



BYLAWS OF THETA GAMMA CHAPTER, ALPHA SIGMA ALPHA

DATE OF LAST REVISION: October 4, 2015

ARTICLE I: NAME

The name of this organization shall be Theta Gamma Chapter of Alpha Sigma Alpha.

ARTICLE II: AIM

The aim of this sorority shall be to establish a sisterhood that shall have for its four-fold purpose the intellectual, physical, spiritual, and social development of its members.

ARTICLE III: MEMBERSHIP

SECTION 1: Qualifications. Membership shall include any female student in good standing with Christopher Newport University who has been duly elected to membership by Theta Gamma Chapter, complied with all requirements set forth in National Bylaws of Alpha Sigma Alpha, and who has met the following criteria:

- A. A woman who has completed one term as a registered full-time student, as defined by the college or university, must have a minimum 2.6 cumulative GPA (on a 4.0 scale) or the scholastic average on her campus to be eligible for membership.
- B. A woman who has not completed one term as a registered full time student at any college or university must have achieved at least a 2.6 cumulative grade point average on a scale of 4.0 in high school or a GED equivalent to be eligible for membership in this sorority.

SECTION 2: Holding Office and Voting.

Any member whose term scholastic average falls below a 2.6 is excluded from holding office and voting until her term and cumulative scholastic average is once again greater than or equal to a 2.6. Any member who has been suspended or expelled from Christopher Newport University at any point during her scholastic career is excluded from holding office. Also, any member whose term scholastic average falls below a 2.7 is excluded from holding any Executive Board, Service and Giving, Ritual, Scholarship, Social, Formal, Standards Chairman and Panhellenic Delegate

positions until her term and cumulative GPA is once again greater than or equal to a 2.7.

SECTION 3: Membership Termination.

- A. An individual's membership shall be reviewed for termination in accordance with the article XVIII, Section 3 of the National Bylaws of Alpha Sigma Alpha.
- B. Theta Gamma shall follow the procedures for requesting termination of membership according to the *Alpha Sigma Alpha National Policies and Procedures*.

SECTION 4: Senior Status. Senior status must be approved by the Standards Chairman and can be requested for only one semester once a member has reached senior standing. It is intended for sisters who have an increased work or class load. The following are conditions that must be met if this status is granted:

- A. Attendance is required at all formal chapter meetings, attendance at rituals and ceremonies, participation in recruitment events and activities, participation in Alpha Sigma Alpha chapter philanthropic activities to benefit Special Olympics or the S. June Smith Center, and participation in other activities deemed mandatory by the chapter. If a sister is not in attendance or does not follow the protocol for missing mandatory events as set by the Standards Policy, she shall be held to the same financial obligations as any sister;
- B. Financial good standing, defined as having no outstanding balances, is required for this status to be granted. Continued payment of all national fees and chapter dues is required;
- C. Any member on Senior Status may not request a little sister or a pearl sister, nor may they hold an elected position;
- D. In order to apply for Senior Status, members must meet with the standards chairman by the second chapter meeting of the semester.

SECTION 5: MAT Program and Graduate Program.

A. Any member, who begins the term as a registered graduate student may choose to be an active member or to be considered an alumna member, provided this is in accordance with the local college Panhellenic association and/or university policy. She must notify the chapter standards chairman of her status in writing within two weeks of beginning classes for the term. If she chooses to be an active member of the chapter, she is expected to meet all expectations for participation and financial obligations defined in the national and chapter bylaws. If she chooses not to be an active member she is relieved of all obligations to the chapter.

- B. Members who are graduate students are eligible to hold office.

ARTICLE IV: GOVERNMENT

SECTION 1: Officers.

- A. Elected officers who comprise the Executive Board shall be as follows: President, Vice President of Programming and Ritual, Vice President of Alumnae and Heritage, Vice President of Public Relations and Recruitment, Vice President of Membership Education, Secretary, and Treasurer.

- B. Additional officers voted on by the chapter shall be: Editor/Historian, Formal Chairman, Fundraising Chairman, Greek Week Chairman, Health and Wellness Chairman, Housing Manager/Chairman, Nominating Committee Chairman, Panhellenic Delegate, Parliamentarian, Service and Giving Chairman, Public Relations Chairman, Risk Management Chairman, Ritual Chairman, SAGE, Scholarship Chairman, Sisterhood Chairman, Social Chairman, Standards Chairman and T-Shirt Chairman.

SECTION 2: Officer Duties.

- A. All officers shall be in charge of taking attendance and submitting this attendance to Standards Chairman and SAGE at any informal events that they conduct including retreats, sisterhood events, social events, fundraising events, and philanthropic events. They also shall be responsible for maintaining a high level of confidentiality about all personal information pertaining to members of the chapter in relation to their position.
 - a. An officer responsible for planning a mandatory and/or sorority event should submit a status report of the event at least month in advanced to the Executive Board.
- B. The PRESIDENT shall preside at all chapter and Executive Board meetings. She shall authorize all drafts on the treasury for bills allowed by the chapter. She shall appoint all other officers and chairmen of committees not provided for by the election process with the approval of the Executive Board. She shall exercise a general supervision over the work of the chapter and confer with chapter advisor(s), the district facilitator, and national correspondents. She shall also complete as many of the duties as possible required by her under the SAGE checklist, provided to her by the Greek Excellence Chairman and found in her position binder.
- C. The VICE PRESIDENT OF PROGRAMMING AND RITUAL shall serve as the chairman of the programming committee in order to plan educational programming and activities stressing sisterhood and the heritage of Alpha Sigma Alpha. She shall assist the Standards Chairman with regards to the Point System. She shall assume the responsibilities of the President in her absence or time of disability. She shall be responsible for coordinating a position and election workshop before October 15th. She shall oversee the Service and Giving Chairman, Scholarship Chairman, Social Chairman, Formal Chairman, Standards Chairman, Health and Wellness Chairman, Sisterhood Chairman, Risk Management Chairman, and Ritual Chairman. The outgoing Vice President of Programming and Ritual shall hold an officer transition retreat the Sunday within fourteen (14) days of passing the final slate. She shall also complete as many of the duties as possible required by her under the SAGE checklist, provided to her by the Greek Excellence Chairman and found in her position binder.
- D. The VICE PRESIDENT OF ALUMNAE AND HERITAGE shall promote lifetime membership, promote good will and cooperation between alumnae and collegiate members, and supervise the maintenance of the chapter's heritage. She shall oversee the planning of chapter composite pictures. She shall also be responsible for holding at least one alumnae event per semester. She shall

- supervise the Alumnae and Heritage committee, as well as the Editor/Historian. She shall communicate regularly with the Chapter advisor. She shall also complete as many of the duties as possible required by her under the SAGE checklist, provided to her by the Greek Excellence Chairman and found in her position binder.
- E. The VICE PRESIDENT OF PUBLIC RELATIONS AND RECRUITMENT shall promote the image of the sorority. She shall coordinate all membership recruitment activities. She shall also be responsible for overseeing the Public Relations Chairman's maintaining of the chapter website and social media. With the approval of the executive board, she shall appoint the recruitment committee and serve as that committee's chairman. She shall educate all members on proper membership selection procedures. She shall supervise the Public Relations Chairman, T-Shirt Chairman, and Panhellenic Delegate. She shall appoint and oversee the activities of the voting and rating committee as described by her handbook. She shall communicate regularly with the Recruitment Advisor. She shall also complete as many of the duties as possible required by her under the SAGE checklist, provided to her by the Greek Excellence Chairman and found in her position binder.
 - F. The VICE PRESIDENT OF MEMBERSHIP EDUCATION shall oversee the programming for all members. She shall also determine big sister/little sister matching along with the President, Chapter Advisor, and Standards Chairman. She shall communicate with membership education advisor. She shall also complete as many of the duties as possible required by her under the Greek Excellence checklist, provided to her by the Greek Excellence Chairman and found in her position binder.
 - G. The SECRETARY shall take minutes and roll call as well as keep all records of the chapter and Executive Board meetings. She is responsible for chapter correspondence and emailing minutes to all chapter members, chapter advisor(s), and the District Facilitator. She must also submit attendance records to the standards chairman after each chapter meeting. She shall support the Parliamentarian and activities of the nominating committee during their time of service. She shall preside over the Parliamentarian and the Greek Excellence Chairman.
 - H. The TREASURER shall maintain accurate and complete financial records for the chapter, collect dues, pay bills as necessary, and prepare the chapter's operating budget with the assistance from the finance committee. She shall be responsible for addressing the chapter on what their dues shall be spent on. She shall supervise the housing chairman and fundraising chairman. With the approval of the executive board, she shall appoint the finance committee and shall serve as that committee's chairman. She will regularly communicate with the financial advisor. She shall also complete as many of the duties as possible required by her under the Greek Excellence checklist, provided to her by the Greek Excellence Chairman and found in her position binder.
 - I. The EDITOR/HISTORIAN shall submit information regarding chapter activities to *The Phoenix* as well as record chapter history. She must keep the chapter's

scrapbooks up-to-date. She shall also organize annual composite pictures for the chapter.

- J. The FORMAL CHAIRMAN shall be responsible for planning and coordinating semi-formal in the fall and formal in the spring of each year. She shall also be responsible for coordinating the chapter voting on superlatives to be presented at formal each year. If she needs assistance, the Formal Chairman may ask the social chairman or ask for a committee to be appointed.
- K. The FUNDRAISING CHAIRMAN shall coordinate at least one fundraising event for charitable giving purposes per semester. She shall work closely with the Treasurer and shall also submit a fundraising goal for each semester and either meet or exceed this goal. She shall also complete as many of the duties as possible required by her under the SAGE checklist, provided to her by the SAGE Chairman and found in her position binder.
- L. The HOUSING MANAGER/CHAIRMAN shall implement policies and regulations regarding the maintenance, use, and harmony of the house, chapter room, and office. The House Manager/Chairman shall reside within the chapter house and enforce all National Policies, University Policies, Theta Gamma standards policies, and housing contracts set forth by the University. She shall serve as the liaison between university administration and the residents of the house. She is responsible for holding residents accountable to abiding by stated policies and following up with standards protocol if necessary. She shall communicate regularly with the housing advisor.
- M. The HEALTH AND WELLNESS CHAIRMAN is responsible for coordinating all intramural teams, as well as providing t-shirts or equipment necessary for games. She shall also hold one health and wellness program per semester and plan chapter activities pertaining to our physical aim. She shall also complete as many of the duties as possible required by her under the SAGE checklist, provided to her by the SAGE Chairman and found in her position binder.
- N. The PANHELLENIC DELEGATE shall represent Alpha Sigma Alpha as the voting delegate in the University's Panhellenic organization and work to promote cooperation with the other fraternities and sororities. She shall also be responsible for relaying all information from Panhellenic to the chapter and any special concerns to the Executive Board.
- O. The PARLIAMENTARIAN shall be responsible for implementing Robert's Rules of Order at chapter meetings. She shall also hold a program on Robert's Rules of Order upon the acceptance of new members. The Parliamentarian also has the authority to ask members to leave a meeting, ceremony, or function in the event that a sister is being overly disrespectful. She shall prepare necessary changes to the chapter bylaws and submit them to the National Organization for approval.
- P. THE SERVICE AND GIVING CHAIRMAN shall coordinate all chapter service and charitable giving endeavors, including Rock-A-Thon for Special Olympics, Girls on the Run, as well as one event for the S. June Smith Center and the Alpha Sigma Alpha Foundation per year, and educate the chapter on Alpha Sigma Alpha's philanthropies. She shall communicate regularly with the Social Responsibility advisor. She shall also complete as many of the duties as possible

- required by her under the SAGE checklist, provided to her by the SAGE Chairman and found in her position binder.
- Q. The PUBLIC RELATIONS CHAIRMAN shall aid in the development and execution of the public relations plan of the chapter. She will strengthen and/or increase relations and recognitions between Alpha Sigma Alpha, the organizations we help, the community we serve, and the people we work with. She shall also promote the image of the sorority. She shall work with the Vice President of Public Relations and Recruitment in maintaining the chapter's website and other forms of social media.
 - R. The RISK MANAGEMENT CHAIRMAN shall assist in educating the chapter in risk management policies and procedures and ensure that they shall be followed by hosting a risk management program at least once per school year. She shall also complete as many of the duties as possible required by her under the SAGE checklist, provided to her by the SAGE Chairman and found in her position binder.
 - S. The RITUAL CHAIRMAN shall be responsible for the special arrangements required for all rituals and ceremonies. She shall oversee the ritual committee in planning ritual activities, as well as provide devotions at the beginning of each chapter meeting. She shall communicate regularly with the Membership education and Membership Commitment Advisor.
 - T. The SCHOLARSHIP CHAIRMAN shall promote scholarly attitude toward learning and encourage the chapter to strive for high academic standards. She shall inform members of required study hours, submit a scholarship plan to the chapter, and keep all members up-to-date on scholarship and educational program opportunities. She shall also be responsible for the upkeep of the study binder. She shall communicate regularly with the Membership Education Advisor. She shall also complete as many of the duties as possible required by her under the SAGE checklist, provided to her by the SAGE Chairman and found in her position binder.
 - U. The SISTERHOOD CHAIRMAN shall be in charge of all sisterhood activities, particularly in order to promote positive morale among sisters. She shall also recognize special events, and achievements made by each sister. She shall also complete as many of the duties as possible required by her under the SAGE checklist, provided to her by the SAGE Chairman and found in her position binder.
 - V. The SOCIAL CHAIRMAN shall plan and coordinate social programs and activities to increase IFC, NPHC, and NPC relations on campus. Programs and activities shall also stress sisterhood and Alpha Sigma Alpha's heritage. If she needs assistance, the social chairman may ask the Formal Chairman. She shall assist in educating the chapter in risk management policies and procedures, as well as serve as a member of the programming committee. She shall communicate regularly with the Social Responsibility Advisor. She shall also complete as many of the duties as possible required by her under the SAGE checklist, provided to her by the SAGE Chairman and found in her position binder.
 - W. The STANDARDS CHAIRMAN shall promote the aims and ideals of Alpha Sigma Alpha. She is responsible for ensuring that all members follow the Alpha

- Sigma Alpha National Policies outlined in the National and chapter bylaws, policies and procedures. She shall preside over the standards board meetings. With the approval of the Executive Board, she shall appoint members to the standards board subject to the requirements of Article VI, Section I. She must also keep copies of all termination and standards paperwork on file. She shall enforce the standards policy and revise said policy once per year. She shall communicate regularly with the Membership Commitment advisor.
- X. The GREEK EXCELLENCE CHAIRMAN shall attend university Greek Excellence meetings with advisors and the Panhellenic Vice President of Judicial Affairs. She shall be responsible for making the chapter aware of Greek Excellence opportunities and obligations, as well as making other Chairmen aware of their obligations. She shall be responsible for holding the chapter to the standards set by the Greek advisor and Greek community. She shall be responsible for keeping up with the Greek Excellence binder and documentation required by the Greek Excellence checklist.
 - Y. The GREEK WEEK CHAIRMAN shall organize the chapter's participants for each event during the annual Greek Week. She shall attend meetings with other Greek representatives and inform the chapter of Greek Week updates and information.
 - Z. The NOMINATING COMMITTEE CHAIRMAN shall be appointed by the President and approved by the Executive Board to oversee the Nominating committee to determine slates during yearly officer elections. She and the Nominating committee shall keep all information regarding elections strictly confidential. She shall oversee the Nominating committee and lead all election procedures.
 - AA. The TSHIRT CHAIRMAN shall be responsible for helping chapter members and officers with shirt and apparel designs and purchases for any chapter wide orders. She shall be responsible for shirt and apparel designs, facilitating voting on shirt and apparel proofs, and placing orders for selected shirts and apparel.

ARTICLE V: ELECTIONS

SECTION 1: Election Timing. Regular officer elections shall be held once per calendar year in the month of November. Members of the chapter who will graduate prior to the next election shall not be eligible to run for office with the exception of the Greek Week Chairman, who may be a graduating senior who is not on senior status. Special elections may be held as needed under the conditions listed in Article V. Section 3.

SECTION 2: Elections and Installation of Officer Procedure. All procedures for holding elections and installation shall coincide with the election timeline laid out in Alpha Sigma Alpha's Collegiate Officer's Handbook

- A. Before officer applications are made available, the Nominating Committee Chairman shall hold a voting, nominating, and officer requirement workshop directly following a chapter meeting so as to increase knowledge of the positions and the election process.
- B. Prior to October 15 of each year, the President shall appoint a special Nominating Committee of three to five members to nominate candidates for the offices for the

- upcoming year. The committee shall make its report presenting the slate of elected officers to the chapter no more than two weeks after being appointed. New officers shall be elected at the next business meeting.
- C. Executive Board members and all chapter officers shall be formally installed at the business meeting following elections, no later than December 10. All officers shall take office immediately following installation.
 - D. The officer transition retreat shall be mandatory for all incoming and outgoing officers.

SECTION 3: Special Elections. In the event of an officer's prolonged absence from school or in the event of any other condition that makes her unable to fulfill her responsibilities, she shall recommend a replacement subject to the approval of the Executive Board. If she is unable to make a recommendation, the Executive Board shall function as the Nominating Committee and proceed immediately to nominate a replacement for a special election using the procedure in Article V. Section 2.

SECTION 4: Evaluation of Elected Officer Performance. Should an elected officer's performance be questioned by the chapter, the membership, or any individual, may bring that officer before standards board with an advisor present for review of performance of her duties. If an advisor is not available, the District Facilitator shall be consulted. The Standards Board shall utilize the standards resolution procedures to review her performance and remove her from office if needed.

SECTION 7: Qualifications for Running for President. Any sister who has served on the Executive Board, or served as Standards Chairman or Panhellenic Delegate, may run for President. In the event that a sister runs uncontested, all sisters holding elected offices and meeting the GPA requirement of 2.7 shall be eligible to run.

ARTICLE VI: COMMITTEES AND SUPPORT TEAM

SECTION 1: Appointment. The following standing committees shall be appointed: Alumnae and Heritage, Formal, Fundraising, Membership, Recruitment, Ritual, Service and Giving, Scholarship, Social and Standards.

SECTION 2: Purposes. The purposes of the Standing Committees shall be as follows:

- A. The ALUMNAE AND HERITAGE committee shall assist the Vice President of Alumnae and Heritage in planning and executing alumnae events, as well as other events, including but not limited to the family weekend picnic and chapter anniversary party.
- B. The BY LAWS committee: Parliamentarian will preside over a committee consisting of Standards Chairman and three other selected sisters to review by laws and filter suggestions of by law revisions given by other chapter members. The committee will be selected by the Parliamentarian, Standards, and Executive board from sisters who apply for a position on the committee.
- C. The FINANCE committee shall assist the Treasurer with the chapter's budget and any other areas of assistance the Treasurer may need.

- D. The FORMAL committee shall assist the Formal Chairman in planning and executing semi-formal and formal each year.
- E. The FUNDRAISING committee shall assist the fundraising chair in the planning and execution of all fundraising events for charitable giving purposes.
- F. The MEMBERSHIP committee shall assist the Vice President of Membership Education in planning events and activities to educate the new members of every semester.
- G. The SERVICE AND GIVING committee shall assist the Service and Giving Chairman in planning and executing all service and giving events.
- H. The RECRUITMENT committee shall assist the Vice President of Public Relations and Recruitment in coordinating all membership recruitment activities, both formal and informal.
- I. The RITUAL committee shall assist the ritual chairman in the planning and executing all ritual activities and all ritual functions.
- J. The SCHOLARSHIP committee shall assist the Scholarship Chairman in promoting scholarly attitude and learning, as well as encourage the chapter to strive for higher academic standards but shall not be allowed to view any sisters' transcripts.
- K. The SOCIAL committee shall assist the Social Chairman in planning and executing social events.
- L. The STANDARDS committee shall assist the Standards Chairman in reviewing violations of the standards policy. They shall also meet with the chairman to review the standards policy.

SECTION 3: Special Committees. Special committees may be appointed by the President with the approval of the Executive Board. Committee duties shall be specified upon appointment.

ARTICLE VII: STANDARDS BOARD

SECTION 1: Membership. The standards board shall consist of the chairman, plus four or five members, recommended one member from each academic class, that do not hold an executive board position . If for any reason there is no eligible sister from an academic class, the Standards Chairman may appoint an additional member at large to fill that seat if desired. The chairman is elected according to Article IV, Section 1. The four or five members shall be appointed by the Standards Chairman with the approval of the Executive Board. The Standards Board members should each have a cumulative GPA of 2.6.

SECTION 2: Meetings. Standards board meetings shall be called by the Standards Chairman at least once per month. The membership commitment advisor or another advisor must be in attendance.

SECTION 3: Duties. The duties of the standards board shall be to encourage high morale in the chapter and review attendance, conduct, financial, scholastic, and other deficiencies as defined in stated policies for the chapter members. The board must also

administer and monitor the point system and follow the Alpha Sigma Alpha National Bylaws, Policies, and Procedures in matters of membership, conduct, status, and policy. As members of the standards board, members shall be expected to maintain the highest level of confidentiality in reference to issues brought before the standards board, the board's decisions, and consequences thereof.

SECTION 4: Authority. In carrying out its duties, the standards board may take action in order to remedy the member's deficiency in accordance with the standards policy.

ARTICLE VIII: MEETINGS

SECTION 1: Business Meetings.

- A. The chapter shall hold regular business meetings on a weekly basis with the day and time determined prior to the start of each semester by a majority vote
- B. Meetings shall be held in a Christopher Newport University campus facility.
- C. All business meetings shall be mandatory.
- D. The first meeting of every month shall be a formal business meeting.
 - 1. Formal business meetings will be pin attire, in accordance with the standards policy.
 - 2. Formal business meetings will also occur if a ceremony or ritual is to be performed the same day.

SECTION 3: Special Meetings. Special meetings may be called by the President as needed.

SECTION 4: Executive Board. Executive Board meetings shall be held once a week before every regular meeting and as needed. All Executive Board members should be in attendance. If an executive member cannot attend they must bring this to the attention of the President. Upon prior arrangement, members shall be entitled to attend Executive Board meetings to address concerns and issues.

SECTION 5: Absences. All absences shall be reviewed by the standards board.

ARTICLE IX: DUES AND FEES

SECTION 1: Initiation. The initiation dues of this chapter shall be:

- A. New member fee as determined by the national sorority.
- ~~B.~~ Initiation fee as determined by the national sorority and dependent upon the initiate's choice of badge.
- C. Fall and Spring National Collegiate dues as determined by the national sorority, in addition to semester dues as determined by the Treasurer and voted on by the chapter at the end of each semester to be implemented the following semester.
- D. These fees shall be payable in accordance with Article XI, Section 1, of the National Bylaws of Alpha Sigma Alpha and any other additional restrictions or requirements established by the Treasurer.

SECTION 2: Savings Fee. The savings fee shall be at least \$10.00 per semester per member and new member.

SECTION 3: Approval of Dues. The local dues of this chapter shall be determined by the majority vote of the membership at the last business meeting of the school year for the next school year, and shall be payable by the first chapter meeting of the school year.

SECTION 4: Donations. Donations from Alumnae and other sources shall be deposited to the general chapter account to be used as needed, except where use is otherwise specified by the donor.

SECTION 5: Receipts. All receipts to be turned in for reimbursements must be turned in within two (2) weeks after the completion of the event in order to be considered for reimbursement. All receipts not turned in within this time frame will not, unless approved by the entire Executive Board, be considered for reimbursement.

SECTION 6: All dues must be paid by the date set up by the chapter Treasurer at the last business meeting of the school year for the next school year. Any member who does not pay dues by the said date and who has not made prior special arrangements with the Treasurer shall be subject to review by the Standards Board in accordance with the standards policy.

1. All sisters returning to the chapter the following semester must also fill out a contract agreeing to pay their dues in full or a payment plan by the dates listed in said contract.

SECTION 7: Contracts. Only advisors shall be eligible to sign contracts.

SECTION 8: Officer Contracts. Before the last chapter meeting of the semester all officers must sign a Budget Contract agreeing to the budget given to their position. They are stating in this contract that they will not spend over their budget as well as notify their treasurer if they will be spending over \$50 for an event or chapter expense.

Article X: Housing Residency Requirements

Section 1: Filling the house for the upcoming school year.

1. Required. The following positions are required to live in the house the school year after being elected. For example, if a member is elected in the fall of 2015, she must live in the house for the following 2016-2017 school year. Filling the house will follow the sequence below with room preference requests taken in the following order, by submission within each group.
 - a. Housing Chairman
 - b. E-Board members. When the residence exceeds 8 bedrooms, an e-board member may request non e-board members as roommates provided enough confirmed housing contracts are submitted to fill every bed in the room requested.
 - c. Standards Chairman
 - d. Exceptions. Resident Assistants (RA's) and Commuters (within CNU Policy)

2. Voluntary. Any active chapter member in good standing is able to apply. Room assignments within this category are given after the required residencies have been assigned. Seniors will be given priority within this group on a first come-first serve basis, in order of application.
3. Lottery. If vacancies remain 30 days prior to the CNU housing lottery, the chapter will conduct a lottery to fill the remaining beds. Names will be drawn at random from the remaining chapter membership and assigned to the remaining beds. The Housing Chairman, one member of E-Board, and an Advisor must be present during drawing to maintain integrity.
 - a. Exceptions. Resident Assistants (RA's) and Commuters (within CNU Policy). Anyone who has previously lived in the house will also be excluded from the lottery provided the number of remaining available women would meet the number of vacancies.
 - b. If your name is drawn and you do not want to live in the house, you have 1 week from being notified to find a replacement. If you do not have a replacement at that time you will be expected to reside in the house, in the room assigned. Refusal to comply will result in Standards due process.

Section 2: Vacancies. When there is a vacancy, the person needs to inform the housing chair and president immediately, they have 30 days to find a replacement. If it remains unfilled after 30 days, majority of the voting chapter members present will decide to either enact an immediate lottery or reconfigure the budget to cover the expense. Lottery would be held according to Article 9 Section 3.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The most recent edition of Robert's Rules of Order shall govern all matters not covered by the National Bylaws of Alpha Sigma Alpha and the Bylaws of the Theta Gamma Chapter.

ARTICLE XII: AMENDMENTS

These bylaws may be amended by two-thirds of the voting chapter membership and submitted through the Alpha Sigma Alpha Officer Portal for approval. They must be approved by the National organization before going to a chapter vote.