

**Bylaws of the
Sigma Lambda Chapter
Chi Omega Fraternity**

**Article I
Name**

The name of this organization shall be Sigma Lambda 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 be in accordance with the Bylaws and the policies, rules, and procedures of Chi Omega Fraternity and the rules of the college Panhellenic.

Section 1. New Members

A new member shall be an undergraduate female or individual identifying as a woman matriculated at Virginia Polytechnic Institute and State University who has been selected in accordance with the recruitment procedures of the Fraternity and the college Panhellenic, and who is actively working to fulfill the new member requirements.

Section 2. Collegiate Members

Collegiate members are undergraduate females or individuals identifying as women matriculated at Virginia Polytechnic Institute and State University who have completed the requirements of the new member period and have been initiated. They must be actively working to achieve their degree.

Section 3. Transfer/Affiliates

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

Section 4. Housing

All members are required to live in the house at least one year.

1. In the case of vacancies, the chapter will be presented with three options on how to cover the expenses by the financial team (G.H., G.N.V, Personnel, Financial Advisor).

Article IV Dues and Fees

Section 1. Dues and Fees

1. Dues and fees shall be determined by resolution of the chapter.
 1. Room and board charges are set by Virginia Tech.
 2. Parlor fees are determined at the time the house corporation budget is prepared, after consultation with the chapter Executive Board and the Advisory Committee.
2. All chapter dues and fees will be paid by semester.
3. House corporation fees will be paid by the second month of the semester.
4. Additional financial obligations may be established by a vote of the chapter and are due on the date specified.
5. Active members co-opting or studying on an exchange program and living outside a 20-mile radius are required to pay only national dues and insurance fees
 1. Additional fees may be required to attend Cardinal Cabinet events

Section 2. Payment

- 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.
- A payment plan can be set up to assist sisters who demonstrate need for a plan. A financial meeting must be held in order to determine need.
- Fines will be levied for unexcused absences from mandatory functions.
- Any other event that is determined by the Executive Board to need a fine will be announced to the Chapter at least 24 hours before the date of the event.

- Should a sister willingly agree to attend an event paid for by the chapter, the sister will be expected to attend said event, and will be financially responsible for her part in the event in the case of her absence. Such events will be clearly communicated with the chapter.

Article V

Officers

Section 1. Designation

1. The officers of Sigma Lambda 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 Front of House
 9. Recruitment Chair Back of House
 10. Director of Programming

Section 2. Eligibility and Election

1. The election of officers shall be conducted in accordance with the policies, rules, and procedures of Chi Omega Fraternity.
2. Elections will be held during the fall semester.
3. Officers must maintain a cumulative GPA of 2.5 and must be in good standing with the chapter.

Section 3. Vacancies

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

Section 4. Duties

1. 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.
2. Each outgoing officer is responsible for training her successor.
3. An Officer Training Workshop shall be held during the fall semester after elections have taken place. Each (outgoing or incoming) officer and Advisory Board member is responsible for assisting with the planning and presentation.
4. Each officer shall maintain a ~~notebook and files~~ **record** 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

1. Formal meetings will be held weekly, unless otherwise stated by the Executive Board.
2. 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 48 hours in advance of the meeting.
3. Chapter members must follow a dress code of positive personal presentation (PPP).
 1. Specific chapters will be dressed to pin – chapter members will be notified of this occurrence from the Executive Board.
 2. The executive board is permitted to determine the required attire for chapter.
4. If a sister is NOT dressed to pin (at a specific chapter meeting where dressing to pin is required), the G.M. and G.T.B have the authority to turn the sister away from the door.
 - i. If the sister does not return promptly in proper attire, she will be considered to have been absent without an excuse.

Section 2. Mandatory Events

1. Mandatory events include chapter meetings, Cardinal Cabinet committee meetings, recruitment events, ritual events, slating, designated internal philanthropy event(s), and any other event approved by the membership or executive board.
2. All members must participate in mandatory chapter events.
3. Fines shall be levied for unexcused absences from mandatory functions.
 1. Excuses must be submitted at least 48 hours in advance, unless an unforeseen circumstance occurs.
 2. Appeals must be submitted within 48 hours after the event.
4. All mandatory events shall be announced 2 weeks prior to the event and placed on the official calendar.

Section 3. Cardinal Cabinet Committee Meetings

1. Regular
 1. Regular meetings of the cardinal cabinet committees will be held weekly.
 2. Notice of regular meetings shall be provided to all Cardinal Cabinet committee members by the D.O.P. via a predetermined method of communication.
2. If it is necessary due to unforeseen circumstances to change the date, time, or place of the cardinal cabinet meeting or to schedule a special meeting, notice must be provided to each cardinal cabinet member at least 48 hours in advance of the meeting.

Section 4. Absences

1. Requests to be excused for chapter meetings after your 3rd absence must be provided to the G.K.A. 48 hours in advance.
2. Requests to be excused from mandatory events must be provided to the G.K.A. 48 hours in advance, unless otherwise stated by the Executive Board or an unforeseen circumstance occurs.
3. 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
 7. work or internship scheduled before chapter day and time is determined at the beginning of the semester
4. Unexcused absences will be determined by the G.K.A.
 1. If unexcused, the member forfeits her right to vote and will be fined after her first unexcused absence. *see fair play procedure.

Section 5. 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

1. Regular
 1. Regular meetings of the executive board shall be held weekly.
 2. Notice of regular meetings shall be provided to all members of the executive board within 48 hours notice by the G.H. via a predetermined method of communication
 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 within 48 hours to each executive board member.
2. 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

within 48 hours notice by the G.H. via a predetermined method of communication. 3. No business other than that stated in the call to the special meeting shall be conducted.

Section 3. Other Requirements

1. 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.
2. The G.H., Personnel Chair, Recruitment Chair Front of House, and Recruitment Chair Back of House are responsible for living in the house for the duration of their term. 1. If not in the house when slated their name is top of the list for the following school year.
 2. By leaving their name on the slate for these positions, the member agrees and understands their commitment to living in the house for the following school year.

Article VIII Cardinal Cabinet Directors

Section 1 Composition

The cardinal cabinet directors shall consist of:

1. Director of Social
2. Director of Sisterhood
3. Director of Philanthropy
4. Director of Campus Activities
5. Director of Career/ Personal Development
6. Director of Marketing
7. Director of Diversity, Inclusion, and Belonging

Section 2. Selection and Eligibility

1. The cardinal cabinet is appointed by the executive board of the chapter.
2. In order to be appointed to the cardinal cabinet director position, a member must be in good standing and have 2.5 overall GPA.
3. In order to be appointed to the cardinal cabinet chair position, a member must be in good standing.

Section 3. Meetings

1. Regular
 1. Regular meetings of the cardinal cabinet directors shall be held weekly.
 2. Notice of regular meetings shall be provided to all cardinal cabinet directors and will be provided by D.O.P. via a predetermined method of communication.
 3. If it is necessary due to unforeseen circumstances to change the date, time, or place of the cardinal cabinet directors meeting, a 48 hour notice must be provided to each cardinal

cabinet director.

2. Special

1. Special meetings of the cardinal cabinet directors may be called by the G.H. or D.O.P
2. Notice of special meetings shall be provided to each cardinal cabinet director provided by D.O.P. or G.H. via a predetermined method of communication.
3. No business other than that stated in the call to the special meeting shall be conducted.

Section 4. Duties and Responsibilities

1. 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.
2. Each cardinal cabinet director is responsible for training her successor.
3. Each cardinal cabinet director shall maintain a record relative to her committee and give them to her successor.
4. 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.

**Article IX
Scholarship**

Section 1. Expectations

1. Each member of Chi Omega is expected to maintain a minimum of a 2.0 G.P.A. and meet the scholastic requirements outlined in the policies, rules, and procedures of Chi Omega Fraternity.
2. As a condition of membership each member and new member must sign an authorization for Virginia Polytechnic Institute and State University administration to disclose her grades to the chapter for as long as she is a collegiate member of the chapter.

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.

**Article X
Recruitment**

Section 1. Recruitment Rules

1. The chapter shall abide by the rules established by Chi Omega Fraternity and the college Panhellenic.
2. The chapter shall evaluate the chapter's needs and establish a target for each recruitment period.
3. Every initiated member who has participated in the chapter's recruitment process, is entitled to vote in selection sessions.

Section 2. Chapter Recruitment Team

1. The chapter recruitment team executive board shall include the front of house recruitment chair, the back of house recruitment chair, the G.H., the personnel chair, the recruitment advisor(s), and the personnel advisor.
2. Each member of the chapter is a member of the recruitment team and is required to give full support and participation.
 1. Unless pre-approved by the Recruitment Team

Article XI Committees

Section 1. Standing Committees

Standing committees shall be the cardinal cabinet.

The duties and responsibilities of the standing committees shall be determined by the executive board.

Section 2. Special Committees

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

Article XII 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.

Article XIII Amendments

These bylaws may be amended by a two-thirds vote at a chapter meeting provided that the proposed amendment(s) has been read and discussed at the meeting prior to the meeting at which the proposed amendment is to be voted on.

Article XIV Dissolution

In the event of dissolution of Sigma Lambda 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.