III, Article VII, Section 3).

- a. For purposes of this provision, the “assigned” or “designated” International Headquarters staff member shall be the Assistant Executive Director. In the Assistant Executive Director’s absence, the Executive Director, or her designee, shall assume her responsibilities under this provision.
- b. A chapter seeking to appeal withdrawal of its charter, by majority vote, shall send notice of the decision to appeal to the Executive Director, or her designee, at International Headquarters within 14 days of notice of charter withdrawal. The chapter shall mail copies to the members of the Executive Board. If the chapter does not appeal within 14 days of notice to surrender the charter, the order to surrender stands.
- c. The Executive Director, or her designee, shall be responsible for the setup of the hearing by conference call, the appropriate documentation required for the call, and the transcription of the minutes or recording of the call. If the call is recorded, a permanent copy of the recording must be retained at International Headquarters.
- d. Prior to the hearing, the panel shall gather all materials and information used and/or relied upon by the suspending body during the suspension process, including the written decision of the suspending body.
- e. By the deadline specified by the panel, the chapter and the Executive Board shall provide written notice to the panel of all witnesses they wish the panel to hear. The representative(s) of the chapter and the Executive Board shall testify orally before the panel. The panel shall hear additional witnesses, either by oral or written statement. The preferred method is oral statement. The panel, in its discretion, may place a reasonable time limit on oral statements, in which case the panel shall provide advance notice of the time limit to each witness. The panel may, in its discretion, allow or require certain witnesses to submit a written statement instead of an oral statement. The panel, in its discretion, may place a reasonable limit on the length of the written statement. Each statement shall include the witness's full name, contact information, and relationship to the chapter. The panel shall set a deadline for submission of written statements to allow sufficient time for the panelists to review the statements before the hearing. If the panel wishes to question a witness who has submitted a written statement, it may require her to attend the hearing. If the witness declines or fails to attend the hearing, the panel may consider this in determining how much weight to give the witness's written testimony.
- f. All panelists must be present for the entire hearing and decision-making process. All panelists must participate in the preparation of the written opinion of the panel. The panel must approve the written opinion by majority vote. No other opinion shall be written.
- g. Within seven days of the hearing, the Assistant Executive Director shall send notice of the hearing body’s opinion to the alumna chapter, in care of the Alumna Chapter President, and the Executive Board, in care of the Executive Director. The notice shall be sent to the alumnae chapter members at their last known address on file at the International Headquarters. Copies of the notice shall be sent to the Network volunteers assigned to the chapter and the members of the Fraternity Leadership Committee.
- h. If there is no appeal of the panel’s decision, the parties shall be bound by the opinion.

Standing Rule 21

External Relationships

Section 1. Membership Rolls and Mailing List. The membership rolls of the Fraternity and its chapters, in whole or in part, are the property of Alpha Omicron Pi. The membership rolls and mailing list, including email addresses, of the Fraternity and its chapters may not be given to anyone or used for non-Alpha Omicron Pi business without the consent of the Executive Director. Collegiate chapters, alumnae chapters and chapter corporations may use their mailing lists for the purpose of communicating with their membership. Use of membership rolls or mailing lists, in whole or in part, for any other purpose must have prior approval of the Executive Director.

Section 2. Requests for Copies of Regulations. Non-member requests for copies of *The Governing Documents of Alpha Omicron Pi* or any other Alpha Omicron Pi manuals shall be directed to the Executive Director.

Section 3. Surveys. No member or chapter may submit answers to questionnaires or sign statements on behalf of the Fraternity or Properties without the written approval of the Executive Director. All requests regarding surveys, sociological studies, and/or university agreements must be submitted to the Executive Director.

BOOK OF POLICIES

ALPHA OMICRON PI FRATERNITY

Introduction

Individuals chosen as members of Alpha Omicron Pi are recognized as excellent members of society and we hope that they will embrace all the responsibilities and rights of fraternity membership. Alpha Omicron Pi's objective is to encourage behavior that reflects credit on the Fraternity, as well as on each individual. The following policies are guidelines to outline such conduct and behavior expectations.

This *Book of Policies* shall be read and discussed by each collegiate chapter at the beginning of each school year under the guidance of the members of the Membership Integrity Board who shall also be responsible for monitoring the chapter and individual members for compliance with the goals and policies set forth herein. Alumnae chapters should also review the *Book of Policies* annually. (See Standing Rule 1)

- The Executive Board

Policy 1

Moral and Ethical Behavior

Alpha Omicron Pi is a private organization whose members join voluntarily and agree to uphold the Governing Documents (Constitution, Bylaws, Standing Rules, and Book of Policies) as well as the values expressed in our Rituals. In joining, members thus have agreed to adhere to the high standards of decency and integrity as well as all of the rules and regulations of the Fraternity.

Members of Alpha Omicron Pi shall not participate in or support any behavior, activity or event which could be considered abusive, harassing, demeaning or degrading to its members, new members or people in general. Such conduct will subject the member to possible disciplinary measures, which may result in suspension.

Policy 2

Diversity

Alpha Omicron Pi recognizes that diversity is integral to a well-rounded membership experience and that each potential new member and member possesses special characteristics that they can contribute to the organization. The Fraternity seeks to nurture merit, talent, and achievement by supporting diversity, particularly acknowledging the need to remove barriers to the selection, retention, and advancement of our potential new members and members.

Alpha Omicron Pi does not participate in or tolerate harassment of, or discrimination or retaliation against, potential new members or members based on race, ethnicity, national origin, sexual orientation, disability, religion, or other characteristics protected by state or federal law. Because we are a women's organization, membership is open only to those who consistently live and identify as women. The Fraternity respects each member's choice to use feminine and/or gender-neutral pronouns or to decline the use of pronouns.

The Fraternity believes that all individuals are unique, with inherent worth and dignity, and should be treated with respect.

Policy 3

Human Dignity

AOII seeks to educate our members and to support safe environments throughout the membership experience by promoting the values of the organization. Additionally, Alpha Omicron Pi supports self-respect and self-worth, physical and psychological integrity, and empowerment. Further, the Fraternity endorses the following tenets:

- a. The dignity of the individual is a basic element of a civilized society and the foundation of Alpha Omicron Pi.
- b. The value and worth of individuals is an essential factor in establishing mutually respectful and healthy relationships.
- c. Any action of harassment is damaging to self-worth and personal dignity.
- d. Alpha Omicron Pi does not condone any activities, including contests or games which are demeaning, destructive, ridiculing or abusive and that neither support the high standards and ideals of Alpha Omicron Pi nor promote a positive image of the fraternity and sorority community.

Policy 4

Risk Management

Section 1. Alcohol and Drugs. In any activity or event sponsored or endorsed by the chapter, whether they occur on or off chapter premises, the following applies:

- a. The chapter, members, and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking age may possess, consume, provide, sell, or be provided alcoholic beverages.
- b. The chapter, members, and guests must follow federal laws regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on chapter premises or at any activity or event sponsored or endorsed by the chapter.
- c. Alcoholic beverages must either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (2) brought by individual members and guests through a bring your own beverage (“BYOB”) system.

(1) Third-Party Vendor

- i) The third-party vendor (TPV) must be properly licensed by the appropriate local, provincial, and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held.
- ii) The TPV must be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.
- iii) The TPV must assume, in writing executed in the chapter name of Alpha Omicron Pi Fraternity, all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - Check identification cards upon entry
 - Identify those who are of legal age to consume alcohol
 - All alcohol sales are cash/credit per drink to individuals
 - Refrain from serving minors
 - Refrain from serving individuals who appear to be intoxicated

- Maintain absolute control of ALL alcoholic containers present
 - No excess alcohol - opened or unopened – is to be given, sold or furnished to the chapter
- iv) A guest list is required for all social events and attendance must be in compliance with section 1(h) contained within this policy.
 - v) Event monitors, which shall include one officer, are required for all social events.
 - vi) Designated driver programs are allowed when they are associated with an AOII event within the college/university area.

(2) BYOB

- i) BYOB social functions are allowed if they are compatible with the campus/university social policy.
 - ii) Each person of legal drinking age may bring to a BYOB event for personal consumption no more than six standard drinks below 15% alcohol by volume/ABV.
 - iii) No hard liquor is allowed.
 - iv) Common sources of alcohol, including bulk quantities, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
 - v) A guest list is required for all social events and attendance must be in compliance with Section 1(h) contained within this policy.
 - vi) Event monitors, which shall include one officer, are required for all social events.
 - vii) The chapter is responsible for checking IDs at the door to physically identify those of legal drinking age (e.g., non-removable wristband, non-transferable stamp or marking, etc.)
 - viii) Designated driver programs are allowed when they are associated with an AOII event within the college/university area.
- d. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
 - e. Alcoholic beverages must not be purchased with chapter funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
 - f. The chapter must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol, illegal drugs, or controlled substances.
 - g. The chapter must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, the chapter may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter event for the purposes of

philanthropy fundraising.

- h. Attendance by non-members at any event where alcohol is present must be by invitation only and the chapter must utilize a guest list system. Attendance is limited to a guest-to-member ratio not to exceed 2:1 and must not exceed local fire or building code capacity of the host venue.
- i. Any event or activity related to the new member joining process (e.g., recruitment) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to “bid night,” “Big/Little” events or activities, “family” events or activities, and any Ritual, ceremony, or service.
- j. The chapter, members, and guests must not permit, encourage, coerce, glorify, or participate in any activities involving the rapid consumption of alcohol, such as drinking games.
- k. Personal storage and/or consumption of alcoholic beverages is prohibited on chapter property and in the chapter house, suite, or any other recognized chapter facility, including residence hall floors used by Alpha Omicron Pi.
- l. No function at which alcohol will be available shall be designated as required or mandatory for any collegiate member of Alpha Omicron Pi.
- m. The chapter is not permitted to hold events with organizations that are not recognized by the college/university or a governing council (e.g., IFC, MGC, NPHC, Panhellenic, etc.). This does not include organizations in good standing with their inter/national organization that have voluntarily withdrawn from college/university recognition, provided there has been no disciplinary action or that recognition has not been denied for organizational misconduct.
- n. No overnight social functions are allowed.

Section 2. Transportation.

- a. Transportation Options for Events. For all events, the chapter leadership must identify a transportation plan for attendees. To attend, attendees must utilize the transportation plan as the only option to attend the event.
- b. Transportation Options for Events with Alcohol.
 - (1) Events Away from the College/University Area. In the event a chapter holds a social event away from the college or university area, all members and guests attending shall travel to and from the event by a licensed and insured commercial transportation (i.e. bus or large vans) within the same day or evening. If a chapter hires a vendor to transport members and guests, the vendor must meet the following requirements:
 - i. Commercial Auto Insurance provides coverage for transporting people and property for a fee.

- ii. Commercial Auto Insurance provides, at a minimum, primary coverage of \$1,000,000 combined single limit for bodily injury and property damage.
- iii. A professional driver who has a current valid commercial vehicle operator's license in the state in which the driver is located.

When the commercial transportation is used, for Third-Party Vendor events, no alcohol is allowed in any part of the vehicle. For BYOB event, no alcohol will be transported in the passenger compartment of the vehicle.

(2) Events Within the College/University Area. In the event a chapter holds a social event within the college or university area, transportation options include:

- i. Licensed and insured commercial transportation.
- ii. A chapter can utilize public transportation services including but not limited to taxi, Uber, Lyft, subway, campus bus or city bus.
- iii. Members and guests can choose to walk to the event.
- iv. A chapter can utilize a designated driver program.

(3) Designated Driver Program

- i. Designated driver programs are permitted when they are associated with Alpha Omicron Pi, are voluntary and the event is held within the college or university area.
- ii. Members should not participate in designated driver programs facilitated by other organizations.
- iii. Drivers must have a valid driver's license and personal auto vehicle insurance. Alpha Omicron Pi does not provide insurance for personal vehicles used for the event.

Section 3. Hazing.

- a. The chapter and its members must comply with all federal, state, provincial, and local laws as they relate to hazing.
- b. The term "hazing" means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against any individual or group of individuals, regardless of affiliation, whether or not committed on chapter property, for the purpose of recruiting, joining, pledging, initiating, admitting, affiliating, or retaining membership in an organization that causes an individual or group of individuals to do any of the following, regardless of a person's willingness to participate:

- (1) Be coerced to violate federal, state, provincial, local law, or organizational policy.
- (2) Be coerced to consume any food, liquid, alcoholic liquid, drug, or other substance in any non-customary manner which subjects the individual or group of individuals to a substantial risk of mental, or physical harm which includes but not limited to sickness, vomiting, intoxication, or unconsciousness.
- (3) Endure brutality of a physical nature, including but not limited to whipping,

- beating, paddling, branding, dangerous physical activity, or exposure to elements or endure threats of such conduct that results in mental or physical harm.
- (4) Endure brutality of a mental nature, including but not limited to activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment or endure threats of such conduct that results in mental or physical harm.
 - (5) Endure any other activity which adversely affects the health or safety of an individual, including but not limited to the disruption of academic performance or class attendance, required participation in designated driving programs, line ups, calisthenics, or personal, physical, or financial servitude.

Section 4. Sexual Misconduct.

The chapter and its members must comply with all federal, state, provincial, and local laws related to sexual misconduct, including, but not limited to, definitions of consent, sexual violence, sexual harassment, domestic and/or intimate partner violence, stalking, and sexual exploitation.

The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at any fraternity activity or event is prohibited.

Section 5. Assault & Battery.

In any activity or event sponsored or endorsed by the chapter, including those that occur on or off chapter premises, no chapter member or guest shall engage in assault or battery, as defined in the state/provincial statutes in which the activity or event occurs.

Section 6. Firearms, and Explosive or Incendiary Devices.

Firearms and explosive or incendiary devices are prohibited in the chapter facility and at all fraternity activities or events.

Section 7. Water Features.

In any activity or event sponsored or endorsed by the chapter, whether they occur on or off chapter premises, the use of self-constructed structures (i.e. pools, bodies of water, slip-and-slides, or similar) is prohibited. Chapters are allowed to host events at the ocean, lake, structurally sound swimming pools, etc.

Section 8. Retaliation.

The chapter must prohibit retaliation against any individual – members and non-members

– for reporting, inquiring about, or cooperating with a report of a violation of the AOII Risk Management Policy.

Retaliation is any action, statement, or behavior that is designed to punish an individual for filing a compliance report, cooperating with a compliance investigation, seeking guidance regarding a compliance concern, or to deter one from taking such action.

Section 9. Risk Management Policy Review

The Executive Board of Alpha Omicron Pi regularly reviews and updates this policy to reflect the best interests of member safety, security and risk management and liability.

Section 10. Policy Distribution.

A copy of the Risk Management Policy is available on the AOII website (www.alphaomicronpi.org).

Section 11. How to Report.

There are numerous options to report a violation of the AOII Risk Management Policy:

- In case of an emergency, call 911.
- Contact your Chapter President, Chapter Advisor or Network Personnel.
- Call International Headquarters at 615-370-0920 during business hours.
- For immediate assistance from an International Headquarters staff member call one of the emergency lines listed on the Alpha Omicron Pi website:
<https://www.alphaomicronpi.org/about/aoii-team/headquarters-staff/#aoii-fraternity-staff>.

Section 12. Sanctions.

Alpha Omicron Pi reserves the right to impose any disciplinary action it deems appropriate on an individual, chapter, or entity that is in violation of this policy.

Any chapter in violation of the above policies that requires an investigation will be responsible for staffing expenses related to the investigation and prescribed sanctions following the investigation including but not limited to travel, lodging and meals.

Policy 5

Membership Commitment and Financial Responsibility

Section 1. Collegians.

- a. All members and new members must accept a Membership Commitment Statement that reflects the member's review of agreement with and commitment to abide by the terms of the Membership Commitment Statement. Failure to sign by the designated deadline may result in fines to the collegiate chapter or the individual member.

- b. All members and new members must always have a signed Housing Agreement or Corporation Fee Agreement in place. Failure to sign by the designated deadline may result in fines to the collegiate chapter or the individual member.
- c. All members and new members must accept a financial agreement that guarantees financial responsibility for all fees for the member or new member. Failure to sign by the designated deadline may result in fines to the collegiate chapter or the individual member.
- d. A new member may not be initiated until all required financial obligations of the new member period have been met.
- e. Financial irresponsibility shall subject a member to possible probation or suspension. (*Bylaws*, Title II, Articles XI, XII)

Section 2. Alumnae Declared Not in Good Standing. In the event a collegian graduates or leaves school owing money to the Fraternity, collegiate chapter, or chapter corporation, all appropriate attempts will be made to collect this debt. Until the debt is paid, the member will be declared not in good standing.

Section 3. Alumnae Financial Support. Alumnae members are encouraged to financially support the Fraternity by paying dues to an alumnae chapter or the Fraternity, and/or by becoming a Life Loyal member. Alumnae members are also encouraged to support the AOII Foundation by making donations and bequests.

Section 4. Support of the AOII Foundation. Both alumnae and collegiate chapters are encouraged to contribute to the Alpha Omicron Pi Foundation.

Section 5. Collegiate Chapter Financial Management. It is the responsibility of each collegiate chapter to collect from its members all dues, fees, and other money owed to the Fraternity, chapter and chapter corporation. Collegiate chapter bylaws must have provisions to hold individual members accountable for non-payment of financial obligations. Chapter budgets must give priority to essential expenses (international Fraternity dues and fees, recruitment, new member programs, etc.) and less priority to non-essential expenses such as social events. Should a budget reduction in expenses be necessary due to members not upholding their financial obligations to the chapter, the social event expense line item must be reduced prior to reducing other expenses.

Chapters must submit revised budgets under the following circumstances:

- a. On or before October 15th, reflecting accurate fall chapter member/new member numbers.
- b. Within two weeks after Formal Recruitment Bid Day if Bid Day falls after October 15th. Chapters who participate in continuous recruitment should also submit a revised budget whenever the numbers of new members are significantly different than expected and budgeted.

- c. Whenever there is a significant change in chapter circumstances such as unexpected change in chapter member numbers, unexpected income or expenses, or a substantial reduction in income due to member non-payment of financial obligations.
- d. Upon request of the assigned Network Specialist or Collegiate Finance Committee Member.

Should a chapter not submit budget revisions as required, the assigned Network Specialist or Collegiate Finance Committee Member may require the chapter to cancel all social functions until the budget revision is submitted.

Section 6. Collegiate Chapters Delinquent in Payments.

- a. All chapters are expected to pay invoices from Alpha Omicron Pi Fraternity, Alpha Omicron Pi Properties, and chapter corporations as specified on the payment terms of the invoice.
- b. All collegiate chapter corporations are expected to make loan payments, lease payments or other fee payments to Alpha Omicron Pi Properties, Inc. according to the terms as specified in the respective documents.
- c. The following procedures will be used for past due accounts:
 - (1) The Budget and Treasury Manager will issue 30, 60 and 90 days past due notices.
 - (2) In the event that money owed is 30 days past due (31 days after the invoice due date), the Chapter will receive a 30 day past due notice.
 - (3) In the event that money owed is 60 days past due (61 days after the invoice due date), the Chapter will receive a 60 day past due notice and will be fined \$100.00.
 - (4) In the event that money owed is 90 days past due (91 days after the invoice due date), the Chapter will receive a 90 day past due notice and will be recommended to be placed on International Monitoring by a designated member of the International Headquarters staff.
- d. All collegiate chapters or collegiate chapter corporations delinquent in the payment of previous year billings of fees/dues/loans/leases shall be subject to review from the designated volunteer(s) and member of the International Headquarters staff, with action recommended to the Executive Board.

Section 7. Alumnae Chapters Delinquent in Payments.

- a. All chapters are expected to pay invoices from Alpha Omicron Pi Fraternity as specified on the payment terms of the invoice.
- b. All alumnae chapters more than 30 days delinquent in payment of fees/dues to Alpha Omicron Pi Fraternity shall receive a notice in writing from International Headquarters. All alumnae chapters more than 60 days delinquent will receive written notice from International Headquarters staff every 30 days with copies being sent to the assigned Network Specialist. Notices will be sent to the Alumnae Chapter President and the Alumnae Chapter Treasurer.
- c. All alumnae chapters that are delinquent over 120 days will be contacted by International Headquarters staff to develop a payment plan for the outstanding amount.

Section 8. Financial Obligations. A collegiate chapter must, by the end of its academic year, have paid in full all financial obligations including all accounts payable to the Fraternity, its corporation, and local vendors.

Section 9. Account Signatures. All disbursements from Billhighway accounts held by a collegiate chapter shall be required to have the approval of a member of the Collegiate Chapter Advisory Board or a Network Specialist.

Policy 6

Collegiate Academic Development

It is the expectation of AOII that every collegiate chapter set high expectations for academic achievement by members. Each collegiate chapter must have in place and be accountable for the use of an academic program that communicates expectations to all members. Each chapter will establish and follow a calendar of events that will help support the academic performance of its members.

Policy 7

Social Media and Communications

The use of social media is an integral part of public relations and communications for Alpha Omicron Pi Fraternity. Alpha Omicron Pi utilizes these outlets to build relationships with chapters, members, and other audiences, and release official Fraternity news. Alpha Omicron Pi recognizes that social media is also widely used by collegiate and alumnae chapters for communication, and by members as a personal online representation of the individual. Alpha Omicron Pi has established guidelines to protect the Fraternity, its chapters and members, and to establish expectations of consistent and values-based messaging throughout Fraternity, chapter, and member activity taking place in the social media environment.

Section 1. Alpha Omicron Pi Fraternity Official Online/Social Media

Representation. Alpha Omicron Pi's official presence on social media is intended to be the sole representation of Alpha Omicron Pi Fraternity on these mediums, as well as the first communicator of Fraternity news and information.

Alpha Omicron Pi does not conduct business on any social media platform. Official AOII news will be released from communication outlets maintained by Alpha Omicron Pi Fraternity, which include various websites, mail services, and other social media and electronic platforms.

Any communication outlet that is not an official Fraternity outlet may not present itself as an official representation of Alpha Omicron Pi Fraternity and does not have the rights to Fraternity trademarks, news, or information. Any member or nonmember aware of accounts misrepresenting the Fraternity may contact AOII at

aoiionline@alphaomicronpi.org. This includes social media accounts created in the likeness of an Alpha Omicron Pi founder or other notable member, and/or accounts utilizing Alpha Omicron Pi insignia such as the AOII badge or AOII symbols and trademarks.

Section 2. Alpha Omicron Pi Chapter Social Media Accounts. Alpha Omicron Pi collegiate and alumnae chapters are encouraged to utilize social media as a positive representation of each chapter. Official Fraternity communication outlets have been created to represent the Fraternity as a whole. All chapter social media accounts are also considered extensions of AOII and are operated at the chapter level.

Section 3. Social Media Expectations and Recommendations for New Members and Members. Alpha Omicron Pi acknowledges the rights and privileges of individual members to communicate via social media. New members and members of Alpha Omicron Pi are expected to uphold the standards, values, and rituals of AOII, and reflect credit upon themselves, the Fraternity and their fellow members when utilizing personal social media accounts. New members and members should not share official Fraternity announcements in a manner that makes the user appear as an official spokesperson for AOII.

In order for each individual member to protect herself as much as possible online, AOII recommends a review and understanding of the following:

- a. AOII trademarks: Review the Fraternity expectations regarding proper use of Alpha Omicron Pi trademarks, insignia, and terminology, and be prepared to use them appropriately in social media content.
- b. Third-party content: Appropriateness of content posted by members and nonmembers on Alpha Omicron Pi Fraternity's official social media outlets is the responsibility of the user. Alpha Omicron Pi's practice is to not remove comments made on Fraternity social media accounts unless they are a personal attack, use profane language, distribute false information, reveal information about Alpha Omicron Pi Rituals, reveal information that has not been made public by the Fraternity, or otherwise violate any of the Fraternity's policies. Any comments or content are subject to removal by the outlet administrator.
- c. Violation of policies: Content posted by individual members on personal outlets that is in violation of an Alpha Omicron policy may be subject to review. The member may be contacted by a collegiate or alumnae chapter officer/ CCAB member or an international volunteer/AOII staff member to discuss the content and/or request removal. Further action by chapter/Network personnel, including but not limited to probation or suspension, is possible if social media content of an individual member continues to violate one or more policies of Alpha Omicron Pi.
- d. Media inquiries: Media inquiries posed via social media should be directed to the Fraternity. If a member does wish to speak to the media on any topic, please see Alpha Omicron Pi's Crisis Response and Media Support Plan for more information related to this subject.
- e. Promotional content: Members should not use social media pages or groups designated for an AOII Network, chapter, or other specific AOII use to post personal

promotion or sales. Any posts of a personal nature deemed inappropriate for the platform in use are subject to removal by the page/group administrator.

Section 4. Media Contact Policy.

While it is the right of a member to express personal opinions to the media or others, that right does not allow members of Alpha Omicron Pi to speak as representatives of the Fraternity and make comments to the media on behalf of Alpha Omicron Pi.

Furthermore, members may not use position or office titles associated with their membership in any way that suggests that they are acting as representatives of the Fraternity.

Contact with the media as representatives of the Fraternity, or in an emergency or crisis situation, are restricted to those duly appointed as official Fraternity spokespersons. Only the current International President or Executive Director, or designee of either party, serves as an official spokesperson for Alpha Omicron Pi.

Policy 8 Rituals, Ceremonies, and Services

Section 1. *Rituals Book, Resources, and Equipment.* At the heart of Alpha Omicron Pi are our Rituals. The *Rituals Book*, *Book of Rituals Instructions*, Ritual educational materials, online Ritual resources such as the Ritual Education Manual and Ritual equipment are to be treated with respect and protected with great care.

All **initiated** members should become familiar with the Ritual equipment, *Rituals Book* and *Book of Rituals Instructions*. The Ritual equipment, both books and Ritual educational materials, must be kept in a locked location when not in use and must not be taken from the chapter house, room, or other designated place of storage except when being used as outlined in the *Book of Rituals Instructions*.

The Ritual equipment should be cared for properly by the Director of Ritual Education or Vice President of Programming and Enrichment in each collegiate chapter and by the President in alumnae chapters. Proper care instructions are provided in the *Book of Rituals Instructions*.

Section 2. Cell Phones at Rituals and Ceremonies. All content and information shared in all Rituals and Ceremonies and discussions about them must remain confidential. For this reason, no collegiate or alumna member may use a cell phone, camera, or any recording/communication device during a Ritual or Ceremony.

Section 3. Attire for Rituals, Ceremonies and Services. It is important that all members recognize and contribute to the decorum, respect, and seriousness that all AOII Rituals, Ceremonies, and Services deserve and demand. Wearing proper attire during AOII proceedings helps set a tone of dignity, eliminates distractions, and enhances members' focus on the philosophy and principles that we share. All collegiate chapter members,

alumnae chapter members and individual members attending collegiate and alumnae Rituals, Ceremonies and Services must wear attire that is appropriate for wearing the badge. Badge wear guidelines may be found on AOII's online portal.

Section 4. Special Occasions. The Rituals, Traditions, and Jewelry Committee may specify additional attire requirements for Rituals, Ceremonies, and Services such as those performed during International Conventions, chapter charterings, and installations, and other special occasions and gatherings.

Section 5. Inquiries. In a collegiate chapter, if questions arise about the proper attire for Rituals, Ceremonies, and Services, the Chapter Advisor, Director of Ritual Education or the Vice President of Programming and Enrichment should determine the answers. In an alumnae chapter, the Alumnae President should answer the questions. Decisions must fall within the framework of these policies. Further questions should be referred to the respective Network Liaison of the Rituals, Traditions, and Jewelry Committee.

Policy 9

Alpha Omicron Pi Jewelry and Badge

A. Approved Alpha Omicron Pi Jewelry

Section 1. Official Jewelry: The following items are considered the official jewelry of Alpha Omicron Pi Fraternity.

1. AOII Badge (in Yellow Gold, White Gold, Vermeil, or Sterling Silver), with a ruby in the apex or any combination of silver, gold and pearls as offered by the Fraternity's official jeweler.
2. Ruby "A" Badge for special award (to be ordered by collegiate chapter only)
3. International President's Badge
4. Executive Board Badge (worn only as a pendant)
5. Past International Presidents' Badge
6. New Member Pin
7. Chartering Member Pin
8. Chapter President's Ring (in Yellow Gold, White Gold, or Sterling Silver)
9. Alumnae Chapter President's Ring (in Yellow Gold, White Gold, or Sterling Silver)
10. International President's Ring (in Yellow Gold or White Gold only)

Section 2. Honorary and Recognition Jewelry: The following items are considered to be honorary and/or recognition jewelry of Alpha Omicron Pi Fraternity.

1. Rose Award (to be awarded by the Executive Board)
2. Other International awards as approved by the Executive Board and the Rituals, Traditions, and Jewelry Committee.
3. 25-year, 50-year, and 75-year Membership Anniversary Pins
4. Life Loyal Pin

5. Lavalier of the Alpha Omicron Pi letters in sequence or staggered (may be worn by initiated members and new members)

Section 3. Commemorative Jewelry: Other badges and other items of jewelry may be commissioned or designed for the purpose of commemorating historic milestones, conventions, and other special events or occasions as approved by the Executive Board and the Rituals, Traditions, and Jewelry Committee.

B. Wearing Alpha Omicron Pi Jewelry

Section 1. Ownership of Badges. At the time of initiation each member is required to purchase a badge through the official badge ordering process.

Section 2. Disposition of Badges. When no longer used by the initiated member, the badge should be returned to International Headquarters. However, the badge may be used as a secondary badge by a family member or friend who is an initiated member of Alpha Omicron Pi; as a chapter honor badge or award; or by the family to be interred with the member. The Executive Director or her designee shall recall the badge of a suspended member.

Section 3. Wearing the Badge. AOII's badge may be worn only by initiated members. AOII's badge represents our motto, very special mutual promises, and our link to everyone who ever has been or ever will be a member of Alpha Omicron Pi. All collegiate and alumnae chapter members attending any Rituals, Ceremonies and Services should treat the badge with respect and wear clothing that is appropriate for wearing the badge. Specific badge wear guidelines for badge attire and placement may be found in The Guide to Badge Wear on AOII's online portal.

Section 4. AOII Jewelry for New Members and Chartering Chapter Members. New members may wear only two types of approved Alpha Omicron Pi jewelry: the New Member Pin, and the Alpha Omicron Pi lavalier with the letters in sequence. Chartering chapter members may wear the Chartering Member Pin and the Alpha Omicron Pi lavalier with the letters in sequence. All other pieces of approved Alpha Omicron Pi jewelry, as defined above, are reserved for initiated members of Alpha Omicron Pi. Specific badge wear guidelines for jewelry attire and placement may be found in The Guide to Badge Wear on AOII's online portal. New members and chartering chapter members may wear AOII jewelry that is not designated as approved Alpha Omicron Pi jewelry in Section A above but is issued by an AOII-licensed vendor.

Section 5. Wearing Any Piece of AOII Jewelry. Utmost care must be exercised in the wearing of any piece of Alpha Omicron Pi jewelry and insignia. Members' initiation records are checked at International Headquarters whenever official Alpha Omicron Pi jewelry is ordered. It is through this procedure that particular privileges afforded only to initiated members are protected. Specific badge wear guidelines for jewelry attire and placement may be found in The Guide to Badge Wear on AOII's online portal.

Section 6. Jewelry Approvals. Any Badge, Honorary or Recognition jewelry item offered by the Fraternity must be reviewed and recommended by the Rituals, Traditions, and Jewelry Committee and approved by the Executive Board.

Section 7. Fraternity Jeweler. All official Alpha Omicron Pi jewelry must be manufactured by the Fraternity's official jeweler to protect the Alpha Omicron Pi trademark and insignia against improper use. Any attempt at sales of AOII jewelry by non-licensed manufacturers, distributors or sellers is prohibited.

Policy 10 Involvement with Men's Fraternities

Section 1. Big Brother and Little Sister Organizations. Alpha Omicron Pi does not authorize the affiliation of "Big Brother" organizations with its collegiate chapters. No groups of this sort may be formed. Alpha Omicron Pi chapters are not to encourage, nominate, or assist chapter members in applying for membership in "Little Sister" organizations or any otherwise named fraternity auxiliary group. Alpha Omicron Pi believes that these organizations detract from AOII's purpose and programs as well as the purpose and legitimate programs of all Greek organizations.

Section 2. Participation in Men's Fraternity Recruitment. Alpha Omicron Pi expects our chapters to support the National Panhellenic Conference Unanimous Agreement X which states that "each college Panhellenic shall denounce the participation of Panhellenic women in men's fraternity events when or where the primary purpose is recruitment."

Policy 11 To Dragma

Each member's initiation fee will entitle that member to a subscription to *To Dragma* during her time as a collegiate member.

Alumnae members may be entitled to a subscription of *To Dragma* based on their membership status.