

**BYLAWS
OF SIGMA ALPHA OMEGA**

Alpha Chapter

Article I

Name

The name of this organization shall be Sigma Alpha Omega, a national Christian social sorority.

Article II

Purpose

The purpose of this organization shall be to assemble Christian women in a Christ-centered sisterhood for the purpose of enjoying Christian fellowship, service, and social activities in accordance with the purpose of the National Sorority.

Article III

Members

Section 1. The membership of this sorority shall be open to any Christian female student at the resident college or university of the recognized Chapter. If a college or university does not allow for the formation of social sororities, a Christian female student at that school is eligible for affiliated membership in a recognized Chapter within traveling distance of that school, pending approval of the active members. The Chapter will keep the school name of the recognized Chapter despite the affiliated membership. Membership in each Chapter shall be bestowed upon those students fulfilling all of the requirements set forth by the Chapter and by the National Sorority.

Section 2. Status of Membership

- A. Active Member-An active member shall be an enrolled student who has been initiated according to the official ritual of the Sorority. She shall be a sister who actively participates in the activities of the Chapter. Any active member who does not fulfill the following requirements shall be placed in arrears.
 - 1. An active member shall miss no more than one scheduled business meeting during a single semester. Failure to meet this requirement shall result in a fine(see Article XII, section 4). Absences must be presented in writing to the Judicial Board within ten (10) days of the absence.
 - 2. An active member shall pay her dues in installments by the amount and dates

set by the officers on the first scheduled business meeting of each semester. Failure to do so shall result in a fine. (See Article 12, section 4B).

3. An active member shall attend at least two(2) Chapter social events or Bible studies each month and attend at least one project each semester. Failure to meet this requirement may result in a series of \$10.00 fines.
4. An active member shall serve on at least one Chapter committee with no more than two unexcused absences. Absences must be presented in writing to the Judicial Board with ten days of the absence.

B. Affiliated Member-An affiliated member shall be a member in good standing that is not an enrolled student at the resident college or university of the recognized Chapter. She shall be an enrolled student at a college or university within traveling distance of the recognized Chapter, and actively participate in the activities of the Chapter. An affiliated member will have the same privileges as an active sister and will not be discriminated against with the following exceptions:

1. An affiliated member may not hold the office of President, and sisters must hold at least three additional elected offices from the recognized Chapter.
2. An affiliated member may not play on an intramural team of the recognized Chapter.
3. An affiliated member shall agree to participate in any sorority-sanctioned event in the name of the campus of the registered Chapter.

*The exceptions for affiliated members are based on the rules for Student Organizations at the founding Chapter's University.

*For the continuing purposes of these by-laws, an affiliated member shall be equivalent to an active member.

C. Arrears Status-An active member declared in arrears is ineligible to vote, to run for or to hold office, and to attend social functions. An active member declared in arrears shall be brought before the Judicial Board for disciplinary action and for possible reinstatement of active status. Conditions for being declared in arrears: not paying dues, poor attendance and/or lack of participation, character unbecoming a sister, and other conditions decided upon by the active sisters of the sorority.

D. Associate Member-An associate member shall be an active member in good standing who finds it necessary to cease full involvement in Chapter affairs because of other commitments of time and effort.

1. A sister wishing to become an associate member must present to the Judicial Board a typed petition, within 14 days after the first scheduled business meeting of the semester, stating her reasons for requesting associate membership. Approval of this petition may be granted by a majority vote of the Judicial Board. These petitions shall be kept on permanent file.

2. Associate members shall have no voting power and may not hold office.
 3. An associate member may regain active status by notifying the Judicial Board and payment of dues in full.
- E. Alumni Member-A sister who ceases enrollment in the University/College shall become an alumni member of this Chapter. An alumni member who re-enrolls as a student at a University/College may become an active member if she so desires.
- F. Inactive Member-A sister who has failed to meet active or associate status, is not an alumni member in good standing, and has not been declared in arrears.
- G. Honorary Member-An honorary member is a person who has distinguished herself by outstanding service to the sorority and is given the privileges of an alumni member by the sorority.

Section 3. A permanent record of the active, affiliated, arrears, associate, alumni, and advisory membership shall be kept in the Chapter records by the Judicial Board.

Section 4. The Judicial Board can recommend the suspension of membership of any member for just cause, after due deliberation. This recommendation shall become binding with a two-thirds affirmative vote of the active members. Notice of this suspension shall be sent to the National Office.

Article IV

Pledging

Section 1. Selection of pledges-At a regular scheduled meeting at the conclusion of the rush period, each rushee wishing to pledge shall be discussed. A three-fourths affirmative vote shall be necessary to issue a bid to the rushee. Each approved candidate must be charged according to the official pledge ritual.

Section 2. Pledge Requirements-Before being considered for active membership in the Chapter, the pledge must complete, to the satisfaction of the Pledge Committee, the pledge requirements outlined in the pledge manual.

Section 3. Approval for Membership-Near the end of the pledging period, the pledges shall be voted on. To be approved for membership, each pledge shall be voted on using the method outlined in the National Constitution. A pledge that fails to be approved for membership ceases to be a pledge.

Section 4. Initiation-All pledges approved for membership in this Chapter shall be initiated according to the official ritual of the Sorority, as outlined in the National Constitution. Pledges

who fail to attend an initiation ceremony in the semester they pledge shall cease to be a pledge at the end of that semester.

Article V

Elected Officers

Section 1. Elected Officers-The elected officers of this Chapter shall be President, Vice President, Secretary, Treasurer, and Pledgemaster.

- A. The term of office of each office except the Pledgemaster shall be for one-year beginning the day after the last day of classes from one semester and ending one year later on the last day of classes for the spring semester. The term of office for the Pledgemaster shall be for one semester beginning the day after the last day of classes for the previous semester and ending on the last day of classes for that semester.
- B. Only an active member in good standing may serve as a Chapter officer.

Section 2. General duties of the Elected Officers-In addition to fulfilling the specific duties of her office, each officer shall be required to:

- A. Serve actively as a member of the Executive Committee if applicable. (See article IX, sec. 1)
- B. Propose a budget for her office at the beginning of the semester and keep an accurate record of all incurred expenses.
- C. Keep a written record of her term of office.
- D. Train her successor and turn over all files and records to her.

Section 3. Duties of Elected Officers-The elected officers shall perform the following duties:

- A. President-The President shall:
 - 1. Give supervision to the Chapter and its officers.
 - 2. See that all obligations of the Chapter are fulfilled.
 - 3. Preside at all meetings of the Chapter and Executive Committee.
 - 4. Make appointments when necessary.
 - 5. Perform such other duties that her office may require.
 - 6. Prepare, prior to each meeting, an order of business or agenda for the meeting.

7. Guard the portal and maintain order at each Chapter meeting.

B. Vice President-The Vice President shall:

1. Perform all presidential duties in the absence of the President.
2. Coordinate and oversee all Chapter standing committees.
3. Distribute, collect, and count ballots when needed.
4. Record the attendance of each sister at each sorority function. She shall submit a copy of this record to the Judicial Board and to the Secretary.
5. Collect the minutes of all committee meetings and file them in the Chapter records.
6. Serve ex officio a member of all Chapter committees.

C. Secretary-The Secretary shall:

1. Handle all correspondence of the Chapter.
2. Keep the associate members and the advisors informed as to the activities of the Chapter.
3. Assemble and edit a Chapter newsletter containing articles written by the officers and other sisters.
4. Keep an accurate written record of the proceedings of all business meetings and Executive committee meeting.
5. Obtain an attendance record for each business meeting, which shall be attached to the minutes for that meeting.
6. Organize the minutes of the committee meetings on chronological order and file them into the chapter records.

D. Treasurer-The Treasurer shall:

1. Receive and keep records of all money received by the Chapter.
2. Disperse funds as authorized by the Chapter.
3. Make a financial report at each business meeting, and a complete financial

report at every other business meeting, including committee budget balances, as well as the total Chapter balance.

E. The Pledgemaster-The Pledgemaster shall:

1. Train the pledges in the fundamentals of Sigma Alpha Omega utilizing the program outlined in the pledge manual.
2. Serve as chairman of the Pledge Committee.
3. Choose a suitable big sister for each pledge.
4. Report the progress of the pledges at each business meeting during the pledge period.
5. See that each pledge has completed the pledge requirements before the end of the pledge period.

Article VI

Appointed Officers

Section 1. Recreation Director-The Recreation Director shall:

- A. Plan, coordinate, and oversee all Chapter sports and athletic activities including intramural and inter-sorority tournaments.
- B. Submit scheduled events to the Secretary and Vice President for review.
- C. Be appointed each semester by the President.

Article VII

Elections and Appointments

Section 1. The election for the elected officers shall occur during the first business meeting in April. Active pledge class members are to appoint candidates for the Pledgemaster office. Note: The acting Pledgemaster during the time of the election may be considered to hold the office again. (See Article VII, section 7)

Section 2. A sister who wishes to hold office shall complete and submit an official application to the Judicial Board before or during the first business meeting in March. Applications for the spring semester Pledgemaster shall be accepted before or during the second business meeting in October.

Section 3. The Judicial Board shall interview and approve all applications. All approved applicants appear on the ballot for all positions of which the sister is approved to hold. A list of candidates shall be posted prior to the election date.

Section 4. On the prescribed Election Day, each office will be voted on individually beginning with the office of Pledgemaster, and moving in succession through Treasurer, Secretary, Vice President, and President. A two-thirds vote will be required to elect a candidate in each office. Voting by absentee ballot shall not be permitted.

Section 5. Any applicant who is not elected to the position for which she first appears as a nominee shall remain on the ballot for her remaining approved positions. Any applicant elected to a position is automatically removed from her remaining ballot appearances.

Section 6. Should no applicant receive a two-thirds majority vote, a run-off shall be held between the two applicants receiving the most votes. A two-thirds majority is required to win the run-off.

Section 7. The pledges shall recommend a Pledgemaster for the next semester. The pledge class may recommend any active member of the Chapter. Their recommendation should be submitted to the Judicial Board by the second business meeting in October or the second business meeting in March.

Section 8. The Executive Committee shall appoint the chairman of each Chapter committee unless otherwise elected or appointed.

Section 9. Should a vacancy occur in the office of President, the Vice President shall assume the office. Should a vacancy occur in an office other than the President, the Executive Committee shall name a replacement and she shall hold that office until the next regularly scheduled election.

Article VIII

Meetings

Section 1. The Chapter shall hold a business meeting every week during the semester unless the meeting falls during a class break or exam period or unless otherwise decided by the Chapter. Committee meetings shall be held in a frequency determined by the committee chair.

Section 2. The business meetings shall be held in such a place as the Executive Committee decides.

Section 3. The President, Executive Committee, or the National Advisor may call special meetings. Additionally, a special meeting shall be held within five days of a written request of one-third of the active members. All members shall be notified of any special meetings.

Section 4. A quorum at all meetings of this Chapter shall be a simple majority of the active sisters.

Section 5. The Business meetings of this chapter shall be open only to sisters, alumni, female alumni of Chi Alpha Omega, advisors, and guests invited by the Chapter.

Article IX

Executive Committee

Section 1. The Executive Committee of this chapter shall consist of the elected officers in the following positions: President, Vice President, Secretary, Treasurer, and Chairman of the Judicial Board.

Section 2. The President shall serve as chairman and preside at all Executive Committee meetings.

Section 3. The Executive Committee shall:

- A. Meet at least once a month during the school year. The President shall set the meeting dates for the committee and inform the members of the dates.
- B. Have general supervision of the affairs of the Chapter between the business meetings.
- C. Review all by-law amendment proposals and make recommendations for adoption to the Chapter.
- D. Create a semester budget prior to the beginning of the semester and submit it to the Chapter for approval.
- E. Appoint the chairman of each Chapter committee unless otherwise elected or appointed.

Article X

Chapter Standing Committees

Section 1. Pledge Committee-The Pledge Committee shall:

- A. Train the pledges, under the direction of the Pledgemaster, and prepare them for active membership.
- B. Enforce the non-hazing policy.
- C. Submit a copy of the minutes of all Pledge Committee meetings to the Vice President.

Section 2. Bible Study Committee

- A. Coordinate spiritual activities of the Chapter.
- B. Schedule the prayer and devotion for each business meeting.
- C. Schedule Bible Studies, retreats, prayer groups, et cetera.
- D. Submit a copy of the minutes of all Bible Study meetings to the Vice President.

Section 3. Social Committee-The Social Committee-The Social Committee shall:

- A. Plan and carry out social activities for the Chapter.
- B. Submit a copy of the minutes of all Social Committee meetings to the Vice President.

Section 4. Public Relations Committee-The Public Relations Committee shall:

- A. Compile an active list of potential pledges including their addresses and telephone numbers.
- B. Inform the potential pledges of social events throughout the year and encourage their participation.
- C. Be in charge of rush with the help of the social and pledge committees.
- D. Submit names of potential pledges to the Chapter for the purpose of bidding.
- E. Be responsible for all publicity involving sorority events.

Section 5. Service Committee-The Service Committee shall:

- A. Coordinate all community service activities.

Section 6. Alumni Committee-The Alumni Committee shall:

- A. Maintain contact with and keep updates on the alumni of this Chapter.
- B. Invite alumni to attend events held by either or both Sigma Alpha Omega Sorority and Chi Alpha Omega Fraternity.

Article XI

Judicial Board

Section 1. The Judicial Board shall:

- A. Handle all disciplinary problems that arise in the Chapter.
- B. Maintain a record of the membership status of each member of the Chapter.
- C. Maintain attendance records for every meeting and social event.

Section 2. The Judicial Board is comprised of four active members of the Chapter. These members shall serve on the Judicial Board as long as they remain an active member.

Section 3. The President, while not being a member of the Judicial Board, may vote to break a tied vote among the members of the Board.

Section 4. The Chairman of the Judicial Board shall be selected by the members of the Board and shall serve as Chairman until she leaves the Board.

Section 5. Should a seat on the Judicial Board become vacant, the President may present a sister for consideration to the Executive committee for approval.

Article XII

Dues, Fees, and Assessments

Section 1. Each person pledging this Chapter shall pay a non-refundable pledging fee to be determined by the Pledge Committee.

Section 2. Each active member of this Chapter shall pay non-refundable dues each semester. Semester dues are set at one hundred twenty-five dollars (\$125).

Section 3. Associate members shall pay non-refundable dues of fifty dollars (\$50) each semester.

Section 4. Fees and Fines

- A. Failure to meet the attendance requirement for Chapter business meetings stated in Article III, Section 2, for active members shall result in a fine of \$10 for each unexcused absence.
- B. Failure to pay one's dues by the deadline established by Article III, Section 2, shall result in a \$1.00 late fee being charged for every day that the payment is late until the

full sum is paid.

- C. Failure to meet the social event attendance requirement given in Article III, Section 2, shall result in a fine of \$5.00 for the first infraction. The second infraction shall result in a fine of \$15.00 and the member shall be placed in arrears until the fine is paid.
- D. Should an active sister be tardy for more than two business meetings, each additional tardy shall result in a fine of \$5.00. In addition, every three tardies to a business meeting shall be equivalent to one unexcused absence.
- E. Any fine levied must be paid within ten days of the charge to the Treasurer or a sister may be placed in arrears status.

Section 5. Assessments may be levied on the chapter members by a three-fourths affirmative vote of the Chapter.

Article XIII

Sorority Policies

Section 1. Robert's Rules of Order Newly Revised shall govern the Chapter meetings except where modified by these bylaws.

Section 2. Pledges shall not wear the letters of Sigma Alpha Omega unless approved by the Chapter for a special occasion.

Section 3. A member who has not sustained active or associate status for two (2) or more consecutive semesters or who has not obtained alumni status is ineligible to wear any sanctioned symbol or representation of Sigma Alpha Omega.

Section 4. Except as indicated by these bylaws, all initial votes shall be by voice vote (viva voice). A secret ballot may be obtained whenever ten percent (10%) or more of the active members entitled to vote request it.

Section 5. The Chapter shall select an outstanding sister at the end of each school year. Any associate or active sister shall be eligible with the exception of those who pledged during that school year. The result shall be kept secret until a suitable occasion when an appropriate award can be presented. The name of the outstanding sister shall be inscribed on the permanent outstanding sister plaque.

Section 6. If any functions require sums greater than \$150.00, the sisterhood shall by two-thirds majority vote to approve the appropriation of these funds.

Section 7. All sorority plaques and paddle shall be kept in the possession of the President.

Section 8. Tardiness Policy-Members arriving late to a business meeting lose their discussion and voting privileges for that meeting, unless prior to the meeting they have notified one of the officers that they will be tardy to that meeting. A tardy shall be deemed as arriving later than five minutes after a scheduled meeting time.

Section 9. Dress Code for Meetings-Members may dress as they desire for meetings, except for one Business Meeting per month, which will be specified by the Executive Committee. For this meeting members will be required to dress in Sunday or business-like attire. However, the Executive Committee holds the right to request that members wear this attire more than once per month in case of sorority events or special occasions that may require it.

Amendment of the Bylaws

These bylaws may be amended at any regular business meeting of the Chapter by a two-thirds vote, provided that the amendment has been submitted to the sisters in writing at the previous business meeting, and has received consideration of the Executive Committee. A copy of the current bylaws shall be sent to the National Sorority at least once yearly.

BYLAWS
OF SIGMA ALPHA OMEGA

Alpha Chapter

Article I

Name

The name of this organization shall be Sigma Alpha Omega Incorporated, a national Christian social sorority.

Article II

Purpose

The purpose of this organization shall be to assemble Christian women in a Christ-centered sisterhood for the purpose of enjoying Christian fellowship, service, and social activities in accordance with the purpose of the National Sorority.

Article III

Members

Section 1. The membership of this sorority shall be open to any Christian female student enrolled at North Carolina State University. Membership in each Chapter shall be bestowed upon those students fulfilling all of the requirements set forth by the Chapter and by the National Sorority.

Section 2. **Status of Membership**

- A. Active Member-An active member shall be an enrolled student who has been initiated according to the official ritual of the Sorority. She shall be a sister who actively participates in the activities of the Chapter. Any active member who does not fulfill the following requirements shall be placed in arrears.
1. An active member shall miss no more than one (1) scheduled business meeting during a single semester. Failure to meet this requirement shall result in a fine (see Article XIII, section 4). Absences must be presented in writing to the Judicial Board within ten (10) days of the absence.
 2. An active member shall pay her dues in full for the current semester within 14 days after the first scheduled business meeting of the semester, unless prior arrangements have been approved by the Judicial Board. Failure to comply with this deadline shall result in the addition of a late fee (see Article XIII, section 4).
 3. An active member shall attend at least four (4) Chapter social events or Bible studies each month and attend two service projects each semester. Failure to meet this requirement shall result in a series of fines (see Article XIII, section 4).

4. An active member shall serve on at least one Chapter committee with no more than two unexcused absences. Absences must be presented in writing to the Judicial Board within ten (10) days of the absence.
- B. Arrears Status-An active member declared in arrears is ineligible to vote, to run for or to hold office, and to attend social functions. An active member declared in arrears shall be brought before the Judicial Board for disciplinary action and for possible reinstatement of active status.
 - C. Associate Member-An associate member shall be an active member in good standing who finds it necessary to cease full involvement in chapter affairs because of other commitments of time and effort.
 1. A sister wishing to become an associate member must present to the Judicial Board a typed petition, within 14 days after the first scheduled business meeting of the semester, stating her reasons for requesting associate membership. Approval of this petition may be granted by a majority vote of the Judicial Board. These petitions shall be kept on permanent file.
 2. Associate members shall have no voting power and may not hold office.
 3. An associate member may regain active status by notifying the Judicial Board and payment of dues in full.
 - D. Alumni Member-A sister who ceases enrollment in the University/College shall become an alumni member of this Chapter. An alumni member who re-enrolls as a student at a University/College may become an active member if she so desires.
 - E. Inactive Member-A sister who has failed to meet active or associate status, is not an alumni member in good standing, and has not been declared in arrears.
 - F. ~~Honorary Member~~-An honorary member is a person who has distinguished herself by outstanding service to the sorority and is given the privileges of an alumni member by the sorority.

Section 3. A permanent record of the active, arrears, associate, alumni and advisory membership shall be kept in the Chapter records by the Judicial Board.

Section 4. The Judicial Board can recommend the suspension of membership of any member for just cause, after due deliberation. This recommendation shall become binding with a two-thirds affirmative vote of the active members. Notice of this suspension shall be sent to the National Office.

Article IV

Pledging

Section 1. Selection of pledges-At a regular scheduled meeting at the conclusion of the rush period, each rushee wishing to pledge shall be discussed. A three-fourths affirmative vote shall be necessary to issue a bid to the rushee. Each approved candidate must be charged according to the official pledge ritual.

Section 2. Pledge Requirements-Before being considered for active membership in the Chapter, the pledge must complete, to the satisfaction of the Pledge Committee, the pledge requirements outlined in the pledge manual.

Section 3. Approval for Membership-Near the end of the pledging period, the pledges shall be voted on. To be approved for membership, each pledge shall be voted on using the method outlined in the National Constitution. A pledge who fails to be approved for membership ceases to be a pledge.

Section 4. Initiation-All pledges approved for membership in this Chapter shall be initiated according to the official ritual of the Sorority. Pledges who fail to attend an initiation ceremony in the semester they pledge shall cease to be a pledge at the end of that semester.

Article V

Elected Officers

Section 1. Elected Officers-The elected officers of this Chapter shall be; President, Vice President, Secretary, Treasurer, and Pledgemaster.

- A. The term of office for each office except the Pledgemaster shall be for one year beginning the day after the last day of classes for the spring semester and ending one year later on the last day of classes for the spring semester. The term of office for the Pledgemaster shall be for one semester beginning the day after the last day of classes for the previous semester and ending on the last day of classes for that semester.
- B. Only an active member in good standing may serve as a Chapter officer.

Section 2. General Duties of the Elected Officers-In addition to fulfilling the specific duties of her office, each officer shall be required to:

- A. Serve actively as a member of the Executive Committee if applicable. (See article IX, sect. 1)
- B. Propose a budget for her office at the beginning of the semester and keep an accurate record of all incurred expenses.
- C. Keep a written record of her term of office.
- D. Train her successor and turn over all files and records to her.

Section 3. Duties of Elected Officers-The elected officers shall perform the following duties:

- A. President-The President shall:
 1. Give supervision to the Chapter and its officers.
 2. See that all obligations of the Chapter are fulfilled.
 3. Preside at all meetings of the Chapter and Executive Committee.
 4. Make appointments when necessary.
 5. Perform such other duties as her office may require.
 6. Prepare, prior to each meeting, an order of business or agenda for the meeting.
 7. Guard the portal and maintain order at each Chapter meeting.
- B. Vice-President-The Vice President shall:

1. Perform all Presidential duties in the absence of the President.
2. Coordinate and oversee all Chapter standing committees.
3. Distribute, collect, and count ballots when needed.
4. Record the attendance of each sister at each sorority function. She shall submit a copy of this record to the Judicial Board and to the Secretary.
5. Collect the minutes of all committee meetings and file them in the Chapter records.
6. Serve ex officio a member of all Chapter committees.

C. Secretary-The Secretary shall:

1. Handle all correspondence of the Chapter.
2. Keep the associate members and the advisors informed as to the activities of the Chapter.
3. Assemble and edit a Chapter news letter containing articles written by the officers and other sisters.
4. Keep an accurate written record of the proceedings of all business meetings and Executive committee meetings.
5. Obtain an attendance record for each business meeting which shall be attached to the minutes for that meeting.
6. Organize the minutes of the committee meetings in chronological order and file them into the chapter records.

D. Treasurer-The Treasurer shall:

1. Receive and keep records of all money received by the Chapter.
2. Disperse funds as authorized by the Chapter.
3. Make a financial report at each business meeting, and a complete financial report at every other business meeting, including individual committee budget balances, as well as the total Chapter balance.

E. The Pledgemaster-the Pledgemaster shall:

1. Train the pledges in the fundamentals of Sigma Alpha Omega utilizing the program outlined in the pledge manual.
2. Serve as chairman of the Pledge Committee.
3. Choose a suitable big sister for each pledge.
4. Report the progress of the pledges at each business meeting during the pledge period.

5. See that each pledge has completed the pledge requirements before the end of the pledge period.

Article VI

Appointed Officers

- Section 1. Recreation Director-The Recreation Director shall:
- A. Plan, coordinate and oversee all Chapter sports and athletic activities including intramural and inter-sorority tournaments.
 - B. Submit scheduled events to the Secretary and Vice President for review.
 - C. Be appointed each semester by the President.

Article VII

Elections and Appointments

- Section 1. The election for the elected officers shall occur during the first business meeting in April. An election for the spring semester Pledgemaster shall be held during the second business meeting in November.
- Section 2. A sister who wishes to hold office shall complete and submit an official application to the Judicial Board before or during the first business meeting in March. Applications for the spring semester Pledgemaster shall be accepted before or during the second business meeting in October.
- Section 3. The Judicial Board shall interview and approve all applications. All approved applicants appear on the ballot for all positions approved for. A list of candidates shall be posted prior to the election date.
- Section 4. On the prescribed election day, each office will be voted on individually beginning with the office of Pledgemaster, and moving in succession through Treasurer, Secretary, Vice President, and President. A two-thirds vote will be required to elect a candidate in each office. Voting by absentee ballot shall not be permitted.
- Section 5. Any applicant who is not elected to the position for which she first appears as a nominee shall remain on the ballot for her remaining approved positions. Any applicant elected to a position is automatically removed from her remaining ballot appearances.
- Section 6. Should no applicant receive a two-thirds majority vote, a run-off shall be held between the two applicants receiving the most votes. A two-thirds majority is required to win the run-off.
- Section 7. The pledges shall recommend a Pledgemaster for the next semester. The pledge class may recommend any active member of the Chapter. Their recommendation should be submitted to the Judicial Board by the second business meeting in October or the second business meeting in March.
- Section 8. The Executive Committee shall appoint the chairman of each Chapter committee unless otherwise elected or appointed.

Section 9. Should a vacancy occur in the office of President, the Vice President shall assume the office. Should a vacancy occur in an office other than the President, a replacement shall be named by the Executive committee and she shall hold that office until the next regularly scheduled election.

Article VIII

Meetings

Section 1. The Chapter shall hold a business meeting every other week during the fall and spring semesters unless the meeting falls during a class break or exam period or unless otherwise decided by the Chapter. The weeks in which business meetings are not held are to be used for committee meetings or urgent business meetings.

Section 2. The business meeting shall be held in such a place as the Executive Committee decides.

Section 3. Special meetings may be called by the President, Executive Committee, or the National Advisor. Additionally, a special meeting shall be held within five days of a written request of one-third of the active members. All members shall be notified of any special meetings.

Section 4. A quorum at all meetings of this Chapter shall be a simple majority of the active members.

Section 5. The Business meetings of this chapter shall be open only to sisters, alumni, female alumni of Chi Alpha Omega, advisors, and guests invited by the Chapter.

Article IX

Executive Committee

Section 1. The Executive Committee of this chapter shall consist of the elected officers in the following positions: President, Vice President, Secretary, Treasurer, and Chairman of the Judicial Board.

Section 2. The President shall serve as chairman and preside at all Executive Committee meetings.

Section 3. The Executive Committee shall:

- A. Meet at least once a month during the school year. The President shall set the meeting dates for the committee and inform the members of the dates.
- B. Have general supervision of the affairs of the chapter between the business meetings.
- C. Review all by-law amendment proposals and make recommendations for adoption to the Chapter.
- D. Create a semester budget prior to the beginning of the semester and submit it to the Chapter for approval.
- E. Appoint the chairman of each Chapter committee unless otherwise elected or appointed.

Article X

Chapter Standing Committees

Section 1. Pledge Committee-The Pledge Committee shall:

- A. Train the pledges, under the direction of the Pledgemaster, and prepare them for active membership.
- B. Enforce the non-hazing policy.
- C. Submit a copy of the minutes of all Pledge Committee meetings to the Vice President.

Section 2. Light Brigade-The Light Brigade shall:

- A. Coordinate spiritual activities of the Chapter.
- B. Schedule the prayer and devotion for each business meeting.
- C. Schedule Bible studies, retreats, prayer groups et cetera.
- D. Submit a copy of the minutes of all Light Brigade meetings to the Vice President.

Section 3. Social Committee-The Social Committee shall:

- A. Plan and carry out social events for the Chapter.
- B. Submit a copy of the minutes of all Social Committee meetings to the Vice President.

Section 4. Public Relations Committee-The Public Relations Committee shall:

- A. Compile an active list of potential pledges including their addresses and telephone numbers.
- B. Inform the potential pledges of social events throughout the year and encourage their participation.
- C. Be in charge of rush with the help of the social and pledge committees.
- D. Submit names of potential pledges to the Chapter for the purpose of bidding.
- E. Be responsible for all publicity involving sorority events.

Section 5. Service Committee-The Service Committee shall:

- A. Coordinate all community service activities.

Section 6. Alumni Committee-The Alumni Committee shall:

- A. Maintain contact with and keep updates on the alumni of this Chapter as well as the Beta Chapter of Chi Alpha Omega.
- B. Invite alumni to attend events held by either or both Sigma Alpha Omega Sorority and Chi Alpha Omega Fraternity.

Article XI

Judicial Board

Section 1. The Judicial Board shall:

- A. Handle all disciplinary problems that arise in the Chapter.
- B. Maintain a record of the membership status of each member of the Chapter.
- C. Maintain attendance records for every meeting and social event.

Section 2. The Judicial Board is comprised of four (4) active members of the Chapter. These members shall serve on the Judicial Board as long as they remain an active member.

Section 3. The President, while not being a member of the Judicial Board, may vote to break a tied vote among the members of the Board.

Section 4. The Chairman of the Judicial Board shall be selected by the members of the Board and shall serve as Chairman until she leaves the Board.

Article XII

Dues, Fees, and Assessments

Section 1. Each person pledging this Chapter shall pay a non-refundable pledging fee to be determined by the Pledge Committee.

Section 2. Each active member of this Chapter shall pay a non-refundable dues each semester. Semester dues are set at one-hundred twenty-five dollars (\$125).

Section 3. Associate members shall pay a non-refundable dues of fifty dollars (\$50) each semester.

Section 4. Fees and Fines

- A. Failure to meet the attendance requirement for Chapter business meetings stated in Article III, Section 2, for active members shall result in a fine of \$10 for each unexcused absence.
- B. Failure to pay one's dues by the deadline established by Article III, Section 2, shall result in a \$1 late fee being charged for each day the payment is late until the full sum is paid.
- C. Failure to meet the social event attendance requirement given in Article III, Section 2, shall result in a fine of five dollars (\$5) for the first infraction. The second infraction shall result in a fine of fifteen dollars (\$15) and the member shall be placed in arrears until the fine is paid.

Section 5. Assessments may be levied on the chapter members by a three-fourths affirmative vote of the Chapter.

Article XIII

Sorority Policies

Section 1. Robert's Rules of Order Newly Revised, shall govern the Chapter meetings except where modified by these bylaws.

Section 2. Pledges shall not wear the letters of Sigma Alpha Omega unless approved by the Chapter for a special occasion.

Section 3. A member who has not sustained active or associate status for two (2) or more consecutive semesters or who has not obtained alumni status is ineligible to wear any sanctioned symbol or representation of Sigma Alpha Omega.

Section 4. Except as indicated by these bylaws, all initial votes shall be by voice vote (viva voice). A secret ballot may be obtained whenever ten percent (10%) or more of the active members entitled to vote request it.

Section 5. The Chapter shall select an outstanding sister at the end of each school year. Any associate or active sister shall be eligible with the exception of those who pledged during that school year. The result shall be kept secret until a suitable occasion when an appropriate award can be presented. The name of the outstanding sister shall be inscribed on the permanent outstanding sister plaque.

Section 6. If any functions require sums greater than \$150, the sisterhood shall by two-thirds majority vote approve the appropriation of these funds.

Section 7. All sorority plaques and paddles shall be held in possession of the President.

Section 8. Tardiness Policy-Members arriving late to a business meeting lose their discussion and voting privileges for that meeting, unless prior to the meeting they have notified one of the officers that they will be tardy to that meeting.

Section 9. Dress Code for Meetings- Members may dress as they desire for meetings, except for one Business Meeting per month which will be specified by the Executive Committee. For this meeting members will be required to dress in Sunday or business-like attire, in which dresses, skirts, dress slacks, suits, etc. are all acceptable. However, the Executive Committee holds the right to request that members wear this attire more than once per month in case of sorority events or special occasions that may require it.

Article XIV

Amendment of the Bylaws

These bylaws may be amended at any regular business meeting of the Chapter by a two-thirds vote, provided that the amendment has been submitted to the sisters in writing at the previous business meeting, and has received consideration of the Executive Committee. A copy of the current bylaws shall be sent to the National Sorority at least once yearly.

October 19, 1998

Sigma Alpha Omega
c/o Michelle Bull
Lee Hall, Box 15842
NCSU Campus

We have reviewed your organization's constitution and officers list and everything seems to be in proper order. You are now a registered student organization at North Carolina State University entitled to all privileges accorded by that status.

Understand that this registration in no way gives the University or Student Government responsibility for any financial liability which may be incurred by your group. Your status does, however, give you the opportunity to approach the Student Senate with a request for funds and gives you certain on-campus solicitation privileges. Additionally, this status enables you to link your student organization's homepage to the University's Web, and to access the services provided by the Student Organization Resource Center.

Please be aware that we ask each student organization to update its file whenever there is a change of officers and at the beginning of each school year. Failure to do so will result in a loss of registration.

We look forward to working with you. Good luck with your new group.

Sincerely,

T. Michael Wallace
Coordinator, Student Organization Resources

cc: Jenny Chang, Student Government
Randy Colby, Reservations, Talley Student Center
Gina Barrow, Registration and Records
Harry Nicholas, Computing Center
Allison Trabucco, Student Development