

**Bylaws of the Beta Kappa
Chapter of the Chi Omega
Fraternity 2017**

**Revised by: Isabel Kane, G.T.B. Approved
on: February 13th, 2017**

Article I Name

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

Article II

Mission, Vision, and Policies

Section 1. Mission

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

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

Section 2. Vision Sisters inspired by our values who serve the world while keeping Chi Omega ever at heart.

Section 3. Policies The policies of this chapter, chartered by the Supreme Governing Council of Chi Omega Fraternity, shall be in keeping with the stated purposes, mission, vision, and rules of the Fraternity.

Article III Members

The requirements for membership shall be in accordance with the Bylaws and the policies, rules, and procedures of Chi Omega Fraternity and the rules of the college Panhellenic.

Section 1. New Members

A new member shall be an undergraduate female matriculated at California State Polytechnic University, Pomona who has been selected in accordance with the recruitment procedures of the Fraternity and the college Panhellenic, and who is actively working to fulfill the new member requirements.

- A. No new member shall be initiated until all new member requirements are completed
 - a. These include:
 - i. New Members must obtain a 2.0 GPA while taking a minimum of 12 units during the new member quarter at California State Polytechnic University, Pomona.
 - ii. New members must complete the requirements set forth by the G.M. with the approval of the New Member Advisor and in accordance with the *Book of Rules*.
- B. Non-initiated members shall not wear the Chi Omega crest in any form.

Section 2. Collegiate Members

Collegiate members are undergraduate females matriculated at California State Polytechnic University, Pomona who have completed the requirements of the new member period and have been initiated. They must be actively working to achieve their degree and remain in good standing with the chapter.

- A. Good standing is defined as finances being up to date, completed required attendance, and maintaining scholastic standards.
- B. A member who does not attend the University where the chapter is located for one quarter only (excluding summer), for any reason, must inform the Personnel Board in writing prior to that quarter.
 - a. Said member may attend chapter meetings by invitation of the Personnel Board only.
 - b. Said member may be invited to social functions at the discretion of the Executive Board.
 - c. Said member must inform the Personnel Board in writing of her return to the University, and attach a copy of her fee receipt.
 - d. University standards shall prevail for a member who does not return after a leave of one quarter absence.

Section 3. Transfer/Affiliates

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

Section 4. Chapter Conduct

A. Any Chi Omega insignia, including the crest and Greek letters, may not be worn during the consumption of alcohol, use of illegal substances, smoking anything of any kind, or while participating in any acts unbecoming of a Chi Omega.

B. Chapter members must conduct themselves in an appropriate manner through the use of social media platforms including, but not limited to, Facebook Instagram, Twitter, and Snapchat.

a. Social media sanctions will be imposed on members posting images or words inconsistent with chapter conduct guidelines and fraternal values.

i. The first offense will result in a warning.

ii. The second offense will result in a fine of \$15.

iii. The third offense will result in a personnel meeting to discuss the potential recommendation of badge revocation.

Article IV Dues and Fees

Section 1. Dues and Fees

A. Dues and fees shall be determined by resolution of the chapter

B. All dues and fees will be paid by the 5th of October, January, and April.

C. Additional dues and fees may be established by a vote of the chapter and are due on the date specified by the G.N.V. and the financial advisor.

Section 2. Payment

A. Each member of the chapter must pay her dues and fees promptly and in accordance with the policies, rules, and procedures of Chi Omega Fraternity.

- a. Dues will include \$15.00 in addition to fall dues, for each member of the chapter to be recognized as a member of Persephone's Circle.
- B. All payment plans must be approved by the G.N.V. at least one month prior to dues being due.
 - a. All payment plans must be requested 30 days prior to privileged social functions. Those ineligible will be asked to leave at the discretion of the Executive Board.
- C. If a member fails to make a payment on time, the member loses voice and vote, along with other privileged/social functions.
- D. The only forms of payment are submitted through Bill Highway. All other forms of payment will only be accepted at the discretion of the Personnel Board.
- E. Unless otherwise approved by the Personnel Board in advance, any extra fees incurred through Bill Highway, such as credit card fees, fees for incorrect routing and account numbers, etc. will be paid for by the individual member incurring said fees.

Article V Officers

Section 1. Designation

- A. The officers of Beta Kappa Chapter shall be:
 - a. President (G.H.)
 - b. Vice President (G.T.B.)
 - c. Secretary (G.K.A.)
 - d. Treasurer (G.N.V.)
 - e. Ritual Officer (G.M.)
 - f. Personnel Chair
 - g. Recruitment Chair
 - h. Panhellenic Delegate

Section 2. Eligibility and Selection

- A. The election of officers shall be conducted in accordance with the policies, rules, and procedures of Chi Omega Fraternity.
- B. Slating will be held during the second-to-last meeting for the

Fall Quarter, or at the discretion of the Executive Board.

a. Slating will take place during the week prior to voting on the final slate. Our Chi Omega Panhellenic Council representatives are slated at the same time as the Chi

Omega Executive Board.

b. Officers will be installed at the first formal meeting of the Winter Quarter.

C. A minimum cumulative GPA of 2.8 on a 4.0 scale is required to be slated for the executive board and must be maintained during the officer term.

Section 3. Vacancies

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

Section 4. Duties

A. Officers shall perform duties prescribed in the policies, rules, and procedures of Chi Omega Fraternity, in these Bylaws, by the Executive Board, by the G.H., and in the adopted parliamentary authority of Chi Omega Fraternity, as well as other duties as are usual to the office.

B. Each retiring officer is responsible for training her successor.

C. An Officer Training Workshop shall be held the first weekend following final exams, or at the discretion of the Executive Board. Each officer and Advisory Board member is responsible for assisting with the planning and presentation.

D. Each officer shall maintain a notebook and files relative to her office and give them to her successor.

Section 5. Removal An officer failing to perform the duties of office may be removed in accordance with the policies, rules, and procedures of Chi Omega Fraternity.

Article VI

Meetings and Events

Section 1. Chapter Meetings

A. Formal meetings will be held Monday evenings in the designated meeting room.

B. If it is necessary due to unforeseen circumstances to change the date, time, or place of the chapter meetings or to schedule a special meeting, notice must be provided to every chapter member at least 24 hours in advance of the meeting.

C. Any active member who does not attend a meeting shall be required to view the chapter meeting minutes and notify the G.K.A that they have been seen within 72 hours of the meeting and are responsible for the information contained therein.

a. If the minutes are not seen, then an unexcused absence shall be recorded and two hours of service shall be given.

b. No absences will be deemed excused until the minutes have been read and an email has been received on chi.o.excuses@gmail.com 24 hours before the meeting is conducted. These minutes will be made available by contacting the G.K.A. Making contact is the responsibility of the absentee.

c. Prior to meeting, if no excuse was received by the G.K.A., late admittance to meeting is under the discretion of the Executive Board.

D. Badge attire, described as formal business meeting attire where members look professional, is required to gain entrance to chapter meetings. The G.T.B. and Executive Board have discretion in regards to inappropriate dress. Guidelines to follow include the following:

a. Tops shall provide conservative coverage and must cap shoulders with a sleeve.

b. Clothing must be of professional material and may not include the Chi Omega letters or insignia.

c. Pants must be tailored and of proper material, in professional shades or patterns.

d. Skirts and dresses must reach at or below the knee and

maintain a conservative fit.

e. Shoes shall provide appropriate coverage and maintain a business-like appearance.

Section 2. Mandatory Events

A. Mandatory events include chapter meetings, recruitment events, ritual events, slating, Eleusinia, one exchange per quarter (or other approved event), one sisterhood event per quarter, sisterhood retreat, new member retreat, executive board retreat, annual Make-A-Wish event(s), class (senior, junior, sophomore) experience, and any other function deemed mandatory by the Executive Board.

a. Two weeks' notice must be given for the constitution of a mandatory event.

b. Any mandatory event not mentioned above shall be at the discretion of the Executive Board in terms of fines and service hours.

i. If fines or service hours, verified by a letter, are not completed within two weeks of the event, fair play shall follow.

B. All members must participate in mandatory chapter functions.

C. Consequences for not attending a mandatory function are as follows:

a. Unexcused absences will be handled as follows:

i. One unexcused absence from a meeting or other mandatory function will constitute loss of voice and vote for the following meeting. This includes all formal and informal meetings.

ii. The second unexcused absence will result in loss of voice and vote for the next two meetings and a personnel meeting will be scheduled.

iii. The third unexcused absence will result in appropriate action by the Personnel Board and may result in forfeiture of membership.

b. Unexcused tardies will be handled as follows:

i. Two unexcused tardies constitutes an unexcused absence.

ii. Unexcused tardiness exceeding fifteen minutes to a mandatory function, excluding chapter meetings, will result in a fine equal to one half the amount charged for missing the entire function.

D. Penalties for unexcused absences of mandatory functions are as follows:

- a. \$20 for each Initiation ceremony missed, \$100 maximum for the day
- b. \$25 for the Prelude to Initiation ceremony missed
- c. \$35 for each recruitment party missed
- d. \$25 for each recruitment clean-up and set-up missed
- e. \$75 for each recruitment workshop missed
- f. The price of the meal ticket for any member who does not attend Eleusinia
- g. Two hours of service for a missed exchange
- h. Three hours of service for a missed sisterhood event
- i. All fundraising requirements for the annual Make A-Wish event.
 - i. Requirements for the event, as well as further consequences, are at the discretion of the Personnel Board and the Make-A-Wish Chair.

E. If fines or service hours, verified by a letter, are not completed within two weeks of the event, fair play shall follow.

Section 3. Privileged Event Eligibility

A member must be in good standing to attend privileged social functions which include formal, exchanges, date parties, or any other social functions backed by the Executive Board.

Section 4. Cardinal Cabinet Committee Meetings

A. Regular

- a. Regular meetings of the cardinal cabinets will be held at least once a month.
- b. Notice of regular meetings shall be provided to all cardinal cabinet committee members by email from the director of the specific cardinal cabinet.

B. If it is necessary due to unforeseen circumstances to change the date, time, or place of the cardinal cabinet meeting or to schedule a special meeting, notice must be provided to each cardinal cabinet member at least 24 hours in advance of the meeting.

Section 5. Absences

A. Requests to be excused for chapter meetings and other mandatory functions must be provided to the G.K.A. by email to chi.o.excuses@gmail.com at least one week prior to the scheduled event.

a. In case of emergency, a member must contact the G.K.A. or the Personnel advisor prior to the event and then follow with a written excuse.

B. Excused absences include:

- a. Serious illness
- b. Death in the family
- c. Religious observations
- d. Weddings
- e. Varsity athletics
- f. Activities pre-approved by the G.K.A.
- g. Scheduled classes in the major field which are required for graduation, are not available at any other time, and member is of senior standing at California State Polytechnic University, Pomona

C. Unexcused absences

a. The Personnel Board members will determine the validity of an excused absence and the members will be notified. All conflicts are under the discretion of the Personnel Board. All fines and service hours will only be given at the discretion of the Personnel Board. No voice no vote will be imposed until meeting minutes are read.

Section 6. Quorum

A quorum for any meeting at which a vote will be taken shall be at least a majority of initiated collegiate members in good standing, unless otherwise specified.

Article VII

Executive Board

Section 1. Members

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

Section 2. Meetings

A. Regular

- a. Regular meetings of the executive board shall be held weekly.
- b. Notice of regular meetings shall be provided to all members of the executive board.
- c. If it is necessary due to unforeseen circumstances to change the date, time, or place of the executive board meeting, notice must be provided to each executive board member.

B. Special

- a. Special meetings of the executive board may be called by the G.H. and shall be called upon the request of a majority of the members of the executive board.
- b. Notice of special meetings shall be provided to all members of the executive board 72 hours in advance, with the exception of an emergency meeting, which is at the discretion of the G.H.
- c. No business other than that stated in the call to the special meeting shall be conducted.

Section 3. Other Requirements

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

- a. Anyone making purchases above \$50.00 must have written approval from the G.N.V. and financial advisor prior to the actual purchase.
 - i. If a purchase above \$50.00 is made without written

- approval, reimbursement of the payment is at the discretion of the G.N.V. and the financial advisor.
- b. Any officer who exceeds her allotted budget will submit an itemized list of her expenditures for written approval by the G.N.V. and the financial advisor.
 - i. If she fails to do so, she shall personally be responsible for the amount exceeding the budget.
 - c. A bill with an itemized receipt must be submitted to the G.N.V. no later than two weeks after the date of purchase, except with the approval of the G.N.V. Receipt should include officer's full name, date of event, and name of event.
 - d. Any verbal agreements or the signing of any financially-binding contract with any outside agency must be approved by the G.N.V. and the financial advisor.
 - i. If a contract is signed on behalf of Chi Omega by anyone other than the G.N.V. and the financial/social advisor, that person will be held responsible for the contract.
- B. Executive Board members cannot be rho chi's, as it conflicts with previous eboard commitments.
- C. The Recruitment chair is local during the summer to ensure they will be available for summer recruitment workshops

Article VIII

Cardinal Cabinet Directors

Section 1. Composition

- A. The cardinal cabinet directors shall consist of Marketing Director, Social Director, Community Service Director, Campus Activities Director, and Career and Personal Development Director.
- B. The appointed cardinal cabinet chairwomen shall consist of Social Media Chair, T-shirt Chair, Banner Chair, Social Committee, Spirit Chair, Class Liaisons, Alumnae Relations Chair, Event Chair, Intramural Chair, Greek Week Chair, Homecoming Chair, Etiquette Chair, and Health and Wellness

Chair .

Section 2. Selection and Eligibility

A. The cardinal cabinet directors and chairwomen are appointed by the executive board of the chapter.

B. A good standing status and minimum cumulative GPA of 2.8 on a 4.0 scale is required to be appointed to a cardinal cabinet director or chairwoman and must be maintained during the officer term.

Section 3. Meetings

A. Regular

a. Regular meetings of the cardinal cabinet directors shall be held at least once per month.

b. Notice of regular meetings shall be provided to all cardinal cabinet directors.

c. If it is necessary due to unforeseen circumstances to change the date, time, or place of the cardinal cabinet directors meeting notice must be provided to each cardinal cabinet director.

B. Special

a. Special meetings of the cardinal cabinet directors may be called by the G.H. or G.K.A.

b. Notice of special meetings shall be provided to each cardinal cabinet director by email at least 24 hours in advance.

c. No business other than that stated in the call to the special meeting shall be conducted.

Section 4. Duties and Responsibilities

A. The duties of the cardinal cabinet are defined in the policies, rules, and procedures of Chi Omega Fraternity and the governing documents of the chapter.

B. Each cardinal cabinet member is responsible for training her successor.

C. Each cardinal cabinet member shall maintain a notebook and

files relative to her committee and give them to her successor.

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

a. All purchases under \$50.00 must be approved by the Cardinal Cabinet Director. Anyone making purchases above \$50.00 must have written approval from the G.N.V. and financial advisor prior to the actual purchase.

i. If a purchase above \$50.00 is made without written approval, reimbursement of the payment is at the discretion of the G.N.V. and the financial advisor.

ii. If a contract is signed on behalf of Chi Omega by anyone other than the G.N.V. and the financial/social advisor, that person will be held responsible for the contract.

b. Any verbal agreements or the signing of any financially-binding contract with any outside agency must be approved by the G.N.V. and the financial advisor.

c. Any Cardinal Cabinet Director or chair who exceeds her allotted budget will submit an itemized list of her expenditures for written approval by the G.N.V. and the financial advisor.

i. If she fails to do so, she shall personally be responsible for the amount exceeding the budget.

d. A bill with an itemized receipt must be submitted to the G.N.V. no later than two weeks after the date of purchase, except with the approval of the G.N.V. Receipt should include director's full name, date of event, and name of event.

Section 5. Removal

A cardinal cabinet director or chairwoman failing to perform the duties of office may be removed in accordance with the policies, rules, and procedures of Chi Omega Fraternity.

Article IX Scholarship

Section 1. Expectations

- A. Each member of Chi Omega is expected to maintain an above average G.P.A. and meet the scholastic requirements outlined in the policies, rules, and procedures of Chi Omega Fraternity.
 - a. Chapter members are expected to participate in an average of 5 hours of study time a week, based on the honor system, to ensure their ability to meet scholarship requirements.
 - i. Those in low-good standing will be monitored by the GTB to ensure they are on track.
- B. As a condition of becoming a new member, each new member must sign an authorization for California State Polytechnic University, Pomona administration to disclose her grades to the G.T.B., scholarship advisor, personnel chair, and personnel advisor for as long as she is a collegiate member of the chapter.
- C. A minimum GPA of 2.0 on a 4.0 scale is required to be maintained during each quarterly term.

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

An initiated or new member failing to meet the scholastic requirements shall be handled in accordance with the policies, rules, and procedures of Chi Omega Fraternity and/or of the chapter.

- A. Mandatory study hours, in addition to expected study hours, will be added at the discretion of the scholarship board for failure to maintain appropriate GPA.

Article X Recruitment

Section 1. Recruitment Rules

- A. The chapter shall abide by the rules established by Chi Omega Fraternity and the college Panhellenic.
- B. The chapter shall evaluate the chapter's needs and establish a target for each recruitment period.
- C. Every initiated member who has participated in the chapter's entire recruitment is entitled to vote in selection sessions.
- D. Any Chi Omega legacy that goes through recruitment and is invited back to Preference is placed at the top of the first bid list.
- E. Any more than two recruitment counselors must be approved by the recruitment team. If Panhellenic rules change, it is then at the discretion of the recruitment team.

Section 2. Chapter Recruitment Team

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

Article XI Committees

Section 1.

Standing Committees Standing committees shall be the cardinal cabinet.

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

Section 2. Special Committees

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

Article XII
Parliamentary Authority

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

Article XIII
Amendments

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

Article XIV
Dissolution

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