

**Bylaws**  
**Epsilon Alpha Chapter of Alpha Omicron Pi**  
**Penn State University**

**Revised: January 14, 2024**

**Article I. Name and Submotto**

**Section 1. Name.** The name of this Chapter shall be Epsilon Alpha Chapter of Alpha Omicron Pi (“the Chapter”).

**Section 2. Submotto.** The submotto of Epsilon Alpha Chapter shall be “Freedom in Truth.”

**Article II. Alpha Omicron Pi Fraternity, Incorporated**

**Section 1. Relationship to Alpha Omicron Pi Fraternity.** This Chapter is a collegiate Chapter of Alpha Omicron Pi Fraternity (“the Fraternity”), chartered by the Fraternity, and as such shall abide by the regulations of the Fraternity as set forth in the Governing Documents of Alpha Omicron Pi.

**Section 2. Object of the Fraternity.** The object of this Fraternity shall be to encourage a spirit of fraternity and love among its members; to stand at all times for character, dignity, scholarship, and college loyalty; to strive for and support the best interests of the colleges and universities in which Chapters are installed, and in no way to disregard, injure, or sacrifice those interests for the sake of prestige or advancement of the Fraternity or any of its Chapters.

**Article III. Membership**

**Section 1. Members.** The members of the Chapter shall be the duly initiated and affiliated members of the Chapter who are enrolled as students at Penn State University.

**Section 2. Eligibility.**

- a. Any woman student is a student in good standing at Penn State University who is not a member of another National Panhellenic Conference Fraternity shall be eligible for membership subject to the regulations of the Penn State, College Panhellenic Association and National Panhellenic Conference and this Fraternity.
- b. A member of Alpha Omicron Pi, upon transferring from a campus where she has been affiliated with Alpha Omicron Pi to Penn State University, shall have the option to affiliate in accordance with the membership regulations in the Governing Documents of Alpha Omicron Pi.
- c. To be eligible for membership a candidate must have a minimum 2.5 cumulative college GPA on a 4.0 scale.

**Section 3. New Member Selection.** The members of the Chapter shall vote to pledge a candidate for membership in accordance with Title II, Article III, Section 1 of the Bylaws of Alpha Omicron Pi (see Appendix A.)

**Section 4. Formal Pledging.** Formal pledging shall take place within two weeks of the candidate's acceptance of an invitation to membership (bid). New member pins shall remain the property of the Chapter and shall be returned to the Chapter by the new member no earlier than 72 hours prior to initiation. If a new member loses her new member pin, she is financially responsible for its replacement.

**Section 5. New Member Period.** The New Member period begins with Formal Pledging and shall be at least six (6) weeks but no longer than eight (8) weeks unless the assigned Network Specialist has given special permission to shorten or lengthen the New Member period.

**Section 6. New Member (Pledgeship) Expiration.** A pledgeship is automatically ended by initiation, the expiration of one calendar year, or the new member's withdrawal or graduation from Penn State University. A former new member is eligible for pledging in the same manner as any other candidate.

**Section 7. New Member (Pledgeship) Termination.**

- a. The Chapter may terminate a pledgeship for cause upon a two-thirds ballot vote of the members with the approval of the Collegiate Chapter Advisory Board and the assigned Network Specialist. Prior to pledgeship termination, the new member shall meet with the New Member Educator and Advisor for a formal warning, including an explanation of the circumstances which are precipitating this potential action.
- b. A new member desiring release from her eligibility to membership shall notify in writing the Chapter President and/or the Chapter Advisor. A Chapter vote is not required.

**Section 8. Initiation.** A new member shall be initiated by the Chapter within six (6) to eight (8) weeks of Formal Pledging, at a time and place set by the Chapter, provided all Fraternity requirements for initiation as stated in the Standing Rules have been fulfilled. (See Appendix B.)

## **Article IV. Chapter Membership Standing**

**Section 1. Chapter Membership Standing.**

- a. Members/New Members in Good Standing: Members and new members in good standing with the Chapter are entitled to participate in Chapter/new member functions. Members/new members in good standing may not attend any social function if they are one (1) day or more past due on any financial obligation as of the date/time of the social function.
- b. Members/New Members Not in Good Standing: The following members/new members are not considered to be in good standing:
  1. Members on international probation.
  2. Members who fail to meet a 2.5 cumulative or semester GPA for two semesters in a row.

3. Members who fail to meet Chapter attendance requirements as defined in the Chapter Membership Integrity Handbook.
  4. Members/new members more than thirty (30) days past due on any financial obligation unless a promissory note with a payment plan has been signed and approved by the Vice President of Finance and Financial Advisor.
  5. Members/new members more than one (1) day past due on any promissory note/payment plan.
- c. The Vice President of Finance and the Vice President of Academic Development shall submit a list of members/new members who are not in good standing to the Vice President of Standards, the Vice President of Administration, and the Chapter President.
- d. Members not in good standing shall attend all Chapter meetings and required activities unless otherwise noted in probation terms. They may not:
1. A member with a registered learning disability who is on international probation for academic will not lose her right to vote during meeting or membership selection
  2. Propose or discuss names for membership.
  3. Be elected to a Chapter or Panhellenic position.
  4. Attend social functions.
  5. Be assigned a little sister.

**Section 2. Membership Regulation.** The membership regulations of the Chapter shall be in accordance with the regulation of the rules set forth in the AOII Standing Rule 7, Article XI. See Appendix C.

**Section 3. International Probation and Suspension.** Members shall be subject to international probation and/or suspension as defined in the Alpha Omicron Pi Governing Documents. See appendix D and E.

## **Article V. Meetings and Events**

**Section 1. Regular Meetings.** The regular meetings of the Chapter shall be held at least once a week during the academic year at a time and place determined by the Executive Team. Unless circumstances or the location of the meetings prohibit it, the ceremony as specified in the *Rituals Book* shall be used to open and close these meetings.

**Section 2. Ritual.** A Ritual shall be held at least once a month during the academic year. Rituals are specified in the *Rituals Book*. The Ritual may be a Ritual meeting held in conjunction with a regular meeting of the Chapter or it may be another ritual held at a different time and place.

**Section 3. Special Meetings.** Special meetings may be called by the Chapter President or by a written request submitted to the Chapter President by two Chapter members. All members must receive at least 24 hours advance notice of any special meetings.

**Section 4. Quorum.** A quorum must be established for the Chapter to conduct business at meetings. A majority of the Chapter members eligible to vote must be present in order for a quorum to be established.

**Section 5. Other Meetings and Events.** The Chapter may schedule other required meetings and events by placing them on the Chapter calendar. The Chapter calendar shall be approved by the Chapter by majority vote.

**Section 6. Committee Meetings.** The chair of each committee shall establish the meeting dates and times for her committee.

**Section 7. Attendance.** Attendance is required at all meetings and events designated as such on the Chapter calendar, unless special membership status has been granted. Each member of the Chapter shall follow the attendance policy outlined in the Membership Integrity Handbook. Anyone missing a meeting is required to read the minutes within forty-eight (48) hours of that meeting. Minutes will be sent by the Secretary.

**Section 8. Notification of Absence.** A notification of absence or a request to be excused from a Chapter meeting or event must be presented to the Secretary two hours prior to the meeting/event.

**Section 9. Recruitment Absences.** Attendance at all recruitment activities, including workshops, planning seminars, work parties, retreats, other planning and preparation sessions, and at all formal recruitment activities is mandatory. Excused absence requests must be presented in writing to the Vice President of Recruitment and approved by that officer and the Collegiate Chapter Advisory Board in advance of the anticipated absence. An unexcused absence will result in a penalty of \$50 per planning event and \$50 per party for absence from formal recruitment.

**Section 10. Attire.** Attire for ritual meetings shall be a modest white dress or skirt/blouse (with shoulders covered) and black ballet flat dress close-toed shoes. No slacks or distracting accessories such as bangle bracelets or large earrings may be worn during ritual.

**Section 11. Executive Team Meetings.** A meeting of Executive Team shall be held weekly prior to the Chapter meeting at a time and place determined by the Chapter President. Any member who has business to present during the Chapter meeting must first present her business to the Executive Team. Cabinet attends Executive Team meetings at the first LC meeting of the month.

**Section 12. Presiding Officer.** The Chapter President shall chair all Chapter meetings and Executive Team meetings. The Vice President of Administration shall preside at Chapter and Executive Team meetings in the absence of the Chapter President.

**Chapter 13. Cabinet Meetings.** If required, the cabinet shall meet at a time and place determined by the Vice President of Administration who shall chair the meeting.

## Article VI. Officers

**Section 1. Executive Team.** The Executive Team shall consist of the Chapter President, Vice President of Operations, Vice President of Membership Integrity, Vice President of Membership Recruitment, Vice President of Community Relations, Vice President of Programming & Enrichment, Vice President of Membership Experience, and Director of Finance.

It shall be the purpose of the Executive Board to plan the yearly goals for the Chapter, to make recommendations to the Chapter, to plan the agenda for Chapter meetings, and to streamline Chapter business in order that Chapter meetings may be conducted efficiently. Other committee chairs and officers may be asked to attend the meetings of the council as the need arises.

**Section 2. Cabinet.** The Cabinet shall consist of the Director of Administration, Director of Chapter Property, Director of Ritual Education, Director of Academics, Director of Diversity Equity & Inclusion, Director of New Member Experience, Director of Lifetime Engagement, Director of Chapter Culture, Director of Recruitment, Director of Continuous Recruitment, Director of Panhellenic Relations, Director of Event Planning, Director of Philanthropy, Merchandise Coordinator, Awards Coordinator, Health & Wellbeing Coordinator, New Member Experience Coordinator, Senior Experience Coordinator, Membership Integrity Coordinators, Finance Coordinators, Recruitment Round Coordinators, Matching Coordinator, Recruitment Data Coordinator, Panhellenic Relations Coordinator, Campus Relations Coordinator, Community Relations Coordinator, and Primary THON Chair.

**Section 3. Officer Qualifications.** Any member who is in good standing with the Chapter and Penn State University shall be eligible to be elected or appointed to an office in the Chapter, provided the following qualifications are fulfilled:

- a. For Executive Team offices, the member must have a minimum 2.9 semester GPA. For all other elected and appointed offices the member must have a minimum 2.5 semester GPA.
- b. The member must be a full-time student.

**Section 4. Elections.** Chapter officers shall be elected annually from among the Chapter members between November 1 and February 1. The elections materials provided in the Fraternity's Officer Resource Library shall be used as a guideline for the election process.

**Section 5. Term of Office.** All officers shall serve for one academic year or until the election/appointment of their successors.

**Section 6. Officer Transition Workshop and Installation.** The outgoing Chapter President and Vice President of Operations shall conduct an officer transition workshop within two (2) weeks of officer elections. All officers and the Chapter Advisor must be installed using Ritual for Installation of Collegiate Chapter Officers within two (2) weeks of officer elections.

**Section 7. Duties of Officers.** It shall be the duty of each officer to fulfill the requirements of her office as stated in Alpha Omicron Pi Governing Documents. The materials and manuals

provided by the Fraternity shall be used as resources to define officer duties. In addition:

- a. Each officer shall be individually responsible for reports of her office to the respective international officers and International Headquarters. Each officer shall submit reports as required and shall be personally responsible for payment of any fine levied for late or missing reports.
- b. Each officer shall keep a file of the duties, goals, budget, planning documents and reports related to her office.
- c. Each officer shall attend the meetings required of her office. Executive Team members are required to attend Executive Board Meetings. Cabinet officers are required to attend Executive Team meetings monthly as designated by the Chapter President.
- d. **The Chapter President and Sorority Assistant must live on the sorority floor during their term of office.**

**Section 8. Officer Vacancies.** If the Chapter President position becomes vacant, the Chapter shall elect a new Chapter President from among the current Executive Team officers. For all other officer vacancies, a majority vote at a combined Executive Team/Cabinet meeting shall elect the position.

**Section 9. Removal of Chapter Officers.** Collegiate Chapter Officers may be removed from office for violation of the Fraternity Constitution, Bylaws, Standing Rules and/or Book of Policies. Removal will be by majority vote of the collegiate Chapter with approval of the Collegiate Chapter Advisory Board or by the vote of the Collegiate Chapter Advisory Board with approval of the designated volunteer(s) and Network Director. Disclosure to the officer of the situation that would result in the removal will be the responsibility of the Membership Integrity Board or the Collegiate Chapter Advisory Board as appropriate.

**Section 10. Sorority Assistant.** A Sorority Assistant will have the responsibility of the housing chairwoman. The chapter members will not elect this woman since Penn State University will choose her. The term for this position shall be the school year, rather than the calendar year.

**Section 11. Penn State Dance Marathon Dancer Selection.** Dancers will be selected by chapter vote. Candidates must submit an application, which will be presented for chapter consideration prior to elections. Candidates will be given the opportunity to speak prior to voting. Voting shall be weighted based on member year. The previous year's THON Chairwomen shall preside over elections. Outstanding debts to AOII must be paid or the member's application will not be considered to dance. Anyone with 4 or more unexcused absences are not eligible to dance.

## **Article VII. Committees**

Each member is expected to serve on one recruitment committee and one other committee. The Vice President of Operations shall coordinate the appointment of members to committees unless otherwise specified below. The Vice President of Membership Recruitment shall coordinate the appointment of members to recruitment committees. The Chapter President is an ex-officio member of every committee except the Nominating Committee. The Chapter committees shall be as follows:

**Section 1. Membership Integrity Board.** The Membership Integrity Board shall consist of the Vice President of Membership Integrity (committee chair), Chapter President, Vice President of Membership Experience, an alumnae Advisor, and one elected member of each academic class. The committee shall keep the Chapter aware of its responsibilities to the Fraternity, investigate alleged infractions, and recommend appropriate action. The committee shall meet at least once a month during the academic year. The committee is responsible for monitoring the collegiate Chapter for compliance with all international and Chapter policies.

**Section 2. Total Chapter Programming Committee.** The Total Chapter Programming Committee shall consist of the Vice President of Programming and Enrichment (committee chair), New Member Educator, Keeper of the Ritual, Vice President of Membership Experience, Director of Academics, Vice President of Membership Recruitment, and an alumna Advisor. The purpose of this committee is to assist the Chapter in attaining balanced programming and to educate the Chapter membership about AOII values, history, and commitment of AOII membership.

**Section 3. Nominating Committee.** The Nominating Committee shall be composed of a chair appointed by the Chapter President and a representative elected by each academic class from among its members.

**Section 4. Collegiate Chapter Advisory Board.** The elected Chapter Advisor (committee chair) and the appointed Advisors constitute the Chapter's Collegiate Chapter Advisory Board (CCAB). The Collegiate Chapter Advisory Board shall meet regularly during the academic year. The purpose of this committee is to provide guidance to Chapter members and officers in all areas of Chapter operations including compliance with the Fraternity Governing Documents and other international requirements and expectations.

**Section 5. Bylaws Committee.** The Bylaws Committee shall consist of the Vice President of Operations (committee chair), an alumnae Advisor, and at least one member from each class appointed by the Chapter President. The committee shall meet at least once during the academic year to review these bylaws and submit any proposed revisions to the Chapter.

**Section 6. Recruitment Committees.** The Vice President of Recruitment will utilize committees in accordance with the Fraternity's Recruitment Manual. All members are expected to serve on a recruitment committee.

**Section 7. Officer Committees.** Any officer who plans events or has duties which can be delegated are expected to use a committee to assist her in her duties. The officer shall serve as the chair of her committee.

**Section 8. Special Committees.** Other committees shall be added as needed for special projects.

## **Article VIII. Finances.**

**Section 1. New Members.** Each new member shall electronically accept a financial contract via Alpha Link when she begins her new member period. Failure to sign a contract and/or pay all new member fees prior to initiation will result in denial of initiation.

**Section 2. Members.** Each initiated member shall electronically accept a financial contract via Alpha Link at the start of each academic year. Each transfer member shall electronically sign a contract at the beginning of her first term with the Chapter. Financial irresponsibility shall subject a member to possible probation, suspension, and/or collections.

**Section 3. Billing and Payment.** Billings and payments will be subject to the following:

- a. All fees will be billed using Billhighway and all payments must be made via Billhighway.
- b. Invoices will be posted to Billhighway on the 1st of the month and will be due on the 10<sup>th</sup> of the month. A late fee will be assessed if all charges are not paid in full by the 15th of the month. Mid-month invoices may be posted as necessary and will be due 10 days after posting. A late fee will be assessed if an invoice is not paid within 15 days of posting.
- c. Fines will be assessed within two weeks of the fineable event and must be paid by the 10<sup>th</sup> of the month of the billing date.
- d. Any member who submits a check or payment with insufficient funds will be required to pay any insufficient fund fees assessed by the banking institution and/or Billhighway.

**Section 4. Amounts Billed.** The amount of the fees billed will include all international, corporation and Chapter fees as outlined in the Chapter budget and fines as designated in these bylaws. No other fees or fines shall be assessed without a majority vote of the Chapter. The Chapter shall vote on the annual Chapter budget and thus determine all fees in the spring semester prior to the start of the next academic year. The Chapter may revise the budget as needed by majority Chapter vote.

**Section 5. Past Due Accounts.** Per the financial contract that is signed by each Chapter member and new member, the Chapter has the right to collect the full amount of any outstanding balance plus late fees. The following procedures will be used for past due accounts:

- a. The Vice President of Finance will issue 30, 60 and 90 days past due notices.
- b. In the event that money owed to the Chapter is 30 days past due, the member will be considered delinquent and the Chapter member will be called to a Standards Meeting to establish a payment plan and sign a promissory note for all money owed.
- c. In the event that money owed to the Chapter is 60 days past due, the Chapter member will be called to a Standards Meeting and considered for international probation.
- d. In the event that money owed to the Chapter is 90 days past due, the Chapter member will be called to a Standards Meeting and considered for international suspension.
- e. Members who are unwilling to fulfill their financial commitment to the Chapter will be considered for suspension and/or have their account sent to a collections agency.

**Section 6. Payment Plans and Promissory Notes:** Any member unable to pay her obligations in full by the due date must contact the Vice President of Finance to arrange an alternate payment plan and sign a promissory note. All payments must be collected according to the plan. If payment of the established plan is delinquent at any time, all money will be due in full and

subject to the past due accounts procedures outlined above. All accounts must be paid in full before the end of each semester.

**Section 7. 5% Rule.** If 5% or more of the Chapter members are delinquent in payments to the Chapter or the corporation all social functions will be canceled unless the Collegiate Chapter Advisory Board and the appropriate Network Specialist agree to allow the function to be held. Members delinquent in payments to either the Chapter or the corporation will not be allowed to attend any events. Social functions include, but are not limited to, any functions that use Chapter or corporation monies to fund the event.

**Section 8. Reimbursement for Chapter Expenses.** Reimbursements for money spent on behalf of the Chapter will be made providing the following requirements are met:

- a. The money spent must have been preapproved by the Chapter. Money spent as part of an officer's official budget shall be considered approved provided the officer granted permission for the money to be spent.
- b. All receipts must be submitted to the Vice President of Finance within 30 days of the actual expense. No reimbursements will be made without receipts or after 30 days of the expense.

**Section 9. Philanthropic Fundraising.** All funds or other materials collected for philanthropic purposes shall be sent to the appropriate philanthropy within 45 days of the conclusion of the event. The amount of the funds may be reduced by the actual expenses incurred for the event provided the procedures in Section 8 above were used to reimburse those expenses or the expenses were paid directly from the Chapter account.

**Section 10. Fine Amounts.** \*Highlighted amounts are set by headquarters.

\$15 Each Chapter

\$50 Initiation or Pinning in

\$50 Elections and Caucuses

\$50 For EACH recruitment party missed

\$25 Each Recruitment Workshop Missed

\$50 Main Philanthropy Event

\$25 Founders' Day

\$10 Outside Philanthropies (aka any philanthropy event you sign up for and decide not to go to)

## **Article IX. Policies and Member Expectations.**

**Section 1. Alpha Omicron Pi Fraternity Policies.** All members and new members are expected to abide by all policies of the Fraternity as found in the Governing Documents of Alpha Omicron Pi. Under the guidance of the Membership Integrity Board, the Chapter shall discuss the Book of Policies at the beginning of each school year.

**Section 2. Chapter Standards.** The Membership Integrity Board shall be responsible for the development of the Chapter's Membership Integrity Handbook which shall define Chapter

policies and expectations including the Chapter's attendance policy and excuse procedure. This handbook shall be approved by the Chapter by majority vote. The point system for each semester shall be approved by the Chapter by majority vote at the beginning of each semester.

**Section 3. Academic Development.** The Vice President of Academic Development and her committee, with the guidance of her Advisor, shall be responsible for the developing the Chapter' Academic Development program which shall define Chapter policies and expectations regarding member and new member academic performance. This program shall be approved by the Chapter by majority vote.

#### **Section 4. Housing/Facility Requirements.**

**Section 4.A. Housing Requirement:** The members of Epsilon Alpha are responsible for maintaining the chapter suite at maximum capacity. No members shall sign an outside leasing contract until all spaces in the chapter facility are filled. Any exceptions need to be made by Membership Integrity Board & CCAB before a lease at another facility is signed. Members are required to live on the chapter floor for one year, unless released through the Chapter Point System. It is the expectation that members in their second and third year in Alpha Omicron Pi live on the floor. If a member is a Resident Assistant, it is the expectation that she will live in the chapter floor if she is ever not in this position. If a member has extenuating circumstances that she feels will keep her from being able to live on the floor, she must set up a meeting with the Membership Integrity Board two months prior to the due date of the housing contracts. At this meeting she will discuss her situation and explain why she believes she is unable to live on the floor. After this meeting, the Membership Integrity Board will decide if she should be exempt from living on the floor that year.

**Section 4.B. Housing Requirement for Officers:** All Executive Team and Cabinet officers are required to live in the suite for at least one semester of their term, unless exempted by the point system. The point system does not exempt Chapter President and Vice President of Standards, only the Membership Integrity Board & CCAB can approve a CP & VPS housing exemption. If a lease/housing contract is signed with Penn State University the member is required to live on the Alpha Omicron Pi floor, not with another organization. If a member fails to uphold their obligation to live on the Alpha Omicron Pi floor, a fine will be assessed by the VPF & Membership Integrity Board.

**Section 4.C. Point System:** The point system requires members to have 50% of the available points given by event date/formal date/election date. This means that if members do not have 50% of available given points they can NOT attend desired events, run/vote in elections, formals. Members with the lowest amount of points will be chosen to be sober sisters and attend mandatory events.

1. Class
  - 1 Point Freshmen
  - 2 Points Sophomore
  - 3 Points Junior
  - 4 Points Senior

2. 1 point for holding a Director Position
3. 2 points for holding an Executive Position
4. GPA points are rounded to match closest average
  - 4.0 GPA= 4 Points
  - 3.0-3.9 GPA = 3 Points
  - 2.0-2.9 GPA = 2 Points
  - 0.0-1.9 GPA = 1 Points
5. 1 point each sisterhood event where attendance is taken
6. 1 point deducted for each Recruitment even missed, this includes work week, parties, and anything required for recruitment that is missed without a valid excuse previously sent to the Director of Administration
7. 1 point for each Panhellenic Event attended
8. 2 Points deducted for each assigned Panhellenic Event missed without a valid excuse sent prior to the Panhel Delegate
9. 1 point for Chapter meeting attendance
10. 1 point for attending Educational Events
11. 1 point deducted for study hours missed that are required for you (You would be contacted by Director of Academics)
12. 1 point deducted for missing an event you signed up for and/or required to attend
13. 2 points for each COB event
14. 1 point for every Philanthropy event with attendance
15. 1 point for every Formal
16. 4 points attending LI/LA Convention for NON-Required Officers

\*Women will not receive any points if they lose their position due to probation or if they resign from their position. \*Member in a room with the highest point value will determine ranking, and GPA from the person with the highest point value will be used as a tiebreaker.

*a. Priority for Single Rooms*

*There is one single on the floor. For the fall semester the single will be filled in this order: President, Sorority Assistant (Housing Chair), VP of Chapter Development, VP of Standards, VP of Finance and then most senior sister with active involvement. For the spring semester the single will be filled in this order: President, Sorority Assistant (Housing Chair) and then most senior sister with active involvement.*

*b. Housing Commitment*

*A fine will be assessed for any sister who has committed to living on the floor and then revokes her contract.*

## **Article X. Authority.**

**Section 1. International Governing Documents.** The International Constitution, Bylaws, Standing Rules, and Book of Policies shall supersede these bylaws in any instance where a conflict arises.

**Section 2. Bylaws:** These Bylaws may be amended by a two-thirds vote of the members present and entitled to vote at a regular meeting of the Chapter or at a special meeting called for such purpose provided a seven-day notice has been given and a quorum is present.

**Section 3. Parliamentary Authority:** The rules contained in Robert's Rules of Order, Newly Revised, shall govern procedure in all meetings of Epsilon Alpha Chapter except where in conflict with these Bylaws.

## **Appendix A – New Member Election**

From The Governing Documents of Alpha Omicron Pi

### **Bylaws, Article III, Section 1, New Member Election**

#### **Section 1. New Member Election.**

- a. The members of a collegiate chapter shall vote to pledge a candidate for membership. All proceedings in membership consideration meetings shall be confidential and kept within the Fraternity.
- b. A candidate considered for pledging shall be declared elected if she receives an affirmative vote of 85% of the total chapter membership present and eligible to vote, only if quorum has been established.
- c. The member or members of the Collegiate Chapter Advisory Board present during membership selection may challenge the negative votes cast by the members. No other alumnae may attend membership selection sessions or challenge the negative votes cast by members unless they are authorized by the Network Director or Network Specialist. If the negative votes cast are challenged during any membership selection session prior to the session at which the invitations to Preference are determined, the chapter shall reconsider the candidate, with a majority vote required for the issuance of an invitation to the next round of events. If the negative votes cast are challenged during the membership selection session at which the invitations to Preference are determined or extensions of bids are determined, the chapter shall reconsider the candidate, with a two-thirds vote required for an issuance of an invitation to Preference or extension of a bid. Positive votes cast by the members during membership selection may not be challenged.
- d. Membership Information Forms (“MIFs”) may be submitted to a collegiate chapter by a collegiate member from a different college or university or by an alumna member.
- e. When possible, a chapter shall grant the privilege of membership to:
  - (1) A sister, daughter, and granddaughter of an initiated member of Alpha Omicron Pi. Step relationships shall be considered in the same manner as non-step relationships.
  - (2) A new member of a collegiate chapter who transfers to a college or university, in which another chapter is located, provided membership information has been secured from such chapter.
- f. The chapter bylaws shall state the requirements of this section.

## **Appendix B – Initiation Requirements**

From The Governing Documents of Alpha Omicron Pi

### **Book of Policies, Article XIX Pledging and Initiation, Section 4, Initiation.**

**Section 4. Initiation.** (See Bylaws, Title II, Article III, Section 5.) The chapter and its new members promise to fulfill mutual responsibilities before an orientation class is initiated. Implicit in this agreement is the assurance to each new member that she will be initiated when requirements of initiation are met:

- a. Payment of all international and local chapter fees.
- b. Satisfactory completion of the New Member Education program, including a grade of at least 90% on the combined Fraternity New Member Quizzes.
- c. Demonstration of willingness to accept full responsibilities of membership.
- d. Acceptance of the high standards of decency and integrity required by the Fraternity.
- e. Participation in chapter and campus activities.

A chapter may not postpone the initiation of a new member who has met all the requirements. New member activities shall continue until initiation. New member pins may not be taken from the new members earlier than the day prior to initiation. The date, time and place of initiation must be given to the new member class and the designated volunteer and member of the Headquarters staff at least two weeks prior to initiation. If the date, time or place of initiation must change, prior approval must be granted by the designated volunteer with notification to International Headquarters. After completing her pledgship, if a new member determines that she is not ready to make the lifetime commitment to Alpha Omicron Pi; the New Member Educator and Chapter Advisor should consider her concerns. The new member may be given a maximum of two weeks to decide whether she will be initiated or depledged.

## **Appendix C – Special Membership Status and Alumna Status**

From The Governing Documents of Alpha Omicron Pi

### **Standing Rules, Article XII, Membership Regulations**

#### **Section 1. Transfer Members.**

- a. Affiliation. A member, upon transferring from one campus where she has been affiliated with Alpha Omicron Pi to another campus where there is a chapter, shall be invited to affiliate. If she desires to affiliate, she is expected to present an official affiliation form signed by the president of her chapter verifying she is a member in good standing. Under no circumstances may the chapter vote upon her as a member of the fraternity. Affiliation may be denied only if the transferring member cannot provide the properly signed affiliation form. Once affiliated, the member is responsible for all obligations of a member of the chapter as defined in its bylaws.
- b. Building/Furnishing Fund Obligation. A member transferring to another chapter is obligated to pay the chapter building/furnishing fee, or parlor fee, on a pro-rated basis unless the member has fulfilled her obligations to her original chapter. The Building and Furnishing Fee does not transfer from the chapter of initiation to the affiliated chapter in part or whole.

#### **Section 2. Enrollment Requirements for Collegiate Membership.**

- a. New Member. When a new member drops out of college, her pledgeship is automatically terminated. If she returns to college, she is considered as any other candidate for pledging and is eligible for selection in the same manner.
- b. Initiated Member. When an initiated member drops out of college, she shall become an alumna member. If she returns to college within the next twelve (12) months she shall become a member of the collegiate chapter if college Panhellenic regulations permit. If regulations do not permit her to become an active member of the chapter, the chapter may extend social privileges and responsibilities as provided in the chapter bylaws until such time as she can resume active membership status. If an initiated member has dropped out of college for more than twelve (12) consecutive months, she may, upon her return to campus, elect whether or not to resume collegiate membership or remain an alumna member. Once the decision has been made, to avoid violation of Panhellenic regulations, her membership status may not be changed during the remainder of her enrollment.
- c. Enrollment Status. A chapter shall include in its bylaws a statement that full-time and part-time students are eligible to pledge and be initiated. They shall remain as collegiate members as long as they are students in good standing as defined by the university, or until alumna status has been approved or notice of suspension has been sent. If such bylaw provision is in conflict with college and/or Panhellenic regulations, the provision shall be changed to comply with college and Panhellenic regulations.
- d. Undergraduate Students Enrolled in Excess of Four Years. After four years of matriculation, a student may elect either collegiate or alumna membership status as provided in chapter bylaws with notification to the designated member of Headquarters staff during the academic term

prior to the fifth year. As a collegiate member, she must fulfill all local and international membership responsibilities for the entire academic year and is entitled to all privileges of collegiate chapter membership. As an alumna member, she is dropped from the collegiate chapter roll submitted to Headquarters.

**Section 3. Married Student Members.** A married student member may elect either collegiate or alumna membership status. As a collegiate member, she must fulfill all local and international membership responsibilities and is entitled to all the privileges of collegiate chapter membership. As an alumna member she is dropped from the collegiate chapter roll submitted to Headquarters.

**Section 4. Graduate Students.** A graduate student may affiliate with a collegiate chapter by invitation of that chapter. If she does not choose to affiliate with the collegiate chapter, she is automatically an alumna member.

**Section 5. Special Membership Status.** Under special circumstances, a collegiate member in good standing may apply for a change in membership status for a specific time period as outlined below.

a. Leave of Absence. To be eligible for Leave of Absence status, the following criteria must be followed:

- (1) The member must be enrolled in her second or third undergraduate year in school. First year, fourth year, and fifth year students are not eligible.
- (2) The member is responsible for the payment of International Dues and Fees during a Leave of Absence. Chapter fees may be waived at the discretion of the chapter's Membership Integrity Board and Collegiate Chapter Advisory Board. Corporation fees may be waived at the discretion of the chapter's Collegiate Chapter Advisory Board. The member will remain on the chapter register during this time. The member is not permitted to hold an office or attend chapter events, including chapter meetings, during a Leave of Absence.
- (3) The member is limited to two consecutive semesters on a Leave of Absence. She will not be eligible to seek Special Status – On Campus, and she will only be eligible to seek Special Status – Off Campus for one semester.
- (4) The member must obtain written approval for the status change, including the length of time for which the status will be effective, from the chapter's Membership Integrity Board and the Collegiate Chapter Advisory Board. This status is effective when confirmed by the designated member of Headquarters staff.

b. Special Status – On Campus. To be eligible for Special Status – On Campus, the following criteria must be followed:

- (1) The member must be enrolled in the second semester of her third undergraduate year in school or either semester of her fourth undergraduate year in school.
- (2) The member is responsible for the payment of International Dues and Fees. Chapter fees may be waived at the discretion of the chapter's Membership Integrity Board and Collegiate Chapter Advisory Board. Corporation fees may be waived at the discretion of the chapter's Collegiate Chapter Advisory Board. The member will remain on the chapter register during this time. The member is permitted, but not required, to attend chapter events while on Special Status – On Campus. The chapter and member will jointly

develop attendance requirements, if any, during the period of Special Status. The member may attend chapter meetings (including membership selection meetings) but does not have voice or vote in those meetings. The member may not hold an office but may participate in committees and task forces at the discretion of the Executive Team.

- (3) The member is not eligible for Special Status – On Campus if she has previously been on a Leave of Absence.
  - (4) The member must obtain written approval for the status change, including the length of time for which the status will be effective and any specifications regarding event participation, from the Membership Integrity Board and the Collegiate Chapter Advisory Board. This status is effective when confirmed by the designated member of Headquarters staff.
- c. Special Status – Off Campus. To be eligible for Special Status – Off Campus, the following criteria must be followed:
- (1) The member must be enrolled in her second, third, or fourth undergraduate year in school. In addition, the majority of her studies must take place off campus (such as a semester abroad, an internship, or student teaching).
  - (2) The member is responsible for the payments of International Dues and Fees. Chapter fees may be waived at the discretion of the chapter’s Membership Integrity Board and Collegiate Chapter Advisory Board. Corporation fees may be waived at the discretion of the chapter’s Collegiate Chapter Advisory Board. The member will remain on the chapter register during this time. The member is not permitted to hold an office or attend chapter events, including chapter meetings, while on Special Status – Off Campus.
  - (3) If the member was previously on a Leave of Absence status, she is still eligible for Special Status – Off Campus but only for one semester.
  - (4) The member must obtain written approval for the status change, including the length of time for which the status will be effective, from the chapter’s Executive Team and Collegiate Chapter Advisory Board. The status is effective when confirmed by the designated member of Headquarters staff.

Members on any of the above special membership statuses shall not be required to take the International Membership Exam.

Since members on special membership status do not have voice or vote at chapter meetings, they are not included in any quorum calculations.

### **Section 6. Alumna Status Under Special Conditions.**

- a. Recolonization or Reorganization. The Executive Board, upon unanimous vote, shall have the power to place collegiate members on status, conferred only when the Executive Board has determined that there is apparent difficulty in maintaining the chapter and a recolonization or reorganization is planned. When placed on such status, the member shall be considered an alumna member in good standing.
- b. Special Chapter or Member Circumstances. The Executive Board, upon unanimous vote, shall have the power to place a collegiate member on alumna status if an individual member’s life circumstances dictate that she cannot fulfill her membership responsibilities and it would be inequitable for the chapter to suspend her.

The designated member of Headquarters staff must endorse the request to the Executive Board. When placed on such status, the member shall be removed from the chapter roll submitted to Headquarters and shall be considered an alumna member in good standing.

**Section 7. Appeal.**

- a. A member whose request for a change in status is denied by either the Membership Integrity Board or the Collegiate Chapter Advisory Board may appeal the decision directly to the designated member of Headquarters staff within 14 days of being notified of the decision. The appeal shall be heard by a panel consisting of the assigned Headquarters staff member and two additional Headquarters staff members appointed by the supervisor of the assigned Headquarters staff member. The panel shall either uphold the decision or overturn the decision. The panel's decision is final. The designated member of Headquarters staff shall send the panel's decision to the chapter member, the Chapter President, Vice President of Standards, Standards Advisor, and the Chapter Advisor within 14 days of receiving notice of appeal.
- b. A member whose request for a change in status is denied by the Executive Board may appeal the decision upon written request to the Executive Board for reconsideration. The decision of the Executive Board upon reconsideration is final.

**Section 8. Billing.** A collegiate member who has requested alumna status shall remain on the chapter roll and shall continue to be included in billing for all international dues and fees until the notice of change in membership status is sent from Headquarters. At that time she shall be removed from the chapter roll and shall no longer be included in international billing.

## **Appendix D – Probation of a Collegiate Member**

From The Governing Documents of Alpha Omicron Pi

### **Bylaws, Article XI, Probation of a Collegiate Member.**

**Section 1. Definition.** Probation is defined as the denial for a definite, specified period of time, not less than one month nor longer than four consecutive months, of certain usual and customary rights and privileges of membership in the Fraternity which shall be stated in the terms of probation. A member on probation remains on the chapter roll and is responsible for Annual Council Dues and her share of any per capita fees assessed to the chapter.

**Section 2. Reasons for Probation.** A collegiate member may be placed on probation as hereinafter provided for any of the following reasons:

- a. Violation of the Fraternity Constitution, Bylaws, Standing Rules, or *Book of Policies*.
- b. Conduct which renders a member's presence in her chapter detrimental to the harmony, standing and best interests of the chapter and the Fraternity.
- c. Obvious and persistent refusal to cooperate with the chapter.
- d. Failure to meet chapter, lease, or fraternal financial obligations.
- e. Financial inability.
- f. Failure to live in chapter housing.
- g. Failure to perform the duties of her office.
- h. Failure to achieve a 2.0 GPA on a 4.0 scale (or equivalent grade requirement) for two consecutive terms.
- i. Any action or omission which may jeopardize the health, safety, or welfare of any other members(s).

### **Section 3. Probation Methods.**

- a. Probation may be provided in one of two ways:
  - (1) Each collegiate chapter shall have the authority to place an initiated or affiliated member of that chapter on probation by a two-thirds vote of the chapter members present and eligible to vote at a regularly scheduled chapter meeting, with the approval of a majority of the Collegiate Chapter Advisory Board, for any of the reasons listed above. The probation under this subsection shall become effective upon approval by the Collegiate Chapter Advisory Board.

- (2) The Collegiate Chapter Advisory Board shall have the authority to place a member of the collegiate chapter on probation by a two-thirds vote. The probation under this subsection shall become effective upon approval by the assigned Headquarters staff member.
- b. Notices of probation shall be sent as follows:
- (1) Upon approval of a probation as initiated by a collegiate chapter, the Chapter Advisor shall, within ten (10) days of said approval, send a notice containing the terms of probation, the conditions and length of probation and the member's right to appeal by certified mail, return receipt requested, to the member concerning whom such action is taken. Copies shall be mailed to the Chapter President and the assigned Headquarters staff member at the International Headquarters. The notice referred to in this subsection shall be effective upon mailing.
  - (2) Upon approval of a probation as initiated by the Collegiate Chapter Advisory Board, the assigned Headquarters staff member shall, within ten (10) days of said approval, send a notice containing the terms of probation, the conditions and length of probation and the member's right to appeal by certified mail, return receipt requested, to the member concerning whom such action is taken. Copies shall be mailed to the Chapter President, Chapter Advisor, and the assigned Network Director.

#### **Section 4. Appeal.**

Within 14 days of receipt of the notice of probation, the member may appeal the decision or the terms of probation. All procedures to be used for the appeal process shall be defined in the Standing Rules. These procedures will include, but not be limited to, the following:

- a. For probations initiated by a collegiate chapter, the appeal shall be heard by the assigned Network Specialist and two additional Specialists appointed by a designated member of Headquarters staff.
- b. For probations initiated by the Collegiate Chapter Advisory Board, the appeal shall be heard by the assigned Network Director and two other Specialists and/or Directors appointed by a designated member of Headquarters staff.
- c. Notice in writing of the decision of the body hearing the appeal shall be sent to the member on probation within 14 days of the receipt of notice of appeal. The decision of the body hearing the appeal is final.

**Section 5. Extension.** At least 14 days prior to the scheduled termination of a probation, the probating body shall review the member's situation and determine whether to extend the probation or allow it to terminate. Decisions to extend a probation shall be subject to the same procedure as the original decision to probate. Notice of the extension of probation shall be sent to the member and the assigned Headquarters staff member by certified mail, return receipt requested, by the probating body, with copies mailed to the Chapter President, Chapter Advisor, and the International Headquarters. The member may appeal the extension of probation within 14 days of receipt of the notice of extension. She shall notify the assigned Headquarters staff member by certified mail, return receipt requested, of her decision to appeal. The appeal shall be heard by the assigned Headquarters staff member and two additional Specialists appointed by the assigned Network Director. The notice referred to in this section shall be effective on mailing.

**Section 6. Termination.** Probation shall not extend beyond withdrawal or graduation from the college or university. Probation may be terminated automatically by a successful appeal or by satisfaction of the terms of probation by the member during the probation period.

### **Standing Rules, ARTICLE XIX, Probation of a Collegiate Member – Appeal**

- a. Within 14 days of receipt of the notice of probation, the member may appeal the decision or the terms of probation. She shall notify the designated Headquarters staff member by certified mail, return receipt requested, of her decision to appeal. The notice of appeal shall contain the reasons why the probation should be rejected or its terms modified. If an appeal is not received within 14 days, the appeal is in default and the probation stands.
- b. For probations initiated by the collegiate chapter, the appeal shall be heard by a Network Specialist assigned to the chapter and two additional Network Specialists. The Network Specialists hearing the appeal shall be appointed by the designated member of Headquarters staff. For probations initiated by the Collegiate Chapter Advisory Board, The appeal shall be heard by the Network Director assigned to the chapter and two other additional Network Specialists and/or Directors appointed by a designated member of Headquarters staff.
- c. Notice in writing of the decision of the body hearing the appeal shall be sent within 14 days of the receipt of the notice of appeal by certified mail, return receipt requested, to the member on probation. The notice shall be effective upon mailing. The designated Headquarters staff member shall be responsible for sending notice of the decision to the member with copies mailed to the Chapter President, the Chapter Advisor, and the Network Team assigned to the chapter.
- d. The decision of the body hearing the appeal is final.

## **Appendix E – Suspension of a Collegiate Member**

From The Governing Documents of Alpha Omicron Pi

### **Bylaws, Article XII, Suspension of a Collegiate Member.**

**Section 1. Definition.** Suspension is defined as the forfeiture of the usual and customary rights and privileges of membership in the Fraternity through affirmative exercise of constituted authority of the Fraternity until reinstatement is granted as authorized by these Bylaws. Upon notice of suspension to the member by the Executive Director or those under her direction, the suspended member shall not in any way identify herself with the Fraternity directly or indirectly through the use of insignia or otherwise, nor have any rights whatsoever in or pertaining to the Fraternity.

**Section 2. Reasons for Suspension.** A member may be suspended as hereinafter provided for one or more of the following reasons:

- a. Violation of the Fraternity Constitution, Bylaws, Standing Rules, or *Book of Policies*.
- b. Conduct which renders a member's presence in her chapter detrimental to the harmony, standing and best interests of the chapter and the fraternity.
- c. Obvious and persistent refusal to cooperate with the chapter.
- d. Failure to meet chapter, lease, or fraternal financial obligations.
- e. Financial inability.
- f. Failure to live in chapter housing.
- g. Any action or omission which may jeopardize the health, safety, or welfare of any other member(s).

**Section 3. Suspension Methods.** Suspension may be implemented in two ways:

- a. Each collegiate chapter shall have the authority to suspend from membership in the Fraternity by a two-thirds vote of the members present and eligible to vote at a regularly scheduled chapter meeting, with the approval of the Collegiate Chapter Advisory Board, the assigned Network Specialist, the assigned Headquarters staff member, and the

Executive Director or those under her direction, any collegiate member of the chapter, whether initiated or affiliated, for any of the reasons listed above. Notification of suspension request must reach International Headquarters within six weeks of the date of the chapter vote.

- b. The Executive Board shall have the authority to suspend a collegiate member by unanimous vote for any of the reasons set forth above if requested to do so by a majority vote of the Collegiate Chapter Advisory Board of the chapter, with the approval of the assigned Network Specialist, the assigned Headquarters staff member, and the Executive Director or those under her direction. Notification of the suspension request must reach the International Headquarters within six weeks of the date of the vote of the Collegiate Chapter Advisory Board, accompanied by an explanatory letter from a member of the Collegiate Chapter Advisory Board who is an initiated member of Alpha Omicron Pi, outlining the reasons for the suspension request.

**Section 4. Notification.** Within ten days of the approval of the suspension request, the Executive Director or those under her direction shall officially notify the member of her suspension by certified mail, return receipt requested. The notice shall outline the effects of suspension, the member's right to appeal, and the time at which reinstatement may first be proposed. Copies of the notice shall be mailed to the Chapter President and the Chapter Advisor. Copies of the notice shall also be mailed to Fraternity volunteers and Headquarters staff as delineated in the Standing Rules. Suspension shall be presumed effective upon mailing of notices required by this section.

**Section 5. Request for Hearing.** Within 14 days after receiving her notice of suspension, the member may request a hearing to review the charges presented. Once a member has been placed on suspension, the status of her membership will remain suspended throughout the hearing and appeal process. All procedures to be used for the appeal process shall be defined in the Standing Rules. These procedures will include, but not be limited to, the following:

- a. In the request for hearing, the member must designate one collegiate or alumna member in good standing to serve on the hearing panel.
- b. The suspending body shall name one panelist, and the Executive Director or her designee shall name one impartial panelist who will also serve as the panel moderator.
- c. All panelists for these hearings are presumed to be impartial and should recuse themselves if they have concerns about serving on the panel/
- d. The three panelists shall set the date and time for the hearing, which is mutually agreeable to all concerned. The hearing shall be held via conference call no later than six weeks after the receipt of notice of hearing.
- d. The panel shall hear evidence presented by the suspending body and by the member involved. It shall seek all reasonably available information on the suspension action and shall hear all parties wishing to be heard, not confining itself to the record established in the previous proceedings.
- e. The panel shall render, within seven days of the hearing, a written opinion to the member and the suspending body setting forth the information reviewed, its findings on the charges presented and its conclusions as to the actions to be taken. A majority of the panel may uphold the preceding action, overturn the preceding action, modify it, or

determine that another action (within the guidelines of the Governing Documents of Alpha Omicron Pi) is more appropriate.

- f. If there is no appeal of the panel's decision, the parties shall be bound by the opinion.

**Section 6. Appeal.** Within 14 days following receipt of the panel's opinion, either the suspending body or the suspended member may appeal the decision of the panel to the Constitution Interpretation and Revision Committee. All procedures to be used for the appeal process shall be defined in the Standing Rules. These procedures will include, but not be limited to, the following:

- a. The committee shall review the record and the opinion to determine the sufficiency of the procedures employed in reaching the determination and the correctness of the findings under the Constitution and Bylaws. The committee may uphold the opinion or remand it for hearing under corrected procedures.
- b. A copy of the committee opinion shall be sent to the member and the suspending body.
- c. The final action taken may be reversed or modified by a majority vote of Council at its next biennial meeting. If the member or the suspending body plans action at Convention, written notification must be made to the Executive Board at least ninety days prior to the opening of the Convention.

**Section 7. Termination.** The suspended member may request the Executive Board to review her case no less than three years from the time of the suspension. If the Executive Board finds that the suspended member's conduct and attitude justify termination of the suspension, upon unanimous vote it may reinstate her to the privileges of membership.

## **Standing Rules, Article XX, Suspension of a Collegiate Member – Hearing and Appeal**

**Section 1. Suspension of a Collegiate Member – Request for Hearing.** (See Title III, Article XII, Section 5).

- a. Within 14 days after receiving her notice of suspension, the member may request a hearing to review the charges presented. The member's request for hearing shall be sent by certified mail, return receipt requested, to the International Headquarters and the suspending body. If the suspending body is the Executive Board, the notice shall be sent to the Executive Director. The notice must designate one collegiate or alumna member in good standing who will represent the member on the hearing panel. If the member does not request a hearing and name her panelist within 14 days, the request is in default and the suspension stands. Once a member has been placed on suspension, the status of her membership will remain suspended throughout the hearing and appeal process.
- b. Once a request for hearing has been received, the suspending body shall name one panelist and the Executive Director or her designee shall name one panelist who will also serve as the panel moderator. All panelists for these hearings are presumed to be impartial and should recuse themselves if they have concerns about serving on the panel.
- c. The three panelists shall set the date and time for the hearing, which is mutually agreeable to all concerned. The hearing shall be held via conference call no later than six weeks after the

receipt of notice of hearing. The Executive Director, or her designee, shall be responsible for the setup of the conference call, the appropriate documentation required for the call and the transcription of the minutes or recording of the call. If the call is recorded a permanent copy of the recording must be retained at Headquarters.

- d. Prior to the hearing, the panel shall gather all materials and information used and/or relied upon by the suspending body during the suspension process, including the written decision of the suspending body. It shall seek all reasonably available information on the suspension action. The suspended member and the suspending body shall provide written notice to the panel of all witnesses wishing to be heard.
- e. During the hearing the panel shall hear evidence presented by the suspending body and by the member involved. The panel shall hear all parties wishing to be heard, either by written statement or by oral presentation. The panel shall not confine itself to the record established in the previous proceedings.
- f. All panelists must be present for the entire hearing and decision-making process. All panelists must participate in the preparation of the written opinion of the panel. A majority of the panel must approve the written opinion. No other opinion shall be written.
- g. The panel shall render, within seven days of the hearing, a written opinion setting forth the information reviewed, its findings on the charges presented and its conclusions as to the actions to be taken. A majority of the panel may uphold the preceding action, overturn the preceding action, modify it, or determine that another action (within the guidelines of the Governing Documents of Alpha Omicron Pi) is more appropriate. The opinion shall be sent to the member and the suspending body by certified mail return receipt requested. Copies of the opinion shall be mailed to the Chapter President, the Chapter Advisor, and the Network Team assigned to the chapter.
- h. If there is no appeal of the panel's decision, the parties shall be bound by the opinion.

**Section 2. Suspension of a Collegiate Member – Appeal.** (See Title II, Article XII, Section 6).

- a. Within 14 days following receipt of the panel's opinion, either the suspending body or the suspended member may appeal the decision of the panel to the Constitution Interpretation and Revision Committee. The appeal must be sent in writing, by certified mail return receipt requested, to the chair of the committee. The appeal is in default after 14 days and the action of the panel stands.
- b. The committee shall review the record and the opinion to determine the sufficiency of the procedures employed in reaching the determination and the correctness of the findings under the Constitution and Bylaws. The committee may uphold the opinion or remand it for hearing under corrected procedures.
- c. A written copy of the committee opinion shall be sent to the member and the suspending body by certified mail, return receipt requested. If the suspending body is the Executive Board, the opinion should be sent in care of the Executive Director. Copies shall be mailed to the Chapter President, the Chapter Advisor, and the Network Team assigned to the chapter.
- d. The final action taken and upheld by appeal to the Constitution Interpretation and Revision Committee may be reversed or modified by a majority vote of Council at its next biennial meeting. If the member or the suspending body plans action at Convention, written notification must be made to the Executive Board at least ninety days prior to the opening of the Convention.

**Section 3. Appeal to Council.** Upon timely written notice of an appeal of a final action to Council, the International President shall notify the person or the suspending body making the appeal in writing of the procedures to be used to present the appeal to Council. Such notification shall be made no later than 30 days prior to the opening day of International Convention.