



## Chapter Bylaws and Standing Rules

Each collegiate chapter shall be governed by the Constitution, policies and procedures of Delta Gamma Fraternity and shall adopt bylaws and standing rules in accordance with Model Bylaws and Standing Rules for Collegiate Chapters. Bylaws and amendments thereto must be approved by the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator as provided in the Fraternity Constitution **before the chapter vote can be taken**. Refer to *Delta Gamma Fraternity Constitution*, Article XVI, Section 4.

### **ATTENTION CHAPTER PRESIDENT and VICE PRESIDENT: COMMUNICATIONS:**

1. The following document is required by the Delta Gamma Fraternity Constitution and Fraternity policies and procedures.
2. The gray fields should be filled according to the needs of the chapter. Only sections that may be modified (i.e., where verbatim language is not required) are accessible for change.
3. **After** approval by the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator, bylaws and standing rules must be adopted or amended by a two-thirds vote of the chapter, provided notice has been given at a previous chapter meeting. 2021-2022 BL/SR must be approved **prior to end of spring 2021 term**.
4. Bylaws and standing rules and amendments should be dated and a copy should be uploaded to Anchorbase. A copy of the approved chapter bylaws and standing rules shall be sent to the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator.
5. The approved bylaws and standing rules shall also be posted on the Fraternity-approved accounting system for member online access.
6. All members, new members and advisers shall have access to the chapter's current bylaws and standing rules.
7. Collegiate chapter bylaws and standing rules shall NOT be shared with nonmembers. (Model bylaws may be shared – please work with Executive Offices staff to secure the appropriate copy for submission.)
8. Chapter specific standing rules are no longer at the end of each specific standing rule section, with the exception of your chapter's election process for challenges. If there are any specific areas that the chapter wishes to detail, please work with your RCS/CAC/NCC on a chapter specific directive that can be incorporated into Section VIII of this document.



# Delta Gamma Chapter Bylaws

## BYLAWS OF Eta Tau CHAPTER

### ARTICLE I. – NAME

The name of this chapter shall be Eta Tau chapter of Delta Gamma Fraternity.

### ARTICLE II. – OBJECTS

The objects of this chapter shall be those expressed in the Constitution of Delta Gamma Fraternity, “to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility, and to develop in them the best qualities of character.”

### ARTICLE III. - MEMBERSHIP

Membership in this chapter shall be in accordance with the provisions of the Fraternity Constitution, Article IV and XVI. Members shall be selected in accordance with the Fraternity Constitution, Article V. Termination of membership shall be in accordance with the Fraternity Constitution. Every unmarried undergraduate member of the Fraternity taking work leading to a degree at Christopher Newport University, who has been initiated by this chapter shall be a collegiate member thereof with the exception of fifth year undergraduate students who have been granted alumna status by the Advisory Team Chairman or students who have been granted early alumna status by Council.

### ARTICLE IV. – DUES AND FEES

Section 1: Each member and new member shall pay annual dues as determined by approved chapter budget. Fraternity per capita dues shall be collected yearly for each member and new member and paid prior to November 1 or prior to the Initiation of a new member.

Section 2: Each new member shall pay a one-time new member fee and a one-time Initiation fee. Dues and fees for this chapter shall be administered in accordance with Fraternity Constitution Article VI.

Section 3: Each member shall pay a house corporation fee as determined by the approved house corporation and chapter budget. It shall be collected before the end of the school year.

### ARTICLE V. – MEETINGS

Section 1: Formal chapter and the monthly business meeting shall be held on Sunday at 6 o'clock during the academic year. The president may change the time of a business meeting under special circumstances, provided notice is given to the membership.

Section 2: The annual meeting for the election of officers shall be the second Sunday in November. *(Note: should be formatted as the first/second/third chapter meeting day in Nov./Dec. The election must be held prior to December 15<sup>th</sup>.)*

Section 3: If notice has been given to each member, special meetings may be held on call of the president or may also be called on written request of 60 % of the members.

Section 4: 45 % of the members shall constitute a quorum at all meetings. (*Note: A safe quorum should be based on one-half of the average attendance.*)

## **ARTICLE VI. – OFFICERS AND DUTIES**

Section 1: The officers of this chapter shall be president (presiding officer), vice president: social standards, vice president: finance, vice president: communications, vice president: programming, vice president: member education, vice president: membership, vice president: Panhellenic, vice president: Foundation; Honor Board junior class member, Honor Board sophomore class member, and Honor Board member-at-large.

Section 2: The duties of the officers shall be those outlined in the *Delta Gamma Fraternity Constitution*, the *Collegiate Chapter Officers Manual* and the chapter Bylaws and Standing Rules.

## **ARTICLE VII. – ELECTION, TERM AND VACANCIES**

Section 1: The officers shall be elected in the manner outlined in the *Collegiate Chapter Officers Manual*, *Changing of the Tides: Slating, Election & Transition handbook*, the chapter election Standing Rules and Fraternity policies and procedures.

Section 2: The officers shall be elected for a term of one calendar year. Directors shall be appointed for a term of one calendar year. No officer or director may serve in the same capacity for more than two consecutive years.

Section 3: All officers and directors shall be in good standing. Good scholastic standing to hold an office is a 2.8 GPA cumulative.

Section 4: Upon installation, each officer and director shall take the following oath, to be administered by the president of the chapter: “I do solemnly promise to discharge to the best of my ability, with fidelity and promptness, and in conformity with the Constitution, policies and procedures of Delta Gamma Fraternity, and the bylaws and standing rules of this chapter, the duties of the office to which I have been elected or appointed.”

## **ARTICLE VIII. - GOVERNING BOARDS**

Section 1: The Chapter Management Team shall consist of the president, who shall act as chairman; vice president: social standards; vice president: finance; vice president: communications; vice president: programming; vice president: member education; vice president: membership; vice president: Panhellenic; and vice president: Foundation.

Section 2: The Honor Board shall consist of the vice president: social standards, who shall act as chairman; president, junior class member, sophomore class member and member-at-large. (*Note: In chapters with no initiated sophomore members, a second at-large member will be elected to fulfill the responsibilities of the sophomore member.*)

Section 3: The jurisdiction and duties of the governing boards shall be as outlined in the *Collegiate Chapter Officers Manual* and the *Honor Board Handbook*.

Section 4: The Chapter Management Team will hold weekly meetings; the Honor Board will hold weekly meetings. Attendance is compulsory. Minutes shall be kept of all meetings. A majority of the members shall constitute a quorum, with the exception of Honor Board hearings *when four-fifths (4/5) of all members must be present*. The Advisory Team Chairman or other designated chapter adviser may attend Chapter Management Team meetings and the Honor Board Adviser should attend Honor Board meetings.

Section 5: Each collegiate chapter shall have an Evaluating Committee comprised of members as outlined by the *Recruitment Confidential*. They shall act in accordance with the responsibilities stated in the *Recruitment Confidential* and the chapter Bylaws and Standing Rules.

Section 6. Each collegiate chapter shall have a nominating committee consisting of the following officers: president (who shall act as chairman); vice president: social standards; vice president: finance; vice president: programming; director of scholarship; and sophomore and junior members-at-large. The sophomore and junior members-at-large may be elected at the beginning of the fall term. All members must be in good standing to serve. No other officers or members may be added to this committee. The Advisory Team Chairman will attend all meetings of this committee.

## **ARTICLE IX. - DIRECTORS/COMMITTEES**

Section 1. The number of appointed directors and committees will be determined by chapter size and is subject to the approval of the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator. Each collegiate chapter's organization must include the following directors: rituals, scholarship, social events, recruitment records, primary recruitment, continuous recruitment and retention, e-communications, and house management (if chapter has housing)/or chapter property (for FMC chapters).

Each collegiate chapter's organization must include the following committees: programming, rituals, scholarship, social events, and recruitment/COB. Additional directors for this chapter include: directors of committees, points, special events, social awareness, funds, merchandising, public relations, sisterhood events, senior programming, alumnae relations, new members, DG Dialogues, songs and chants, fundraising, Anchor Splash, service hours, chapter archives, and CNU activities. Additional committees for this chapter include: Foundation, Communications, CNU Activities, Diversity Equity & Inclusion committees.

Section 2. The president may appoint special committees and assistants as the business of the chapter requires.

Section 3. The president and/or the director of committees assign members/new members to committees and reviews requests for reassignment.

Section 4. Each member is expected to serve the chapter as an officer, director or committee member. Officers and directors shall also be assigned to specific committees most nearly related to their areas of responsibility.

## **ARTICLE X. - PARLIAMENTARY AUTHORITY**

The current parliamentary writings of *Robert's Rules of Order Newly Revised* shall be the authority in all cases not otherwise provided for in the Fraternity Constitution, policies and procedures or these bylaws.

#### **ARTICLE XI. – AMENDMENTS**

These bylaws, except for those provisions that are contained in the Fraternity Constitution and policies and procedures, may be amended by a two-thirds vote provided that the approval of Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator has been obtained and that notice of the approved amendment has been given at the previous regular meeting.

If any changes in the Fraternity Constitution, Fraternity handbooks or policies and procedures shall at any time necessitate amending these bylaws, such amendments shall take place automatically without being voted upon by the chapter. Notice of the said change or amendment shall take place at the next regular meeting.

#### **ARTICLE XII. - STANDING RULES**

This chapter shall have standing rules for attendance and participation, election procedures, discipline, finance, house, recruitment, scholarship and other areas as needed by the chapter.

#### **ARTICLE XIII. – POLICIES AND PROCEDURES**

This chapter shall have policies and procedures in place for clarification on the Standing Rules for attendance and participation, scholarship, disciplinary procedures, election procedures, finance, housing, recruitment and other areas as needed by the chapter.

#### **ARTICLE XIV. – REVIEW**

The Bylaws and Standing Rules shall be reviewed annually by the officers no later than the month of April. Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator approval and chapter adoption shall occur prior to end of spring term.

11-Apr-2021 Date approved by Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator

4/11 Date – chapter vote of approval

Rachael Dailey President (electronic signature). Please upload approved BL/SRs to Fraternity-approved accounting system.

# Delta Gamma Chapter Standing Rules

## STANDING RULES OF Eta Tau CHAPTER

### ARTICLE I. – ATTENDANCE AND PARTICIPATION

Section 1: **PARTICIPATION:** Only members and new members enrolled at Christopher Newport University, chapter advisers, Fraternity advisers and special invited guests may attend chapter meetings, events and activities.

Section 2: **REQUIRED ATTENDANCE:** All members must attend weekly programming and activity events, formal chapter, business meetings, recruitment, Bid Day, ritual and Founders Day activities; and other anchored events as designated on the calendar. New members must also attend new member meetings and are permitted two unexcused absences from chapter meetings. The only acceptable excuses for anchored events are documented illness, direct class conflict, unavoidable family commitments, and employment/work conflict no more than 2 times per academic term. A class may not be taken on the night of the formal chapter and business meetings unless it is a requirement for graduation, is not offered at any other time, and is approved by the Advisory Team Chairman.

Section 3: **EXCUSED ABSENCE:** A member who is unable to attend anchored events must submit a written excuse to the vice president: communications 5 days(s) prior to the missed meeting/event. The vice president: communications will review the excuses with the Chapter Management Team, who will decide if the member is excused. The vice president: communications will advise the member if she will be excused.

Section 4: **EXTENDED ABSENCE:** Members wishing to be excused from anchored events for an extended period of time should submit a request to the vice president: communications. The vice-president: communications will review the request with the CMT, who, with the approval of the ATC, will decide if the member is excused. The vice president: communications will advise the member if she will be excused.

Section 5: **EXCUSED STATUS:** Members wishing to be placed on an Excused Status should refer to the Excused Status Policy and shall submit a request and corresponding documentation to the vice president: social standards for Honor Board consideration.

Section 6: **UNEXCUSED ABSENCE/MEMBER AUTOMATIC PROBATION:** The Chapter shall establish an attendance rule for unexcused absences. A member who has two unexcused absences from meetings and anchored events will be placed on automatic probation via the Automatic Probation Notification form and notified by the vice-president: communications or the vice president: social standards.

Section 7: **OFFICER ATTENDANCE:** Officers are required to attend the applicable team/board meetings as outlined in their officer duties and responsibilities. Panhellenic or inter-sorority council (ISC) representatives are required to attend all designated Panhellenic/ISC meetings. An officer who has two unexcused absences from the team or board meetings to which they are responsible will be placed on automatic probation via the Automatic Probation Notification form and notified by the vice president: communications or vice president: social standards. The officer will automatically forfeit their office.

Section 8 **FINES:** Work duties may be assigned to a member/new member by the officer responsible for the event in lieu of a fine if projects are available and approved by the Chapter Management Team. A member/new member must perform 1 hours of work for each \$10 in fines. The following fines will be assessed for unexcused absences: (*Note: Each chapter shall develop fines appropriate to the chapter.*) All recruitment fines will be submitted to the vice president: finance within 10 days following recruitment. Appeals and requests for work duties will be considered by the Evaluating Committee at a meeting with adequate prior notice being given to the chapter.

<u>Event</u>	<u>Fine</u>
Human Dignity Workshop	<u>\$15</u>
Formal Pi Alpha Ceremony	<u>\$35</u>
Inspiration	<u>\$75</u>
Initiation	<u>\$100</u>
Initiation Practice	<u>\$30</u>
Founders Day	<u>\$75</u>
Recruitment Preparation Anchored Event	<u>\$75</u>
Recruitment Events (per day)	<u>\$75</u>
Additional Evaluations (per day)	<u>\$100</u>
Recruitment Roll Call (tardy)	<u>\$15</u>
Anchor Splash®, Games and Events	<u>\$50</u>
Formal Chapter and Business Meetings	<u>\$35</u>
Programming and Activity Meetings	<u>\$15</u>
New Member Meetings	<u>\$25</u>
CMT, HB Meetings	<u>\$25</u>
New Member Events	<u>\$25</u>
Officer Slating and Elections	<u>\$25</u>
Officer Transition	<u>\$15</u>
Alcohol Skills Training Program (ASTP) Presentation	<u>\$20</u>
Chapter Cleaning Duties	<u>\$N/A</u>
Other Anchored Events	<u>\$25</u>

Section 9: **ACTIVITY INVOLVEMENT:** Each member and new member shall be required to be involved in 1 activities (*amount to be determined by chapter, but should be at least one*) in addition to Delta Gamma, with an emphasis on campus activities and organizations.

Section 10: **PARTICIPATION/VOLUNTEER SERVICE:** Collegiate Members are expected to “Do Good” through eight (8) hours per year of volunteer service that supports Service for Sight and benefits the blind and visually impaired community including those at risk for blindness as well as sight preservation activities; and/or any organization or cause to which the member feels connected. Service hours shall be tracked for reporting purposes, with Service for Sight hours tracked separately.

Section 11: **PARTICIPATION/POINT SYSTEM:** If a participation/point system is utilized by the chapter, Points will be awarded for participation and involvement in the following meetings/events:

<u>Event</u>	<u>Points</u>
Anchored events	<u>0 point(s)</u>
Chapter and new member meetings	<u>0 point(s)</u>
Community service	<u>1 per hour point(s)</u>



Formal chapter	0_point(s)
Foundation activities	1_point (s)
Panhellenic meetings and events	1_point(s)
Programming event	1_point(s)
Social events	1_point(s)

(Note: Each chapter is encouraged to expand the meetings/events and modify the point system to meet the chapter's needs.) No member or new member may attend any Delta Gamma sponsored formal or date party without earning at least 90 % of available points. Deadlines for earning the points prior to the formal event will be determined by the vice-president: communications at the beginning of the term. The director of points (*officer title*) will be responsible for the tabulation of members' and new members' points.

Section 12: **ATTENDANCE POOR STANDING:** The vice president: communications, with the assistance of the vice president: social standards, will inform the president of members and new members in attendance poor standing for all voting and participation purposes.

Section 13: **BIG SISTER REQUIREMENT:** A member must be in good standing to become a big sister.

Section 14: **TRANSPORTATION:** The Chapter shall develop transportation procedures for all chapter events held off campus. All new members and members agree to arrive and depart all chapter-sponsored events by the approved chapter transportation. Transportation should be approved for each event. If transportation is not provided, new members and members agree to arrive and depart by one of the following: cab/rideshare, walking or public transportation.

## ARTICLE II. – SCHOLARSHIP

Section 1: **SCHOLARSHIP COMMITTEE:** A scholarship committee will be organized at the beginning of each term, composed (as closely as possible) of an equal number of members/new members from each class.

Section 2: **SCHOLARSHIP RECOGNITION:** A scholarship recognition event will be held at least once each academic year. Awards will be established by the director of scholarship and the scholarship committee.

Section 3: **GOOD STANDING FOR MEMBERS:** A member must maintain a 2.75 GPA cumulative to be in good standing. (*Note: Constitution requires a minimum "C" college grade average (2.0 on a 4.0 scale cumulative). If college grades are not available, an equivalent minimum grade point average of a 2.5 unweighted, cumulative on a 4.0 scale from secondary school may be used. Minimum requirement may be higher with approval of the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator.*)

Section 4: **OFFICIAL GRADE TRANSCRIPT:** Each member/new member must provide a copy of their grades to the director of scholarship. In the event that Christopher Newport University does not provide official grades to the chapter, the member must provide a copy of their grades to the director of scholarship within two weeks of the first day of classes each term. Failure to do so will result in receipt of an Automatic Probation Notification from the director of scholarship or vice president: social standards. Probation will last until grades are received. Member is returned to good standing as soon as grades are submitted to the director of scholarship.

Section 5: **MEMBERS IN POOR STANDING:** A member receiving below a 2.75 GPA cumulative will be placed on automatic probation. The director of scholarship or vice president: social standards will notify member of scholastic sanction. *(Note: Constitution requires a minimum “C” college grade average (2.0 on a 4.0 scale). If college grades are not available, an equivalent minimum grade point average of a 2.5 unweighted, cumulative on a 4.0 scale from secondary school may be used. Minimum requirement may be higher with approval of the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator.)*

**MID TERM CHECK PROCEDURE:**

If a member fails to meet the 2.75 GPA for the first term, director of scholarship will complete a mid-term review utilizing the criteria outlined in the chapter’s Scholarship Enrichment Program. Upon successful completion and review by the director of scholarship, the member may be returned to good standing.

If a member fails to meet the 2.75 GPA for the second term, the director of scholarship will refer the member to Honor Board to complete a mid-term review utilizing the criteria outlined in the chapter’s Scholarship Enrichment Program. Upon successful completion and review, the member may be returned to good standing.

If a member fails to meet the 2.75 GPA for the third or more term, Honor Board will meet with the member and complete a mid-term review utilizing the criteria outlined in the chapter’s Scholarship Enrichment Program. Upon successful completion and review, the member must remain in poor standing but may be allowed to participate in one (1) chapter event currently prohibited by the terms of probation. Examples could include, but are not limited to, taking a little sister, attending a social event with or without alcohol.

Section 6: **MEMBERS RECEIVING BELOW 2.0 PRIOR TERM:** A member, even if in good standing on cumulative, receiving below the Constitutionally required 2.0 GPA prior term will be asked to attend a formal Honor Board hearing to discuss academic performance.

Section 7: **NEW MEMBER SCHOLARSHIP REQUIREMENTS:** The scholarship requirement for a new member of this chapter shall be as follows: (based on chapter membership selection goals)

- A 2.75 GPA unweighted, cumulative for incoming freshmen
- A 2.75 GPA cumulative for those women with established college grades.

*(Note: Minimum may be higher. When significant college grades are available, the minimum requirement must be equal to or higher than the requirement for good standing. It is also recommended that the minimum requirement should equal or exceed the all freshman women’s average.)*

Section 8: **MEMBER/NEW MEMBER SCHOLARSHIP ENRICHMENT PROGRAM:** All members/new members below 2.75 GPA must follow the same scholarship enrichment program developed by the director of scholarship and/or the scholarship committee. If new members do not have established college grades, they must use their high school unweighted, cumulative GPAs to determine where they are on the scholarship enrichment scale. Chapter study program should be outlined in the Scholarship Enrichment Program.

Section 9: **SCHOLASTIC POOR STANDING:** The director of scholarship, with assistance from the vice president: social standards, will inform the president and vice president: communications of members and new members in scholastic poor standing for voting and participation purposes.

### **ARTICLE III. – DISCIPLINARY PROCEDURES**

All chapter members shall adhere to the Fraternity Constitution, chapter Bylaws and Standing Rules, and Fraternity policies. Failure to do so may result in disciplinary action, as outlined in the *Honor Board Handbook*.

### **ARTICLE IV. – ELECTION PROCEDURES**

Section 1: **ELECTION GOVERNANCE:** All election procedures are governed by the *Collegiate Chapter Officers Manual, Changing of the Tides: Slating, Election & Transition handbook*, as well as the Fraternity Constitution and Fraternity policies. Chapters may create their own process for challenge speeches in Section 2, Challenge Speeches, under this heading.

Section 2: **CHALLENGE SPEECHES:** The president will post the procedure for challenges to the slate. Members may nominate an eligible member from the floor within a 2 day designated time period by writing in the name of the nominee (with her permission) and her own initials along with a paragraph arguing why the sister should be considered. Following this initial challenge period, a member who is slated and challenged may challenge for another position only if she has originally indicated interest in the office on the Officer Interest Form. These challenges must be completed within 24 hours AFTER the chapter challenge period has ended. The Advisory Team Chairman must approve all proposed nominations from the floor before they may be presented for vote. Challenge speeches may be no longer than 5 minutes.

*(Note: The procedure for challenge speeches should be outlined here)*

### **ARTICLE V. – FINANCE**

Section 1: **FINANCIAL POLICIES:** All collegiate chapters and members are required to follow the Fraternity's financial policies and procedures, the *Collegiate Finance Handbook* and the Fraternity Constitution.

Section 2: **NEW MEMBER CONTRACTS:** Each new member is required to electronically sign and date the Statement of Obligation and a Dues and Fees Contract no later than the end of Week 2 of the New Member Period. Failure to sign both contracts before the candidates list is due will disqualify the new member from Initiation.

Section 3: **MEMBER CONTRACTS:** Each member is required to sign and date an annual Dues and Fees Contract in the Fraternity-approved accounting system within 10 days of receiving notification of contract availability. Failure to sign and date a Dues and Fees Contract by the deadline will result in automatic probation. Member will be notified by vice-president: finance or vice president: social standards of the Automatic Probation Notification (APN). If a member wants to change their payment plan during the year, they will be given 24 hours to sign a new Dues and Fees Contract before being issued an APN and they will remain in poor standing until the contract is signed.

Section 4: **DUES AND FEES:** Member and new member charges for the school year are established by approval of the chapter budget. Fraternity per capita dues shall be collected yearly for each member and new member and paid prior to November 1 or prior to the Initiation of a new member.

Section 5: **DUES FOR MEMBER ON EXCUSED STATUS:** Any member who has been approved for an Excused Status shall pay dues and fees as outlined in the Excused Status Financial Resource.

Section 6: **EARLY PAYMENT OF DUES:** A \$0.00 or 0% early payment discount on dues and board charges will be offered if the entire bill for the N/A (*choose semester, quarter or year*) is paid in full by check directly to the approved Fraternity-approved accounting system within 0 (number) days of issue.

Section 7: **DUE DATE:** The approved Fraternity-approved accounting system will issue bills to members/new members prior to the first day of every month. All bills are due on the first day of the month. Payment must be received and applied by the 10<sup>th</sup> of the month.

Section 8: **PAYMENT METHOD:** Bills may be paid by credit card, debit card, e-check, personal check, cashier's check or money order and submitted directly to the Fraternity-approved accounting system. The vice president: finance **will not accept cash** for payment. Members may not be charged an additional fee for credit card, debit card or e-check use.

Section 9: **CHECKS/MONEY ORDERS:** All checks/money orders are to be made payable to Eta Tau chapter of Delta Gamma or the Fraternity-approved accounting system.

Section 10: **RETURNED PAYMENTS:** A member/new member whose payment is returned will be assessed a return fee of \$25, which will go to the Fraternity-approved accounting system for processing each returned payment. In addition, any bank charges incurred by the chapter due to a member/new member's payment being returned will be charged to the member/new member through the Fraternity-approved accounting system. If the payment is returned eleven (11) days after the invoice due date, the member/new member will be issued an Automatic Probation Notice/Statement of Obligation Review (APN/SOR) and the payment will be considered late. They will remain in poor standing until the date the debt is settled.

Section 11: **FINANCIAL POOR STANDING:** The vice president: finance, with the assistance of the vice president: social standards, will inform the president and vice president: communications of members and new members in financial poor standing for voting and participation purposes. The vice president: finance shall attend the first Honor Board meeting that occurs following the 10<sup>th</sup> of each month for finance poor standing updates and at any time for cases of financial poor standing.

Section 12: **FINANCIALLY DELINQUENT MEMBER/AUTOMATIC PROBATION:** A member whose bill remains unpaid after ten (10) days after the invoice due date is considered delinquent and in poor standing and will be placed on automatic probation and notified by the vice president: finance or vice president: social standards. They will remain in poor standing until the date their debt is settled. They may only attend anchored events and cannot be elected to office, vote, or attend social functions until they have paid their bill. The member may, however, vote to initiate new members. An officer who has not paid their bill will be removed from office and will not be reinstated. A member who is late paying their bill will also be assessed a late fee of \$30 for every week or part of a week in which the bill remains unpaid.

**Section 13: FINANCIALLY DELINQUENT NEW MEMBER/STATEMENT OF**

**OBLIGATION REVIEW:** A new member whose bill remains unpaid ten (10) days after the invoice due date, is considered delinquent, in poor standing, and a Statement of Obligation Review form will be filed with the Honor Board. They remain in poor standing until the date their debt is settled. They may only attend anchored events while in poor standing. The new member will also be assessed a late fee of \$30 for every week or part of a week in which the bill remains unpaid.

**Section 14: FINES/MEMBER:** Fines will be levied as outlined in Article I, Section 5 of these Standing Rules. Fines will be added and invoiced via the next monthly bill sent to the member via the Fraternity-approved accounting system. A member whose fine remains unpaid ten (10) days after the invoice due date will be in poor financial standing which will result in automatic probation. They will remain in poor standing until their fines are paid or otherwise settled.

**Section 15: FINES/NEW MEMBER:** Fines will be levied as outlined in Article I, Section 5 of these Standing Rules. Fines will be added and invoiced via the next monthly bill sent to the new member via the Fraternity-approved accounting system. A new member whose fine remains unpaid ten (10) days after the invoice due date will be in poor standing which will result in a Statement of Obligation Review with Honor Board. They will remain in poor standing until their fines are paid or otherwise settled.

**Section 16: RESIGNATION/TRANSFER/ALUMNAE STATUS:** Voluntary resignation, transfer, expulsion, or alumnae status does not excuse the member/new member from debts incurred during membership/new membership. Dues and Fees for members/new members who resign, are expelled or members who transfer are due for the entire term(s) of the signed Dues and Fees Contract. Members who transfer and affiliate with another chapter will be released from their original Dues and Fees Contract for the next term upon affiliation and signing a new Dues and Fees Contract with their new chapter of affiliation for that new term.

Dues for those who are granted Early Alumnae Status will continue to be owed as per the member/new member's self-selected payment schedule according to the Dues and Fees Contract or fees levied via chapter vote up until the date of their application for the new status. If a member/new member is not granted early alumnae status after application, the Dues and Fees contract will be due as scheduled.

Prior to approval or submission of member/new member status change forms to Delta Gamma Executive Offices, the vice president: finance must be consulted regarding the member's financial standing.

**Section 17: PURCHASE AUTHORIZATION:** A member/new member who purchases any item for the chapter must receive written authorization from the officer whose budget will be charged. In emergencies, if the officer is not available, the president or vice-president: finance may give written authorization. No reimbursements will be made without such authorization. In order to be reimbursed, each member should submit their receipt to the vice president: finance within two weeks of making the purchase. If more than two weeks pass after the time of purchase and the receipt has not been submitted, the reimbursement claim will be forfeited. Officers will be held to the same two-week window as other members/new members.

**Section 18: DELAY IN MEETING PAYMENT SCHEDULE:** A member/new member who wishes to use financial aid (award/loan/scholarship/grant/repayment from a government agency)

which will be disbursed to the member/new member at such a time that the payment schedule due date will not be met must contact the vice president: finance and Advisory Team Chairman/ Chapter Financial Adviser prior to the first due date that will not be met to discuss the situation. Discussion shall include a date by which the payment(s) will be made as well as documentation of the financial aid. Should the member/new member not meet the agreed upon payment date, the vice president: finance will issue an Automatic Probation Notice/ Statement of Obligation Review. They will remain in poor standing until their account is made current according to their payment schedule.

## ARTICLE VI. – HOUSING

Section 1: **DELTA GAMMA PROPERTY:** For this section, “Delta Gamma Property” is defined as houses, apartments, lodges, suites, dorms, dorm floors and meeting rooms. This includes yards, driveways, sidewalks, and parking lots owned, rented, leased or designated for Delta Gamma use by house corporations or chapters. *(Describe the chapter facility, meeting and/or storage space(s) and ownership thereof.)* CNU owned housing located at CNU Landing. The number of rooms and which houses are allotted to Delta Gamma are determined by CNU each year.

Section 2: **LOCKS/SECURITY SYSTEM:** All Delta Gamma housing must be locked 24 hours a day. A security alarm system, if applicable, must be in the armed mode during the hours of 1AM and 6AM each day. No member or new member will share the combination or key access of the chapter housing facility. The fine for this violation will be \$0.00. The combination/locks will be changed immediately at the expense of the member/new member who disregarded the procedure.

Section 3: **FIRE DRILLS:** Fire drills will be conducted on at least two occasions during the academic year in Fire drills are conducted unannounced by CNU and Fire drills are conducted by CNU. *(Schedule as close to October and January as possible.)* When the alarm sounds, occupants will leave the housing facility immediately.

Section 4: **VISITORS - COMMON AREAS:** The common areas of the facility will be closed to visitors and non-members from N/A to N/A on weeknights and from N/A to N/A on weekends. Members shall be responsible for their guests in the house and shall observe visiting hours. Delta Gamma’s recommendation is that women who have resigned from their Delta Gamma membership, or who have been expelled from the Fraternity by the Fraternity Council, should not be permitted in chapter housing.

Section 5: **VISITORS – PRIVATE AREAS:** Private areas of the facility will be open to visitors and non-members from N/A to N/A each day. Service workers and repair persons are only allowed in private areas for maintenance, repair or transport/haulage. Private areas are defined as bedrooms, sleeping porches, bathrooms and any other rooms specified by the vicinity of the designed private areas.

Section 6: **LIVE-IN/LIVE OUT REQUIREMENTS:** The chapter’s housing facility must be filled at all times before members are allowed to live out. A member must live in designated Delta Gamma housing if space is available or with their family, unless the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator, under exceptional circumstances, permits residence in other housing. Members should not sign leases or make arrangements to live outside of Delta Gamma housing until they have confirmation that Delta

Gamma housing is filled to capacity. (*Chapters must write their own live-out policy. This policy takes effect when membership exceeds living space in chapter housing. This rule must be included in the chapter's Bylaws and Standing Rules and approved by the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator.*) The chapter's live out policy is as follows: Members must notify vp: finance and director of house management of any reasons that she cannot live in Delta Gamma housing by the end of January. After they are notified, the sister will meet with Honor Board and the vp: finance and director of house management if there are issues. It must be approved within a month of the deadline of notification. The only reasons that are immediately excused are University Housing Accommodations, an approved retention form for on-campus housing, or a contract for off-campus living.

Section 7: **OFFICER LIVE-IN REQUIREMENT:** The following officers must live in the chapter house during their entire term of office: N/A. Any officer beyond those required shall receive preference over members who are not officers should they want to live in the chapter house. Officers not living in the house must set and publish weekly office hours.

Section 8: **HOUSING POINT SYSTEM:** (*Designate a positive point system for live-in/live-out.*) Points designated to fill the chapter housing facility will be as follows:

Elected officer, appointed officer	<u>6</u>
Panhellenic officer	<u>3</u>
Each term in the housing facility	<u>2</u>
Grade Point Average	<u>2.7-2.9 (2 points), 3.0-3.3 (3 points), 3.4-3.6 (4 points), 3.7-4.0 (5 points)</u>
Class (senior, junior, sophomore, freshman)	<u>Freshman (N/A), Sophomore (2 points), Junior (3 points), Senior (4 points)</u>
Other (e.g. tests for scholarship files, outside activities Honors, etc.)	<u>Scholarships requiring the sister to live on campus (5 points), leadership position in another organization (2 points), highest Foundation hours (3 points)</u>

Section 9: **ROOM AGREEMENTS:** Room agreements are to be signed on the Fraternity-approved accounting system. Room agreements will be assigned by 2 weeks before CNU's housing deadline (*state the date room agreements will be assigned; any date later than the start of Winter Break requires approval from your Regional Finance Specialist/New Chapter Finance Consultant*). Failure to sign a room agreement within ten (10) days of assignment will result in an Automatic Probation Notice/Statement of Obligation Review (APN/SOR). The member/new member will remain in poor standing until the Room Agreement is signed. No one may live in a Delta Gamma facility who is not an employee of the house corporation or a collegiate chapter member/new member who has a signed room agreement with the collegiate chapter.

Section 10: **ROOMMATE CHOICE:** (*State when during the academic year roommates are to be chosen and the deadline by which room occupancy lists are completed.*) 2 weeks before CNU housing lottery

Section 11: **ROOM ASSIGNMENTS:** (*State procedure using the point system in Section 10 to determine room assignments.*) Director of house management will have the first pick of room availability. After them sisters with the highest score will have top priority in choice of room in the order of highest points to lowest. Once given room assignments, the options are to accept or

decline, all decisions made by President, vp: finance, and director of housing are final.  
Declination of room assignment results in an SOR.

Section 12: **REFUSAL TO LIVE-IN:** If a member refuses to honor their obligation to move into the chapter house per Fraternity policy, Standing Rules and/or a signed room agreement, an Automatic Probation Notice/Statement of Obligation Review (APN/SOR) should be filed by the director of house management. If, after the probation term is complete, the member still has not moved into the chapter house, a Statement of Obligation Review should be filed by the director of house management and a membership review undertaken.

Section 13: **TEMPORARY INTERRUPTION OF ROOM AGREEMENT:** Any member/new member who moves out of the house temporarily while on an Excused Status during the period stated in their room agreement will be charged the individual rent indicated on the chapter budget during the period of absence **unless** the member/new member under agreement has another member or new member fill their vacancy and take over the remaining portion of their room agreement. *(Note: The amount due should cover the cost of rent due to the House Corporation for the semester/term the member is off campus as it relates to her signed room agreement with the chapter. The only exception to this rule would be if the Annual Agreement with House Corporation, with mutual consent, is amended for members off campus for the aforementioned reasons.)*

Section 14: **UNPAID ROOM AGREEMENTS:** If a live-in member/new member resigns or must move out of the house during the term of the room agreement, the member/new member must pay the full and unpaid balance of the agreement, unless they have another member or new member to fill their vacancy. Voluntary resignation/alumna status does not excuse the live-in member/new member from debts incurred as a result of a room agreement.

Section 15: **CLEAN/ORDERLY HOUSING FACILITY:** Members and new members are required to maintain the clean and orderly appearance of the chapter facility.

Section 16: **QUIET HOURS:** Quiet hours will be enforced from 11pm-9am on Monday-Thursday and 12am-9am on Friday-Sunday. *(State days of the week and beginning and ending times.)* During finals week, quiet hours will be enforced 24 hours a day. *Note: Quiet hours should be determined by housing type and meeting days and times.)*

Section 17: **PERSONAL PROPERTY:** Individual rooms should be locked to ensure privacy and security of personal belongings.

Section 18: **EATING AREAS:** Eating and drinking will be allowed only in the following areas of the chapter housing facility: *(List the appropriate areas.)* All of landing house

Section 19: **MEALS:** *(List the chapter procedures in reference to meal times and sign-up times as well as live-out meal procedures. Specify the number of meals included for live-in members/new members and live-out members/new members.)* \$0.00

Section 20: **INTIMATE CONTACT:** As a residential environment aimed at supporting the academic mission of the host institution, the chapter facility should not be a location for physical intimacy or sexual relations among members and/or guests. Inappropriate behavior will result in a Statement of Obligation Review being filed with Honor Board.



## ARTICLE VII. – RECRUITMENT

Section 1: **POTENTIAL NEW MEMBER GRADES:** A student with established college credits must have a college grade point average (GPA) of 2.75 cumulative to pledge Eta Tau chapter. A high school GPA of N/A unweighted, cumulative is required if there is no college grade point average established. *(Note: The Constitution requires a minimum of a “C” (2.0 on a 4.0 scale) college cumulative grade point average or 2.5 unweighted, cumulative on a 4.0 from secondary school. See Article V., Section C-4.)* Chapters are encouraged to set competitive scholastic standards for selecting new members.

Section 2: **RECRUITMENT PROCEDURES:** All recruitment procedures are governed by the *Recruitment Confidential Handbook*, as well as the Fraternity Constitution and Fraternity policies.

## ARTICLE VIII. – MISCELLANEOUS

Section 1: **CHAPTER SPECIFIC STANDING RULES:** The following Standing Rules are specific to this Chapter: Eta Tau *(Note: All Standing Rules included in this section must be in accordance with the Fraternity Constitution, handbooks, policies and procedures. Chapter specific Standing Rules are not intended to override existing Fraternity policies. This section should be used sparingly.)*

Section 2: **AMENDMENTS:** If any changes in the Fraternity Constitution, Fraternity handbooks or policies and procedures shall at any time necessitate amending these Standing Rules, such amendments shall take place automatically without being voted upon by the chapter. Notice of the said change or amendment shall take place at the next regular meeting.

4/11 Date approved by Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator

4/11 Date approved by chapter

Rachael Dailey President (electronic signature) Please post approved BL/SRs on Fraternity-approved accounting system