



Alpha Chi Omega

REAL. STRONG. WOMEN.

**Policies**

**Of**

**Alpha Chi Omega Fraternity, Inc.**

**POLICIES**  
**OF**  
**ALPHA CHI OMEGA FRATERNITY**

**Table of Contents**

<b>Section A</b>	<b>Alumnae Chapters</b>	<b>Page 3</b>
<b>Section AR</b>	<b>Awards and Recognition</b>	<b>Page 6</b>
<b>Section C</b>	<b>Collegiate Chapters</b>	<b>Page 13</b>
<b>Section F</b>	<b>Facilities</b>	<b>Page 24</b>
<b>Section M</b>	<b>Members</b>	<b>Page 33</b>
<b>Section NF</b>	<b>National Fraternity</b>	<b>Page 48</b>
<b>Section P</b>	<b>Philanthropy</b>	<b>Page 57</b>
<b>Section R</b>	<b>Recruitment of Members</b>	<b>Page 58</b>
<b>Section RM</b>	<b>Risk Management</b>	<b>Page 65</b>
<b>Section RC</b>	<b>Ritual and Ceremonies</b>	<b>Page 69</b>
<b>Section V</b>	<b>Volunteer Personnel</b>	<b>Page 74</b>

\*\*NOTE: Relevant information from three governing documents, “Articles of Incorporation”, “Bylaws of Alpha Chi Omega Fraternity, Inc.” and “The Heritage of Alpha Chi Omega Fraternity” appear in quotation marks and may be found on the Alpha Chi Omega website.

## Section A: Alumnae Chapters

Section A pertains to Alpha Chi Omega alumnae chapters. Relevant information from two governing documents, “Bylaws of Alpha Chi Omega Fraternity, Inc.” and “The Heritage of Alpha Chi Omega Fraternity” appears in quotation marks. Section A also includes National Fraternity policies that apply to alumnae chapters. These policies address recognition, good standing, revocation of recognition, meetings, bylaws, and officers. All requirements of alumnae chapters are included in this section.

### A1 Recognition [National Fraternity Bylaws]

“An alumnae chapter of Alpha Chi Omega shall be recognized in accordance with Fraternity policies and upon the five-sixths affirmative vote of the National Council.”

#### A1.1 **Petition for Recognition**

A minimum of fifteen alumnae members in good standing may petition to the National Council for recognition as an alumnae chapter.

#### A1.2 **Installation**

The National Council approves the installation of an alumnae chapter.

During the installation ceremony, the alumnae chapter’s Greek-letter name is assigned and the chapter’s charter is presented.

### A2 Revocation of Recognition [National Fraternity Bylaws]

“The recognition of an alumnae association may be revoked as follows:

#### A2.1 **Surrender of Recognition**

“An alumnae association may surrender its recognition to the National Council by the unanimous vote of its members present at a duly called meeting and the unanimous vote of the National Council.”

#### A2.2 **Withdrawal of Recognition** (updated August 11, 2017)

The National Council may, by unanimous vote, withdraw the charter of an alumnae chapter for conduct that reflects discredit to the Fraternity, for failure to meet financial obligations, for violations of or failure to comply with the policies of the Fraternity, or when withdrawal of the charter shall be considered by the National Council to be in the best interest of Alpha Chi Omega.

### A3 Name of Alumnae Chapter [Heritage Document]

“An alumnae chapter shall be recognized and given a name in accordance with Fraternity policies.”

**A3.1 Determination of Name**

Alumnae chapters are assigned a Greek-letter name in Greek alphabetical order by the date of the installation of the alumnae chapter or the date an alumnae chapter was initially chartered as an alumnae club.

**A4 Meetings of an Alumnae Chapter [Heritage Document]**

“Meetings of an alumnae chapter shall be held at least once per year and conducted in accordance with Fraternity guidelines.”

**A5 Bylaws of an Alumnae Chapter [Heritage Document]**

**A5.1 Bylaws**

**A5.1-1** “Each alumnae association shall adopt bylaws.”

**A5.1-2** Bylaws help define an organizations purpose and describe how it functions. Bylaws help an organization operate smoothly and efficiently by providing direction and emphasizing the unique aspects of the group.

**A5.2 Requirement for Good Standing**

Current bylaws must be on file at Alpha Chi Omega Headquarters for an alumnae chapter to be in good standing.

**A5.3 Alumnae Model Bylaws**

The National Council approves the form of Alumnae Model Bylaws distributed periodically to alumnae chapters.

**A6 Officers of an Alumnae Chapter [Heritage Document]**

“The officers of an alumnae chapter shall be elected as set forth in the chapter’s bylaws.”

**A6.1 Required Officers**

Each alumnae chapter is required to elect a president and treasurer.

Additional officers may be selected according to the alumnae chapter’s bylaws.

**A6.2 Removal from Office**

An alumnae chapter officer may be removed from office:

- [a] By a two-thirds [2/3] affirmative vote of its members.
- [b] By the province alumnae chair.
- [c] By the Director of Province Alumnae Chairs.
- [d] By a designated National Fraternity representative.

**A7**    **Good Standing** (updated January 27, 2017)

An alumnae chapter is considered in good standing if it meets the following criteria:

- [1] Has a name.
- [2] Holds one meeting per year.
- [3] Maintains a minimum of five members.
- [4] Adopts bylaws and submits a copy to Alpha Chi Omega Headquarters annually.
- [5] Elects officers as set forth in its bylaws.
- [6] Has no financial indebtedness to the National Fraternity on May 1 prior to a National Convention.
- [7] Pays national dues for each alumnae chapter member by May 1 of each year.
- [8] Submits the annual financial report to Alpha Chi Omega Headquarters by the deadline.
- [9] Fulfills the proper IRS filing requirements by submitting a 990 e-postcard each year.

# Section AR: Awards and Recognition

Section AR pertains to the various awards and forms of recognition available to individuals and alumnae/collegiate chapters of Alpha Chi Omega.

## AR1 National Fraternity Awards

Alumnae and collegiate chapters and individuals are eligible for National Fraternity awards when they are in good standing and meet the criteria as defined in award nomination materials.

## AR2 National Fraternity Recognition Awards

### AR2.1 **Alumnae Appreciation Award** (updated June 10, 2017)

This award is presented annually to an alumna for outstanding service to the National Fraternity over a sustained period of time.

Women who have served in elected or National Council appointed positions at the National Fraternity level are not eligible for this award for five years after completion of their national term(s) of office.

### AR2.2 **Young Alumna Award**

This award is presented annually and recognizes outstanding service to the National Fraternity by a young alumna as defined in the awards criteria.

### AR2.3 **Outstanding Dedication Award**

This award is presented annually to an alumna member who gives her time and talent to support the continued growth of Alpha Chi Omega locally, regionally and/or nationally.

Alumnae who are currently serving on the National Council, National Housing Corporation, or Foundation Board of Trustees are ineligible for this award.

### AR2.4 **Award of Achievement**

This award is presented annually to one or more alumnae members who have gained recognition nationally or regionally in her respective profession: (i.e. arts and literature, business, civic affairs, profession, or science.)

### AR2.5 **Torchbearer Award** (updated January 27, 2017)

This award is given by the National Council, when appropriate, in recognition of a member who has exemplary long time service to Alpha Chi Omega outside the parameters of other available awards. This award is not intended to be given posthumously.

### AR2.6 **Estelle Leonard Outstanding Senior Award**

This award is presented annually to honor an outstanding collegiate senior woman who demonstrates and personifies Alpha Chi Omega's values.

**AR2.7 Amy DuBois Rieth Emerging Leader Award**

This award is presented annually to honor an outstanding collegiate new member who is an emerging leader in her chapter or on her campus.

**AR2.8 Collegiate Advisor Award**

This award is presented annually to honor a collegiate advisor who guides and supports the chapter while serving as a role model.

**AR2.9 Collegiate Advisory Board Award**

This award is presented annually to the Alpha Chi Omega advisory board(s) that has demonstrated the most effective leadership to a collegiate chapter or chapters.

**AR2.10 Outstanding Fraternity/Sorority Advisor**

This award is presented annually to a campus based professional advising fraternity and sorority life at an institution with an Alpha Chi Omega chapter. This award honors an individual who supports and mentors the women of Alpha Chi Omega to “seek the heights.”

**AR2.11 Real. Strong. Women. of Distinction Award** (updated January 27, 2017)

This award is presented annually to sisters that have found success in their careers and are making an impact in their communities. Award recipients must identify her Alpha Chi Omega experience as a contributor to her success.

**AR 2.12 Vision Award**

The Vision Award recognizes an individual, not a member of Alpha Chi Omega, for his or her significant contribution to the Greek movement. Criteria: Consideration may be given to individuals whose efforts to advance and strengthen the role of Greek life are exemplary and who is a friend of Alpha Chi Omega. Consideration may be given to individuals who have name recognition interfraternally as providing a positive influence and contribution to the Greek movement. The award is presented at each National Convention.

**AR 2.13 Corporate Award**

The Corporate Award honors a corporation or business that demonstrates generosity to Alpha Chi Omega through financial contributions or support and also serves a vital role in furthering Alpha Chi Omega’s mission. The award is presented at each National Convention.

**AR 2.14 Outstanding Local House Corporation Volunteer Award** (October 9, 2017)

The Outstanding Local House Corporation Volunteer Award is presented biennially to a local house corporation volunteer alumna to honor her commitment and dedication to Alpha Chi Omega.

**AR 2.15 Local House Corporation Collaboration Award** (October 9, 2017)

The Local House Corporation Collaboration Award is presented biennially to the Alpha Chi Omega local house corporation that has demonstrated outstanding support to and collaboration with a collegiate chapter.

### **AR3 National Fraternity Service Awards**

#### **AR3.1 Past National President Service Award**

Presented by the National Fraternity to the National President at the completion of her term of office. The award is a ring or a badge, as preferred by the recipient.

The ring is in the shape of the lyre with three strings and three diamonds placed in the three main points on a wide gold band.

The badge is in the shape of an open lyre with diamonds outlining the lyre.

#### **AR3.2 Past National Council Service Award – Honor Pin**

Presented by the National Fraternity to members who have completed a term of service on the National Council. The pin is a small reproduction in gold of the head of Hera.

#### **AR3.3 National Panhellenic Conference Delegate Service Award**

Presented by the National Fraternity. The award is a guard in the shape of the National Panhellenic Conference crest.

#### **AR3.4 Province Officer Service Award – Service Pin**

Presented by the National Fraternity to a province collegiate chair or province alumnae chair. It is a triangular pin of gold bearing a sheaf of wheat and three pearls.

#### **AR3.5 Chapter Advisor's Charm or Guard**

Presented by the National Fraternity to a chapter advisor. The pin is a gold replica of a carnation.

#### **AR3.6 Alumnae Past President's Charm**

Available for purchase to recognize the service of presidents of alumnae chapters. The charm is a lyre in either silver or gold.

### **AR4 Special Pins and Badges**

#### **AR4.1 National President's Badge**

The National President's badge is known as the Centennial Badge, a replica of the first lyre badge, crown set with diamonds, and worn by the National President during her term of office.

#### **AR4.2 National Council Badge**

The National Council badge is a replica of the first lyre badge, set with emeralds and three diamonds, and worn by a National Vice President during her term of office.

#### **AR4.3 National Panhellenic Conference Delegate's Badge**

The National Panhellenic Conference Delegate's badge is the opal badge belonging to Lina Baum Van Roy, 1895, Beta chapter, which was presented to the National Fraternity by her daughter. It is worn by the National Panhellenic Conference Delegate during her term of office.



**AR4.4 Alpha Chi Omega Foundation Chair's Badge**

The Foundation Chair's badge is the opal badge belonging to Nella Ramsdell Fall, Beta chapter, 1899. It is worn by the Chair of the Board of Trustees of the Alpha Chi Omega Foundation, Inc. during her term of office.

**AR4.5 Alpha Chi Omega National Housing Corporation President's Badge**

The National Housing Corporation President's badge is the gold badge belonging to Allene Nopper Henry, Alpha chapter, 1910. It is worn by the President of the Alpha Chi Omega National Housing Corporation during her term of office.

**AR4.6 Chief Executive Officer's Badge** (updated January 27, 2017)

The Chief Executive Officer's badge is the opal badge belonging to Ruth Victoria Inglis, 1900, Gamma chapter, which was presented to the National Fraternity by her family. It is worn by the Chief Executive Officer during her tenure.

**AR4.7 Director's Badge**

The Director's badge is the size of the first lyre badge and contains three pearls set in plain gold. It is worn by a volunteer director during her term of office.

**AR4.8 Collegiate Chapter President's Badge**

The collegiate chapter president's badge is an exact replica of the first lyre badge, set with garnets and pearls. It is worn by a chapter president during her term of office.

The National Fraternity presents the collegiate chapter president's badge to the collegiate chapter at the time of the chapter's installation.

**AR4.9 Mother's Pin**

The Mother's Pin is a gold bar bearing a golden lyre bird in the center and may be set with pearls.

The Mother's Pin may be given to house directors or mothers of Alpha Chi Omega members.

**AR5 Member Anniversary Recognition**

**AR5.1 25-Year Members**

**AR5.1-1 25-Year Pin**

The 25-year pin is made of seven silver circles intertwined, representing the seven Founders, and centered with the Greek letters AXΩ and the number "25."

**AR5.1-2 Obtaining 25-Year Pin**

A member is eligible for a special recognition pin during the calendar year that commemorates her 25th year of membership.

An eligible member or her alumnae chapter may purchase the 25-year pin from the National Fraternity.

## **AR5.2 50-Year Members**

### **AR5.2-1 50-Year Pin**

The 50-year pin is made of seven gold circles intertwined, representing the seven Founders, and centered with the coat of arms and the number "50."

### **AR5.2-2 Obtaining 50-Year Pin**

A member is eligible for a special recognition pin during the calendar year that commemorates her 50th year of membership.

An eligible member or her alumnae chapter may purchase the 50-year pin from the National Fraternity.

A 50-year member receives a certificate of recognition from the National Fraternity.

## **AR5.3 60-Year Members**

### **AR5.3-1 60-Year Pin**

The 60-year pin is made of seven gold circles intertwined, representing the seven Founders, and centered with the coat of arms and the number "60."

### **AR5.3-2 Obtaining 60-Year Pin**

A member is eligible for a special recognition pin during the calendar year that commemorates her 60th year of membership.

An eligible member or her alumnae chapter may purchase the 60-year pin from the National Fraternity.

## **AR5.4 75-Year Members**

### **AR5.4-1 75-Year Pin**

The 75-year pin is made of seven silver circles intertwined, representing the seven Founders, and centered with the coat of arms, a diamond and the number "75."

### **AR5.4-2 Obtaining 75-Year Pin**

A member receives a special recognition pin as a gift from the National Fraternity during the calendar year that commemorates her 75th year of membership.

## **AR6 Collegiate Chapter Recognition Awards**

### **AR 6.1 Chapter Innovation Award**

This award is presented annually to honor a specific Alpha Chi Omega program or initiative from a collegiate chapter that enriches chapter programming. This program or initiative should highlight innovation and creativity within the chapter.

**AR 6.2 Chapter Progress Award**

This award is presented annually to the chapter(s) that display the most significant growth in the areas of chapter management, member support and development from one year to the next.

**AR 6.3 Continuing Excellence Award**

This award is presented annually to the chapter(s) that displays a continuum of excellence at the highest of levels within the areas of chapter management, member support and development. In order to be considered for this award, a chapter must have received the National Council Trophy or Continuing Excellence at least once during the last five years.

**AR 6.4 The National Council Trophy**

This award is presented annually based upon the chapters' overall performance. The chapter(s) that display the most significant achievements in chapter management, member support and development will be eligible for this award. Selection of recipients is the responsibility of the National Council.

**AR 6.5 Seeking the Heights Awards**

These awards recognize chapters that excel in various areas of chapter management, member support and development.

**AR 7 Alumnae Chapter Recognition Awards** (updated January 27, 2017)

These awards are presented to alumnae chapters during convention years.

**AR 7.1 Continuing Excellence Award**

Presented to the chapter or chapters that continues/continue to demonstrate outstanding achievement in chapter programming, recruitment, and retention of members. In order to be considered for this award, a chapter must have received the National Council Trophy or Continuing Excellence at least once during the last five years.

**AR 7.2 The National Council Trophy**

This award is presented to the alumnae chapter that best exemplifies the ideals and mission of Alpha Chi Omega through its accomplishments in all areas of alumnae chapter development. Selection of recipients is the responsibility of the National Council.

**AR 7.3 Seeking the Heights Awards**

These awards recognize chapters that excel in various areas of chapter management, alumnae support and development.

**AR7.4 Special Recognition Awards**

These awards are determined by the chapter or members who feel a specific chapter is deserving of special recognition in a specific area of alumnae support and engagement.

## Section C: Collegiate Chapters

Section C pertains to Alpha Chi Omega collegiate chapters. Relevant information from two governing documents, "Bylaws of Alpha Chi Omega Fraternity, Inc." and "The Heritage of Alpha Chi Omega Fraternity" appears in quotation marks. Section C includes National Fraternity policies that apply to collegiate chapters. These policies address establishment of chapters, good standing, revocation of charter, meetings, bylaws, officers, probation, financial operations and chapter advisors.

This section combined with the collegiate chapter model bylaws contains the National Fraternity requirements pertaining to collegiate chapters.

### **C1 Establishment of Collegiate Chapters [National Fraternity Bylaws]** (updated May 15, 2017)

"A collegiate chapter of Alpha Chi Omega may be established only at an accredited college or university offering a bachelor's degree in arts and sciences. Such establishment shall be by grant of a charter to a petitioning prospective chapter."

#### **C1.1 Prospective Chapter** (updated February 13, 2017)

"A local group may be accepted as a prospective chapter or a prospective chapter may be established by a 5/6 affirmative vote of the National Council."

##### **C1.1-1 Expectations of Prospective Chapter Members** (updated February 13, 2017)

Members of a prospective chapter are expected to adhere to the National Fraternity's bylaws, standards and policies.

##### **C1.1-2 Greek-Letter Name** (updated February 13, 2017)

At the time a prospective chapter is established, a Greek-letter name is assigned to the prospective chapter, and upon the prospective chapter's installation as a chapter, the chapter will be known by its Greek-letter name.

#### **C1.2 Charter** (updated February 13, 2017)

"A charter for a collegiate chapter shall be granted upon approval of the National Council to an established prospective chapter in accordance with Fraternity policies."

##### **C1.2-1 Prospective Chapter** (updated February 13, 2017)

Prior to installation a prospective chapter is expected to have minimum standards in the areas, including but not limited to: membership numbers, dues and fees, reporting requirements and chapter governance.

##### **C1.2-2 Prospective Chapter Requirements Time Frame** (updated February 13, 2017)

A prospective chapter must achieve the above requirements within two years of establishment. If a prospective chapter fails to meet the

requirements in this time frame, the National Council may choose to withdraw the prospective chapter status.

**C1.3 Installation** (updated February 13, 2017)

The National Fraternity determines the timing and directs the installation of a prospective chapter as a collegiate chapter.

During the installation ceremonies, the chapter's Greek-letter name is formally recognized, the chapter's charter is presented and the eligible prospective chapter members participate in the initiation ceremony.

**C1.4 Relationship with National Fraternity** (updated May 15, 2017)

Alpha Chi Omega collegiate chapters are self-governing groups. Collegiate women become members of Alpha Chi Omega by becoming part of a chartered collegiate chapter. A chapter offers members an opportunity to experience self-governance within the parameters of the standards of Alpha Chi Omega. The National Fraternity assigns to a chartered collegiate chapter the responsibility for executing the National Fraternity's bylaws and policies, adhering to its principles and enforcing its standards.

Additionally, the collegiate chapter is responsible for the recruitment of collegiate members, discipline of collegiate members and the collection of dues and fees from collegiate members, along with maintaining a balanced budget; and member education and programming.

Should a collegiate chapter fail to uphold these assigned responsibilities, the National Fraternity may do so on behalf of the collegiate chapter.

**C2 Revocation of Charter [National Fraternity Bylaws]**

The charter of a collegiate chapter may be revoked as follows:

**C2.1 Surrender of Charter**

"A collegiate chapter may surrender its charter to the National Council by the unanimous vote of its collegiate members present at a chapter meeting and the unanimous vote of the National Council."

**C2.2 Suspension of Chapter Charter Pending Completion of Investigation and Rendering of Decision**

The National Council may suspend some or all of the chapter's operations while it investigates information that the chapter or its members have allegedly engaged in conduct that reflects discredit to the Fraternity, violates the policies of the Fraternity or any applicable law or regulation, or otherwise constitutes inappropriate behavior. Unless the National Council specifies otherwise, the suspension will continue until the National Council has announced the outcome of its investigation and imposed any discipline.

**C2.3 Withdrawal of Charter** (updated January 27, 2017)

"The National Council may, by unanimous vote, withdraw the charter of a collegiate chapter for conduct that reflects discredit to the Fraternity, for failure to

meet financial obligations, for violations of or failure to comply with the policies of the Fraternity, or when withdrawal of the charter shall be considered by the National Council to be in the best interest of Alpha Chi Omega. No collegiate chapter charter shall be withdrawn until: (1) An investigation has been made by the Fraternity; and (2) The chapter has been given an opportunity to respond *If the National Council confirms that the chapter has failed subsequently to correct any of the deficiencies previously investigated and discussed with the chapter, the National Council may withdraw the charter without providing the chapter with another opportunity to respond.*"

**C2.4 Distribution of Chapter Property** (updated January 27, 2017)

When a collegiate chapter charter is revoked either by surrender or by withdrawal, the personal property of the collegiate chapter becomes the property of the National Fraternity. Personal property includes anything of historical significance to the chapter, including but not limited to: initiation equipment, chapter president's badge, gavel, trophies, charter, Bond book, historical documents, etc.

**C2.5 Closed Chapter Funds** (updated July 10, 2017)

When a collegiate chapter is closed and all outstanding expenses are paid in full, the remaining funds will be transferred to the Fraternity. The funds should be separated from the general operating funds of the Fraternity for 10 years from the date of closure of the said collegiate chapter. Should the chapter re-establish within 10 years of its closing, any funds held will be used for its re-establishment. Following the 10-year period, these funds will be released to the Fraternity for general operating expenses.

**C3 Name [Heritage Document]**

**C3.1 Greek Letters**

"A collegiate chapter shall be known and designated by the letters of the Greek alphabet and combinations thereof."

**C3.2 Permanence of Greek Name**

"The name of a collegiate chapter whose charter has been surrendered or withdrawn shall not be used to designate a chapter at another campus or institution."

**C4 Meetings [Heritage Document]**

**C4.1 Regular Meetings**

"Business meetings of a collegiate chapter shall be held regularly during the school year and conducted in accordance with Fraternity ritual and form."

**C4.1-1 Chapter Business**

Decisions regarding budget, dues and fees, member discipline and bylaws must be made during the academic year. Any exceptions must be approved by Headquarters staff in consultation with appropriate volunteers.

**C4.2 Closed to the Public**

“The business meetings and all rites and ceremonies shall be conducted in a location not open to the public at the time it is in use by the chapter.”

**C4.3 Requirements for Admission of Visitors**

“Before admission to the business meetings, a brief examination covering the password, grip, motto, colors and description of the badge shall be required of any visitor not vouched for by a collegiate member of the chapter.”

**C5 Bylaws [Heritage Document]**

**C5.1 Bylaws** (updated January 27, 2017)

**C5.1-1** “Each collegiate chapter shall adopt bylaws annually.”

**C5.1-2** Collegiate chapter bylaws are adopted by the membership and give the chapter members the privilege and responsibility of participating in governance of the chapter. Bylaws are binding on all members of the collegiate chapter.

**C5.2 Governing Documents and Collegiate Chapter Model Bylaws**

Collegiate chapter bylaws may not be in conflict with the governing documents of Alpha Chi Omega Fraternity, Inc. and must follow the collegiate chapter model bylaws adopted by the National Council and provided to each chapter.

**C5.3 Requirement for Good Standing**

Current bylaws must be on file at Alpha Chi Omega Headquarters for a collegiate chapter to be in good standing.

**C5.4 Revision, Adoption and Evaluation of Bylaws**

**C5.4-1 Basis for Revisions**

The National Fraternity provides updated collegiate model bylaws to each collegiate chapter following the timeline and procedure set by Alpha Chi Omega Headquarters.

The collegiate chapter model bylaws contain the information that is required by the National Fraternity to be included in the chapter bylaws and form the basis for review and revision of existing bylaws.

**C5.4-2 Responsibility for Revisions**

The VP chapter relations and standards and the Chapter Relations and Standards Board are responsible for reviewing the chapter’s existing bylaws based on the collegiate model bylaws. They recommend revisions and additions to the chapter for approval by a date specified by Headquarters of each year.

**C5.4-3 Adoption** (updated January 27, 2017)

The VP chapter relations and standards presents to the collegiate chapter the revisions and additions to the bylaws, following the timeline



and procedure contained in the bylaws and included in the collegiate chapter model bylaws information from Alpha Chi Omega Headquarters.

The revised bylaws must be adopted by a two-thirds [2/3] majority vote of the members present at a regular meeting of the chapter.

Until a chapter's local bylaws are officially approved by the chapter and Alpha Chi Omega headquarters, the current year model bylaws distributed from the National Fraternity will be in effect.

#### **C5.5 Filing of Bylaws**

The VP chapter relations and standards submits the finalized bylaws to Alpha Chi Omega Headquarters by the published deadline.

#### **C5.6 Acknowledgment of Bylaws by Members** (updated January 27, 2017)

The Chapter Relations and Standards Board annually provides a copy of the current bylaws to each member of the chapter at the beginning of the school year.

Each chapter member annually acknowledges via the Alpha Chi Omega website she has read the chapter's current bylaws.

New members receive a copy of the chapter's current bylaws and acknowledge via the Alpha Chi Omega website they have read the chapter's bylaws prior to Initiation.

### **C6 Officers [Heritage Document]**

"The officers of a collegiate chapter shall be elected as set forth in the chapter's bylaws."

#### **C6.1 Qualification for Office**

A chapter officer must have a cumulative grade point average above a C as specified in the chapter's bylaws.

#### **C6.2 Term of Office** (updated January 27, 2017)

Collegiate chapter officers serve for a term of one year or until their successors are elected and installed. Terms are based on a calendar year.

#### **C6.3 Removal from Office** (updated January 27, 2017)

A chapter officer may be removed from office:

- [a] By the Chapter Relations and Standards Board.
- [b] By the chapter advisor in consultation with the province collegiate chair.
- [c] By the province collegiate chair.
- [d] By a designated National Fraternity representative.

#### **C6.4 Executive Board**

The Executive Board, as defined in the chapter's bylaws, is responsible for the overall management and direction of the chapter.

#### **C6.5 Chapter President as Committee Member**

The chapter president is an ex officio member, with voice and vote, of all standing and special committees.

**C 6.5-1** An **ex officio member** is an individual who serves on a committee by virtue of her office in the organization.

### **C7 Good Standing with National Fraternity**

A collegiate chapter in good standing has:

- [a] A copy of its current bylaws on file at Alpha Chi Omega Headquarters;
- [b] No financial indebtedness to the National Fraternity or National Housing Corporation;
- [c] Not been placed on a disciplinary probationary status by the National Fraternity or the University; or been placed on sanctions with the National Fraternity and,
- [d] Been current with all reporting requirements of the National Fraternity.

### **C8 Chapter Disciplinary Action**

#### **C8.1 Investigation**

The chapter will be notified that Alpha Chi Omega Headquarters staff and/or appointed volunteers will be conducting an investigation. As part of this investigation, Headquarters staff can invoke a temporary cease and desist order for chapter operations, and will interview, as necessary, chapter members and officers, chapter advisors, campus officials, and others who may have relevant information. During the investigation, the chapter will have the opportunity to present information in response to the concerns raised by the investigation, and this information will receive full consideration by Headquarters staff. Based upon this investigation, Alpha Chi Omega Headquarters staff will make a recommendation to the National Council if probationary status is warranted, including the results of the investigation supporting that recommendation, and the terms and conditions of that status. Or Headquarters staff may place the chapter on sanctions if probationary status is not warranted.

#### **C8.2 Chapter Probation**

A collegiate chapter failing to uphold its relationship with the National Fraternity as stated in section C1.4 of these policies may be placed on a probationary status by the National Council.

##### **C8.2-1 National Council Action**

Upon review and consideration of the recommendations and supporting information supplied by the Alpha Chi Omega Headquarters staff, the National Council will determine what if any probationary status is warranted and the terms thereof.

### **C8.3 Sanctions**

A collegiate chapter failing to uphold its relationships with the National Fraternity as stated in section C1.4 of these polices may be placed on sanctions by Headquarters staff.

### **C8.4 Terms of Disciplinary Action**

The terms of probation and/or sanctions will be provided in writing to the collegiate chapter.

## **C9 Financial Operations**

### **C9.1 Dues and Fees**

#### **C9.1-1 Responsibility of Collegiate Chapter**

The collegiate chapter is responsible to collect National Fraternity dues and fees from its members and submit the correct amount to Alpha Chi Omega Headquarters.

#### **C9.1-2 Charges to Members**

All active collegiate members in a chapter are charged the same amount of dues and fees. This amount includes the national dues and fees set annually by the National Council.

#### **C9.1-3 Exemption for Special Status** (Updated January 27, 2017)

Members who have been granted a special status by their chapter may be exempt from a portion of chapter dues and fees for a specific period of time not to exceed one year. Exemption applies only to local chapter dues and fees. The member retains responsibility for payment of national dues and fees.

#### **C9.1-4 Budgeting for Dues and Fees – Housed Chapters**

Collegiate chapter budgets must be based on full occupancy as set forth in the chapter's lease. A housed chapter must maintain full occupancy. Any exceptions must be approved by Headquarters staff in consultation with appropriate volunteers and may be dependent on the chapter meeting their lease and/or other housing obligations.

#### **C9.1-5 Payment of Dues, Fees, or other Payments to Chapter**

Payment of dues, fees, or other payments must be made via any method acceptable by the national organization's approved financial service firm, unless an exemption has been granted by Headquarters staff. Cash payments will not be accepted.

#### **C9.1-6 Billing Members** (Updated July 10, 2017)

All semester school chapters will bill members two times per year: August 1 and January 1 of each academic year.

All quarter school chapters will bill members three times per year: September 1, January 1, and April 1 of each academic year.

Chapters can place members on consecutive payments installments, but may not offer more than three installments each term.

**C9.2 Fiscal Year**

The chapter's fiscal year is August 1 through July 31.

**C9.3 Execution of Contracts**

The chapter president and VP finance sign all contracts and other legal documents, with the exception of individual housing contracts, on behalf of the chapter. Housing contracts are executed on behalf of the chapter by the signature of the chapter president and chapter advisor.

**C9.4 Tax Requirements**

Chapters are required to follow all requirements of the Internal Revenue Service (IRS) and provisions of the Internal Revenue Code applicable to organizations exempt from federal income tax under section 501(c)(7) of the Internal Revenue Code. All collegiate chapters utilizing the approved financial system will be included in a unified Group Tax Exemption, and the IRS Form 990 will be submitted to the IRS as a group return. All collegiate chapters included in the group return are required to submit data to be included in the group return as requested by Alpha Chi Omega Headquarters. Chapters not utilizing the approved financial system are eligible to be included in the group filing. If they choose not to be included with the group tax filing, they must complete an IRS Form 990 and submit it to Alpha Chi Omega Headquarters by October 31. All chapters are required to file all federal, state and local tax reports and employer tax deposits on time.

**C9.4-1 State Tax**

Chapters are required to pay state and local taxes, including sales tax.

**C9.5 Budgets and Additional Charges or Fines**

A majority vote of the members at a regular chapter business meeting is required to establish the chapter's budget for a fiscal year. A majority vote of the members at a regular chapter business meeting is required to establish additional charges to members for unbudgeted activities or member fines.

**C9.6 Chapter Member Assessments**

If the chapter's disbursements for a fiscal year exceed its receipts, the total deficit is divided by the number of active collegiate members, including graduating seniors. The members are required to pay this pro-rated assessment.

**C9.7 Officer and Advisor Compensation**

All chapter officers and advisors serve without compensation from the chapter. Any reduction in dues and fees or room and board charges is considered compensation. Officer related privileges may not be considered compensation.

**C9.8 Bank Accounts** (Updated November 13, 2017)

The chapter may have only one checking account and no more than one savings account. When using the national organization's approved financial service firm,

(currently Billhighway) the one permitted checking account must be held by that firm. All accounts should be interest bearing, if possible.

The chapter's approved checking account should have at least four individuals authorized to sign and/or approve checks for that account: chapter president, VP finance, chapter advisor and financial advisor. If any of these advisor positions are vacant, the chapter shall give check-issuing and/or check approval authority to an assistant VP finance in place of the advisor(s). Signature stamps are not allowed. New bank signature cards, for savings accounts, must be filed with the banking institution whenever officers or advisors change.

A person authorized to issue and/or approve checks for the chapter's account cannot issue and/or approve a check payable to herself. Chapters shall not have credit cards. Exemptions from this requirement must be requested from and approved by Alpha Chi Omega Headquarters staff. Chapters may obtain up to the allotted number of prepaid credit cards issued through the approved financial service firm.

The chapter may elect to open a Certificate of Deposit (CD) account. The chapter must be financially stable enough to set aside the monies. The CD must be opened at the same bank where the checking and/or the savings account reside. The chapter may decide the maturity date that fits their needs. The VP finance may open the CD account with the approval of the financial advisor, or chapter advisor and chapter president.

#### **C9.9 Professional Financial Service**

A chapter must use the national organization's approved financial service firm to assist in managing the chapter's finances. Exemptions from this requirement must be requested from and approved by Alpha Chi Omega Headquarters staff.

#### **C9.10 Collections** (updated January 27, 2017)

Members classified as resigned owing money or financially suspended, who are not making payments on their debt may be sent to collections by the collegiate chapter. Members can only be sent to collections for monies owed over fifty dollars.

### **C10 New Member Activities**

#### **C10.1 Statement of Position: New Member Terminology** (Updated January 27, 2017)

Alpha Chi Omega Fraternity supports and advocates the use of the words "new member" when referring to members who have completed the recruitment process and accepted a bid. In addition, chapters may not name new member classes, or refer to new members in terms that may be considered undignified or place anyone in a tiered status, i.e. "pledges", "babies", "angels", etc.

#### **C10.2 Statement of Position: Hazing/Demeaning Activities**

Alpha Chi Omega does not condone unkind, undignified, or humiliating activities. Members of Alpha Chi Omega must not conduct hazing activities. Chapters of Alpha Chi Omega must include in their bylaws a statement

prohibiting hazing and/or demeaning activities. Alpha Chi Omega considers hazing to be a form of domestic violence.

**C 10.2-1** Unkind, undignified, humiliating activities are unacceptable at any time. Collegiate chapters or individual members who participate in such activities are subject to disciplinary action.

**C 10.2-2** The collegiate chapter president annually is required to verify to the National Fraternity the absence of hazing and demeaning activities.

**C10.3 Meetings and Officers**

Upon completion of the New Member Ceremony, new members are expected to attend all meetings of the collegiate chapter.

Separate meetings may be held for new members for the purpose of education, not for the purpose of conducting business or forming a separate entity with its own agenda and activities.

New members may not elect new member class officers.

**C11 Chapter Advisors**

Collegiate chapters receive guidance and assistance from a chapter advisor and, if possible, other members of a Chapter Advisory Board.

**C11.1 Appointment**

A province collegiate chair is responsible for appointing chapter advisors for all of the collegiate chapters in her province. All appointments are subject to approval by Headquarters staff.

Each collegiate chapter and outgoing chapter advisor is given an opportunity to recommend candidates for chapter advisor to the province collegiate chair.

**C11.2 Qualifications**

A chapter advisor must be an alumna member in good standing with the National Fraternity and/or a non-member appointed by a national representative.

**C11.3 Term of Office**

The chapter advisor serves a two-year term, beginning August 1 in even-numbered years.

**C11.4 Removal from Office**

A chapter advisor may be removed from office:

- [a] By the province collegiate chair; or,
- [b] By a designated National Fraternity representative.

**C11.5 Vacancy in Office**

When a vacancy occurs in the position of chapter advisor, the province collegiate chair appoints a successor to complete the unexpired portion of the term.

**C11.6 Chapter Advisory Board** (updated January 27, 2017)

The chapter advisor, whenever possible, assigns some of her duties to members of a Chapter Advisory Board, and she serves as chair of that board.

The chapter advisor appoints the other members of the Chapter Advisory Board.

Members of a local housing corporation (LHC) are not allowed to serve as the chapter advisor, CRSB advisor, finance advisor, risk management advisor, facility operations advisor or house director for the chapter.

Chapter employees are ineligible to serve as members of the chapter advisory board.

**C11.7 Responsibilities**

The chapter advisor and the other members of the Chapter Advisory Board perform duties assigned by the National Fraternity. These duties are set forth in the resources distributed by Headquarters staff.

**C12 Crisis Management Plan**

Collegiate chapters are expected to follow the National Fraternity's crisis management plan of action in emergency situations.

**C13 Response to External Surveys**

A collegiate chapter is expected to contact Alpha Chi Omega Headquarters when asked to answer any questionnaire, survey or other document created by an external source.

**C14 Collegiate Chapters and Contracts**

A chapter should seek to cancel any contract it has with a vendor that is engaged in litigation against the Fraternity, the Alpha Chi Omega Foundation or the Alpha Chi Omega National Housing Corporation if the contract permits cancellation and if there is an alternative vendor for the good or services in question. In addition, a chapter should not enter into any new contract with such a vendor under these circumstances. To facilitate the enforcement of this policy, the Fraternity will notify chapters of any such vendors. Because cancellation of a contract is a legal matter, the chapter should seek counsel before cancelling a contract; to obtain counsel, the chapter should consult with an advisor and if necessary headquarters staff.

## Section F: Facilities

**Section F contains the policies that relate to the management and safety of Alpha Chi Omega collegiate chapter facilities and improvements to those facilities.** (Updated January 27, 2017)

### **F1 Statement of Position: Collegiate Chapter Housing** (Updated September 18, 2017)

Alpha Chi Omega National Fraternity has assigned to the Alpha Chi Omega National Housing Corporation (NHC) the responsibility for collegiate chapter facilities. The National Fraternity expects the National Housing Corporation to provide support and assistance to both local house corporations and the collegiate chapters so that the collegiate chapters have appropriate, competitive and safe facilities on their respective campuses.

- F1.1** Alpha Chi Omega National Housing Corporation is responsible for collegiate chapter facilities which are owned, leased or managed by the NHC.
- F1.2** Alpha Chi Omega National Housing Corporation shall provide support and assistance to local house corporations and maintain ongoing relations with these corporations.

### **F2 National Housing Corporation** (Updated September 18, 2017)

Chapter facilities are owned, leased or managed by the National Housing Corporation, the National Housing Corporation's designee, or existing local house corporations. The National Housing Corporation shall own or lease facilities in the following scenarios:

1. Established chapters without a current facility – when a facility becomes available.
2. Newly-established chapters – either at inception or when a facility becomes available.
3. Reestablished chapters – either at inception or when a facility becomes available.

Exceptions may be made if an existing LHC was incorporated at the time of the chapter/facility closing and meets the following criteria:

- a. Is in good standing with the state of incorporation with proven documentation filed at Headquarters annually when the chapter/facility closed and throughout the time period the chapter/facility was closed.
- b. Did not have a deficit balance with Alpha Chi Omega Fraternity or the National Housing Corporation when the chapter/facility closed.
- c. Maintained the facility properly while the chapter was closed without financial assistance from the national organization with approved inspection(s) by the NHC or its designee. The LHC must be current with all annual reporting requirements to the National Housing Corporation.
- d. Has sufficient funds to prepare the facility to be competitive with other NPC facilities on campus at the time the chapter would lease and occupy the facility.
- e. Does not require financial assistance from the national organization and the LHC's financial status is reviewed and approved by the NHC.



- f. Has an established, full and functioning local house corporation board along with appropriate accounting and financial reporting.

If a chapter with a facility closes, the National Housing Corporation will work with the local alumnae, including any local house corporation, to address the best resolution for the facility, land, the facility contents, and the cash assets.

**F2.1 Business Procedures** (Updated January 27, 2017)

The National Housing Corporation has the discretion to determine business procedures, including the establishment and collection of fees that apply to local house corporations and chapters.

**F2.2 Franchise Fee** (Updated January 27, 2017)

The National Housing Corporation has established a franchise fee, the amount of which is set annually, to be paid by local house corporations or chapters.

**F2.3 NHC Fee** (Updated January 27, 2017)

The National Housing Corporation has established an NHC fee, the amount of which is set annually, to be paid by chapters who do not have a lease agreement with a local house corporation or the NHC.

**F2.4 Property Manager** (Updated January 27, 2017)

The National Housing Corporation provides property management services for its owned, leased, and managed properties overseeing financial services and property management services.

**F2.5 New Housing Initiatives**

The National Housing Corporation works under the direction and guidance of the National Council in developing plans for future housing initiatives for collegiate chapters.

On campuses where a new housing initiative is supported by the National Council and the National Housing Corporation, the National Housing Corporation has the authority to charge the chapter a fair and equitable housing fee to be set aside for the chapter's new housing initiative.

**F3 House Corporation Requirements** (Updated January 27, 2017)

Alpha Chi Omega local house corporations are corporate entities established by Alpha Chi Omega members with the Fraternity's endorsement. Following the policies of the Fraternity, the local house corporation assumes the responsibility of owning or leasing and managing a collegiate chapter's facility. As noted in the statement of position above, the National Fraternity requires the National Housing Corporation to provide support and assistance to local house corporations so that the collegiate chapters have appropriate, competitive and safe facilities on their respective campuses. The responsibilities of owning or leasing and managing collegiate chapter facilities would still remain with the local house corporations.

House corporations and the individual collegiate and alumnae members who serve on house corporation boards are expected to abide by Fraternity policies. Any alumna not in good standing shall not be eligible to serve on a house corporation board. Adherence to these policies not only impacts the National Housing Corporation's ability to act as a useful resource to local house corporations, but also stands to significantly affect the collegiate members of the applicable chapter. Accordingly, the failure of a house corporation to adhere to Fraternity policies – including, but not limited to, the policies set forth in this Section F – may subject the individual collegiate and alumnae members who serve on the house corporation board to disciplinary action under Section M5 of the Policies of Alpha Chi Omega Fraternity.

**F3.1 Collegiate Chapter Representation** (Updated January 27, 2017)

Each collegiate chapter designates two chapter officers and/or members to serve on the house corporation board as members with voice and vote. LHC meetings shall include at least one representative of the collegiate chapter.

**F3.2 Annual Reporting** (Updated September 18, 2017)

Local house corporations must submit to Alpha Chi Omega Headquarters the following documents by December 1 of each year.

- IRS Tax Form 990
- LHC Annual Report
- H17 - Election of Officers Form
- H20 - LHC Budget
- H141 - LHC and Chapter Lease Agreement
- Current Articles of Incorporation
- Current Bylaws

If a local house corporation fails to submit the required documentation, it will be responsible for reimbursing Alpha Chi Omega Fraternity for all related insurance costs under the National General Liability Insurance Program.

**F3.3 Budgets** (Updated November 13, 2017)

**F3.3-1** Local house corporations shall establish an annual budget and a five-year capital improvement plan using the budget review guidelines and budget form provided by the National Housing Corporation.

**F3.3-2** As part of the budgeting process, local house corporations are expected to incorporate a franchise fee expense to be paid to the National Housing Corporation.

**F3.3-3** As part of the budgeting process, local house corporations are to budget for a representative to attend the Fraternity's biennial national convention.

**F3.3-4** The fiscal year for a local house corporation begins August 1 and ends July 31.

**F3.3-5** Timeline: LHC to have lease amounts to chapters by September 30.  
LHC to have budget approved by November 15.  
LHC to have copies of approved budget to the NHC by December 1.

**F3.3-6** The NHC / LHC lease amounts should include annual maintenance and repair, operating expenses, debt service (if any) and ongoing reserve estimates. The NHC will offer the LHC a recommended best practice for calculating the reserve estimates.

**F3.4 Tax Requirements**

Local house corporations are required to abide by all requirements of the Internal Revenue Service, applicable provisions set forth in the Internal Revenue Code, and any and all state and local tax requirements.

**F3.5 Internal Revenue Service**

Local house corporations are required to submit a copy of IRS Form 990 and any other IRS forms to Alpha Chi Omega Headquarters by October 31 each year.

Copies of all IRS communications to local house corporations are to be forwarded to the National Housing Corporation at Alpha Chi Omega Headquarters.

**F3.6 Governing Documents and House Corporation Model Bylaws** (Updated September 18, 2017)

Local house corporation bylaws may not be in conflict with the governing documents of Alpha Chi Omega Fraternity, Inc. and must adhere to language found in the National Housing Corporation's model bylaws for its local house corporations. Modifications may occur if there are unique state requirements for inclusion in the bylaws. Each local house corporation shall annually review its bylaws and submit a current copy to be kept on file with the National Housing Corporation at Alpha Chi Omega Headquarters.

**F3.7 Building Additions and Renovations** (Updated January 27, 2017)

A local house corporation initiating a project for its property estimated to cost over \$100,000 is to provide the National Housing Corporation with documentation on the specifics of the work to be done, the funding for the project, and the financial impact as it relates to both the local house corporation.

**F3.7-1** Chapters or alumnae wishing to contribute their own funds for capital improvements for an NHC-owned, leased or managed property must obtain project approval from the NHC.

**F3.8 Sale, Purchase or Lease of Property** (Updated January 27, 2017)

Real property for use by a collegiate chapter may not be purchased, rented, leased or sold without National Housing Corporation approval.

**F3.8-1** The National Housing Corporation will establish procedures for evaluating the acceptance of any property.

**F4 House Corporation Board/Tenant Responsibilities**

The policies in this section apply when a collegiate chapter leases a facility from either the National Housing Corporation or a local house corporation.

**F4.1 House Corporation Board Responsibilities** (Updated January 27, 2017)

A contract between the chapter and the house corporation board shall be signed annually and shall provide for lease payments to the local house corporation board. A copy of the lease agreement must be submitted to Alpha Chi Omega Headquarters upon signature of both parties.

The local house corporation board shall work with the collegiate chapter president, VP finance, facility operations advisor (or chapter advisor) and financial advisor to establish the lease payment. The local house corporation board shall, after consultation with the chapter, and considering all applicable safety and housing codes, determine the capacity of the facility.

The local house corporation board shall present an annual report of overall operational income and expenses to the collegiate chapter at a fall meeting.

All revenues collected from the lease payment paid by the chapter to the house corporation board shall be used solely for that chapter's facility and for any administrative costs incurred by the house corporation board in executing its responsibilities with respect to that facility.

**F4.2** For locally owned facilities, local house corporations must use the model house rules provided by the Alpha Chi Omega Fraternity found in the chapter's model bylaws. (Updated January 27, 2017)

**F4.3** The annual lease agreement between a local house corporation and an Alpha Chi Omega chapter must be approved by Headquarters. (Updated January 27, 2017)

**F4.4 Tenant Responsibilities** (Updated November 13, 2017)

The collegiate chapter shall collect housing revenue to pay its landlord the required lease payment and disburse such lease payments to the landlord according to the house corporation & chapter lease agreement.

The collegiate chapter shall use the Headquarters residential services agreement (chapter/member lease agreement) as its model and require all chapter members leasing bed space in the chapter facility to sign the agreement for the term of occupancy.

The collegiate chapter shall enforce a policy requiring members to live in the chapter house in order to maintain the facility at the designated capacity defined in the lease agreement established by the house corporation board.

If the annual lease payment proposed by the house corporation board in any given year reflects an increase more than the chapter members sense is a reasonable amount, Alpha Chi Omega Headquarters will enter into the lease payment discussions to understand the justification of the increase and assist in a resolution determining an acceptable increase for both parties.

Use of the facility when the chapter lease is not in effect is determined by the owner.

**F5**    **Alternative Housing** (Updated January 27, 2017)

A collegiate chapter cannot provide alternative housing options for its members by either signing individual room leases on behalf of its chapter members or by signing a housing lease for property other than a facility(ies) owned or leased by the National Housing Corporation or an Alpha Chi Omega house corporation.

**F6**    **Guests** (Updated January 27, 2017)

**F6.1**    **Hours of Visitation**

Alpha Chi Omega facilities may be open to guests between 7:30 a.m. and 2:00 a.m. However, a chapter may provide for more restrictive hours in its bylaws, provided a majority of the members living in the chapter facility approve. A chapter may vote to expand the hours of visitation, provided 100 percent of the members living in the chapter facility approve. In no instance may the hours of visitation be expanded beyond 7:30 a.m. and 2:00 a.m. The VP facility operations must record any votes to change visitation hours in the minutes of the next chapter meeting.

**F6.2**    **Areas of Visitation**

The chapter may designate the areas of the facility that are available for guests, provided a majority of the members living in the chapter facility approve.

**F6.3**    **Overnight Guests**

Members requesting guests to stay in the house overnight must have the approval of the house director, housing advisor, or designee.

**F7**    **Facility Standards**

**F7.1**    **Alcohol** (Updated January 27, 2017)

Alcohol may not be stored, served or consumed on Alpha Chi Omega property, owned, rented or otherwise designated for regular use by the collegiate chapters and prospective chapters of the National Fraternity.

**F7.2**    **Emergency Procedures** (Updated January 27, 2017)

All collegiate chapter facilities must post emergency numbers and evacuation routes throughout the facility.

**F7.2-1**    All collegiate chapters with facilities must conduct at least two fire, earthquake and tornado drills each academic year.

**F7.3**    **Fire and Health Standards**

**F7.3-1**    All collegiate chapter facilities must meet all local fire and health codes and standards.

- F7.3-2** All collegiate chapter facilities must be smoke-free and tobacco-free environments. (Updated February 13, 2017)
- F7.3-3** All collegiate chapter facilities are not permitted to have pets. Exceptions may be allowed for assistance animals with headquarters' knowledge and approval. (Updated January 27, 2017)
- F7.3-4 Candles**  
The use of **open-flame** candles in the chapter facility and/or on the property is prohibited.

**F7.4 Firearms/Weapons** (Updated January 27, 2017)  
The possession, storage and/or use of firearms/weapons or explosive devices of any kind within the confines and premises of the collegiate chapter facility and/or property is prohibited.

**F7.5 Illegal Drugs** (Updated January 27, 2017)  
The illicit use, possession, sale, conveyance, distribution or manufacture of any illegal drug or controlled substance or drug paraphernalia on Alpha Chi Omega property owned, rented or designated for regular use by collegiate chapters and prospective chapters is strictly prohibited. In the event of a conflict between federal and state law or any other conflict, members of Alpha Chi Omega shall follow the strictest law or regulation.

**F7.6 Insurance Inspection Reports** (Updated January 27, 2017)  
Recommendations for Alpha Chi Omega collegiate facilities reported by Alpha Chi Omega Fraternity's national insurance company must be met and documentation provided to the insurance company. The failure of an LHC to comply with any mandatory item noted as needing to be addressed on the insurance risk control report by the deadline listed in the report shall result in the LHC assuming the cost of the general liability coverage; excess liability coverage; directors' and officers' liability coverage (including employment practices liability coverage) and commercial crime coverage.

## **F8 NPC Housing Agreements**

The National Fraternity honors National Panhellenic Conference Housing Agreements currently in effect.

## **F9 Non-Members as Residents** (Updated January 27, 2017)

Non-member women or alumnae may live in the chapter house during the school year with the approval of the facility operations advisor (or chapter advisor) if it is not in conflict with university policy. During the summer, non-members or alumnae may live in the chapter house with the approval of the owner. According to the IRS, the revenue the chapter receives from non-members may not exceed 15 percent (15%) of the chapter's gross receipts.

## **F10 Employees** (Updated January 27, 2017)

**F10.1 Equal Opportunity** (Updated January 27, 2017)

Alpha Chi Omega is an equal opportunity employer to all employees and applicants for employment without regard to religion, age, gender, sexual orientation, gender identity or expression, national origin, race, color, disability or genetics. Employment opportunities are open to all qualified applicants solely on the basis of their experience, aptitude and ability. Applicants must meet the qualifications listed in the official job description established for the position.

**F10.2 Collegiate Chapter Employees** (Updated January 27, 2017)

The collegiate chapter is the employer for house directors, kitchen staff (cooks, dishwashers, wait staff, etc.), and any other necessary employees.

**F10.2-1** Background checks are required of all chapter employees. The background check includes Social Security Number verification and criminal history (including federal crimes and a search of counties of residence for a 7 year minimum). The background check is to be completed before the candidate commences employment. Additionally, a credit check must be completed for any chapter employee who will handle funds. (Updated January 27, 2017)

**F10.2-2** Chapter employees are ineligible to serve on the local house corporation board. (Updated January 27, 2017)

**F10.3 Local House Corporation Contractors**

The local house corporation has the ability to contract individuals to oversee maintenance and repair work.

**F10.4 Annual Employment Agreements**

**F10.4-1 House Director Employment Agreement** (Updated January 27, 2017)

The Alpha Chi Omega house director employment agreement must be used as the model for a chapter who hires a house director. The agreement is to be signed annually.

**F10.4-2 Employment Agreements to be Signed Annually** (Updated January 27, 2017)

An employment agreement between each employee and the collegiate chapter must be signed annually. Any exception must be approved by headquarters.

**F10.4-3 Signees for Employment Agreements** (Updated January 27, 2017)

The chapter president and VP finance sign employment agreements on behalf of the chapter.

**F10.5 House Directors** (Updated January 27, 2017)

Collegiate chapters with a housing capacity of 11 or more must employ a house director. All other chapters (capacity of ten or less) are encouraged to employ a house director. If this requirement conflicts with university requirements, headquarters staff shall be consulted.

**F10.5-1 Responsibility for Hiring a House Director** (Updated January 27, 2017)

The facility operations advisor (or chapter advisor) is responsible for interviewing, hiring, evaluating and dismissing a house director. It is recommended that the facility operations advisor chair an interview committee composed of the chapter advisor, collegiate chapter president and the vice president facility operations, to select a house director.

**F10.5-2 Personal Property of House Directors**

House directors should obtain insurance coverage for personal property and liability protection for leisure-time activities.

**F11 Insurance**

**F11.1 National Property Insurance Program**

**F11.1-1 Participation** (Updated January 27, 2017)

All collegiate chapters and house corporations shall participate in the National Fraternity's national property insurance program that covers buildings, furnishings and other collegiate chapter possessions. Exemptions require Fraternity approval.

**F11.1-2 Notice of Claim** (Updated January 27, 2017)

Collegiate chapters and house corporations shall immediately contact the insurance representative who handles the National Property Insurance Program when a claim needs to be filed.

**F11.2 National General Liability Insurance Program** (Updated January 27, 2017)

**F11.2-1** All local house corporations bearing the letters of Alpha Chi Omega or that have established themselves as Alpha Chi Omega local house corporations are covered under the Fraternity's general liability program.

**F11.2-2** Alpha Chi Omega's local house corporation boards who lease their facilities to other than Alpha Chi Omega Fraternity's collegiate chapters must acquire their own general liability through Alpha Chi Omega's national insurance company.

**F11.3 Personal Property – Chapter Members**

The personal property of individual members (including automobiles) kept in or on any Alpha Chi Omega property owned, rented or otherwise designated for regular use by a collegiate chapter is not included in the National Property Insurance Program.

Individual members are encouraged to carry private insurance covering their property.



# Section M: Members

**Section M pertains to the rights, privileges and responsibilities of members of Alpha Chi Omega. Relevant information from the governing document entitled “The Heritage of Alpha Chi Omega Fraternity, Inc.” is indicated in quotation marks. It also includes National Fraternity policies.**

## **M1 Member Code of Conduct** (Updated January 27, 2017)

Alpha Chi Omega was founded in 1885 as a women’s fraternity. Since its inception, Alpha Chi Omega has offered lifetime affiliation to its members, encouraging them to develop to their fullest potential as educated women as expressed in the Fraternity’s open motto: “Together let us seek the heights.”

The objects of Alpha Chi Omega are to encourage the spirit of true sisterhood, to develop through personal effort a high moral and mental standard, and to advance the appreciation and practice of fine arts. All members of Alpha Chi Omega, as beneficiaries of the heritage and history of the Fraternity, strive to be both true to and worthy of the legacy and principles of Alpha Chi Omega.

Women voluntarily become members of Alpha Chi Omega through a mutual selection process. Women choose to join Alpha Chi Omega because they value and share the standards for membership in the Fraternity. Women are invited to membership based on five membership standards: academic interest, character, financial responsibility, leadership ability, and personal development. In accepting membership in Alpha Chi Omega, each member agrees that her conduct will bring honor and integrity to the Fraternity and that by her conduct she will demonstrate respect for herself, her sisters and her Fraternity.

Membership in Alpha Chi Omega is a privilege. If an individual member’s conduct is inconsistent with the standards of Alpha Chi Omega and/or the chapter bylaws, that conduct will be addressed. She may adapt her conduct to the standards and/or bylaws of Alpha Chi Omega or resign, or she may be released from her membership or have membership action taken that alters her good standing in Alpha Chi Omega.

Alpha Chi Omega offers its members sisterhood for a lifetime, based on the precepts contained in *The Ritual of Alpha Chi Omega Fraternity*. The Bond of Alpha Chi Omega provides lifelong inspiration, encouragement and support to all who pledge their oath of allegiance.

## **M2 Annual Obligations**

Each collegiate member is required to acknowledge her annual obligations via the Alpha Chi Omega website.

### **M2.1 Chapter bylaws**

Annually, the chapter updates chapter bylaws based on the model bylaws provided by Headquarters. Collegiate chapter bylaws are adopted by the membership and give the chapter members the privilege and responsibility of all

participating in the governance of the chapter. Bylaws are binding on all members of the collegiate chapter.

#### **M2.2 Anti-Hazing Contract**

The anti-hazing contract affirms the member's agreement to not participate in hazing activities as defined by Alpha Chi Omega policies, bylaws and best practices.

#### **M2.3 Financial Responsibility Agreement**

The financial responsibility agreement outlines the responsibility of the member to keep current on all payments due to the local chapter and National Fraternity, and the consequences for failing to do so.

#### **M2.4 Binding Arbitration**

The agreement for binding arbitration provides members and the National Fraternity with the opportunity to resolve disputes via an arbitrator.

#### **M2.5 Statement of Obligation**

The statement of obligation affirms the member's agreement to abide by the Alpha Chi Omega Code of Conduct, and to keep Alpha Chi Omega Ritual secret.

### **M3 Expectations of Membership**

The expectations of membership are:

- [1] Academic Interest – Intellectual advancement and sound scholarship
- [2] Character – Moral integrity, dignity, and loyalty
- [3] Financial Responsibility – Prompt payment of dues and fees and other financial obligations
- [4] Leadership Ability – Participation in campus and community activities
- [5] Personal Development – social awareness, poise, personal presentation and cultural appreciation

### **M4 Classes of Membership [Heritage Document]**

“The membership of the Fraternity shall consist of collegiate and alumnae members.”

#### **M4.1 Active Collegiate Member**

“An active collegiate member of the Fraternity shall be:

“(1) An undergraduate member, regularly enrolled in a college or university, who is an initiate of or an affiliate to a collegiate chapter at that institution.”

“(2) A graduate member, regularly enrolled in a college or university where there is a chapter of Alpha Chi Omega, if active status is mutually desirable to both the graduate member and the chapter, and if in accordance with Fraternity policies.”

##### **M4.1-1 New Member**

Undergraduate new members attend informal and formal collegiate chapter meetings and are entitled to vote on chapter business upon completion of the new member ceremony. Undergraduate new

members enter formal chapter meetings at the conclusion of formal opening and leave before formal closing.

Participation in the Ceremonies and Ritual of Alpha Chi Omega is detailed in Section RC: Ritual and Ceremonies.

**M4.1-2 Lifetime Member**

A new member becomes a lifetime member upon completion of the Initiation Ceremony.

A lifetime member is afforded all of the privileges and responsibilities of membership for the remainder of her life so long as she remains in good standing.

**M4.1-3 Requirement of Active Collegiate Member**

“An initiated or an affiliated collegiate member regularly enrolled in a college or university where there is a chapter of Alpha Chi Omega must maintain active status in that chapter.”

“An exception may be made to a collegiate member who petitions for consideration for [a] special status as defined by the Fraternity.”

**M4.1-4 Undergraduate Education Extending Beyond Four Years**

An undergraduate student whose undergraduate education extends beyond four years may be an active collegiate member if she requests and receives permission from the chapter to do so in accordance with the bylaws of the chapter.

**M4.2 Special Status** (Updated January 27, 2017)

A special status can be requested by a member when she is facing circumstances that have a significant impact on her membership.

**M4.2-1 Responsibility for Granting a Special Status** (Updated January 27, 2017)

The National Fraternity authorizes collegiate chapters to grant a special status to an active collegiate member for a defined period of time.

Collegiate chapter bylaws can include a list of situations that may justify a special status and procedures for obtaining a special status.

**M4.2-2 Expectations Related to a Special Status**

A member shall continue to meet her financial obligations as outlined in the member’s contract.

The period of special status shall not exceed one academic year.

**M4.3 Situations That May Justify a Status Change**

The following are situations that may affect the status of an active collegiate member.

**M4.3-1 Absence for a Portion of the School Year** (Updated January 27, 2017)

If an active collegiate member is enrolled in a course of study that requires absence from the college/university for only a portion of the school year, she is considered an active collegiate member, is listed on the chapter roster and is required to pay all National dues and fees for that year.

**M4.3-2 Absence for the Entire School Year** (Updated January 27, 2017)

If an active collegiate member is enrolled in a course of study that requires absence from the college/university for an entire school year, she is considered an alumna for that year, is removed from the chapter roster and is not required to pay National dues and fees for that period of time.

**M4.3-3 Educational Status** (Updated January 27, 2017)

An active collegiate member who has extreme academic circumstances may request educational status through CRSB.

CRSB considers the worthiness of the request and, if approved, sets the terms of the educational status. These terms address participation in chapter activities, payment of financial obligations in addition to National dues and fees, length of status, and details related to living in the house. Length of educational status shall not exceed one academic year and must be renewed each term. Members remain on the chapter roster.

**M4.3-4 Extreme Personal Circumstances** (Updated January 27, 2017)

An active collegiate member who has extreme personal circumstances and believes this may warrant significant accommodations in her membership as an active collegiate member may request a special status from her chapter. The procedures for processing such requests shall be provided in the bylaws of the chapter. No more than three percent of the active collegiate members in a chapter may be granted a special status for extreme personal circumstances at the same time. Members remain on the chapter roster. The period of special status shall not exceed one academic year.

**M4.4 Affiliation**

“An active collegiate member in good standing who transfers to a college or university where there is a collegiate chapter of the Fraternity, may be affiliated by such chapter, provided that both the member and affiliating chapter have followed all procedures of the Fraternity.”

**M4.4-1 Unaffiliated Member** (Updated January 27, 2017)

An undergraduate lifetime member who transfers from the college or university at which her initiating chapter is located to another college or university is an unaffiliated member.

If an Alpha Chi Omega chapter exists on the campus to which an undergraduate lifetime member is transferring, she may request to

become an active collegiate member of that chapter. Affiliation requires a vote of the collegiate chapter and is not automatic.

**M4.4-2 Rights and Expectations of an Affiliate Member**

Members who affiliate with a collegiate chapter have all of the rights and privileges of an active collegiate member of that chapter.

An affiliated member is expected to meet her financial obligations to the chapter and to the National Fraternity and to uphold the standards of the National Fraternity and the bylaws of the chapter.

**M4.4-3 Collegiate Chapter's Responsibility**

When a collegiate chapter votes to affiliate an undergraduate member, the chapter gives that individual active collegiate member status, with all the rights and privileges that come with that status. Collegiate chapter contacts Headquarters to complete the affiliation process.

The affiliating chapter assumes the responsibility for enforcing standards and bylaws with that member.

**M4.4-4 Dissolution of Affiliation** (Updated January 27, 2017)

An affiliate active collegiate member who wishes to dissolve the affiliation may ask the affiliating chapter to dissolve the affiliation at any time.

The affiliated member must fulfill her financial obligations before becoming an alumna member and her chapter of record will be her chapter of initiation.

**M4.5 Alumna Member** (Updated January 27, 2017)

“An alumna member of the Fraternity shall be a member initiated into Alpha Chi Omega who is not an active or inactive collegiate member as defined above.”

An alumna member has participated in both the New Member Ceremony and Initiation Ceremony or the Alumna Initiation Ceremony.

An unaffiliated collegiate member is considered an alumna member because she is not an active member of a collegiate chapter, having not become affiliated with a chapter.

**M4.5-1 Undergraduate Student as an Alumna**

An undergraduate member becomes an alumna:

- [a] When she begins a school term as a student who is not regularly enrolled;
- [b] When she is absent for an entire school year;
- [c] When she completes her undergraduate education;
- [d] When she is no longer enrolled in the institution where she was initiated; or,
- [e] When her undergraduate education extends beyond four years and she does not wish to remain a collegiate member

**M4.5-2 Undergraduate Student as an Alumna in Extraordinary Circumstances** (Updated January 27, 2017)

An undergraduate member may be granted alumna member status in extraordinary circumstances by headquarters.

**M4.6 Member in Good Standing**

“A member in good standing in the Fraternity shall be a collegiate or alumna member who is current with all her financial obligations to the chapter and to the Fraternity and who is not currently being disciplined in accordance with the procedures of the Fraternity.”

**M4.7 Membership Status if Collegiate Charter Revoked**

“When the charter of a collegiate chapter is surrendered or withdrawn, an individual member of such chapter shall continue to be a member in good standing in the Fraternity unless action is taken by the Fraternity.”

A member in good standing of a chapter in which the charter has been revoked may be an affiliated member at another university or an alumna member.

**M5 Statement of Position: Individual Member Accountability**

Alpha Chi Omega believes that actions have consequences and that every effort must be made to hold individual members accountable for their actions that cloud the integrity and image of the National Fraternity.

The National Fraternity is committed to providing education and assistance to all volunteer personnel so that accountability is consistently applied.

**M6 Discipline of Members [Heritage Document]** (Updated January 27, 2017)

“A member of the Fraternity who fails to observe and maintain the standards of Alpha Chi Omega may be disciplined in accordance with the policies of the Fraternity.”

The requirement that a member observe and maintain the standards of Alpha Chi Omega – and otherwise meet the expectations of membership in Alpha Chi Omega – includes (but is not limited to) the member’s adherence to these Policies of Alpha Chi Omega Fraternity, the National Fraternity’s governing documents, the member code of conduct, the annual obligations, and applicable bylaws of the collegiate chapter.

The collegiate chapter has jurisdiction to discipline the active collegiate members of the chapter.

If the chapter does not exercise that jurisdiction or take necessary action, the National Fraternity, through its designated representatives, may assume jurisdiction.

The National Council has jurisdiction to discipline alumna members.

**M6.1 Responsibility in Collegiate Chapter**

The VP chapter relations and standards and the Chapter Relations and Standards Board (CRSB) members are responsible for maintaining the standards

and Member Code of Conduct of the National Fraternity, enforcing the bylaws of the collegiate chapter, and following a disciplinary process in dealing with individual chapter members that includes the following three elements: (i) a notice of deficiency, (ii) an opportunity for the individual member to respond, and (iii) a decision by the appropriate decision-making body.

**M6.1-1 Make Up of Chapter Relations and Standards Board**

The Chapter Relations and Standards Board (CRSB) shall be elected by the chapter members according to the bylaws of the chapter.

**M6.1-2 Authority of Chapter Relations and Standards Board** (Updated January 27, 2017)

Following the National Fraternity's policies and procedures, the Chapter Relations and Standards Board has the authority to:

- [a] Release a new member from membership.
- [c] Place an active collegiate member on a disciplinary contract.
- [d] Submit a petition to the National Council that an active collegiate member be placed on disciplinary suspension.
- [e] Submit a petition to the National Council that an active collegiate member be expelled.
- [f] Accept member resignations.
- [g] Remove a chapter officer from office.

**M6.2 Fraternity Process**

A member whose conduct is questionable is entitled to the following process.

**M6.2-1 Fraternity Process for Collegiate Members** (Updated January 27, 2017)

- [a] Education about expectations  
All members shall be educated about the expectations of Alpha Chi Omega contained in the National Fraternity's governing documents, collegiate chapter bylaws, Member Code of Conduct, annual obligations, these Policies of Alpha Chi Omega Fraternity and other required documents. Signing annual obligations is an outward indication that members have been educated on and acknowledge the governing documents of Alpha Chi Omega.

- [b] Notice of Conduct Inconsistent with Expectations  
When there is evidence that a collegiate member has not met the expectations of membership in Alpha Chi Omega, the member is called to a regularly scheduled Chapter Relations and Standards Board meeting. The member shall receive advance notice of this meeting. The member's conduct in question is described and the member shall be given an opportunity to state her position.

The Chapter Relations and Standards Board determines what, if any, disciplinary action is necessary, up to and including a petition for disciplinary suspension or expulsion, and informs the member of its determination.

The actions of the Chapter Relations and Standards Board shall be documented and shall be signed by everyone who attended the meeting.

- [c] Action if conduct continues to be inconsistent with expectations  
When there is evidence that a member's conduct continues to be inconsistent with the expectations for membership in Alpha Chi Omega, the member is again called to attend a regular meeting of the Chapter Relations and Standards Board. The member shall receive advance notice of this meeting. The member's conduct in question is described, and the member has an opportunity to state her position.
- [d] Chapter Relations and Standards Board Authority  
The Chapter Relations and Standards Board has the authority to initiate and/or renew a disciplinary contract, to initiate disciplinary suspension, to initiate expulsion proceedings, or to accept a member's voluntary resignation at any point a member exhibits inconsistent behavior with the expectations of Alpha Chi Omega.

**M6.2-2 Fraternity Process for Alumnae Members** (Updated January 27, 2017)

- [a] Education about Expectations  
All members shall be educated about the expectations of Alpha Chi Omega contained in the National Fraternity's governing documents, alumnae chapter bylaws when applicable, member code of conduct, statement of obligation, the Policies of Alpha Chi Omega Fraternity and other required documents.
- [b] Notice of Conduct Inconsistent with Expectations  
When there is evidence that a member has not met the expectations of membership in Alpha Chi Omega, the member will receive notification of the evidence of inconsistency with expectations by Headquarters and be given an opportunity to respond to the notice of the inconsistency. The disciplinary actions applicable to alumnae noted below may be initiated at any point an alumna exhibits behavior inconsistent with the expectations of Alpha Chi Omega.
- [c] Authority of Headquarters Staff and the National Council  
The National Council and/or Headquarters staff has the authority to initiate and/or renew a disciplinary contract, to initiate disciplinary suspension, to initiate expulsion proceedings, or to accept a members' voluntary resignation at any point a member exhibits inconsistent behavior with the expectations of Alpha Chi Omega.

**M6.3 Disciplinary Contract**

An alumna or collegiate member may be placed on a disciplinary contract when her conduct does not meet expectations of membership in Alpha Chi Omega.



A member placed on a disciplinary contract receives a copy of the contract's terms and conditions. The conditions shall include the consequence(s) of noncompliance.

If the member fails to meet these terms and conditions, proceedings may be initiated to alter her status as a member in good standing.

**M6.3-1 Authority for Disciplinary Contract of Active Collegiate Member**

In addition to the Chapter Relations and Standards Board, a designated representative of the National Fraternity also may place an active collegiate member on a disciplinary contract.

**M6.3-2 Authority for Disciplinary Contract of Alumna Member**

An alumna member is placed on a disciplinary contract upon a two-thirds [2/3] affirmative vote of the National Council.

**M6.3-3 Responsibility of Member** (Updated January 27, 2017)

A member placed on a disciplinary contract is responsible for all National Fraternity, collegiate chapter, and/or alumnae chapter financial obligations during the term of the contract.

**M6.3-4 Time Limit**

The time period for a disciplinary contract is not to exceed one calendar year. Chapter Relations and Standards Board, a designated representative of the National Fraternity, or the National Council, as applicable, shall periodically review the contract for compliance.

**M6.4 Temporary Suspension**

A member is placed on temporary suspension if behavior or actions require immediate action.

**M6.4-1 Active Collegiate Member**

A designated representative of the National Fraternity, chapter advisor, chapter president, or VP chapter relations and standards may place an active collegiate member on Temporary Suspension.

**M6.4-2 Alumna**

A National Council officer or a representative of the National Fraternity may place an alumna member on temporary suspension.

**M6.4-3 Investigation and Time Period**

The temporary suspension remains in effect during an investigation of the behavior or actions of concern, and will continue until the process outlined in Section M, that is ordinarily applicable to the kind of discipline in question, can be completed. All reasonable efforts shall be made to commence and to complete the ordinary disciplinary process as soon as possible so that the temporary suspension can be kept to the shortest length possible.

**M6.4-4 Member Status** (Updated January 27, 2017)

A member on temporary suspension is responsible for all National Fraternity and collegiate chapter financial obligations during the time of the suspension.

Her status as a member in good standing is suspended pending the results of the investigation and she cannot participate in any alumnae, collegiate, Panhellenic or National Fraternity activities.

## **M6.5 Disciplinary Suspension**

Members placed on disciplinary suspension are not members in good standing.

An active collegiate or alumna member may be placed on disciplinary suspension if she violates the Member Code of Conduct, National Fraternity standards and policies, or chapter bylaws.

### **M6.5-1 Authority for Action**

Only the National Council has the authority to enact disciplinary suspension. The action requires a two-thirds [2/3] affirmative vote of the members of the National Council.

### **M6.5-2 Request for Action** (Updated January 27, 2017)

A petition for disciplinary suspension involving an active collegiate member may be submitted to the National Council by:

- [a] Chapter Relations and Standards Board;
- [b] A collegiate chapter;
- [c] Province collegiate chair;
- [d] Designated representative of the National Housing Corporation (in the case of a failure to adhere to the facilities policies of Section F); or a
- [e] Designated representative of the National Fraternity.

A petition for disciplinary suspension involving an alumna member may be submitted to the National Council by:

- [a] An alumnae chapter;
- [b] A collegiate chapter;
- [c] Province alumnae chair;
- [d] Designated representative of the National Housing Corporation (in the case of a failure to adhere to the facilities policies of Section F); or a
- [e] Designated representative of the National Fraternity.

A member should be placed on temporary suspension while the disciplinary suspension process takes place.

### **M6.5-3 National Council Action**

A member named in a Petition for Disciplinary Suspension shall be advised of the circumstances resulting in the petition and given the opportunity to prepare a written statement in connection with the petition. In the case of active collegiate members, the National Council

does not review factual claims leading to the petition but acts to make sure that the procedural requirements have been met; in the case of alumnae members, the National Council reviews both the facts and procedure. The member shall be advised of the National Council's decision. There is no appeal from the National Council's decision.

**M6.5-4 Member Status** (Updated January 27, 2017)

A member placed on disciplinary suspension is not in good standing and may not participate in any alumnae, collegiate, Panhellenic or National Fraternity activities.

**M6.5-5 Reinstatement** (Updated January 27, 2017)

- [a] A reinstatement fee is set by the National Council.
- [b] Reinstatement from disciplinary suspension may be requested in writing to the National Council. Reinstatement requires a two-thirds [2/3] affirmative vote of the National Council.
- [c] An active collegiate member may not be reinstated from disciplinary suspension during the time she is an undergraduate student. Upon completion of the members' undergraduate education, the member may request reinstatement.
- [d] An alumna member may not request reinstatement until two (2) years from the date of the suspension. After that date, the alumna may request reinstatement from the National Council at any time.

**M6.6 Expulsion**

An active collegiate or alumna member may be expelled from Alpha Chi Omega if her behavior makes her unworthy ever to be allowed the privileges and responsibilities of membership.

**M6.6-1 Authority for Action**

Only the National Council has the authority to expel a member. A unanimous vote of the National Council is required.

**M6.6-2 Request for Action** (Updated January 27, 2017)

A request for expulsion involving an active collegiate member may be submitted to the National Council by:

- [a] Chapter Relations and Standards Board;
- [b] A collegiate chapter;
- [c] Province collegiate chair;
- [d] A designated representative of the National Housing Corporation (in the case of a failure to adhere to the facilities policies of Section F; or
- [e] A designated representative of the National Fraternity.

A request for expulsion involving an alumna member may be submitted to the National Council by:

- [a] An alumnae chapter;

- [b] A collegiate chapter;
- [c] Province alumnae chair;
- [d] National Housing Corporation (in the case of a failure to adhere to the facilities policies of Section F); or
- [e] A designated representative of the National Fraternity.

**M6.6-3 National Council Action** (Updated January 27, 2017)

A member named in a Petition for Expulsion shall be advised of the circumstances resulting in the petition and given the opportunity to prepare a written statement in connection with the petition. In the case of active collegiate members, the National Council does not review factual claims leading to the petition but acts to make sure that the procedural requirements have been met; in the case of alumnae members, the National Council reviews both the facts and procedure. The member shall be advised of the National Council's decision. There is no appeal from the National Council's decision.

**M6.6-4 Member Status** (Updated January 27, 2017)

A woman expelled from Alpha Chi Omega is no longer a member and may not participate in any alumnae, collegiate, Panhellenic or National Fraternity activities.

**M6.6-5 Reinstatement**

There is no reinstatement from expulsion.

**M6.7 University Disciplinary Action** (Updated January 27, 2017)

A member who is suspended or expelled by a college or university is considered an alumna member who will be subject to the alumna disciplinary process.

**M6.8 Financial Suspension**

**M6.8-1 Active Collegiate Member** (Updated January 27, 2017)

A lifetime active collegiate member is placed on financial suspension by the VP finance when full payment of monies owed to the chapter is not received with 45 days after payment is due.

For semester school chapters offering payment plans, chapter should have all applicable members financial suspended by September 15, after first installment is not received, or October 15 after second installment is not received, and/or November 15 after third installment is not received. In spring, February 15, March 15 and/or April 15.

For quarter school chapters offering payment plans, chapter should have all applicable members financial suspended by October 15, after first installment is not received, or November 15 after second installment is not received, and/or December 15 after third installment is not received. For subsequent terms, March 15, April 15 and/or May 15.

All chapters should financially suspend these members for all monies owed to the chapter.

Chapters should only financially suspend members for monies owed greater than fifty dollars.

**M6.8-2 Alumna Member** (Updated January 27, 2017)

An alumna member may be placed on financial suspension by her collegiate chapter or by a representative of the National Fraternity when:

- [a] Monies owed to her collegiate chapter while a collegian are not received within forty-five [45] days after the payment is due.
- [b] Debts to the Fraternity are not received within thirty [30] days after the payment is due.

**M6.8-3 Member Status**

Members placed on financial suspension are not in good standing and may not participate in any alumnae, collegiate or National Fraternity activities while financial suspension is in effect, and the chapter will not bill the member any further until the financial suspension indebtedness and reinstatement fee is paid in full, including any additional fees.

**M6.8-4 Reinstatement from Financial Suspension** (Updated January 27, 2017)

A reinstatement fee is set by the National Council.

A member who wishes to be reinstated from financial suspension is required to pay the reinstatement fee plus the entire amount of outstanding indebtedness to collegiate chapters, alumnae chapters, the National Fraternity, the National Housing Corporation/Local House Corporation and the Alpha Chi Omega Foundation, as may apply.

A financially suspended collegiate member is not eligible for reinstatement during the academic term in which she is placed on financial suspension. At the conclusion of the academic term in which she is financially suspended, a member may be reinstated after her outstanding balance and reinstatement fee are paid in full if paid by December 1 in the fall term and July 31 in the spring term. Exceptions may be granted by Headquarters staff and will be evaluated on a case by case basis.

A collegiate member who is financially suspended and graduates is still a member not in good standing and is financially suspended until all monies owed and the reinstatement fee is paid to become an alumna member in good standing.

**M6.8-5 New Members** (Updated January 27, 2017)

A new member is released from membership by the VP finance when monies owed to the chapter are not received within 45 days after the payment is due or prior to Initiation.

**M7 Resignation**

Resignation is the only change in member status that can be initiated by the member.

**M7.1 Undergraduate Member** (Updated July 10, 2017)

To initiate a resignation, an undergraduate member may request a Request for Resignation form from the chapter advisor of her chapter of initiation, any executive board member, the Chapter Relations and Standards Board, or Alpha Chi Omega Headquarters. The form must be completed and submitted per its instructions.

Alternatively, a member may send a written statement of her desire to resign her membership to Alpha Chi Omega Headquarters or to any chapter officer. This includes electronic communication such as, but not limited to, email, Facebook, Twitter, text messages, screen shots, etc. A chapter officer must verify the total amount owed to the chapter by the member. Attach her statement or screen shot including the member's name and/or account number to the completed resignation form verifying any remaining financial responsibilities.

**M7.2 Alumna Member**

To initiate a resignation, an alumna member sends a written statement of her desire to resign her membership to Alpha Chi Omega Headquarters.

**M7.3 Membership Status**

When a member resigns, she is not in good standing and may not participate in any alumnae, collegiate or National Fraternity activities. She shall receive written or electronic notification that her resignation has been processed by the National Fraternity.

**M7.4 Resignation and Financial Indebtedness** (Updated January 27, 2017)

Resignation does not relieve a member from financial obligations to Alpha Chi Omega.

**M7.5 Reinstatement**

**M7.5-1 Reinstatement Fee** (Updated January 27, 2017)

A reinstatement fee is set by the National Council.

**M7.5-2 Request for Reinstatement**

Reinstatement from Resignation may be requested in writing to the National Council. Reinstatement requires a two-thirds [2/3] affirmative vote of the National Council.

**M7.5-3 Eligibility**

An undergraduate member may not be reinstated from resignation during the time she is an undergraduate student at the college or university of initiation. Upon completion of the member's undergraduate education, the member may request reinstatement.

An alumna member may not request reinstatement until two (2) years from the date of the resignation. After that date, the alumna may request reinstatement from the National Council at any time.

Exceptions may be granted by Headquarters staff and will be evaluated on a case by case basis.

A member who has resigned owing money must also meet the requirements for reinstatement.

## Section NF: National Fraternity

**Section NF contains policies relating to Alpha Chi Omega operations, philosophy, status and positions as a national organization.**

### **NF1 Statement of Position: Auxiliary Groups** (updated January 27, 2017)

Alpha Chi Omega does not condone auxiliary groups of men's fraternities such as "little sisters" and advises all Alpha Chi Omegas to refrain from membership or participation in such "little sister" organizations.

Alpha Chi Omega prohibits the creation and support of "big brother" groups by its collegiate members.

The National Fraternity is committed to protecting the right of Alpha Chi Omega chapters to be women's organizations.

### **NF2 Extension**

The National Fraternity honors NPC Unanimous Agreements with respect to extension practices. The National Fraternity establishes collegiate chapters at colleges and universities that confer bachelor's degrees and are recognized by the appropriate regional association. The National Council determines the extension philosophy and is responsible for the selection of campuses on which to establish collegiate chapters.

### **NF3 Financial Information**

#### **NF3.1 Fiscal Year**

The fiscal year for all National Fraternity operations is August 1 through July 31.

Each fiscal year is to be financially self-supporting for the National Fraternity and all of its chapters.

#### **NF3.2 Federal, State and Local Tax Requirements**

Alumnae and collegiate chapters are exempt from federal income taxation under Section 501 (c.) (7) of the Internal Revenue Code.

The National Fraternity requires all alumnae and collegiate chapters and house corporations to abide by all requirements of the Internal Revenue Service (IRS) and all state and local tax requirements.

Chapters and house corporations must notify Alpha Chi Omega Headquarters of any pending IRS audit or other communication with the IRS.

#### **NF3.3 Dues and Fees**

The National Council shall annually set national dues and fees. The schedule of dues and fees shall be distributed in the fall prior to each year to all collegiate and alumnae chapters.



#### **NF4 Foundation**

The Alpha Chi Omega Foundation was formed in 1978. Other non-profit corporate entities eligible to receive tax-deductible contributions may not be created in the name of Alpha Chi Omega or any of its chapters or house corporations.

#### **NF5 Statement of Position: Fraternity Rights**

Alpha Chi Omega is a private women's organization that is committed to protecting its rights as such.

The National Fraternity reserves the right to determine its own member recruitment and selection processes and procedures, how and when candidates will be assimilated into the organization, when and how member education will be handled and its position on all other internal issues.

#### **NF6 Statement of Position: Freedom of Association (updated January 27, 2017)**

Alpha Chi Omega was founded in 1885 as a women's organization. Alpha Chi Omega supports the right of women to freely associate. The essence of freedom of association is the right to select those with whom to associate and the right to have that selection be for women only. Alpha Chi Omega is committed to protecting the right of Alpha Chi Omega chapters to be women's organizations.

#### **NF7 Governing Documents and Policies of Alpha Chi Omega**

##### **NF7.1 Articles of Incorporation of Alpha Chi Omega Fraternity, Inc. [Articles of Incorporation]**

Articles of Incorporation are required for all corporations in the state of Indiana. The National Fraternity's articles describe the National Fraternity's basic corporate structure, and provide for the most important corporate functions. The articles: establish the purposes and powers of the National Fraternity; define a "delegate" and detail the delegates' responsibility to elect the National Council; establish corporate meetings known in the National Fraternity as "Conventions"; establish the National Council and provide authority for the National Council to direct the affairs of the corporation; establish qualifications to serve on the National Council; and establish a process for electing a National Council. The articles can be amended only by the delegates to a National Convention.

##### **NF7.2 Bylaws of Alpha Chi Omega Fraternity, Inc. [National Fraternity Bylaws]**

Bylaws are required for all corporations in the state of Indiana. The National Fraternity's bylaws provide for the National Fraternity's basic corporate operations. The bylaws: provide a process for National Council meetings; provide for the election of corporate officers; provide for the establishment of provinces; provide for committees; provide for the establishment of collegiate and alumnae chapters; provide for the indemnification of National Council members; and provide a parliamentary authority. The bylaws can be amended only by a two-thirds [2/3] vote of the National Council.

### **NF7.3 The Heritage of Alpha Chi Omega Fraternity [Heritage]**

The Heritage of Alpha Chi Omega Fraternity is not required by Indiana law. It provides for sisterhood, as opposed to corporate, functions. It contains provisions relating to our motto, our insignia, our publications, the name of our collegiate and alumnae chapters, and the membership requirements of Alpha Chi Omega. This document may be amended only by the delegates to a National Convention.

### **NF7.4 Alpha Chi Omega Policies**

The Alpha Chi Omega Policies are not required by Indiana law. This document sets forth the policies of the National Fraternity with respect to alumnae chapters, collegiate chapters, facilities, members, the National Fraternity, philanthropy, recruitment, ritual and ceremonies, risk management, and volunteer personnel. This document may be amended by a two-thirds [2/3] affirmative vote of the National Council.

### **NF8 Statement of Position: Chapter Self-Governance (updated May 15, 2017)**

Alpha Chi Omega embraces collegiate chapter, alumnae chapter, and local house corporation self-governance in order to maintain a premier sorority experience nationwide. When self-governance is achieved within the parameters of Alpha Chi Omega national policies and standards, members are empowered as leaders and as Real. Strong. Women.

When chapters or local house corporations are unable or unwilling to self-govern within these guidelines, Alpha Chi Omega may deploy resources to assist those members in regaining the ability to self-govern within the national policies and standards. If members remain unwilling to operate with the standards of Alpha Chi Omega disciplinary action may be required.

### **NF9 Insignia and Trademark**

#### **NF9.1 Trademarks and Copyrights** (updated January 27, 2017)

**NF9.1-1** The coat of arms, the written name “Alpha Chi Omega,” the Greek letters “ΑΧΩ,” the Alpha Chi Omega Badge and “Real.Strong.Women.” are registered in the United States Patent Office under the Federal Trademark Act.

**NF9.1-2** “The Symphony of Alpha Chi Omega” is copyrighted.

**NF9.1-3** Any unauthorized reproduction, distribution, sales or use of these insignia is strictly prohibited.

#### **NF9.2 Licensed Vendors** (updated January 27, 2017)

Chapters are required to use vendors that have been approved by the National Fraternity for items bearing the trademarked insignia (the coat of arms, the words “Alpha Chi Omega” and the Greek letters “ΑΧΩ”), such as tee-shirts, party favors, stationery, etc. A list of the approved vendors is available on the Alpha Chi Omega website.

**NF9.3 Coat of Arms – sometimes referred to as “Crest” — [Heritage]**

Only members who have completed the Initiation Ceremony may wear or use any article bearing the coat of arms.

**NF9.4 Greek Letters and Name**

Once an individual has accepted the invitation to become a member (a bid), she is eligible to wear the Greek letters “ΑΧΩ” and “Alpha Chi Omega” in written form.

**NF9.5 New Member Pin [Heritage]**

New members receive the official new member pin during the New Member Ceremony. The new member pin is the property of the member and may be worn separately or with the official Lyre Badge upon completion of the Initiation Ceremony.

**NF9.6 Official Lyre Badge**

All official lyre Badges are purchased through Alpha Chi Omega Headquarters. Badges purchased from any other source are unauthorized and unofficial.

**NF9.6-1 Purchase Required**

Before participation in the Initiation Ceremony, each initiate is required to purchase an official lyre Badge.

**NF9.6-2 Exception to Purchase Requirement**

Instead of purchasing an official lyre Badge, a legacy may elect to wear her mother’s, grandmother’s, great-grandmother’s or sister’s badge.

**NF9.6-3 Appropriate Use**

The lyre badge is worn only in a dignified and appropriate manner.

The lyre badge is worn only pinned over the heart; in the manner of the Founders, at the throat or on the collar; as a necklace when placed in a badge charm purchased from Alpha Chi Omega’s official jeweler; or as a ring purchased from Alpha Chi Omega’s jeweler.

**NF9.6-4 Guard and Pendant**

If a guard is attached to the lyre badge, it is worn horizontally to the left of the badge.

An officer’s pendant may be attached to the guard chain.

**NF9.6-5 Return of Badges**

When a member is not in good standing or resigns her membership her badge should be returned to Headquarters.

A member may leave a provision to have her badge returned to Headquarters upon her death.

**NF9.6-6 Sale of Badges**

Badges are not to be resold, except through Alpha Chi Omega Headquarters.

## **NF10 Statement of Position: Lifelong Learning**

Alpha Chi Omega believes in the attainment of high scholarship and the pursuit of intellectual interest. Alpha Chi Omega advocates that its members continue to develop to their fullest potential as educated women throughout their lives.

## **NF11 Membership Lists**

- NF11.1** The National Fraternity does not sell information about members to non-members.
- NF11.2** Membership lists are not provided to outside parties or for use other than Alpha Chi Omega related purposes.
- NF11.3** Requests for membership lists are referred to the appropriate personnel at Alpha Chi Omega Headquarters for consideration.

## **NF12 National Celebrations**

### **NF12.1 Founders' Day**

Members observe October 15 as Founders' Day. All members are encouraged to celebrate the National Fraternity's founding.

### **NF12.2 Hera Day**

The National Fraternity recognizes March 1 as Hera Day and asks members to observe it as a day of personal service to others.

### **NF12.3 MacDowell Month**

The National Fraternity observes February as MacDowell Month and asks members to recognize it through an emphasis on fine arts.

### **NF12.4 Collegiate Chapter Installations**

Alumnae and collegiate chapters honor the installation of a new collegiate chapter by sending greetings.

## **NF13 National Convention [Articles of Incorporation]**

### **NF13.1 Delegates**

"Delegates are:

- [a] Members of the National Council;
- [b] Province collegiate chairs;
- [c] Province alumnae chairs;
- [d] The chapter president or other chapter member from each collegiate chapter in good standing;
- [e] The president or other designated member from each alumnae chapter in good standing; and,
- [f] Past National Presidents of Alpha Chi Omega."

#### **NF13.1-1 Election by Alumnae and Collegiate Chapters**

Each collegiate chapter is required to send a delegate to the National Convention. Each alumnae chapter is encouraged to send a delegate to the National Convention. The collegiate or alumnae chapter's president is that chapter's delegate. Each alumnae or collegiate chapter shall elect or designate an alternate delegate in the event the chapter's president is unable to attend the National Convention.

**NF13.1-2 Filing of Credentials** (updated January 27, 2017)

In order to be recognized as a convention delegate, all dues, fees and other financial obligations owed the National Fraternity by the delegate's chapter (either alumnae or collegiate) must be paid. In addition, the delegate's chapter must submit convention credentials *30 days prior* to the opening of the National Convention.

**NF13.1-3 Delegate Rights and Responsibilities**

"Delegates are vested with the following rights: electing the National Council; electing the National Nominating Committee; amending the Articles of Incorporation; amending the "Heritage of Alpha Chi Omega Fraternity;" and revising "The Ritual of Alpha Chi Omega Fraternity."

"Each Delegate shall attend all business sessions of the National Convention and is entitled to one vote at the National Convention."

**NF13.2 Meetings**

"Except in the event of emergencies, as determined by the National Council, a National Convention shall be convened each year ending with an even number."

**NF13.3 Chapter Advisor Attendance**

Each collegiate chapter pays the expenses of its chapter advisor or her representative to attend National Convention.

**NF14 Statement of Position: National Panhellenic Conference**

Alpha Chi Omega is a member of National Panhellenic Conference [NPC]. NPC was incorporated to promote the common interests of women's fraternities and to improve the conditions of women's fraternities, fraternity members, colleges and universities.

NPC has as members 26 autonomous women's fraternities. As it is a conference and not a convention, National Panhellenic Conference cannot legislate for the members. The legislative powers of NPC are limited to the enactment of laws for its own government.

National Panhellenic Conference does formulate policies on matters of interest to the member groups. Alpha Chi Omega, as an autonomous entity, may take positions contrary to those formulated by NPC. However, NPC may make recommendations to the members for adherence by all members. For such a recommendation to become

binding, all members of NPC must vote in favor of the recommendation and the presidents of all members must ratify the recommendation.

The National Fraternity honors existing National Panhellenic Conference Unanimous Agreements and Housing Agreements.

Collegiate and alumnae chapters are expected to recognize, respect and maintain the policies of local College Panhellenics and the National Panhellenic Conference.

## **NF15 Political Activities and Lobbying**

### **NF15.1 Political Activities**

Political activities refers to supporting or opposing a candidate for political office, or providing assistance to a political party. Political activities include national, state and local politics, and includes financial contributions and donations of time and/or effort.

#### **NF15.1.1 Political Activities Prohibited**

The National Fraternity and its chapters do not participate in political activities.

Members have no authority to speak for Alpha Chi Omega in political activities.

Members may not participate in political activities in the name of Alpha Chi Omega or while wearing or displaying Alpha Chi Omega's name or symbols.

No National Fraternity or chapter funds may be spent on political activities.

### **NF15.2 Lobbying**

Lobbying refers to direct or indirect attempts to influence legislation.

#### **NF15.2.1 Acceptable Lobbying Practices**

Lobbying on behalf of Alpha Chi Omega shall be limited to matters that are directly related to its exempt purposes.

The National Fraternity may participate in lobbying at the national, state and local level.

Chapters may participate in lobbying only to the extent detailed in the prior written consent of the National Fraternity.

National Fraternity funds may be spent on lobbying efforts.

### **NF15.3 Civic or Student Demonstrations**

Members may not participate in civic or student demonstrations in the name of Alpha Chi Omega, or while wearing or displaying Alpha Chi Omega's name or symbols.

## **NF16 Statement of Position: Risk Management Education**

Alpha Chi Omega is committed to educating members regarding risk management.

## **NF17 Statement of Position: University Recognition and Relations**

Alpha Chi Omega believes that the fraternity experience is inseparably linked in interest and association with the university community and strives to be officially recognized by the host institution.

If circumstances would arise that the university's demands would be seen as intrusive upon the National Fraternity, Alpha Chi Omega would take responsibility to determine its existence at the respective institution.

### **NF17.1 Collegiate Chapter Responsibilities and University Relationship**

The host institutions where Alpha Chi Omega collegiate chapters are located often develop documents that define the relationship of the Greek system and its separate fraternity and sorority chapters to the institution. These may be referred to as "relationship statements," "recognition requirements," "Greek standards," or some other title. Typically, the institution will ask a collegiate chapter to accept and sign such a document.

#### **NF17.1-1 Headquarters Notification**

Collegiate chapter officers and/or collegiate chapter advisor must notify Alpha Chi Omega Headquarters upon receipt of any document from the host institution that attempts to define relationships, provide conditions for recognition, itemize expectations, or survey National Fraternity or chapter policies and practices.

#### **NF17.1-2 Signing an Agreement with the University**

A collegiate chapter officer or other member may not sign any agreement with a host institution as a representative of the National Fraternity unless authorized to do so by the National Fraternity.

## **NF18 Media Policy** (updated January 27, 2017)

Alpha Chi Omega respects individual choices and the right to free speech. New and initiated members may choose to participate in media or press opportunities as an individual, but not as a representative of Alpha Chi Omega. Unless such opportunities publicize philanthropic activities, chapter or individual honors, or the positive nature of Alpha Chi Omega membership, consistent with our values and standards, the Alpha Chi Omega name, letters, badge, new member pins, crest or other trademarked symbols may not be displayed in any manner and the opportunities may not take place in Alpha Chi Omega-related facilities.

Chapter president or a designated chapter officer may participate in media or press opportunities as a representative of Alpha Chi Omega, consistent with our values and standards. No other new or initiated members may participate in media or press opportunities without the prior written consent of the Chief Executive Officer, the Senior

Director of Collegiate Experience, the Senior Director of Education and Engagement, or the Marketing and Communications Director.

Even if participation in media or press opportunities is permissible under this media policy, the Alpha Chi Omega Code Of Conduct and Alpha Chi Omega's disciplinary policies and procedures are applicable to such participation.



## Section P: Philanthropy

**Section P pertains to the altruistic and philanthropic initiatives of Alpha Chi Omega.**

**P1 Statement of Position: Alpha Chi Omega Foundation** (updated January 27, 2017)

Alpha Chi Omega believes in the strong role philanthropy serves to develop Real.Strong.Women. Thus, the Alpha Chi Omega Foundation was established to support and enrich the charitable, educational, and philanthropic programs of the National Fraternity.

**P1.1 Financial Aid** (updated January 27, 2017)

The Alpha Chi Omega Foundation offers financial support and enrichment in the areas of scholarships, grants, and assistance to members in good standing; funds educational programs of the national Fraternity; and supports communities-at-large through various Local Philanthropic Initiatives.

Information and applications are available through Alpha Chi Omega Headquarters.

**P2 Statement of Position: Domestic Violence Awareness** (updated January 27, 2017)

Alpha Chi Omega promotes educational and prevention efforts to eliminate domestic violence by supporting individuals and families impacted. Members fundraise, donate their time, raise awareness and provide education in their local communities.

Adopted in 1992, the national Fraternity recognizes domestic violence awareness as an Alpha Chi Omega national philanthropy.

**P3 Statement of Position: The MacDowell Colony** (updated January 27, 2017)

Alpha Chi Omega is proud of its long association with The MacDowell Colony, Peterborough, New Hampshire. Adopted as the National Fraternity's first national philanthropy in 1911, The MacDowell Colony continues to receive annual financial support from the Alpha Chi Omega Foundation on behalf of all members. Financial support is directed to maintenance of Star Studio and the Faye Barnaby Kent Fellowships for artists in residence.

**P4 Statement of Position: Easter Seals, Inc.** (updated January 27, 2017)

Alpha Chi Omega has provided financial assistance to Easter Seals, Inc. for many years and is proud of its long-standing association with this very worthy cause.

Financial support to Easter Seals, Inc. is provided through an annual grant from the Alpha Chi Omega Foundation.

## Section R: Recruitment of Members

**Section R pertains to eligibility standards for membership in Alpha Chi Omega, the process by which collegiate chapters recruit members and election to membership as an alumna.**

### **R1 Membership Attainment [Heritage Document]**

“Membership in the Fraternity shall be attained by election, acceptance of an invitation to membership and initiation, all in accordance with the requirements of the Fraternity and as prescribed in The Ritual of Alpha Chi Omega.”

### **R2 Eligibility [Heritage Document]**

“The following women shall be eligible for consideration for election to membership in the Fraternity, provided they have not been an initiated member of any other existing National Panhellenic Conference group.”

#### **R2.1 Eligibility as an Undergraduate**

“An undergraduate student regularly enrolled in a college where the Fraternity has a collegiate chapter.”

#### **R2.2 Eligibility as an Alumna**

“[1] A woman of good educational background and well respected in her community or an alumna in good standing of a petitioning local sorority.

Approved by a two-thirds (2/3) vote of a collegiate chapter; OR approval of the alumnae association, if any, in her community’ OR approval of three (3) or more alumnae, if demonstrated that those alumnae are prepared to fulfill the orientation and post-initiation requirements; AND a review and approval by a majority vote of the National Alumna Initiate Panel.”

#### **R2.3 Membership Standards**

To be eligible for membership, candidates meet the following National Membership Standards:

- Academic Interest – Intellectual advancement and sound scholarship.
- Character – Moral integrity, dignity, and loyalty.
- Financial Responsibility – Prompt payment of dues and fees and other financial obligations.
- Leadership Ability – Participation in campus and community activities.
- Personal Development – Social awareness, poise, personal presentation and cultural appreciation.

**R3 Statement of Position: Nondiscrimination** (updated February 13, 2017)

Alpha Chi Omega does not discriminate on the basis of race, ethnicity, color, sexual orientation, religion or other characteristics protected by applicable law. Women, including those who live and identify as women, regardless of the gender assigned to them at birth, are eligible for membership in Alpha Chi Omega based solely on five membership standards. The National Membership Standards are: 1] academic interest; 2] character; 3] financial responsibility; 4] leadership ability; 5] personal development.

Alpha Chi Omega remains, as it always has been, a women's organization. Those assigned female at birth who live and identify as men are not eligible for membership.

**R4 Requirements for Election to Membership as an Undergraduate [Heritage Document]**

**R4.1 Recommendations**

"In accordance with the National Membership Standards, a favorable recommendation shall be received from an alumna member. Only if a recommendation from an alumna member cannot be obtained shall the Collegiate Recruitment Information Board make a recommendation for a prospective member."

Collegiate members may write recommendations to confirm a legacy relationship.

A positive recommendation is required:

- prior to the issuing of an invitation to a preference event during a formal recruitment process, or
- prior to issuing an invitation to membership during an informal or continuous recruiting process.

A Panhellenic recruitment registration form reviewed by the Collegiate Recruitment Information Board may be considered a positive recommendation.

The approval of the Collegiate Recruitment Information Board can positively recommend a candidate in the informal or continuous recruitment process.

**R4.1-1 Alumna Recommendation** (Updated January 27, 2017)

All alumnae members in good standing are eligible to provide recommendations for prospective members to collegiate chapters. The recommendation may be submitted by the alumna via an online Recruitment Information Form through the Alpha Chi Omega website.

Every effort is made by the collegiate chapter to investigate and verify negative information provided by an alumna.

**R4.1-2 Collegiate Recruitment Information Board (CRIB)**

A chapter's Collegiate Recruitment Information Board is authorized to submit recommendations for prospective members and to investigate negative information. All information provided to CRIB is confidential.

**R4.1-3 Collegiate Chapter Responsibility**

A collegiate chapter receiving a positive recommendation on a prospective member from an alumna member in good standing shall invite that individual to at least one invitational party.

Exceptions can be made to this policy if the chapter has more recommendations than invitations to issue due to release figure management.

**R4.2 Scholastic Requirement**

**R4.2-1 First Term Freshmen**

To be eligible for membership, first semester freshmen are required to have an academic ranking in the upper one-third [1/3] of their high school graduating class or have a 3.0 cumulative high school grade point average.

Grade exceptions may be granted by the chapter advisor or a designated National Fraternity representative as provided for in the chapter bylaws.

**R4.2-2 Upperclass Students**

Prospective members with prior university grades have the minimum requirement of a 2.5 cumulative grade point average.

Headquarters staff may make exceptions. Higher grades are encouraged as a requirement.

**R4.3 Voting Requirements**

"Before a prospective member may be invited to membership, she shall receive chapter approval based on the results of an affirmative rating as prescribed by the Fraternity.

A prospective member who does not receive chapter approval may be proposed for membership again at a later date."

**R4.3-1 Eligibility to Vote**

All active collegiate members of a collegiate chapter attend membership selection meetings and vote on prospective members.

**R4.3-2 Method of Voting** (updated January 27, 2017)

An affirmative rating scale based on Alpha Chi Omega's membership standards is used by a collegiate chapter to determine the prospective members who receive invitations to membership. Prior to preference, all active collegiate members could vote on any potential new members

pre-determined by the Collegiate Recruitment Information Board (CRIB). Following preference, all active collegiate members should vote on potential new members to create the bid list during formal recruitment.

In an informal or continuous recruiting process, a majority affirmative vote of the Collegiate Recruitment Information Board (CRIB) permits the issuance of an invitation to membership to a prospective member. Individual member votes are taken into account in CRIB and the final decision of an invitation to membership is made by CRIB.

#### **R4.3-3 Unanimous Approval**

All women who are invited to membership are considered to have received the unanimous approval of a collegiate chapter.

In the formal recruitment process, all prospective members whose names appear on a final bid list are considered to have received the unanimous approval of that collegiate chapter.

## **R5 Legacy**

A legacy to Alpha Chi Omega is a sister, daughter, granddaughter or great-granddaughter of a member. The Alpha Chi Omega member and her family member define their legacy relationship, i.e. step relations, blended families, etc. Alpha Chi Omega values the relationship between a legacy and an alumna member. Chapters are regularly educated regarding the National legacy policy. Additionally, alumnae members are encouraged to prepare legacies to meet the standards of membership set forth by the National organization and local chapter.

### **R5.1 Preferred Candidate for Membership**

An undergraduate legacy who meets membership standards and eligibility requirements is considered a preferred candidate and:

- [a] Is invited to the first invitational round of events during the formal recruitment process.
- [b] Is invited to at least one recruitment event in an informal or continuous recruitment process.

### **R5.2 Placement on Final Bid List** (Updated January 27, 2017)

A legacy who attends a formal recruitment preference event is placed at the top of the collegiate chapter's bid list.

## **R6 Requirements for Election to Membership as an Alumna [Heritage Document]**

### **R6.1 Voting Requirements**

"A woman of good educational background and well respected in her community may be elected to membership in the Fraternity by a two-thirds [2/3] vote of a collegiate chapter; OR approval of the alumnae association, if any, in her community; OR approval of three (3) or more alumnae, if demonstrated that those alumnae are prepared to fulfill the orientation and post-initiation

requirements; AND a review and approval by a majority vote of the National Alumna Initiate Panel.”

**R6.1-1 Membership Standards**

Candidates who are elected to membership as an alumna meet the membership standards of the National Fraternity.

**R6.2 Alumna of Petitioning Local Sorority**

“An alumna of a petitioning local sorority who is in good standing in that local sorority may be initiated at the time of installation of the local sorority as a new chapter of Alpha Chi Omega. If for any reason an alumna is unable to be present on that date, she may petition the National Alumna Initiate Panel for the privilege of initiation within a year following the installation.”

**R6.3 Headquarters Staff Election to Membership** (updated January 27, 2017)

Alpha Chi Omega female employees that have served at the Alpha Chi Omega Headquarters for more than 90 days may be eligible for membership if she meets our membership standards.

**R7 Responsibility for Recruitment**

**R7.1 Undergraduate Students**

The collegiate chapter is responsible for the recruitment of undergraduate members from the student body of the institution where the chapter is chartered.

**R7.2 Alumna Initiates**

Eligible women in a community may be recommended for membership to the National Alumna Initiate Panel by collegiate chapters, alumnae chapters and individual alumnae.

**R8 Collegiate Recruitment Information Board**

**R8.1 Make Up of Collegiate Recruitment Information Board**

The Collegiate Recruitment Information Board (CRIB) shall be elected by the chapter members according to the bylaws of the chapter. Member-at-large is appointed by the chapter president.

**R8.2** Following the National Fraternity’s policies and procedures, the Collegiate Recruitment Information Board has the authority to:

[a] Submit recommendations for prospective members and investigate negative information received

[b] Oversee the membership selection process for formal and informal recruitment

[c] Create and enforce member responsibilities related to recruitment for active collegiate members, including participation in Panhellenic roles

[d] Ensure members’ adherence to chapter, National Fraternity, College Panhellenic and National Panhellenic recruitment rules and guidelines.

[e] Remove a member of the recruitment team from office.

**R9 Statement of Position: Formal Recruitment**

Alpha Chi Omega Fraternity supports the concept of an early fall time period to conduct Formal Recruitment, and that all women, including Freshmen, be eligible to participate if local College Panhellenic and/or university requirements are met by the individual.

**R10 Statement of Position: Recruitment Styles**

Alpha Chi Omega Fraternity supports the concept of year-round continuous recruitment to be conducted by collegiate chapters who are not at College Panhellenic Quota and/or Total.

Even those chapters at the maximum allowable size should cultivate prospective members throughout the year.

The National Panhellenic Conference supports four recruitment styles:

Continuous Recruitment  
Minimally Structured Recruitment  
Partially Structured Recruitment  
Fully Structured Recruitment

**R11 Release Figure Method**

In accordance with the National Panhellenic Conference, the National Fraternity requires chapters to adhere to all RFM guidelines. Exceptions may be granted by a headquarters staff member or her designee.

**R12 New Member Quota/College Panhellenic Total**

The National Fraternity expects each collegiate chapter:

- [a] To recruit as new members the new member quota set by the campus College Panhellenic; and
- [b] To reach and maintain throughout the academic year the campus College Panhellenic's maximum allowable total membership size.

If either of the above are not achieved, the chapter is expected to do so through continuous open bidding.

**R13 Absence of Alcohol and Men in Recruitment Activities**

In accordance with the National Panhellenic Conference, the National Fraternity prohibits the use of alcoholic beverages and the presence of men in membership recruitment and bid day activities. Further, the National Fraternity prohibits the use of alcoholic beverages and the presence of men in initiation activities.

**R14 Infringement of Recruitment Rules**

Any actions regarding infringement of recruitment rules involving an

Alpha Chi Omega collegiate chapter are to be reported immediately to Alpha Chi Omega Headquarters.

**R15 Statement of Position: Deferred Recruitment**

Alpha Chi Omega Fraternity supports the movement of formal recruitment from second semester/quarter to first semester/quarter of the freshman year thereby giving the opportunity for joining a Greek organization earlier in the academic year rather than later.



# Section RM: Risk Management

**Section RM contains Alpha Chi Omega's policies about risk management and includes the FIPG guidelines as well as Alpha Chi Omega's specific position statements on risk management. The National Fraternity approaches risk management as a philosophy about how collegiate chapters, alumnae chapters and individual members should consider potential consequences of choices. The underlying motivation of risk management is the safety and wellbeing of our members.** (Updated January 27, 2017)

## **RM1 Insurance**

### **RM1.1 National Liability Insurance Program**

The National Fraternity has a national insurance program that provides liability insurance coverage for Alpha Chi Omega volunteers and employees on the national and local level as set forth in the definition of named insured in the insurance policy.

### **RM1.2 National Property Insurance Program**

The National Fraternity provides a national property insurance program covering buildings, furnishings and/or other chapter and house corporation possessions. All collegiate chapters and house corporations are expected to use this insurance coverage.

### **RM1.3 Personal Property**

The National Fraternity does not provide insurance coverage for personal belongings kept in or on any facility or property owned or operated on Alpha Chi Omega's behalf. Individuals who keep personal belongings in or on Alpha Chi Omega facilities or property are expected to obtain private insurance covering their personal belongings, including automobiles.

### **RM1.4 Workers' Compensation**

All collegiate chapters are required to carry Workers' Compensation insurance on chapter employees.

## **RM2 Insurance & Protection Fee**

Included in the national dues and fees paid by active collegiate members is an annual insurance and protection fee that covers a portion of the cost of the National Liability Insurance Program and risk reduction education programs.

## **RM3 Statement of Position: Fraternal Information & Programming Group (FIPG)**

(updated January 27, 2017)

Alpha Chi Omega has joined many other national fraternities and sororities in a collaborative effort, FIPG, to address and reduce risk to individual members, chapters and national organizations and to strengthen enforcement through a unified effort.

Alpha Chi Omega adheres to the risk management guidelines set forth by FIPG.

**RM4 FIPG Risk Management Guidelines** (Updated January 27, 2017)

The FIPG Risk Management guidelines include the provisions that follow and apply to all entities, members and all levels of Alpha Chi Omega.

Full compliance with FIPG guidelines is required. If there is a conflict between FIPG and Alpha Chi Omega policies, Alpha Chi Omega policies shall take precedence.

Complete information on FIPG can be found in each collegiate chapter's approved bylaws.

**RM5 Statement of Position: Alcohol and Drugs** (updated January 27, 2017)

Alpha Chi Omega expects members to abide by all federal, state, local, and college/university regulations with regard to the use and possession of alcohol and drugs. Alcoholic beverages and illegal drugs may not be stored, served, or consumed on any property designated for regular use by Alpha Chi Omega chapters and prospective chapters.

**RM6 Chapter Events**

**RM6.1 Event Planning Proposal**

Collegiate chapters must complete the Event Planning Proposal prior to each event, and keep it with chapter records.

**RM6.2 Purchase of Alcohol and Chapter Funds**

Collegiate and alumnae chapter funds are not used to purchase alcohol.

**RM6.3 Mandatory Events and Alcohol**

Alcohol is not permitted at a mandatory Alpha Chi Omega event.

**RM6.4 Location of Chapter Events**

Collegiate chapter events are held within the United States.

**RM6.5 Chartered Transportation**

**RM6.5-1 Out-of-Town Events**

Collegiate chapters may have non-mandatory out-of-town events, where alcohol is available in accordance with National Fraternity policies and all applicable laws, if the collegiate chapter provides chartered transportation that must be taken by all chapter members and guests attending the event. The chapter advisor or Chapter Relations and Standards Board may grant exceptions to this requirement to individual members. The chapter advisor determines whether an event is "out-of-town." In the absence of a chapter advisor, the appropriate National Fraternity Headquarters staff member may make that determination.

**RM6.5-2 Local Events**

Collegiate chapters may have non-mandatory local events, beyond reasonable walking distance, where alcohol is available in

accordance with National Fraternity policies and all applicable laws, if the collegiate chapter provides:

- [a] Chartered transportation in accordance with the previous section; or
- [b] Local public transportation which includes but is not limited to taxis, buses, trolleys, subways, etc.

The chapter advisor determines whether an event is beyond a reasonable walking distance. In the absence of a chapter advisor, the appropriate National Fraternity Headquarters staff member may make that determination.

### **RM6.5-3 Campus Panhellenic Requirements**

Collegiate chapter transportation plans for any event must also comply with any applicable requirements of the campus Panhellenic Association.

### **RM6.6 Overnight Accommodations**

Overnight accommodations may not be rented for or by chapter members and/or their guests attending social events that involve men and/or alcohol sponsored by the chapter.

A chapter may rent overnight accommodations for chapter members or advisors attending an educational event sponsored by the chapter or the National Fraternity.

### **RM6.7 Recruitment, Bid Day and Initiation**

The use of alcoholic beverages and the presence of men in any membership recruitment, bid day, and initiation activities is prohibited.

## **RM7 Member Conduct** (updated January 27, 2017)

### **RM7.1 Statement of Position: Human Dignity**

Alpha Chi Omega supports the statement on human dignity and sexual harassment endorsed by the National Panhellenic Conference members groups, "that college women should have a positive influence in the direction and achievements of the university community and that activities should promote self-worth, human dignity and a positive fraternity/sorority image."

The dignity of the individual is a basic element of a civilized society. Individual self-worth is a necessary factor in establishing healthy relationship.

All activities, including acts of hazing, activities based in a negative manner on gender, race, color, religion, national origin, age, disability, or sexual orientation and competitive games that are destructive, demeaning or abusive, promote a negative image of the fraternity and sorority community.

Participation in such activities that are demeaning to the individual do not promote a sense of self-worth nor a positive fraternity/sorority image, and do

not reflect the high standards, core values and ideals maintained by Alpha Chi Omega.

Therefore, Alpha Chi Omega does not endorse or support activities that are demeaning in nature, do not respect the dignity of the individual, cause disharmony among NPC groups or whose purpose is counterproductive.

Further, Alpha Chi Omega advocates education on the Fraternity and chapter level to promote positive self-esteem.

**RM 7.2 Statement of Position: Anti-Bullying** (updated January 27, 2017)

Alpha Chi Omega prohibits acts of harassment or bullying. Harassment or bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, or social media) that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment, or by any other distinguishing characteristic. Alpha Chi Omega members should promote a safe and welcoming environment to its members.

**RM8 Safety** (updated January 27, 2017)

Collegiate chapters are responsible for creating a chapter environment that is safe.

**RM8.1 Emergency Procedures**

Collegiate chapters are responsible for formulating emergency procedures and for educating all chapter members about the emergency procedures. Collegiate chapters shall use as a guide the model Crisis Management Plan.

## Section RC: Ritual and Ceremonies

Section RC pertains to The Ritual of Alpha Chi Omega Fraternity, which is the New Member Ceremony and Initiation. Chapters will be provided with instructions for implementation of the ceremonies to preserve the essence of The Ritual of Alpha Chi Omega Fraternity. This section also includes policies that address open, closed and semi-closed ceremonies.

### RC1 The Ritual of Alpha Chi Omega Fraternity [Heritage]

#### RC 1.1 **Changes to The Ritual of Alpha Chi Omega**

“The ritual of the Fraternity shall be established in The Ritual of Alpha Chi Omega Fraternity. The Ritual of Alpha Chi Omega Fraternity may be revised only by a vote of the delegates at a National Convention.”

#### RC 1.2 **Changes to the Instructions for Conducting the Ceremonies**

The National Council may make appropriate changes to the instructions related to the conducting of the ritual as long as those changes don't impact the essence and nature of the ceremony.

#### RC 1.3 **Performance**

All chapters are to perform The Ritual of Alpha Chi Omega Fraternity as printed.

#### RC 1.4 **Members**

“The ritual of the Fraternity shall be known only to members.”

#### RC 1.5 **Observance**

“All members shall faithfully observe all provisions contained in The Ritual of Alpha Chi Omega Fraternity.”

### RC2 New Member Ceremony [Heritage]

#### RC2.1 **Ceremony**

“CEREMONY. The New Member Ceremony contained in The Ritual of Alpha Chi Omega shall be used for every candidate who has accepted an invitation to membership.”

#### RC2.2 **Length of Candidacy**

“LENGTH OF CANDIDACY. Members may participate in the New Member Ceremony after satisfaction of Fraternity requirements. The chapter bylaws shall address the timing of the New Member Ceremony.”

The New Member Ceremony must be held no later than 14 days after bid acceptance.

### **RC3 Initiation– Collegiate Initiate [Heritage]** (updated January 27, 2017)

#### **RC3.1 Timing of Initiation**

New members may participate in the Initiation after satisfaction of Fraternity requirements. The chapter bylaws shall address the timing of Initiation, which must take place no more than eight weeks after the New Member Ceremony.

#### **RC3.2 Ceremony** (updated January 27, 2017)

“CEREMONY. The Initiation ceremony contained in The Ritual of Alpha Chi Omega shall be used in its entirety and shall be conducted as quickly as possible following the New Member Ceremony, as prescribed by the Fraternity.”

#### **RC3.3 Eligibility and Requirements**

##### **RC3.3-1 Eligibility**

“ELIGIBILITY. A candidate for Initiation must:

- [1] Be regularly enrolled in, and in good standing with, the college or university where the chapter is chartered.
- [2] Have fulfilled the obligations of membership as outlined by the Fraternity.
- [3] Have paid the prescribed fees.”

##### **RC3.3-2 Termination of Eligibility** (updated January 27, 2017)

“Members are eligible to participate in Initiation for one calendar year [from the New Member Ceremony] as outlined in Fraternity policies. A candidate’s membership may be terminated before the end of the calendar year by:

- [1] Her release or withdrawal from college or transfer to another campus.
- [2] Disciplinary action resulting from her failure to maintain the standards of the Fraternity.
- [3] Her failure to meet the scholarship requirements of the collegiate chapter.
- [4] Her delinquency in meeting financial obligations.
- [5] Upon written petition by the member relinquishing the opportunity to participate in Initiation.”

##### **RC3.3-3 Requirements**

- [a] Statement of Obligation  
A candidate for Initiation is required to sign the National Fraternity’s *Statement of Obligation* before participation in Initiation.
- [b] Purchase of Lyre Badge  
A candidate for Initiation is required to purchase an Official Lyre Badge at the time of participation in Initiation.

A legacy may be excused from this requirement if she elects to wear her mother's, grandmother's, great-grandmother's or sister's badge.

[c] Initiating Chapter

A candidate is expected to complete Initiation with the chapter on the campus where she is regularly enrolled.

**RC3.4 Re-vote on Eligibility**

“RE-VOTE ON ELIGIBILITY. A member who has met all of the eligibility requirements or participated in the New Member Ceremony shall not be voted upon again by the chapter.”

**RC3.5 Approval to Conduct Initiation**

The chapter advisor, province collegiate chair, or a fraternity representative must approve the Initiation schedule, including the timing of Initiation.

**RC3.6 Rescheduling of Initiation**

If the new member has an important scheduling conflict with the chapter's regularly scheduled initiation ceremony, the Chapter Relations and Standards Board may reschedule her participation in Initiation. A new member whose Initiation has been rescheduled remains eligible to participate in the ceremony (see RC3.4). The rescheduled Initiation must take place within one calendar year of the date the chapter agreed to reschedule. If necessary, arrangements may be made with another collegiate chapter to include the new member in its Initiation ceremony.

**RC4 Initiation – Alumna Initiate [Heritage]** (updated January 27, 2017)

**RC4.1 Timing of Initiation**

New members may participate in the Initiation after satisfaction of Fraternity requirements.

**RC4.2 Ceremony**

“The Alumna Initiation Ceremony contained in The Ritual of Alpha Chi Omega shall be used when Initiation is not feasible or preferable in the initiation of alumna members”

**RC4.3 Eligibility and Requirements**

**RC4.3-1 Eligibility**

“Eligibility. A candidate for the Alumna Initiation Ceremony must:

- [1] Be a women of good educational background and well respected in her community or an alumna in good standing of a petitioning local sorority.
- [2] Be approved by a two-thirds (2/3 vote of a collegiate chapter; OR approval of the alumnae association, if any, in her community; OR approval of three (3) or more alumnae, if demonstrated that those alumnae are prepared to fulfill the orientation and post-initiation requirements; AND a review and approval by a majority vote of the National Alumna Initiate Panel.”

#### **RC4.3-2 Termination of Eligibility**

“Members are eligible to participate in Initiation for one calendar year as outlined in Fraternity policies. A candidate’s membership may be terminated before the end of the year by:

- [1] Disciplinary action resulting from her failure to maintain the standards of the Fraternity.
- [2] Her delinquency in meeting financial obligations.
- [3] Upon written petition by the member relinquishing the opportunity to participate in Initiation.”
- [4] Her failure to complete the educational process.

#### **RC4.3-3 Requirements**

- [1] NPC Membership  
Has never initiated into another National Panhellenic Conference organization.
- [2] Sponsorship  
A candidate must obtain both individual (Alpha Chi Omega member in good standing) and group sponsorship (collegiate chapter, alumnae chapter or group of alumnae).
- [3] Education  
A candidate must complete all components of the education program before participation in Initiation.
- [4] Purchase of Lyre Badge  
A candidate for Initiation is required to purchase an Official Lyre Badge.

A legacy may be excused from this requirement if she elects to wear her mother’s, grandmother’s, great-grandmother’s or sister’s badge.

#### **RC4.4 Approval to Conduct Initiation**

In the case that an alumnae chapter or designated group of alumnae are conducting the Initiation, a fraternity representative must approve the Initiation schedule, including the timing of Initiation.

#### **RC4.5 Rescheduling of Initiation**

If a potential alumna member has an important scheduling conflict with the scheduled initiation ceremony, her sponsor may reschedule her participation in Initiation.

### **RC5 Closed Ceremonies**

The following National Fraternity ceremonies are open only to initiated members in good standing:

- Formal Opening Ceremony: Alumnae/Collegiate
- Formal Closing Ceremony: Alumnae/Collegiate
- Officer Installation Ceremony: Alumnae
- Officer Installation Ceremony: Collegiate
- Initiation: Alumnae/Collegiate



- Alumna Initiation Ceremony: Alumnae/Collegiate
- Rededication to the Bond of Alpha Chi Omega: Alumnae/Collegiate

## **RC6 Semi-Closed Ceremonies** (updated January 27, 2017)

The following ceremonies are open to initiated members and new members in good standing:

- Affiliation Ceremony: Collegiate
- New Member Ceremony: Collegiate
- Hall of Commitment: Alumnae/Collegiate
- Informal Opening and Closing Ceremony: Alumnae/Collegiate
- Inspiration Ceremony: Collegiate
- Installation of Alumnae Chapter: Alumnae
- Installation of Collegiate Advisory Board: Collegiate
- Lavalier Ceremony: Collegiate
- Ribbon Ceremony: Collegiate
- Symphony Ceremony: Collegiate

## **RC7 Open Ceremonies** (Updated October 9, 2017)

The following ceremonies are open to initiated members, new members and the public:

- Celebration of Mothers Ceremony: Alumna/Collegiate
- Dream Cake Ceremony: Alumnae/Collegiate
- Dream Cake Story: Collegiate
- Hall of Memory: Alumnae/Collegiate
- House Dedication Ceremony: Alumnae/Collegiate
- Memorial Ceremony: Alumnae/Collegiate
- Royal Order of the Red Carnation Ceremony: Alumnae /Collegiate
- 10-Year Member Ceremony: Alumnae/Collegiate
- 25-Year Member Ceremony: Alumnae /Collegiate
- 50-Year Member Ceremony: Alumnae/Collegiate
- 50/60 Year Member Ceremony: Alumnae/Collegiate
- 60-Year Member Ceremony: Alumnae/Collegiate
- 75-Year Member Ceremony: Alumnae/Collegiate

## **RC8 Ceremony Resources**

The following resources can be used with closed, semi-closed and open ceremonies:

- Alumnae Vow of Commitment: Alumnae/Collegiate
- Alpha Chi, How We love Thy Name: Alumnae/Collegiate
- Alpha Chi Omega Grace: Alumnae/Collegiate
- Alpha Chi Omega Toast: Alumnae/Collegiate
- Dream Cake Song: Alumnae/Collegiate
- Hera, Guardian of Women: Alumnae/Collegiate
  - Note: This song may only be used in closed ceremonies.
- Symphony of Alpha Chi Omega: Alumnae/Collegiate

# Section V: Volunteer Personnel

**Section V contains the policies that guide Alpha Chi Omega's volunteer leadership. Included in this section are the policies concerning the election of the National Council, the National Nominating Committee, and the Province Officers.**

## **V1 Statement of Position: Volunteer Governance**

Alpha Chi Omega believes that the strength and future of the National Fraternity rests in the voluntary leadership of its members. The National Council serving as the organization's Board of Directors and elected officials has the ultimate responsibility for Alpha Chi Omega. Through the involvement of staff and operational volunteers, the strategies, goals and objectives of the organization are implemented.

## **V2 National Council Positions** (Updated October 9, 2017)

The affairs of the Corporation shall be controlled and conducted under the supervision of a Board of Directors, hereinafter referred to as the "National Council".

### **V2.1 Duties** (Updated October 9, 2017)

The duties of the National Council include, but are not limited to:

- Hiring and supervising a chief executive officer who serves in that position for the three corporations that comprise Alpha Chi Omega (Alpha Chi Omega Fraternity, Inc., Alpha Chi Omega Foundation, Inc., and Alpha Chi Omega National Housing Corporation). The chief executive officer is assigned the responsibility for all Alpha Chi Omega Headquarters staffing, corporate and administrative operations and representing the National Fraternity as requested by the National Council.
- Establishing strategy, setting policy and ensuring distribution of same to the membership
- Approving the appointed volunteer personnel structure
- Serving as official Alpha Chi Omega ambassadors
- Serving as Trustees on the Board of Trustees of the Alpha Chi Omega Foundation (National President and two National Vice Presidents)
- Serving as Board Members of the Alpha Chi Omega National Housing Corporation (one National Vice President)
- Fulfilling fiduciary responsibilities as stewards of Alpha Chi Omega
  - Providing sound financial oversight of Alpha Chi Omega
  - Annually setting the amount of dues and fees
- Serving in disciplinary proceedings involving individual members or chapters in accordance with Fraternity policy
- Supporting the Alpha Chi Omega Foundation by contributing at or above the major donor level (donating at least \$1,000 each fiscal year unrestricted)

### **V2.2 Members** (October 9, 2017)

The number of National Council members shall be six [6], divided into two [2] classes: one [1] National President member and five [5] National Vice President members.

**V2.3 Qualifications** (October 9, 2017)

Each National Council member shall have demonstrated knowledge and support of board governance, solid financial strategy acumen, an ability to support the Alpha Chi Omega Foundation, time to serve and have no conflicts of interest or potential for personal financial gain from National Council service.

**V2.3-1 National President**

“To be qualified as the National President member of the National Council, an individual must have previously served on National Council.”

**V2.3-2 National Vice President**

“To be qualified as one of the National Vice President members of the National Council, an individual must be an alumna in good standing who has demonstrated leadership or possesses other expertise that will be of benefit to the Corporation.”

**V2.4 Terms** (October 9, 2017)

“National Council members shall serve, unless earlier removed, for a term of two [2] years, and/or until their successors are elected in accordance with the Corporation’s Articles of Incorporation.”

An individual may not serve more than two [2] consecutive terms as the National President member of the National Council.”

A National Vice President member of the National Council may serve four [4] consecutive terms.”

**V3 National Nominating Committee** (Updated October 9, 2017)

**V3.1 Duties** (Updated October 9, 2017)

The National Nominating Committee, which is responsible solely to the membership of Alpha Chi Omega, shall determine the leadership needs of Alpha Chi Omega for the coming biennium and then solicit nominations, identify and recruit qualified and capable Alpha Chi Omega alumnae members to serve on National Council for that term. The National Nominating Committee shall prepare and present a slate of National Council candidates who are best able to address the challenges and opportunities of the Fraternity in the next biennium.

The National Nominating Committee shall steward the National Council nomination process with the goal of enabling a fair, efficient and civil election.

Members of the National Nominating Committee shall keep all dealings and deliberations of the National Nominating Committee strictly confidential.

**V3.2 Members** (Updated October 9, 2017)

There shall be eight [8] members of the National Nominating Committee, two [2] of which shall be alternate members.

Six [6] members of the National Nominating Committee shall be alumnae, divided into four [4] classes: one [1] chair, one [1] chair-elect, three [3] members and one [1] alternate member.

Two [2] members of the National Nominating Committee shall be collegiate members, divided into two [2] classes: one [1] member and one [1] alternate member. Each of the collegiate members shall be undergraduates in good standing with the Fraternity at the time of their selection.

Alternate members of the National Nominating Committee shall be privy to all information distributed to National Nominating Committee members and shall be included in all discussions and deliberations with voice, but they shall not vote.

**V3.3 Qualifications** (Updated October 9, 2017)

To be qualified as a member of the National Nominating Committee an individual must be an alumna in good standing who is not, at any point during her term on the National Nominating Committee, serving on a board of any of the Alpha Chi Omega corporations or serving as a voting delegate at a national convention.

Each member of the National Nominating Committee shall have knowledge of board governance, time to serve and no conflicts of interest or potential for personal financial gain from National Council decisions.

No member of the National Nominating Committee shall be eligible for nomination to a position on National Council or any other Alpha Chi Omega corporation board during the National Nominating Committee term to which she was elected.

**V3.4 Oath of Confidentiality** (Updated October 9, 2017)

Each member of the National Nominating Committee shall sign and abide by the Oath of Confidentiality which prohibits the sharing of information submitted to the National Nominating Committee in confidence and all of the National Nominating Committee's deliberations.

The Oath of Confidentiality shall be administered to the newly-elected National Nominating Committee alumnae members and alumna alternate member during national convention or executed in writing by those National Nominating Committee members not in attendance at the convention, including the two (2) collegiate members after their selection.

**V3.5 Terms** (Updated October 9, 2017)

Alumnae members of the National Nominating Committee shall serve, except in the case of removal or resignation, for a term of two [2] years, with the exception of the chair-elect who shall serve, except in the case of removal or resignation, a term of four [4] years: two [2] years as chair-elect and two [2] years as chair. The terms of all National Nominating Committee alumnae members shall begin August 1 of the year of election and/or until their successors are elected in accordance with the Fraternity Articles of Incorporation.

The collegiate member and collegiate alternate member shall serve a term of one [1] year beginning on August 1 of the year after the election of the alumnae members of the National Nominating Committee.

Except for the chair-elect, members of the National Nominating Committee shall not serve consecutive terms.

**V3.6 Election of National Nominating Committee Alumnae Members** (Updated October 9, 2017)

**V3.6-1 Recommendations and Recruitment** (Updated October 9, 2017)

Information about the responsibilities of the National Nominating Committee and a request for recommendations of potential National Nominating Committee alumnae members shall be distributed to the membership in the fall preceding a national convention. Recommendations from the membership for National Nominating Committee alumna member candidates shall be due to headquarters no later than November 30 of the year prior to election.

The National Council shall use any means necessary and desirable to recruit qualified alumnae member candidates for the National Nominating Committee.

Any member of Alpha Chi Omega may make recommendations for the National Nominating Committee alumnae members.

**V3.6-2 Slate of Nominees**

“A slate of nominees for the National Nominating Committee shall be presented at each National Convention by the National Council.”

“The slate shall be submitted to the Delegates to the National Convention at least one hundred twenty [120] days prior to the National Convention.”

**V3.6-2-1 Distribution of Slate of Nominees** (Updated October 9, 2017)

The slate of nominees for the National Nominating Committee and biographies of the candidates are sent together to voting delegates, standing committee members, appointed committee chairs, chapter advisors, Alpha Chi Omega Foundation Trustees and Alpha Chi Omega National Housing Corporation Directors.

**V3.6-3 Petitions for National Nominating Committee** (Updated October 9, 2017)

“A petition for nomination to the National Nominating Committee signed by a candidate not slated for the National Nominating Committee shall be filed with the National President in accordance with Fraternity policies. Such petitions shall be presented at the National Convention by the National Council after the slate of nominees is presented.”

“Nominations may not be made from the floor of a National Convention except in the event that a vacancy occurs in the slate during the election.”

**V3.6-3-1 Timeline for Submission of Petitions** (Updated October 9, 2017)

“A Petition for National Nominating Committee must be completed by the petitioning candidate and submitted to the National President at least one hundred (100) days before the National Convention.”

**V3.6-3-2 Distribution of Petitioner Information** (Updated October 9, 2017)

“Signed petitions shall be submitted to the Delegates to the National Convention at least ninety (90) days before the National Convention.”

- [a] The National Council sends the name and biography for each petitioning candidate to the delegates and others on the slate mailing distribution list.
- [b] In this mailing, the National Council also includes the name and biography for each of the slated candidates.

**V3.6-4 Election Materials** (Updated October 9, 2017)

The National Council mailings provided to the delegates and others on the slate mailing list contain the only authorized information pertaining to candidates for the National Nominating Committee. No other transmissions of slated or petition candidate position statements, photographs or other related information shall be permitted unless approved by the National Council. No campaign favors or other enticements are permitted.

No group endorsements are permitted nor are individual endorsements to groups via social media, email, texts, or other electronic/non-electronic means. Individual endorsements for candidates must only be made person-to-person.

**V3.6-5 Election Process Violations** (Updated October 9, 2017)

Violations of the election materials policy or any other election policy shall be investigated and dealt with by the National Council, which, if proven to be factual, will also determine a penalty based on the severity of the violation. Penalties may include warnings, public censure, loss of election voting rights, loss of Convention attendance rights, removal from nomination and/or loss of Fraternity membership.

**V3.6-6 Convention Presentation** (Updated October 9, 2017)

The slate of nominees for the National Nominating Committee shall be presented at each national convention by the National Council.

Petitioning candidate(s), if any, shall be presented at the national convention by the National Council after the slate of National Nominating Committee nominees has been presented.

**V3.6-7 Election at Convention** (Updated October 9, 2017)

National Nominating Committee alumnae members shall be elected by a majority vote of national convention delegates present and voting.

In the event of a petition or petitions for nomination as chair or chair-elect of the National Nominating Committee, voting for those offices, first chair and then chair-elect, shall proceed first, followed by a vote for the remaining classes of National Nominating Committee alumnae members.

With respect to the non-chair and non-chair-elect alumnae members of the National Nominating Committee, if more candidates for alumnae members and alternate alumnae member of the committee are nominated as a result of slating and petitioning, the number of candidates necessary to fill the alumnae member positions with the highest number of votes shall be elected as alumnae members of the National Nominating Committee and the one [1] candidate with the next highest number of votes shall be elected as the alumna alternate member of the National Nominating Committee.

**V3.6-8 Election by Mail** (Updated October 9, 2017)

“In the event of an emergency causing the cancellation of a National Convention, election of the National Nominating Committee shall be by mail...”

**V3.7 Selection of National Nominating Committee Collegiate Members**

(Updated October 9, 2017)

The members of the sitting National Nominating Committee shall select the National Nominating Committee collegiate member and alternate collegiate member during the first twelve [12] months of the National Nominating Committee alumnae members' term in accordance with the Fraternity Articles of Incorporation.

**V3.7-1 Recommendations/Recruitment** (October 9, 2017)

Information about the responsibilities of the National Nominating Committee collegiate member and alternate collegiate member and a request for recommendations of potential National Nominating Committee collegiate members shall be distributed to the membership in the fall after the election of the National Nominating Committee alumnae members.

Members of the National Nominating Committee shall use any means necessary and desirable to solicit recommendations from the membership for the National Nominating Committee collegiate member and alternate collegiate member.

Any member of Alpha Chi Omega may make recommendations for the National Nominating Committee collegiate members.

Once selected, the names and biographical information about the National Nominating Committee collegiate member and alternate collegiate member shall be shared with the membership prior to August 1 of the year preceding national convention.

**V3.8 Removal from Office/Resignation** (October 9, 2017)

If a member of the National Nominating Committee fails to perform her duties, violates the Oath of Confidentiality or becomes incapacitated, the National Council may, by unanimous vote, ask her to resign or remove her from the National Nominating Committee.

A National Nominating Committee member shall resign from the committee when she accepts a position which makes her a voting delegate at the next national convention.

**V3.9 Vacancies** (Updated October 9, 2017)

In the event a vacancy occurs among the alumnae members of the National Nominating Committee, the first vacancy shall be filled by the alumna alternate member. All other vacancies shall be filled by the National Council. A vacancy in the position of chair or chair-elect will be filled by the National Council from among the members of the sitting National Nominating Committee.

A vacancy in the collegiate member of the National Nominating Committee shall be filled by the alternate collegiate member. A second vacancy in the collegiate member seat of the National Nominating Committee shall not be filled.

**V4 Election of National Council** (Updated October 9, 2017)

**V4.1 Recommendations and Recruitment** (Updated October 9, 2017)

Information about the responsibilities of the National Council and a request for recommendations of potential National Council members shall be distributed to the membership in the fall preceding a national convention. Recommendations from the membership for National Council candidates shall be due to headquarters no later than November 30 of the year prior to election.

The National Nominating Committee shall use any other means necessary and desirable to recruit qualified alumnae member candidates for the National Council.

Any member of Alpha Chi Omega may make recommendations for the National Council.

**V4.2 Slate of Nominees for National Council**

“A slate of nominees for the National Council shall be presented at each National Convention by the National Nominating Committee.

“The slate shall be submitted to the Delegates to the National Convention at least one hundred twenty [120] days before the National Convention.”

**V4.2-1 Distribution of Slate of Nominees**

The slate of nominees for the National Council, biographies and any other pertinent information for each slated candidate are sent together through any postal and/or any electronic method to voting delegates, standing committee members, appointed committee chairs, chapter advisors, Alpha Chi Omega Foundation Trustees and Alpha Chi Omega National Housing Corporation Directors.



**V4.3 Petitions for National Council** (Updated January 22, 2018)

“A petition for nomination to the National Council signed by a candidate not slated for the National Council shall be filed with the Chair of the National Nominating Committee in accordance with Fraternity policies.”

A candidate is an individual who has agreed to be considered by the National Nominating Committee.

**V4.3-1 Timeline for Submission of Petitions**

A Petition for National Council Office must be completed by the petitioning candidate and submitted to the National Nominating Committee Chair at least one hundred (100) days before the National Convention.

**V4.3-2 Distribution of Petitioner Information**

“Signed petitions shall be submitted to the Delegates to the national convention at least ninety [90] days before the National Convention.”

[a] The National Nominating Committee sends through any postal and/or any electronic method the name, biography and any other pertinent information for each petitioning candidate to the Delegates and everyone else on the slate mailing distribution list.

[b] In this transmission, the National Nominating Committee also includes the name, biography and any other pertinent information for each of the slated candidates.

**V4.4 Election Materials** (Updated October 9, 2017)

The National Nominating Committee transmissions provided to the Delegates contain the only authorized information pertaining to candidates for National Council. No other transmissions of slated or petition candidate position statements, photographs or other related information shall be permitted unless approved by the National Nominating Committee. No campaign favors or other enticements are permitted.

No group endorsements are permitted nor are individual endorsements to groups via social media, email, texts, or other electronic/non-electronic means. Individual endorsements for candidates must only be made person-to-person.

**V4.5 Election Material Violations** (Updated October 9, 2017)

Violations of the election materials policy shall be investigated and dealt with by the National Nominating Committee which, if proven to be factual, will also determine a penalty based on the severity of the violation. Penalties may include warnings, public censure, loss of election voting rights, loss of convention attendance rights, removal from nomination and/or recommended loss of Fraternity membership.

**V4.6 Convention Presentation** (Updated October 9, 2017)

The slate of nominees for the National Council shall be presented at each national convention by the National Nominating Committee.

Petitioning candidate(s), if any, shall be presented at the national convention by the National Nominating Committee after the slate of nominees is presented.

Nominations may not be made from the floor of a national convention except in the event a vacancy occurs in the slate during the election.

#### **V4.7 Convention Voting**

“National Council members shall be elected by a majority of the votes cast by the Delegates entitled to vote at a National Convention.”

“In the event of a petition or petitions for nominations as National President member of the National Council, voting for that office shall proceed first, followed by a vote for the remaining class of National Council members.”

“In the event there are more than five [5] candidates for National Vice President members of the National Council as a result of the slating and petitioning process, Delegates shall be allowed to cast one vote for each of five [5] candidates.”

“The five candidates with the most votes shall be elected as the National Vice President members of the National Council.”

#### **V4.8 Election by Mail**

“In the event of an emergency causing the cancellation of a National Convention, election of the National Council shall be by mail. . . .”

### **V5 Removal from National Council Office**

“Should a member of the National Council fail to perform her duties or become incapacitated, the other members of the National Council may, by unanimous vote, ask her to resign or remove her from the National Council.”

### **V6 Vacancies on National Council**

#### **V6.1 National President**

“Should a vacancy occur in the office of National President, a meeting of the National Council shall be called by the Secretary/Treasurer within fifteen [15] days to elect from those on the National Council the individual to serve the remainder of the unexpired term of National President.”

#### **V6.2 National Vice President**

“Should a vacancy occur among the National Vice Presidents, the National Council shall fill a vacancy by electing an individual to serve the remainder of the unexpired term of the National Vice President.”

### **V7 Volunteer Positions**

#### **V7.1 Opportunities**

Volunteer positions are created to meet the needs of the organization.

Every effort is made to provide volunteer opportunities for as many members as possible.

**V7.2 National Volunteers** (updated January 27, 2017)

National volunteers shall be defined as those holding one of the following positions: National Council member; Foundation Trustee; NHC Director; National Panhellenic Conference delegation member; standing committee chair; volunteer director; lead specialist; and/or province officer.

**V7.3 Multiple Positions** (updated January 27, 2017)

Members serving as National Volunteers, as defined above, shall not serve in additional positions such as members of chapter advisory boards, house corporation boards, or officers of alumnae chapters.

**V7.4 Responsibilities**

**V7.4-1** National volunteers serve as representatives of the National Fraternity and are assigned responsibilities as stated in position descriptions.

**V7.4-2** National volunteers are required to be an annual donor to the Foundation during their time of service.  
(updated January 27, 2017)

**V7.4-3** Volunteers for the Fraternity shall not be compensated for services rendered in their volunteer roles.

**V7.4-4** National volunteers may not speak on behalf of the National Fraternity unless given permission to do so by the National President or the Chief Executive Officer.

**V7.5 Reimbursement for Expenses**

Reimbursement for expenses incurred by volunteers related to authorized visits and administrative work is processed through Alpha Chi Omega Headquarters.

To qualify for reimbursement, volunteers must submit the volunteer expense report with receipts within 30 days of the visit. Use of the National Fraternity's expense form is required.

**V8 Province Officers**

**V8.1 Collegiate Provinces**

“Collegiate chapters of Alpha Chi Omega shall be divided into geographical areas called provinces. The number of provinces and their extent shall be determined by the National Council. For each province there shall be a province collegiate chair who shall be selected in accordance with Fraternity policies.”

**V8.2 Alumnae Provinces**

“Alumnae chapters shall be divided into geographical areas called provinces. The number of provinces and their extent shall be determined by the National Council. For each province there shall be a province alumnae chair who shall be selected in accordance with Fraternity policies.”

### **V8.3 Election**

#### **V8.3-1 Voting Members**

The alumnae and collegiate chapters in a province elect the province alumnae chair and province collegiate chair, respectively, for that province.

Each alumnae and collegiate chapter has one vote in the province alumnae chair election and each collegiate chapter has one vote in the province collegiate chair election.

#### **V8.3-2 Nominating Committee** (updated January 27, 2017)

The National Council appoints a Province Officer Nominating Committee.

The committee solicits recommendations and applications for all province officer positions from the membership.

The committee submits a ballot of candidates to the voting members of each province.

### **V8.4 Appointment of Province Directors**

The staff appoints the Director of Province Collegiate Chairs and Director of Province Alumnae Chairs through an application and interview process.

### **V8.5 Term of Office and Limit** (updated January 27, 2017)

The term of office for all province officers begins on June 1 in odd-numbered years and extends for two years or as determined by the National Council.

A province officer may serve only two consecutive terms in the same position in the specific province.

### **V8.6 Removal of Province Officer**

Should a province officer fail to perform her duties or become incapacitated, she may be removed from office by the director of province alumnae chairs, director of province collegiate chairs, or a designated National Fraternity representative.

### **V8.7 Vacancies**

Should a vacancy occur in a province collegiate and/or alumnae chair office because of resignation or removal from office, the National Council shall fill that vacancy by appointment via a recommendation from the appropriate director.