

Kappa Lambda Chapter of Chi Omega Fraternity at UC San Diego Constitution

Article I: Name of Organization

The organization shall be called Kappa Lambda Chapter of the Chi Omega Fraternity at UC San Diego.

Article II: Statement of Purpose

The objects of this organization are to promote friendship, high standards of personnel, sincere learning and credible scholarship, participation in campus activities, community service, and career development. The Kappa Lambda Chapter of the Chi Omega Fraternity at UC San Diego is a non-profit student organization.

Article III: Nonprofit Statement

Kappa Lambda Chapter of the Chi Omega Fraternity at UC San Diego is a non-profit student organization.

Article IV: Membership

The requirements for membership shall comply with the Bylaws and the policies, rules and procedures of the Chi Omega Fraternity, the rules of the collegiate Panhellenic and the university.

Section 1: Hazing Prevention

Kappa Lambda Chapter of Chi Omega Fraternity at UC San Diego is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not condone hazing. Hazing, in any form, is strictly prohibited within the organization in compliance with state and federal law, Regents' policies and University regulations. Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or ii. the person knew or should have known was likely to cause serious bodily injury. As an organization, we understand that failure to abide by hazing policies and laws will result in referral to the Center

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for Student Accountability, Growth, and Education (SAGE) for an organizational violation and/or individual violation(s).

Section 2: New Members

New Members are to be selected in accordance with the Recruitment procedures of the Fraternity and the university. They should be female identifying undergraduates enrolled at UCSD who are actively working to fulfill the new member requirements. A New Member has one calendar year in which to fulfill the New Member requirements outlined in the Standing Rules.

Section 3: Transfers from Another Collegiate Chapter

A Chi Omega who transfers to UCSD from a different college and chapter, in order to become a member of Kappa Lambda chapter, must follow the Transfer/Affiliation Procedure outlined in the policies, rules, and procedures of Chi Omega Fraternity.

A transfer Chi Omega must also have a letter of recommendation from their initiating chapter, must complete one academic quarter at UCSD, and achieve satisfactory scholarship and good campus records as well as being congenial with Kappa Lambda members.

Further, a two-thirds vote must pass for them to become a member of Kappa Lambda.

If Kappa Lambda is over the Panhellenic total, the Chi Omega cannot attend chapter functions without an invitation, as they will not be paying dues and insurance fees.

Section 4: Actives

Active members are female identifying undergraduates enrolled at the university who have completed the requirements of the New Member period and have been initiated. They must be actively working to achieve their degree (full time or part time).

Article V: Meetings

Section 1: Chapter Meetings

Formal meetings will be held each Monday at 8pm, during the school year in the designated room on campus. In cases where Monday is a holiday, meeting will be held on Tuesday evening. Informal meetings will be held up to 1 time per quarter at the discretion of the executive board.

Section 2: Mandatory Events

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Mandatory functions include:

- Interactive Meeting*
- Chapter Meeting*
- Pre-Recruitment Workshops*
- Summer Recruitment Workshops*
- Recruitment Week*
- Prelude Activities
- Initiations*
- Slating*
- Wish Granting
- Annual philanthropy*
- Bid Day*
- Eleusinia
- DIB Roundtable (1 per quarter)*
- Set Up or Take Down for any Designated Mandatory Events

as well as any other function selected by the Executive Board and approved by the advisors. All members must participate in mandatory functions. The chapter must be notified of mandatory events at the beginning of the quarter, except in the case of extenuating circumstances (e.g. visits from National representatives).

(*means these mandatory events are fineable as well)

Section 3: Cardinal Cabinet Team Meetings

Cardinal Cabinet Team meetings will be held every week at the discretion of the Director of Programming (D.O.P)

Cardinal Cabinet Directors must attend their regularly scheduled meetings.

Section 4: Other Meetings

Other meetings will be called at the discretion of the G.H. with the approval of the Personnel Advisor.

Section 5: Absences

Notification of absences from meeting or other mandatory events should be submitted on OmegaOne, at least 48 hours prior to the event when possible with the exception of illness, last minute work changes, emergencies, or use of mental health pass in which it should be submitted

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before the event. Excused absences include illness, death of a loved one, religious holidays, wedding of a loved one, scheduled classes that are required for graduation, graduate school exam test preparation courses, work with valid proof of schedule, and special events for positions that qualify for REACH points, or certain extenuating circumstances approved by the Personnel Chair in advance. Unexcused work absences will be considered at the discretion of the Personnel Board on a case by case basis. Attendance at review sessions sanctioned by a university professor or teaching assistant will also qualify as a valid excuse provided that the website link or email listing the time or date of the review are submitted to OmegaOne.

If an active plans to leave early or arrive late to chapter meeting or a mandatory event, the following are excusable absences: family emergencies, scheduled classes, exam reviews or preparation courses, work with valid proof of schedule, UCSD or ISS sponsored game or match and for special events for positions that qualify for REACH points. Unexcused work absences will be considered at the discretion of the Personnel Board on a case by case basis. Members of the Panhellenic Executive Board may be excused for their specific activities, such as: Recruitment, Recruitment Workshops, mandatory conferences, Executive Board Retreat, Recruitment Counselor meetings, and Personnel Board. The Personnel Board will then review the excuses.

Each active shall be allowed a total of three excused absences per quarter except in the case where they are enrolled in a class that conflicts with mandatory chapter events. Following the fourth excused absence, the member will lose voice and vote and will no longer remain in good standing. The fifth excused absence will result in a meeting with the Personnel Board. In addition to the three excused absences, each active shall be allowed a total of one excused absence per quarter from formal meeting for a necessary mental health break and should be submitted on Omega One.

Following the first unexcused absence with proper notification, the member will be reminded of their responsibility to attend meetings by the G.K.A. The second unexcused absence will result in loss of voice and vote. The third unexcused absence will result in a meeting with the Personnel Board and may result in the forfeiture of membership. Excuses are valid for the length of time of the conflict. Members must attend the remainder of the chapter function. Two unexcused tardies constitute an unexcused absence. Members are considered tardy if arriving after the commencement of any chapter function, not when formal roll is called.

A member who is absent, tardy, or leaves meeting early, must read and sign the minutes of that meeting, or read the 'Chatter' (meeting minutes) and appeal on OmegaOne with the emoji in the Chatter, within 48 hours following the conclusion of the meeting and the member is responsible for the information contained therein. Failure to do this results in an unexcused absence.

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Members planning to take academic tests (e.g. the GRE, LSAT, etc.) must inform the Recruitment/Personnel Board in writing to be excused from any Chi Omega function the day of and 24 hours prior to the test.

Section 6: Quorum

A quorum shall be two-thirds of the chapter members in good standing. Those in good standing include members with voice and vote. No business, i.e. voting or discussion of issues, may be transacted unless quorum is present.

Article VI: Executive Board

Section 1: Executive Board Officers

The officers of the Executive Board shall consist of the G.H., G.T.B., G.K.A., G.N.V., G.M., Director of Programming, Personnel Chair, Recruitment Relations Chair, Recruitment Operations Chair, the Panhellenic Delegate, the Social Chair, and the Diversity Inclusion and Belonging Chair.

Section 2: Officer Elections (Slating)

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers. The election of officers shall be conducted in accordance with the policies, rules, and procedures of Chi Omega Fraternity. In order to be slated for an office, the member must be in good standing and have a minimum cumulative G.P.A. of 2.6. Officers must maintain a minimum quarter GPA of 2.0 the quarter prior to slating and all quarters while in office. If an elected officer's cumulative G.P.A. falls below a 2.6 and quarterly G.P.A. falls below a 2.0, they must resign their office.

Slating shall occur in Fall Quarter. Rotation of officers shall occur in the 10th week of Fall Quarter.

Section 3: Officer Duties

The duties of the officers are prescribed in the policies, rules, and procedures of Chi Omega Fraternity, in these Bylaws, by the Executive Board, by the G.H., and in the adopted parliamentary authority of Chi Omega Fraternity, as well as other duties as are usual to the office. Each retiring officer is responsible for training their successor. An Officer Training

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Workshop shall be held and each officer and advisory member is responsible for assisting with the planning and presentation. Each officer shall maintain a notebook and files relative to their office and give them to their successor.

The Executive Board may appoint assistants as needed, including for Cardinal Cabinet Directors.

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

The G.H., G.K.A., G.N.V., G.M., Assistant G.M., Personnel Chair, Recruitment Chairs, Recruitment Assistants, DIB Chair, Marketing Chair and Marketing Committee Chairs may never serve as Recruitment Counselors during Panhellenic recruitment.

Section 4: Officer Vacancies

Vacancies among elected officers shall be filled according to the policies, rules, and procedures of Chi Omega Fraternity.

Section 5: Chapter House

All Executive Board members will live in the Chi Omega House, should there be a house. Priority will be given to Seniors, Juniors, Sophomores, and Freshmen respectively and/or by initiation date. One member of the house will be designated House Corp. Manager and will assume the responsibilities. The House Corp. Manager will work with the House Corp., and the Executive Board in locating a house, collecting parlor fees, and serving on the standards board. Solutions for vacancies will be dealt with in conjunction with the House Corp. and the Executive Board.

Section 6: Meetings

Executive Board meetings will be held no later than 24 hours before the chapter meeting, except during extenuating circumstances and with advisory board approval. An advisory committee member shall be in attendance. Executive Board members are required to attend these meetings or it will be counted as an unexcused absence.

Article VII: Risk Management

The Kappa Lambda Chapter of the Chi Omega Fraternity at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself. The

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Kappa Lambda Chapter of the Chi Omega Fraternity at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Section 1: In Case of Interaction with Minors and/or Elderly

Kappa Lambda Chapter of Chi Omega at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via UC Learning <https://uclearning.ucsd.edu>. [Name of the organization] will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

Article VIII: Cardinal Cabinet

Section 1: Cardinal Cabinet Directors

Cardinal Cabinet Directors include Director of Fundraising and Campus Activities, Director of Community Service, Director of Career/Personal Development, Director of Sisterhood, and Director(s) of Marketing.

The Executive Board may appoint additional Cardinal Cabinet Directors and otherwise modify these positions, based on chapter needs.

Section 2: Cardinal Cabinet Appointments

Cardinal Cabinet Directors are appointed by the Executive Board. In order to be appointed as a Cardinal Cabinet Director, the member must be in good academic standing and have a minimum cumulative G.P.A. of 2.3. If a Cardinal Cabinet Director's quarter G.P.A. falls below a 2.0 or if their cumulative GPA falls below a 2.3 they must resign their position. Cardinal Cabinet Directors must maintain a minimum quarter GPA of 2.0 the quarter prior to appointment and all quarters while in office.

Section 3: Cardinal Cabinet Director Duties

Duties of the Cardinal Cabinet Directors are defined in the policies, rules, and procedures of Chi Omega Fraternity and the governing documents of the chapter.

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Cardinal Cabinet Directors should request agenda time for chapter meetings 24 hours in advance.

Cardinal Cabinet Directors must attend mandatory Cardinal Cabinet Director meetings every week at a time and location designated by the Director of Programming. Failure to attend mandatory meetings will result in an unexcused absence. Cardinal Cabinet Directors are expected to maintain a notebook and files relative to their office, which will be given to their successor. Each Director is responsible for training their successor.

Section 4: Other Requirements

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

Article IX: Dues and Fees

Section 1: Dues and Fees

Dues and fees shall be charged quarterly by resolution of the chapter. Room and board charges (if applicable) shall be determined at the time the House Corporation budget is prepared, after consultation with the chapter officers and the advisory committee.

All dues and fees outlined in the standing rules are due the 15th of the first month of each quarter through Bill Highway, unless otherwise arranged with the G.N.V. Fines shall be levied for unexcused absences from mandatory and finable functions:

- Summer Recruitment Workshops
- Pre-Recruitment Workshops
- Recruitment
- Bid Day
- Slating
- Initiation
- Annual philanthropy
- Interactive Chapter Meetings
- Chapter Meeting
- DIB Roundtable (1 per quarter)

A member who wishes to appeal may request a personnel meeting to present their case.

Section 2: Payment

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Each member of the chapter must pay their dues, fees, and room and board charges via e-check promptly in accordance with the policies, rules, and procedures of Chi Omega Fraternity. Members who are unable to fulfill financial obligations to the chapter or to the House Corporation by the due date set by G.N.V. must sign a Promissory Note each quarter in a personnel meeting. At the time the note is signed, an agreement must be made as to the time when the delinquency will be paid.

Failure to make payments to Bill Highway by the set due date will result in a 3% interest fee incurred by the site. Members who fail to make payments to Bill Highway via e-check will be charged a quarterly credit card fee, determined by the GNV and Financial Advisor each fiscal year.

Any member who fails to sign a promissory note by the due date determined by the G.N.V or meet financial obligations by the end of the quarter shall be automatically suspended. When automatically suspended, a member must surrender their badge and membership certificate which may result in a permanent revocation of membership.

Fines will be levied at the discretion of the personnel board and the financial advisor for failure to pay dues by the due date set by G.N.V.

Section 3: Payment Terms

Membership dues and fees are non-refundable, even if a member resigns or has her membership revoked in the middle of the quarter. However, a member who completes the resignation process (including meeting with the Personnel Board) prior to week 3 of the quarter will not be responsible for chapter dues for that quarter.

Members will be given 15 days to pay any fines. If failure to pay in the designated time, this will constitute a willful disregard for membership and will result in a meeting with the Personnel Board.

Article X: Scholarship Requirements

Each active member of Chi Omega is encouraged to maintain a 2.0 or above G.P.A. each quarter. As a condition of new membership, each new member must sign an authorization for the university administration to disclose their grades to the G.T.B. and the Panhellenic Vice President Scholarship and Administration for as long as they are an active member of the chapter.

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Any member who falls below a 2.0 G.P.A. will lose their voice and vote in chapter meetings and will be placed on scholarship probation. Upon being placed on scholarship probation, the G.T.B. and Scholarship Advisor will work with the member who falls below a 2.0 in order to help them raise their G.P.A.

Active members may only be subjected to scholastic forfeiture if they have a willful disregard for scholarship, not if they fall below a minimum 2.0 G.P.A. If the member has a willful disregard for scholarship, which may include non-attendance of classes, failing subjects, and poor attitude towards learning, they must meet with the Personnel Board and follow the Fair Play procedure.

Article XI: Recruitment

Section 1: Recruitment Rules

The chapter shall abide by the rules established by Chi Omega Fraternity and the collegiate Panhellenic Council. The chapter shall evaluate the chapter's need and establish target words prior to each Recruitment period. Every active member who has participated in the chapter's Recruitment (including matchers if they have actively recruited) is entitled to vote in selection sessions.

Section 2: Recruitment Team

The Recruitment Team shall include the Recruitment Operations Chair, Recruitment Relations Chair, the G.H., the Personnel Chair, the Recruitment Advisors, the Personnel Advisor, and the DIB Chair. Each recruiting member of the chapter is required to give full support and participation.

At the discretion of the Executive Board, only 10% of active recruiters are allowed to serve as Recruitment Counselors during formal Panhellenic recruitment.

Article XII: Parliamentary Procedures

For any procedures not covered in the policies, rules, and procedures of Chi Omega Fraternity, or the Bylaws of this organization, current Robert's Rules of Order, NEWLY REVISED, shall be the authority.

Article XIII: Amendment of Bylaws

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These Bylaws may be amended by a two-thirds vote of the chapter members, provided the proposed amendments have been read and discussed at the meeting prior to the meeting at which the proposed amendments are to be adopted.

Article XIV: Dissolution

If, for any reason, the University of California, San Diego, Kappa Lambda Chapter of Chi Omega Fraternity is dissolved, all property thereof belonging to the chapter including real estate and all possessions belonging to Chi Omega shall automatically be transferred to Chi Omega Fraternity Inc. at 3395 Players Club Parkway, Memphis, TN, 38125.

Article XV: Affiliation with Other Groups

Kappa Lambda Chapter of Chi Omega's philanthropy is affiliated with Make A Wish San Diego, all proceeds from philanthropy events and fundraisers are donated to Make A Wish San Diego.

Standing Rules

- I. In order to be considered as a potential new member of the Kappa Lambda Chapter, collegians must have a minimum college cumulative G.P.A. of 2.75 on a 4.0 scale. Incoming freshmen must have a minimum cumulative G.P.A of 3.5 on a 4.0 scale.

II. New Member Requirements

A New Member has one calendar year in which to fulfill the following requirements:

- Must take a minimum of 12 college credit hours or have full time status at this university, the quarter preceding Initiation.
- Must complete the requirements set forth by the G.M. with the approval of the New Member Advisor and in accordance with the policies, rules, and procedures of Chi Omega Fraternity.
- Must meet all financial obligations prior to Initiation.
- Must participate in 1 quality campus activity during their New Member period.
 - 1 quality campus activity includes: membership in a Center for Student Involvement (CSI) registered organization, registration in intramural sport/rec class, membership on a sports team, community service performed on campus, holding an on or off campus job, and on-campus involvement in major field.
- Must participate in 3 hours of community service per quarter, one of which being the attendance of a philanthropic event hosted by another fraternity or sorority. If the member attends and participates they will receive two community service hours. Volunteer activities include volunteering within the community and other Chi Omega sponsored events such as blood, food, or clothing drives.

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III. Active Member Requirements

- Must participate in 5 hours of community service per quarter. Volunteer activities include volunteering within the community and other Chi Omega sponsored events such as blood, food, or clothing drives. Unpaid internships are not to be considered towards the required hours of community service, unless the unpaid internship is at a non-profit organization or is service-based. This is at the discretion of the Director of Community Service. Members also have the option to fulfill one hour of their community service by attending or two hours by participating in a fraternity or sorority philanthropy event. Planning and other involvement in Chi Omega annual events shall be awarded the appropriate number of hours as determined by the Director of Community Service.
- Every quarter, all active members must sign up for and attend a philanthropic event hosted by another fraternity or sorority. Failure to fulfill this obligation will result in a meeting with the Personnel Board. If extenuating circumstances arise, and the member cannot fulfill this obligation, they must switch with another member. If unable to do so, they will be responsible for the fee associated with Philanthropy Sign-ups.
- Must participate in 2 quality campus activities – examples may include membership in a Center for Student Involvement (CSI) registered organization, teaching recreational classes, membership on a sports team, continued or consistent community service performed on campus, holding an on or off campus job (including internships), and on-campus involvements in major field.

If any active fails to complete either community service or philanthropic hours, or does not participate in at least 2 quality campus activities, they are required to make up these hours in the following quarter, so that the total number of hours meets the minimum requirements. (i.e. if only 3 hours of community service were completed in the fall, 2 extra hours must be completed in the winter, resulting in a total of 10 hours over both quarters.) Failure to complete all hours for two consecutive quarters will result in a Personnel Board meeting.

Section 1: Willful Disregard

Members with a willful disregard for membership requirements must meet with the Personnel Board. Failure to comply with membership requirements constitutes willful disregard for Chi Omega membership and will proceed according to the Fair Play procedures. This may result in relief of social privileges, such as attending exchanges and formals.

IV. Appropriate Informal and Formal Meeting Attire

One must dress in professional attire when attending interactive and formal meetings that are Dress to Pin (DTP). DTP standards should be similar to what a member would wear to a formal

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interview or business meeting. For formal meetings where DTP is required, modest and professional attire is expected. As such, no Greek letters or wording on clothing are permitted under DTP guidelines. The exception to this attire is if a member is coming from a UCSD or ISS sponsored game or match and for special events for positions that qualify for REACH points.

For formal meetings where DTP is not required, members may wear non-ripped denim, leggings, or corduroy. Members may wear flat sandals and well-kept sneakers (no flip flops, tevas, or athletic shoes, etc.). Members are allowed to only wear Chi Omega sweatshirts and sweatpants, but no other sweatshirts or sweatpants are allowed.

A member who fails to meet these guidelines will not be permitted into meeting at the discretion of the personnel chair, the executive board, esoteric chair or advisory board, resulting in an unexcused absence. The first infraction of a quarter will result in a verbal or written warning. The second infraction of a quarter will result in the member being asked to change and return to meeting, if reasonable, in appropriate attire, resulting in an unexcused tardy. The third infraction of the quarter will result in an unexcused absence and a meeting with the Personnel Board.

Pledge pins and lavaliers lent to new members must be returned within two weeks of Initiation. Otherwise the member will be charged for the replacement value of the item.

V. Dues and Fees

The fine for missing any mandatory and fineable events (Pre-Recruitment Workshops, Bid Day, Slating, Annual Philanthropy, Formal Meetings, and DIB Workshop) will be a flat \$15 per day. Missing Summer Recruitment Workshops will result in an automatic \$50 fine per day missed without a valid excuse; if arrived after roll is called, this will result in a \$25 fine. Missing Recruitment will result in an automatic \$100 fine per day missed without a valid excuse; if arrived after roll is called, this will result in a \$50 fine. Missing Initiation will result in an automatic \$20 fine for missing both your scheduled shift and MI Initiation, if you show up to only one, it will result in an automatic \$10 fine. Maximum amounts will be at the discretion of the executive board.

Any and all fines will go towards the funds used to grant a wish, as we are a non-profit organization.

Members studying abroad are only required to pay the National Membership Fee (twice annually).

Fall & Spring Quarterly Dues (2 times per year)	\$375/quarter
Winter Quarter Dues (1 time per year).	\$300

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Parlor Fee/ House Corp. (3 times per year)	\$20/quarter
Membership Fee (paid in Fall & Winter by actives to National)	\$75 x2
Risk Management/Liability Insurance Fee (paid annually to National)	\$135
New Member Fee (one time, due 10 days after becoming a New Member)	\$75
Initiation Fee (one time, paid to National prior to Initiation)	\$125
Badge Fee (one time, paid by end of first year)	\$190(s) \$690(g)*subject to change as set by National
Panhellenic Dues (paid to local PHC Council 3 times per year)	\$15/quarter
Persephone's Circle Donation (one time per year, option to opt-out)	\$18.95

VI. Academic Support

Section 1: Academic Support

During the university's probationary period, the member will participate in the following study program and any other requirements set forth by the Personnel Board:

- (Minimum) of 10 study hours a week
- Weekly contact with the G.T.B. to discuss progress
- Meeting with academic advisor at the institution

Members on scholarship probation must still complete all community service and philanthropic hours, as well as meet the minimum number of campus activities, with exceptions made at the discretion of the Personnel Board.

Section 2: Willful Disregard

Members with a willful disregard for scholarship must meet with the Personnel Board. Failure to comply with the academic support process constitutes willful disregard for scholarship. This may result in relief of social privileges, such as attending exchanges and formals.

VII. Point System

Members will earn points for participating in values based activities. Points will be documented by the G.K.A. or their designee. Point minimums need to be met quarterly in order to attend social events. Point minimums will be determined and adjusted at the discretion of the G.K.A. and G.H. at the beginning of each quarter and presented at chapter meeting.