



# **The By-Laws of Sigma Omicron Pi Sorority, Student Chapters, Inc. Iota Chapter (Revised: December, 2023)**

## **ARTICLE 1: NAME**

### **Section 1. Organization Name**

The name of this organization shall be Sigma Omicron Pi, Student Chapters, Incorporated, Iota Chapter, and was established in 2001 at the Pennsylvania State University.

## **ARTICLE 2: COLORS**

### **Section 1. Chapter Colors**

The Chapter colors of Sigma Omicron Pi Sorority, Student Chapters, Incorporated, Iota Chapter shall be Crimson and Platinum.

## **ARTICLE 3: PURPOSE**

### **Section 1. Purpose of Sigma Omicron Pi Sorority, Student Chapters, Incorporated, Iota Chapter**

The purpose of this organization is to promote friendship and unity, to provide opportunities for personal growth through leadership training, participate in social functions, and provide our community with service. This group promotes Asian American awareness in the community.

# **ARTICLE 4: ATTENDANCE**

## **Section 1. General Meetings**

These meetings shall be conducted on a weekly basis and the time will depend on the Current House's availability. All active members are expected to attend every meeting and only elected officers are to attend Executive Cabinet meetings. Executive Cabinet meetings are to be called as needed by the President. All above meeting days and times are subject to change according to availability each semester.

- a. The quorum for Sigma Omicron Pi Iota Chapter is three-fourths of the active membership.

### **i. Tardies**

Any active entering a meeting 5 or more minutes after the meeting has begun will be charged \$5.00 at the door, and an additional \$1 every minute thereafter without an excuse. As per the parameters of the Flake Fee, the fee amount will be capped at \$20.

### **ii. Excused Absences**

Actives must submit an excuse form to the Sergeant at Arms, the President, and the chair position at least 24 hours prior to the meeting if she is unable to attend. She is also responsible for all information discussed at the missed meeting. It will be determined by the Sergeant at Arms, the President, and the chair position what constitutes an excused absence.

### **iii. Unexcused Absences**

If for any reason an active did not notify the Sergeant at Arms, chair position, or President about their absence, she will be required to pay a Flake Fee of \$20. If for any reason an active did not notify the aforementioned positions 24 hours in advance, she will be required to pay a Late Fee of \$5. If it is a serious emergency, fees need not apply. This decision is to be made at the discretion of the chair position, Sergeant at Arms, and President.

In the event that attendance of general business meetings and mandatory events becomes an issue with a sister, it is the responsibility of the Sergeant at Arms to discuss the issues and implications with her. Sergeant at Arms is to listen and encourage the sister and bring forth any issues to the House if necessary.

## **Section 2. Mandatory Activities**

A. General Meetings – All active members and new initiates are required to attend general meetings once a week. If a member is not able to attend a general meeting, she must notify Sergeant at Arms and President prior to the meeting with a valid excuse. All members are required to be present at the meeting on time with a grace period. If a sister does not attend, she must forfeit her vote in any decision made in that general meeting.

B. Sisterhood Events – Sisters are required to attend all sisterhood events planned by VP Sisterhood. VP Sisterhood must plan at least the ICC-required minimum events per semester.

C. Philanthropy Events – Sisters are required to attend all philanthropy events planned by VP Philanthropy. VP Philanthropy must plan the minimum number of events according to ICC and Penn State requirements, including community service hours. VP Philanthropy must plan a Philanthropy Week in the Fall semester and an Operation Smile fundraiser in the Spring Semester.

D. Social Events – Sisters are required to attend all social events planned by VP Social. VP Social must plan at least 2 crossing and 2 non-crossing socials minimum per semester.

E. Rush Events – Sisters are required to attend all rush events planned by rush chairs.

F. Fundraising Events – Sisters are required to attend all fundraising events planned by the Fundraising chair. Fundraising chair must raise at least \$300 in proceeds through an appropriate number of fundraising events for that semester.

G. Pledge Events – Sisters are required to attend all pledge events planned by Pledge Coordinator. Big sisters are mandated to attend all pledge events. Sisters are allowed to miss pledge events with the approval Sergeant at Arms, Pledge Coordinator, and President.

## **Section 3. Other Mandatory Events**

### **a. Table Events**

Each active sister must participate in tabling events. If an active does not fulfill the

minimum number of tabling hours for that event determined by the chair, she will be required to perform some service to be determined by the chair at a later date.

#### **Section 4. Dues**

Semester dues for Actives and Inactives will be determined by the Treasurer and the financial status of the Chapter. Semester dues for pledges will be the same as actives. This amount includes the Pledge's initiation fee, sweatshirt (National Standards) fee, and other pledge material fees for their treasury. The pledge treasury is to be used for pledge activities and any remaining balance at the end of the semester will be forfeited to the Iota Chapter of Sigma Omicron Pi. Semester dues for associates will be correlated with the amount of events they must attend ( $\frac{1}{2}$  or 50%). Semester dues for inactives will be correlated with the amount of events they must attend (1/3rd or 33.33 %). No refunds are given once dues are paid. A payment plan can be provided upon request and approval by the Treasurer.

#### **Section 5. Fines**

a. All fines will be based upon attendance records of the Sergeant at Arms, and a record of the balance may be requested. All fines are to be collected at the beginning of the general meeting by the Treasurer and must be paid in full at that time. Unpaid fines must be negotiated with the President and Treasurer to set up a payment plan.

b. Flake Fee

A flake fee of \$20 will be paid by an active if she has failed to notify the Sergeant at Arms, President or corresponding chair regarding her attendance and has missed a meeting or mandatory event in its entirety.

c. Excuse Form:

- i. Every excuse form must have appropriate proof attached that depicts the time conflict.
- ii. Actives may only submit a black screen as proof of sickness or any emergencies.
- iii. The Sergeant at Arms is responsible for approving and declining the excuse form.
- iv. If an excuse form is declined, Sergeant at Arms must notify the sister with the reason.
  1. In the case where it's not approved the first time and a new excuse form was resubmitted in a timely manner, then the excuse form may be exempted from the \$5 late fee.
  2. If a resubmission was made less than 2 hours before the start of the event, a \$5 late submission fine will be applied.

3. In the case where an excuse form was declined and no resubmission was made, a flake/no-show fee of \$20 will be applied.

\*\*\* All fines and dues are subject to change.

## ARTICLE 5: BUDGET

### Section 1.

The Current House must adhere to the following budget allocations.

VP Sisterhood	\$350.00
VP External	\$300.00
Rush	\$350.00

## ARTICLE 6: MEMBERSHIP

### Section 1.

At the beginning of each semester, each member will be assumed to be active. Written letters must be submitted for status changes. This status may be changed with the approval of the Executive Cabinet. The decision must be made before elections have begun.

### Section 2.

Members of the Iota Chapter of Sigma Omicron Pi must maintain a minimum GPA of 2.00 as per ICC requirements. The active house must maintain an average GPA minimum of 2.5 as per Penn State OFSL requirements.

### Section 3.

All members may choose/petition to be:

a. Active.

- Any said member who has passed initiation, has paid her bi-annual dues, and is granted the right to wear the letters of the Sigma Omicron Pi Sorority. Active sisters are required to attend all chapter meetings. Only one absence will be allowed with a legitimate excuse. An active sister may attend all sorority-related

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events. Said member is allowed to directly continue her family line as well as hold an elected position in the House.

→ Active must meet minimum requirements by attending a minimum of the following below. Any active sisters who did not complete all will be subjected to \$20 fine at the end of the semester.

- ◆ 2 VP Sisterhood events
- ◆ 2 VP External events
- ◆ 2 VP Philanthropy events
- ◆ Attend a minimum of at least 3 dance practices
- ◆ Attend all rush events unless excused absence

b. Inactive.

→ Any said member who has passed initiation, has paid her inactive dues and is granted the right to wear the letters of the Sigma Omicron Pi Sorority. Members are granted an inactive status under the condition that she returns to active status the following semester unless otherwise approved by the Executive Cabinet. A written letter must be submitted to the Executive Cabinet and approved by a 3/4 vote before such status takes effect. Inactive status cannot be granted to New initiates or to members who were inactive for the prior semester.

→ Inactives may not apply for direct continuation of her family line (unless under extenuating circumstances determined by Pledge Coordinator) and are required to attend all chapter meetings and a minimum of 1/3rd (or at least 1 minimum of each category) of sorority-related events. Inactives are required to attend 1/3rd of all rush events-

→ Inctive members must attend a minimum of 1 event for each VP event.

c. New Initiate.

→ Any said member who has passed initiation, and is granted the right to wear the letters of the Sigma Omicron Pi Sorority, but has yet to become an official active. New Initiates cannot become active until a new class crosses over and cannot go inactive their first semester. New Initiates have all of the privileges of an Active sister but may hold only non-cabinet positions and cannot apply for direct continuation of their family line.

d. Probationary Active.

→ Probationary Active status is extended to a member of Sigma Omicron Pi Sorority, Student Chapters, Incorporated, who has not achieved a GPA of 2.00. Partial membership dues are still required in addition to any previously accrued balances. Partial membership dues to cover sisterhood events will be \$20 per semester. Probationary actives are limited to attending chapter meetings and sisterhood events only.

e. Associate Status.

- A privilege granted to a member of Sigma Omicron Pi who has been active for 4 consecutive semesters or 5 total active semesters and has paid her Associate Dues. This status must be approved and confirmed by the Executive Cabinet. Associates have the privileges of an Active sisters but are mandated to attend 1/2 of all sorority events and are exempt from paying full membership dues. Associates are required to pay 50% of the full active due amount if they choose to switch to active status after being granted associate status.
- Associate members must attend 2 events for each VP event.

f. Deactivate.

- Any person who has passed initiation but is no longer granted the right to wear nor own the letters of the Sigma Omicron Pi Sorority, nor participate in events of the Sigma Omicron Pi Sorority.
- **If deactivation is the member's choosing:**
  - ◆ She must return her letters and is not allowed to participate in any event, nor pay dues.
  - ◆ If she intends to regain membership, she must again go through the rush process, complete the Pledge Semester, and pass initiation if she is offered a bid.
  - ◆ She must denounce any and all prior affiliation with Sigma Omicron Pi sorority.
- **If deactivation is the House's choosing:**
  - ◆ She must come before the Executive Cabinet to discuss the situation.
  - ◆ She must return her letters and everything that has to do with the Sigma Omicron Pi sorority.
  - ◆ She is not allowed to attend any sorority-related events.
  - ◆ She must denounce any and all prior affiliation with Sigma Omicron Pi sorority.

g. Transfer Active. Status granted to a member of Sigma Omicron Pi who has transferred from one Sigma Omicron Pi chapter to another and wishes to be an active member of her new chapter. Full membership dues are required and are to be paid to the new chapter. Any further financial obligations, with the exception of any balance already accrued, or active privileges to her former chapter will no longer apply. Privileges at her new chapter include voting rights, a direct continuation of her family line, and holding elected offices (with the exception of holding a cabinet position during her first semester as a transfer).

h. Alumna. Any said member who has passed initiation and is no longer currently enrolled as an undergraduate student of The Pennsylvania State University. Privileges *ΣΟΠ Iota Chapter, The Pennsylvania State University*

include wearing Greek letters of Sigma Omicron Pi and attending any Sigma Omicron Pi functions.

i. Honorary Graduate. Any person who began her undergraduate degree at Iota Chapter, but is working towards graduation or graduates as an alumna of a different university. This status must be approved and confirmed by the Executive Cabinet. An Honorary Graduate has the same privileges as an alumna with the exception of not being eligible to hold elected positions.

## **ARTICLE 7: OFFICERS & OFFICER DUTIES**

### **Section 1.**

Elections shall take place by the last formal meeting of each semester in December and April.

### **Section 2. Nominating Procedures**

- a. Speeches are limited to 5 minutes per candidate. These speeches should include goals for the sorority, the office they are running for, and how they will accomplish these goals. Such speeches are to be made before the actual voting.
  - i. Sisters who are running for President and VPs must submit a written speech or script and submit to the current President the day before elections at 11:59 PM.
    1. All speeches under this category must be in a minimum of 2 minutes and 30 seconds.
  - ii. The rest of the positions are not required to submit a script but will have to meet a minimum of 1 minute 30 seconds for chair positions and a minimum of 2 minutes for executive board positions.
- b. Nominations shall be held one week prior to elections.
- c. Elected officers may not become inactive until their term of office is completed, unless permitted by the Executive Cabinet.
- d. Previous officers will act as a consultant to the Executive Cabinet for the first two weeks of the new term.
- e. All positions are for a one-semester term, except the THON chair held for two semesters unless extenuating circumstances arise.
- f. Each elected office is limited to a two-year term. This may be either consecutive or non-consecutive.

### **Section 3. Voting Procedures**

- a. Voting will be done by secret ballot. Ballots are distributed after all speeches have been made.
- b. Counting of ballots shall be done by President and the 1<sup>st</sup> vice president if they are not candidates for office. If either one is a candidate, the next officer in line who is also not a candidate will count the vote.
- c. The President, all actives, and associates may vote. No pledges, inactive, or alumnae may vote.
- d. In the event of a tie, a re-discussion and revote will take place.
- e. A majority vote of 70% + 1 vote will determine the winning candidate.

### **Section 4. Elected Positions and Duties**

#### a. President.

The President shall be the Chairperson of the Cabinet and shall be responsible to it. She may make recommendations to the Cabinet regarding appointments of appointed officers. She shall authorize the Treasurer to withdraw money and co-sign checks for the disbursement of funds. She shall preside over all business meetings of the Sorority. She shall be the official representative of the Cabinet and the Sorority. She shall attend all ICC meetings. She shall keep in contact with all alumnae.

#### b. 1<sup>st</sup> Vice President Sisterhood.

The 1<sup>st</sup> Vice President Sisterhood shall be the Chairperson of all Sisterhood activities and be responsible to the Cabinet. She shall handle the planning and coordination of all sisterhood functions, and oversee the sisterhood relations of the House. She will also be responsible for coordinating all alumni-related events on campus. She shall serve as President of the Sorority in case of removal, absence, or resignation of the President.

#### c. 2<sup>nd</sup> Vice President Philanthropy.

The 2<sup>nd</sup> Vice President Philanthropy shall be the Chairperson who handles the planning and coordination of all philanthropy and community service events. She shall serve as President of the Sorority in case or removal, absence, or resignation of the President and 1<sup>st</sup> Vice President.

#### d. 3<sup>rd</sup> Vice President Social.

The 3<sup>rd</sup> Vice President Social shall be the Chairperson of Social activities and be responsible to Cabinet. She shall handle the planning and coordination of all social functions of the House. She shall handle all correspondences with other fraternities and sororities, as well as other organizations. She shall make sure Sigma Omicron Pi Sorority is represented at as many presents/installs as possible. She shall serve as President of the Sorority in case or removal, absence, or resignation of the President,

1st Vice President, and 2nd Vice President.

e. Treasurer.

The Treasurer shall be responsible to the Cabinet. She shall be responsible for the collection and disbursement of funds as directed by the sorority. She shall co-sign checks. She shall submit a complete financial statement of all transactions and financial status at the end of each semester. She shall be responsible for submitting a report of expenditures and fiscal condition of the Sorority at all business meetings. The Treasurer should also adhere to the budget allocation as referenced in Article V, Section 1.

f. Secretary.

The Secretary shall be responsible to the Cabinet. She shall maintain the official Sorority membership list in a permanent file. She shall take minutes of all proceedings of the Cabinet and of the Sorority and keep those minutes in a permanent file.

g. Pledge Coordinator.

The Pledge Coordinator shall set a pledge policy each semester and shall handle the training of all pledges. She shall meet with the pledges regularly during the semester and shall report to the active membership concerning the progress of the pledge class.

h. Pledge Coordinator Assistant.

The Pledge Coordinator Assistant shall aid the Pledge Coordinator throughout the process and be present at all meetings with the pledges. In order to be eligible for this position, the sister must have participated in at least one entire pledging process.

i. Sergeant at Arms Chair.

The Sergeant at Arms Chair shall be in charge of enforcing attendance, fines, and all House rules. She shall check upon other officers and make sure they are performing their duties. All fines imposed by Sergeant at Arms are subject to appeal. The appeal will be granted upon voting by the House.

j. Fundraising Chair.

The Fundraising Chair shall handle the planning and coordination of all fundraising events.

k. Historian.

The Historian shall handle photography and videography at all Sorority events. She shall be responsible for compiling a complete media collection of Sorority activities, including a recap video at the end of each semester.

l. Rush Chair.

The Rush Chair shall handle the planning and coordination of all Rush Events.

m. Academics Chair.

The Academics Chair shall arrange house study hours if necessary. She shall make academic resources available to sisters by compiling a binder of class syllabi and

professor reviews. She shall be responsible for compiling notes and planning events.

n. Webmistress.

The Web Chair shall be responsible for the up keeping and maintenance of the Iota Chapter of Sigma Omicron Pi social media. She shall make sure to update the website on a regular basis.

o. Cultural Chair.

The Cultural Chair shall be in charge of coordinating all cultural awareness programs.

p. APIDAC/MGC Delegates.

The APIDAC/MGC Delegate shall be responsible for representing Sigma Omicron Pi Sorority at all Multicultural Greek Council Delegate and Asian Pacific Islander Desi American Caucus (APIDAC) General Body meetings. She shall be in charge of advocating on behalf of the sorority and relaying information regarding the Council and the Office of Fraternity and Sorority Life, as well as attend any mandatory MGC functions. She also must relay information regarding the Asian Pacific Islander Desi American community, as well as attend any mandatory APIDAC functions.

q. ICC Chairs (Delegate/Hostess)

When hosting or supporting ICC, the positions will be called "ICC Chairs". When not hosting or supporting, there will only be the "ICC Delegate".

The ICC Delegate shall be responsible for attending all monthly ICC General Board Meetings with the President, as well as help send sisters to ICC by helping to research/book flight tickets, arrange housing, and communicate with sisters attending. When hosting ICC, ICC Delegate will also help the President with contacting/communicating with the house, as well as other chapters.

ICC Hostess(es) shall be elected the semester leading up to the Iota Chapter hosting ICC at the Pennsylvania State University campus, or when the Iota Chapter will be supporting the Lambda Chapter at Johns Hopkins University. The ICC Hostess(es) will exist alongside ICC Delegate.

ICC Hostess(es) shall be responsible for supporting the Executive Board and ICC Cabinet to reserve conference and event spaces and other event planning tasks at the discretion of both parties. Newly elected President at elections shall decide if she would like one or two ICC Hostesses to assist her in planning, and newly initiated members can not run for this position.

## **Section 5. Eligibility Requirements**

- a. President and Pledge Coordinator can only be held by persons who have had one year of active status behind them (unless otherwise determined by the previous Executive Cabinet).
- b. Pledge Coordinator can only be held by persons who have either held Pledge Coordinator Assistant, shadowed the position of Pledge Coordinator, or crossed a little sister.
- c. President can only be held by persons who have either held VP Sisterhood, VP Philanthropy, and VP External
- d. Cabinet positions can only be held by persons who have had one semester of active status behind them (unless otherwise determined by the previous Executive Cabinet).
- e. Chair positions can only be held by persons who have passed initiation into the Sigma Omicron Pi sorority.

## **ARTICLE 8: RUSH PROCEDURES**

### **Section 1.**

Each member is to attend and participate in the Rush procedure. These events will take place during the first three weeks of each semester as necessary. Prospective members are required to attend at least 2 events (including 1 sisterhood event) and 1 info session to obtain a bid. University-mandated workshops and info sessions are required for prospective members. All women who attend The Pennsylvania State University are encouraged to rush.

### **Section 2. Guidelines**

- a. Each member must have a positive attitude.
- b. Each member must participate in active recruiting. (Passing out flyers, getting a table and setting it up, telling friends about Rush, promoting Sigma Omicron Pi, etc)
- c. Rotation must be in effect during a Rush party. It is the only way to get to know each Rushee.

### **Section 3. Maximum Bids**

- a. The maximum number of Rushees to be given an acceptance bid is 10 plus the number of graduating Seniors at the end of the academic semester.

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## **Section 4. Pledge Membership Selection**

- a. The process for membership will be conducted after the last Rush event.
- b. All active members must vote. If an active is absent, she may not vote. Voting will be done by secret ballot after a thorough discussion of each prospective member. After each Rush event, all actives are encouraged to evaluate the event and the Rushees. If a Rushee is perceived to be in question, all members are encouraged to take a closer look at the Rushee before membership selection.
- c. Each member is allowed to vote "YES" or "NO". An active member may "ABSTAIN" on any prospective member on the condition that they did not meet the Rushee, although all actives are encouraged to meet all Rushees regardless.
- d. If the Rushee receives 70% or more "YES" she is offered a bid. If the Rushee receives 69% or fewer "YES" she is not offered a bid but is welcomed to Rush again the following semester.

## **ARTICLE 9: PLEDGE PERIOD**

### **Section 1.**

Each said new member seeking active and lifelong membership must go through a pledge semester and complete the requirements prior to becoming an active.

### **Section 2.**

The pledge semester shall be divided into two parts:

- a. Part 1: Build their own pledge bond as well as a big sister/little sister bond.
- b. Part 2: Integrate Pledges with all Actives and familiarize them with Sigma Omicron Pi's procedures

### **Section 3.**

Pledge Coordinators are to organize Pledge-Active activities and impose deadlines for accomplishing requirements. Pledge Coordinators will discuss these activities with the House prior to events and also update sisters on progress of the Pledges.

### **Section 4. Pledge Pinning**

- a. This ceremony shall be held before the pledging process begins. All Actives are required to attend and all sisters on campus are encouraged to attend. All Pledges must wear white. All Actives shall wear appropriate black attire. A unified daisy pin shall be worn throughout the entire Pledge Period. Actives are encouraged to periodically check if Pledges are carrying their pins on campus.

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## **Section 5. Pledge Period Officers**

There shall be the following Pledge Officers:

1. Pledge Captain
2. Vice President Sisterhood
3. Vice President Philanthropy.
4. Fundraising
5. Treasurer
6. Historian
7. Secretary

The addition of pledge officer positions is up to the discretion of the Pledge Coordinator.

## **Section 6. Calendar of Pledge Activities**

This shall be provided for all actives so that they will know what is happening to their pledges, especially for those with little sisters. This will promote better communication between Pledges and Actives during the Pledge semester. This will also encourage the Actives to participate in the Pledge training and give support to the Pledge Coordinator. The entire burden is not meant to be placed on one person. This calendar's purpose is to enable Actives to better support their little sisters as well as the Pledge Coordinator and should help in preventing conflicting interest.

## **Section 7. Initiation**

- a. All Pledges will be initiated upon completion of all required pledge activities and the Initiation ceremony.
- b. Any events and/or readings from initiation must not be mentioned or publicized to anyone except initiated Sigma Omicron Pi Iota Chapter members.

# **ARTICLE 10: CONFERENCE REQUIREMENTS**

## **Section 1.**

All active sisters are expected to attend all ICC Conference events when the Iota Chapter hosts ICC. Associates will attend  $\frac{1}{2}$ , inactives will attend  $\frac{1}{3}$ .

Iota Chapter President and ICC Delegate shall always attempt to send 50% of the active house to ICC, or less according to the discretion of ICC Cabinet Board.

All members of the Executive Board will be responsible for being involved and knowledgeable of all matters when the Iota Chapter hosts ICC.

Funds for ICC travel may be raised through fundraisers.

## **ARTICLE 11: SUMMARY**

### **Section 1.**

Above all, the most important thing is to make lifelong friendships and grow together in sisterhood. If any of these rules restrict the fun of being in Sigma Omicron Pi Sorority, they may be amended. None of these rules may be changed without 90% approval vote by all active members. None of these rules shall be mentioned or publicized to anyone except said Sigma Omicron Pi Iota Chapter members or for official business.

Adopted November 27, 2001