

**Bylaws of the
Chi Epsilon Chapter
Chi Omega Fraternity**

**Article I
Name**

The name of this organization shall be Chi Epsilon Chapter of Chi Omega Fraternity.

**ARTICLE II
Mission, Vision, and Policies**

Section 1. Mission

Chi Omega Fraternity is an intergenerational women's organization forever committed to our founding purposes:

- Friendship
- Personal integrity
- Service to others
- Academic excellence and intellectual pursuits
- Community and campus involvement
- Personal and career development

Section 2. Vision

Sisters inspired by our values who serve the world while keeping Chi Omega ever at heart.

Section 3. Policies

The policies of this chapter, chartered by the Supreme Governing Council of Chi Omega Fraternity, shall be in keeping with the stated purposes, mission, vision, and rules of the Fraternity.

**ARTICLE III
Members**

The requirements for membership shall comply with the CONSTITUTION and THE BOOK OF RULES of Chi Omega Fraternity, and the rules of the Collegiate Panhellenic Council.

Section 1. New Members

New members shall be undergraduate women matriculated at the University of Evansville, who have been selected in accordance with the recruitment procedures of the Fraternity and the University and who are actively working to fulfill the potential new member requirements. A new member has one calendar year in which to fulfill the requirements.

- A. New members must attain a 2.0 GPA scholastic average based on a 4.0 system, while considered a full time student by the University.
- B. New members must complete requirements set forth by the GM with approval of the New Member Advisor and in accordance with THE BOOK OF RULES.
- C. New members must meet all financial responsibilities prior to initiation.

- D. New members must attend the University's alcohol education speaker/ new member orientation.

Section 2. Collegiate Members

Collegiate Members are undergraduate women matriculated at the University of Evansville who have completed the requirements of the potential new member period and have been initiated. They must be actively working to achieve their degree. Requirements are set forth in THE BOOK OF RULES.

Section 3. Transfer/Affiliates

An undergraduate initiated member from another Chi Omega chapter wishing to affiliate with Chi Epsilon Chapter must follow the Transfer/Affiliation Procedure outlined in the policies, rules, and procedures of Chi Omega Fraternity.

ARTICLE IV Dues and Fees

Section 1. Dues and Fees

- A. Dues and fees shall be determined by the Budget Committee.
- B. All chapter dues and fees will be issued on the 5th, and paid no later than the 15th of the specified month of the semester. Actives must pay in full at the beginning of the semester unless a payment plan is in place and a promissory note has been signed.
- C. House corporation fees will be paid by the 15th of the elected month.
- D. Additional financial obligations may be established by a vote of the chapter and are due on the date specified.
- E. Members who are student teaching, co-oping, studying abroad, or participating in clinicals are not granted inactivity status. They are enrolled at the university as undergraduates and are active members of the chapter. Those students who are located outside the geographical university environment due to student teaching, co-oping, studying abroad, or clinicals may request an adjustment to their financial obligation, which will be considered by the Personnel Board of the chapter. Once approved, the member will pay \$65.00 in addition to optional items on the 15th of the first billing month each semester the student is located outside the geographical university environment. If member is outside the geographical university environment during the fall semester, they will pay Chi Omega National dues in addition to the \$65.00.
- F. New members will be automatically placed on a 3-month payment plan, with each bill being due on the 15th of three consecutive elected months. Each new member must pay Housing Corporation dues of \$75.00 by the first billing statement of the new member period. Each new member shall be responsible for returning any new member jewelry (including new member pin) to the GM one month after initiation or be fined the current cost of the jewelry.
- G. The Chi Omega member or new member extending the invitation to any social function or philanthropic event is responsible for the conduct of her guests. This responsibility shall include financial responsibility for any damages inflicted by her guests or any others costs incurred.

- H. If an active misses any event of initiation week, including Invitation to Initiation or any of the initiations themselves, without an excused absence, she will be fined \$25 per initiation activity missed.

Section 2. Payment

- A. Each member of the chapter must pay her dues and fees promptly and in accordance with the policies, rules, and procedures of Chi Omega Fraternity.
- B. If an active cannot meet her financial obligations, a promissory note must be signed by the first billing statement of the semester. If a promissory note is not signed and the dues are not paid, a personnel meeting will be conducted to determine further action.
- C. A sister who has outstanding debts to the chapter may not participate in chapter social functions, nor may she order anything through Chi Omega until her debt is paid.
- D. Sisters are financially responsible for any orders placed in their name.
- E. Should a member or advisor make a reservation to attend a Chi Omega function for her and/or others and fail to attend the function, she must reimburse the Chapter for costs incurred. Members are only permitted one guest unless granted special permission by the Executive Board. Should a member be allowed to bring two guests to a social event, she will be responsible for costs incurred by the additional guest. These functions include but are not limited to Professor Breakfast, Semi-Formal, Date Party and Spring Formal.
- F. Officers and Cardinal Cabinet Directors will be personally responsible for any expenditure above the budgeted amount except when amounts over budget are approved in advance by the GNV and financial advisor or the Executive Board.
- G. All receipts must be turned in by the budget holder in order to receive reimbursement by the Chapter for any expenses attributed to Chi Omega. The required information to be submitted with the receipt is to be decided by the serving G.N.V.
- H. Any active or new member who does not pay their bill by the 15th of any month will have a two-week grace period to pay their outstanding balance. If it is the sister's first time being late with a payment, no informal or formal personnel will be conducted. A promissory note may be signed at this point if the circumstance calls for it. If it is the second time being late with a payment, an informal personnel meeting will be conducted. If missing payments becomes a reoccurring issue for a sister (i.e. Sister has missed three payment deadlines), a formal personnel meeting will be conducted. GNV will keep a log of sister's missed payments and communicate with the personnel chair.

ARTICLE V Officers

Section 1. Designation

- A. The officers of Chi Epsilon Chapter shall be:
 - 1. President (G.H.)
 - 2. Vice President (G.T.B.)
 - 3. Secretary (G.K.A.)
 - 4. Treasurer (G.N.V.)
 - 5. Ritual Officer (G.M.)
 - 6. Personnel Chair
 - 7. Panhellenic Delegate
 - 8. Recruitment Chair

Section 2. Eligibility and Election

- A. The election of officers shall be conducted in accordance with the policies, rules, and procedures of Chi Omega Fraternity.
- B. Elections will be held last Chapter Meeting of the fall semester.
- C. In order to be slated for an office, the member must be in good standing and have a minimum cumulative GPA of 2.8. If the slated officer's cumulative GPA falls below a 2.8 or her semester GPA falls below a 2.0, she must resign her office.
- D. Orientation leader co-chairs are not eligible for the Recruitment Chair position.

Section 3. Vacancies

Vacancies in elected offices shall be filled in accordance with policies, rules, and procedures of Chi Omega Fraternity.

Section 4. Duties

- A. Officers shall perform duties prescribed in the policies, rules, and procedures of Chi Omega Fraternity, in these Bylaws, by the Executive Board, by the G.H., and in the adopted parliamentary authority of Chi Omega Fraternity, as well as other duties as are usual to the office.
- B. Each outgoing officer is responsible for training her successor.
- C. An Officer Training Workshop shall be held after slating but before the beginning of the next semester. Each (outgoing or incoming) officer and Advisory Board member is responsible for assisting with the planning and presentation.
- D. Each officer shall maintain a notebook and files relative to her office and give them to her successor.

Section 5. Removal

An officer failing to perform the duties of office may be removed in accordance with the policies, rules, and procedures of Chi Omega Fraternity.

Article VI Meetings and Events

Section 1. Chapter Meetings

- A. Formal meetings will be held every Sunday night at 6:30P.M. from the first Sunday after recruitment in the fall through the last Sunday before Final Exams at the end of the spring semester. Exceptions will be on Sunday nights during vacations and final examination periods.
- B. If it is necessary due to unforeseen circumstances to change the date, time, or place of the chapter meeting or to schedule a special meeting, notice must be provided to every chapter member at least 24 hours in advance of the meeting.
- C. Pin clothes will be required at every chapter meeting not including Roundtables, with the exception of dress-down coupons.

Section 2. Mandatory Events

- A. Mandatory functions include chapter meetings, new member meetings, roundtables, pre-recruitment workshops, recruitment retreat, recruitment, selection sessions, prelude, initiation, slating, the main philanthropic event per semester, class

experiences, Professor's Breakfast, one Panhellenic meeting per semester, and any other function approved by the active chapter.

- B. All members must participate in mandatory chapter events.
- C. Consequences for missing the event will be determined by the Personnel Board. The Personnel Board may excuse or assign a lesser consequence for not attending a mandatory event, provided the member presents the circumstances to the Personnel Board two weeks prior to the event and receives approval.

Section 4. Absences

- A. Requests to be excused for chapter meetings or mandatory events must be provided to the G.K.A. at least 2 weeks in advance.
- B. Excused absences include:
 - 1. illness
 - 2. death in the family
 - 3. religious observations
 - 4. varsity athletics
 - 5. activities pre-approved by the G.K.A.
 - 6. scheduled classes
- C. Unexcused absences- If an absence is unexcused and the minutes are not signed, this will count as two unexcused absences. If an absence is excused and the minutes are not signed, this will count as one unexcused absence. Following a second unexcused absence of the semester she must have an informal personnel meeting. After a third unexcused absence, she must have a formal personnel meeting; Fair Play Procedure – as explained in THE BOOK OF RULES – will be followed. If a sister must be tardy for a chapter meeting, she must notify the GTB an hour and a half before the scheduled meeting time in order for the tardiness to be excused. Two unexcused tardies will be equivalent to one unexcused absence. A third will result in an informal personnel meeting at which time the tardiness will be discussed. Anyone who needs to leave meeting early must notify the GTB an hour and a half before the scheduled meeting time and then ask for a Point of Privilege. Fines for unexcused absences from chapter meetings shall be at the discretion of the Personnel Board. Fines will be due by the following billing statement. Any event considered mandatory must be on the calendar two weeks prior to the event in order for fines to be levied.

Section 6. Voting

Majority will rule except for amendments to the bylaws and approval of the slate when a two-thirds majority is needed.

Section 6. Quorum

A quorum for any meeting at which a vote will be taken shall be at least a majority of the initiated members.

Article VII Executive Board

Section 1. Members

The executive board shall be comprised of the elected officers of the chapter.

Section 2. Meetings

A. Regular

1. Regular meetings of the executive board shall be held weekly at some designated time at least 24 hours before chapter meeting when possible. The end of this Executive Board meeting shall be open for any chapter member to attend and voice concerns.
2. Notice of regular meetings shall be provided to all members of the executive board through email or verbal notice at the previous chapter meeting.
3. If it is necessary due to unforeseen circumstances to change the date, time, or place of the executive board meeting, notice must be provided to each executive board member.

B. Special

1. Special meetings of the executive board may be called by the G.H. and shall be called upon the request of a majority of the members of the executive board.
2. Notice of special meetings shall be provided to all members of the executive board 24 hours in advance by email or verbal notice.
3. No business other than that stated in the call to the special meeting shall be conducted.

Section 3. Other Requirements

- A. Executive Board members must function within an allotted budget. Any proposed expenditure over the budgeted amount must be brought to the attention of the G.N.V. for approval before the expenditure is made.

Article VIII

Cardinal Cabinet Directors and Cardinal Cabinet Team

Section 1. Composition

A. The cardinal cabinet directors shall consist of

1. Friendship/Social Director
2. Sisterhood Director
3. Community Service Director
4. Campus Activities Director
5. Career and Personal Development Director
6. Foundations Ambassador
7. Marketing Director
8. Suite Manager

B. Each cardinal cabinet director shall have the right to build a team consisting of members approved by the executive board. These team members may be recommended by each cardinal cabinet director.

C. The recommended cardinal cabinet team members shall consist of

1. IM Chair (Campus Activities)
2. Alumni Relations Chair (Sisterhood)
3. Swag Chair (Marketing)

4. Mom's Day Chair (Sisterhood)
5. Chapter Correspondent (Suite Manager)

Section 2. Selection and Eligibility

- A. The cardinal cabinet is appointed by the executive board of the chapter.
- B. In order to be appointed to the cardinal cabinet director position or team member position, a member must be in good standing and have a minimum cumulative GPA of 2.6. If the Cabinet Director's cumulative GPA falls below a 2.6 or her semester GPA falls below a 2.0, she must resign her position.

Section 3. Meetings

- A. Regular
 1. Regular meetings of the cardinal cabinet directors shall be held twice a month.
 2. Notice of regular meetings shall be provided to all cardinal cabinet directors at least 2 weeks in advance by email or verbal notice.
 3. If it is necessary due to unforeseen circumstances to change the date, time, or place of the cardinal cabinet directors meeting notice must be provided to each cardinal cabinet director.
- B. Special
 1. Special meetings of the cardinal cabinet directors may be called by the G.H. or G.KA.
 2. Notice of special meetings shall be provided to each cardinal cabinet director 24 hours in advance by email or verbal notice.
 3. No business other than that stated in the call to the special meeting shall be conducted.

Section 4. Duties and Responsibilities

- A. The duties of the cardinal cabinet directors are defined in the policies, rules, and procedures of Chi Omega Fraternity and the governing documents of the chapter.
- B. Each cardinal cabinet director is responsible for training her successor.
- C. Each cardinal cabinet director shall maintain a notebook and files relative to her committee and give them to her successor.
- D. Cardinal cabinet directors must function within an allotted budget. Any proposed expenditure over the budgeted amount must be brought to the attention of the G.N.V. for approval before the expenditure is made.
- E. Duties of the Cardinal Cabinet Directors are outlined in the CARDINAL CABINET HANDBOOK. A Cardinal Cabinet Training Workshop shall be held and each Cardinal Cabinet Director is responsible for assisting with the planning and presentation.

Article IX Scholarship

Section 1. Expectations

- A. Each member of Chi Omega is expected to maintain an above average G.P.A. and meet the scholastic requirements outlined in the policies, rules, and procedures of Chi Omega Fraternity.

- B. As a condition of membership each member and new member must sign an authorization for the University of Evansville administration to disclose her grades to the chapter for as long as she is a collegiate member of the chapter.
- C. An initiated member who fails to obtain a 2.5 GPA one semester will be considered in bad standing with the chapter and will be required to complete the Academic First program with the GTB.
- D. A new member has one calendar year to attain a 2.0 grade point average. Summer school may be used to fulfill the requirement as long as the new member is enrolled at the University of Evansville and takes the maximum hours allowed for summer school students.
- E. Any new member or active member that falls below a semester GPA of 2.75 will be required to log four study table hours per week. Any new member or active member that falls below a semester GPA of 2.9 will be required to log two study table hours per week. Failure to complete mandatory study table hours per week will result in a formal personnel meeting.

Section 2. Failure to Maintain Appropriate G.P.A.

An initiated or new member failing to meet the scholastic requirements shall be handled in accordance with the policies, rules, and procedures of Chi Omega Fraternity and/or of the chapter. The member on probation will meet with the Personnel Board, the GTB, and the Scholarship Advisor. At this meeting, the member will be informed that if her grades fall below a 2.0 for two consecutive semesters, she will forfeit her membership unless she can establish extenuating circumstances. (See Policy of Scholarship in THE BOOK OF RULES.) A member on scholastic probation may not use summer school grades from the University, or any other, for the purpose of having her probation relieved. She must complete a term as a full-time student at the University and achieve a GPA of at least a 2.5 in order to regain her status of a member in good standing with the chapter.

Article X
Recruitment

Section 1. Recruitment Rules

- A. The chapter shall abide by the rules established by Chi Omega Fraternity and the college Panhellenic Council.
- B. The chapter shall evaluate the chapter's needs and establish a target for each recruitment period.
- C. Every initiated member who has participated in the chapter's entire recruitment process, is entitled to vote in selection sessions.
- D. If a member fails to attend any recruitment party with an unexcused absence, she must attend the following selection session, but she will have no vote.
- E. Members should apply for absence from Recruitment activities two weeks prior to the event. Extenuating circumstances are up to the discretion of the recruitment chair. The G.K.A informs the member whether her absence is excused or non-excused. [All fines for non-excused absences are due by the next designated billing statement]. The G.K.A informs the Recruitment Chairperson of all members who will not be present.

- F. Absence from mandatory recruitment events must be made up with/through service hours. It is the responsibility of the sister to contact the recruitment chair to schedule the service hours before the end of recruitment. Service hours are defined as hours used to help the Recruitment Chair with whatever her needs may be. Service hours, which are not completed by the stipulated deadline, will result in the sister being fined \$20.00 for each hour (of absence). All service hours and/or fines must be resolved prior to finals week.

Section 2. Chapter Recruitment Team

- A. The chapter recruitment team executive board shall include the recruitment chair, the G.H., the personnel chair, the recruitment advisor(s), and the personnel advisor.
- B. Each member of the chapter is a member of the recruitment team and is required to give full support and participation.

Section 3. Other specific chapter requirements

- A. If a Chi Omega legacy is extended an invitation to preferential party, she will automatically be given a bid by the chapter provided that she accepted the preferential party invitation.
- B. During selection sessions, those freshmen potential new members with a high school GPA of 2.9 or lower and sophomore, junior, and senior potential new members with a college GPA of 2.6 or lower will be automatically released and therefore not be considered for invitation back to the following round unless the requirement is waived by two of the following: GH, GTB, and Recruitment Advisor.
- C. No drinking on campus or returning to campus intoxicated during the informal recruitment process.
- D. No drinking on campus, no drinking off campus, or returning to campus intoxicated from move-in to Bid Day.
- E. Any violations to the drinking policy will result in a formal personnel meeting.

Article XI Committees

Section 1. Special Committees

Special committees may be created as necessary by the chapter or by the executive board.

ARTICLE XII TRANSPORTATION

Bus transportation to and from Semi-Formal and Formal will be provided by the chapter. Chi Omega actives, new members, and their dates will not be admitted to these events if they have not ridden the bus, except under conditions previously approved by the Friendship/Social Director and Advisor. Chi Omega actives, new members, and their dates must use transportation provided and/or approved by the personnel board to and from these events.

Sober sisters, the Personnel Chair, and advisors should be available to drive sisters home after Semi-Formal and Formal.

Article XIII
Parliamentary Authority

The current edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority in all matters not specifically covered in these bylaws or in the policies, rules, and procedures of Chi Omega Fraternity. The GTB is the parliamentarian in Chapter meetings.

Article XIV
Amendments

Bylaws may be amended at any regular meeting when a quorum is present by two-thirds vote, provided that the proposed amendments have been read and discussed one week prior to the meeting at which the amendments are to be adopted.

Bylaws will be reviewed annually by the bylaws revision committee, which consists of the GTB, the GTB advisor, Executive Board, Cardinal Cabinet directors, and each class representative.

Article XV
Dissolution

In the event of dissolution of the Chi Epsilon Chapter, after payment of all legitimate debts, the assets of the chapter, including real property, shall be automatically transferred to Chi Omega Fraternity, 3395 Players Club Parkway, Memphis, TN 38125.

STANDING RULES

The Suite Rules of the Chi Epsilon Chapter of Chi Omega are as follows:

1. No personal long distance phone calls.
2. All wrappers and cans must be thrown away or recycled before leaving the suite.
3. All dishes should be washed and put away after use.
4. Before leaving the suite, make sure all windows are securely closed, the closet is locked, the lights are turned off, and both doors are locked.
5. Be sure to turn off the TV, VCR, and DVD player when finished with them.
6. The TV, VCR, DVD player, suite furniture, vacuums, stereo, HDMI cord, and kitchen utensils should remain in the suite at all times unless approved.
7. Keep phone list, UE phone book, and Evansville phone book in the suite at all times.

8. Hootie Duties are assigned weekly and must be completed by the following Saturday at 6:00pm. Failure to complete duties by Saturday by 6:00pm will result in formal personnel meeting and a \$20 fine. Extenuating circumstances will be handled by the Suite Manager.

9. Pin Clothes are defined as attire one would wear to an interview. Inappropriate attire includes blue jeans, colored denim, jeggings, rubber flip flops, sandals with no back, rain boots, UGG boots, and other informal footwear (i.e. Crocs and athletic shoes). Also, khaki pants with cargo pockets are prohibited, and all shoulders must be covered with a

three finger width strap. Skirts, shorts, and dresses must be finger-tip length. Leggings and tights should not be worn alone and must be worn underneath garments that are **not** fingertip length. Final discretion of appropriate attire will be determined by the Executive Board. Inappropriate attire will result in an unexcused absence.

10. Ten hours of community service are expected to be completed each semester.
11. Every academic year, both actives and new members must complete the entire Risk Management training on Greeklife.edu by the date set by the Executive Board and provide documentation of completion to the Executive Board. Failure to do so will result in a formal personnel meeting with social probation as a potential consequence.
12. Every new member must actively participate in at least one quality campus activity. Every active member must actively participate in at least two quality campus activities. The campus activities chair should provide documentation of these activities each semester. The campus activities chair should provide a list of quality campus activities.
13. In the event that a sister is asked to remove a photo or post from social media by the personnel chair, the photo or post must be removed within 48 hours of the request, with the exception of stories on Instagram or Snapchat, which should be removed as soon as possible. Failure to do so will result in a formal personnel meeting.

END