

Bylaws of Theta Phi Chapter of Alpha Phi

(Adopted April 2018 ~~October 2016~~)

ARTICLE I

NAME

The name of this chapter shall be Theta Phi Chapter of Alpha Phi International Fraternity Incorporated.

ARTICLE II

PURPOSE

The purpose of this chapter is the promotion of growth in character, of unity of feeling, of sisterly affection and of social communion among its members. And we who are thus united are under a solemn pledge to lend a helping hand to one another.

ARTICLE III

POWERS AND RESPONSIBILITIES

Section 1: Powers

Providing Theta Phi Chapter is in good standing with the Fraternity, it shall have the powers provided in the Alpha Phi Constitution, Article XV, and Section 9.

Section 2: Responsibilities

To remain in good standing with the Fraternity, Theta Phi Chapter shall:

- A. Conduct itself in a manner that contributes to the welfare and good reputation of the Fraternity by supporting and properly maintaining the standards of conduct befitting a chapter of the Fraternity;
- B. Abide by the Constitution and Bylaws, Ritual, rules, policies and procedures of the Fraternity;
- C. Cooperate with officers of the Fraternity;
- D. Remain in good standing with the university

Neglect or failure to discharge one or several of these responsibilities may result in removal of "Good Standing" status with the subsequent imposition of academic probation, Fraternity probation, or suspension by the International Executive Board, which has the power to institute any "For Cause."

ARTICLE IV

BYLAW INTERPRETATION

These bylaws and any future amendments thereof shall be consistent with and no less restrictive than the Constitution and Bylaws and Policies & Procedures of the Alpha Phi International Fraternity, Inc. and shall be in conformity with all other regulations and policies of the Fraternity. In any cases where there may be doubt concerning the meaning or effect of a provision of these bylaws, the question shall be referred to the Executive Council. The decision of the Executive Council, after consultation with the **Director of Bylaws** **Bylaws Committee** and the Chapter Advisor, shall be final and binding upon all members of this chapter.

ARTICLE V

AMENDMENTS

Section 1: Method of Amending

1. Chapter Vote

a. These bylaws may be amended by two-thirds affirmative vote of the eligible members present at any chapter meeting, provided a quorum is present

2. Automatic

a. These bylaws shall be brought immediately into conformity with the changes in the Constitution and Bylaws, Policies & Procedures of the Alpha Phi International Fraternity, Inc., and directives issued by the International Executive Board

b. Such amendments shall be automatic and shall not require action by the chapter

Section 2: Procedure for Amending

1. Proposing Amendments

a. The **Director of Bylaws/Executive Administrator?** **Bylaws Committee** or any member of this chapter who is eligible to vote may propose amendments to these bylaws

b. Amendments proposed by members shall be in writing and sent to the **Director of Bylaws/Executive Administrator?** **Bylaws Committee**

2. Review by Executive Council

a. All proposed amendments shall be presented by the **Director of Bylaws/Executive Administrator?** **Bylaws Committee** to the Executive Council for review

3. Approval of Chapter Advisor

a. All proposed amendments shall be sent to the Chapter Advisor for approval

b. If a proposed amendment is not approved, it will not be considered by the chapter for action

4. Presentation to the Chapter

a. Proposed amendments approved by the Chapter Advisor shall be presented to the

chapter by the **Director of Bylaws/Executive Administrator?** **Chair of the Bylaws Committee**

b. This must occur at least one week prior to action by this chapter and a written copy given to the **Executive Administrator** **Director of Administration**

5. Action by Chapter

a. The chapter may adopt, reject, or amend (pending approval of the Chapter Advisor) any proposed amendment

6. Record in Chapter Minutes

a. All adopted amendments shall be recorded in the official minutes by the **Executive Administrator** **Director of Administration**

7. Corrected Copy of the Bylaws

a. Upon adoption of any amendment(s), the **Director of Bylaws/Executive Administrator?** **Chair of the Bylaws Committee** shall:

- i. Correct the official copy in the bylaws notebook and all other copies, noting the date of adoption beside each new or amended bylaw
- ii. Give a copy of adopted amendments to the Chapter Advisor
- iii. Distribute the amended bylaws to all members of the chapter

ARTICLE VI

VOTING REQUIREMENTS AND METHODS

Section 1: Eligibility

All initiated collegiate members not under: automatic suspension, probation, associate status, or otherwise restricted and who have met the scholastic requirements of the chapter during the preceding academic period, shall be eligible to vote.

Section 2: Quorum

Two-thirds of the collegiate members eligible to vote shall constitute a quorum for the transaction of business. If quorum is not present, the chapter may not conduct business.

Section 3: Methods of Voting

At all meetings, the vote on any question, unless otherwise provided in these bylaws, shall be conducted by:

1. Viva voce (by voice) or
2. A show of hands or
3. General consent or
4. Written secret ballot which shall be used for:
 - a. Election of officers to each office having more than one candidate
 - b. Removal from office
 - c. Controversial and disciplinary matters
 - d. Petition for Visitation Hours in the Chapter Facility
 - e. Other matters as determined by the Chapter President or membership

Method of Counting Written Ballots:

1. The Chapter President shall appoint the ~~Executive Administrator~~ ~~Director of Administration or the Vice President of Chapter Operations~~ to count the ballots
2. The Chaplain and Marshall shall assist
3. An advisor shall be present while ballots are being counted

ARTICLE VII

MEMBERS

Membership in Theta Phi Chapter shall be comprised of new and initiated collegiate members in accordance with the Members section of the Policies & Procedures of the Alpha Phi International Fraternity, Inc.

Only collegiate members of the chapter may attend the social events of the chapter. This does not include any alumnae or 5th year members not currently affiliated with the collegiate chapter. Alumnae may attend other collegiate events by invitation only.

Section I: Membership Classification

There are two general classifications of membership in Alpha Phi: collegian and alumna. The categories of each classification are listed below. Each classification carries with it responsibilities and privileges and is further described in the Policies & Procedures of the Alpha Phi International Fraternity, Inc.

1. Collegiate Member:
 - a. New Member
 - i. A member who has not yet been initiated into a collegiate chapter
 - b. Initiated Member
 - i. An initiated member who is affiliated with a collegiate chapter
 - ii. Fifth-Year Members
 1. If a full-time student has completed four academic years and wishes to remain affiliated with her collegiate chapter, such affiliation must be approved by both a majority vote of the chapter Executive Council and by the Chapter Advisor
 - c. Unaffiliated Member
 - i. An initiated member who is attending college but not affiliated with a collegiate chapter. Examples include, but are not limited to:
 1. A member who has temporarily left school
 2. A member who has transferred to a college where there is no collegiate chapter of the Fraternity
 3. A member who has transferred to a college where there is a chapter of the Fraternity, but has not affiliated with that chapter
 4. A member who falls below full-time student requirements outlined by

university or Chapter Bylaws

d. Associate Member

- i. An initiated member who is granted this status is currently unable to actively participate in collegiate chapter affairs for extraordinary reasons
 1. Unless otherwise authorized by the Chapter Advisor, only members who have completed at least two semesters, ~~two trimesters or three quarters~~ as initiated collegiate members shall be eligible to petition for Associate Membership
- ii. May only be granted by the Chapter Advisor by sending a written petition stating the reasons for her request and the areas in which she feels she can no longer participate (Auto. Amendment)
- iii. For further information on Associate Membership, please see the Policies & Procedures of the Alpha Phi International Fraternity, Inc.

2. Alumna Member

- a. The Policies & Procedures of the Alpha Phi International Fraternity, Inc. defines an alumna member as:
 - i. A member is automatically considered to be an alumna after she has completed four years of college
 - ii. Collegiate members of the Fraternity who have permanently left college in good standing with the Fraternity
 - iii. Collegiate members who have been granted alumnae status by the International Executive Board
 - iv. Alumnae initiates
 - v. Graduate, married students or students who have completed four academic years who cannot or do not wish to remain affiliated with their chapters
 - vi. Alumnae members who return to college continue to be regarded as alumnae members
- b. No alumna member has the right to vote in a collegiate chapter meeting
- c. Only collegiate members of the chapter may attend the social events of the chapter
- d. Alumnae may attend other collegiate events by invitation only

Section 2: Associate Members Requirements and Responsibilities

Associate Status Members - A member who needs to take an extended leave due to extenuating circumstances outside of the chapter.

1. Requirements

- a. Application needs to be submitted to the Chapter Advisor as soon as the circumstance arises into the academic semester.
- b. Chapter Advisor will approve or decline each application on an individual basis. (Auto. Amendment).

- c. You must have completed TWO full active semesters within the chapter. (Auto. Amendment)
- d. The following Mandatory Events must be attended by Associate status members, or they face the same consequences of un-associate members
 - i. Formal Meetings
 - ii. All Initiation Events
 - iii. All Formal Recruitment Parties
- e. Associate members can attend chapter meetings, without a vote, but may not hold an office. They may attend chapter social functions, such as formal, mixers and sisterhood events, assuming they pay all the financial obligations towards the cost of attending with prior approval from the **Chapter Advisor CA**. (Auto. Amendment)
- f. International Dues and Founder's Day Pennies are mandatory for all associate members.
- g. Must complete the same required study hours as the normal members.
- h. Must maintain the same GPA requirements as non-associate members. (Amendment)
- i. Must abide by the Standard of Excellence code, as that of non-associate sisters. (Amendment)

ARTICLE VIII

MEMBER DISCIPLINE

The chapter will hold members accountable for their actions and behavior.

Section 1: Judiciary Boards

The Judiciary Board shall consider allegations of serious disciplinary matters within the chapter and shall follow the requirements and guidelines set forth in the Policies & Procedures of Alpha Phi International Fraternity and the Judiciary Board Guidebook. The business of the Judiciary Board is confidential. All actions of the Judiciary Board require a three-fourths affirmative vote. The decision of the Judiciary Board is final and may not be appealed.

For further information on Judiciary Boards, please reference Chapter 2, Article IV - Section 7 of the Collegiate Chapter Operations Manual and the Judiciary Board Guidebook.

1. Composition

- a. The Chapter President, Vice President of Risk Management, **Vice President of Programming and Education** ~~Vice President of Chapter Operations~~, and the Chapter Advisor (or another member of the Advisory Board) comprise the chapter's Judiciary Board. (Auto. Amendment)
- b. If one of the above-referenced collegiate officers is not available, or is the accused

member, another officer may substitute. The chapter will use the list of officers in elected order to identify an alternate. The alternate must be approved by the Chapter Advisor.

c. A Judiciary Board hearing may not take place without a member of the Advisory Board in attendance.

2. Cause

In accordance with the Policies & Procedures of the Alpha Phi International Fraternity, Inc. a member may be disciplined for the following:

1. Failure to comply with college or Fraternity rules, regulations or standards.
2. Failure to meet scholastic standards.
3. Failure to meet Fraternity and/or chapter financial obligations
4. Conduct unbecoming a member of the Fraternity.
5. Disloyalty to the Fraternity, including, but not limited to, the divulging of Ritual related information to any non-affiliated persons.
6. Conduct tending to injure the good name of the Fraternity, disturb its well-being, or hamper its work.

Section 2: Automatic Suspension (Auto. Amendment)

An initiated or uninitiated collegiate member shall be automatically suspended from Fraternity membership when her dues or any other financial obligations remain unpaid for a period of 30 days unless excused by both the Chapter Advisor and Finance Advisor.

a. An initiated or uninitiated collegiate member who has been automatically suspended shall be notified immediately of such action by the Vice President of Finance Director of Finance, who shall also notify the Chapter Advisor

b. The badge and certificate of membership of an initiated member or the new member pin of an uninitiated member who has been automatically suspended shall be held by the Finance Advisor or the chapter's Vice President of Finance Director of Finance until the member is reinstated, her membership is terminated, or her uninitiated membership is broken

c. Reinstatement:

1. An initiated member who has been automatically suspended shall be reinstated after payment in full of all dues, fees and other financial obligations that are owed up to and including the period of automatic suspension, providing such payment is made within the current school year and prior to the chapter's submission of the request for termination.

2. An uninitiated member may be similarly reinstated provided such payment is made within the current school year or before the end of the calendar year from the date she was pledged, whichever comes first.

3. Notification of all reinstatements shall be made by the Vice President of Finance Director of Finance, who shall also notify the Chapter Advisor.

4. Request for Membership Termination:

i. If reinstatement does not occur, termination proceedings shall begin immediately in accordance with the Policies & Procedures of the Alpha Phi International Fraternity, Inc.

Section 3: Membership Termination

Uninitiated Membership

An uninitiated membership may be broken by a collegiate chapter through the Judiciary Board process with the approval of the Chapter Advisor.

Collegiate Membership

Termination of membership by the International Executive Board for cause may be requested by a three fourths affirmative vote of the chapter, a three-fourths affirmative vote of the Judiciary Board, the Chapter Advisor, or the Director of Collegiate Operations or his/her designee. Once the request has been submitted to the Executive Office, termination procedures in the Policies & Procedures of the Alpha Phi International Fraternity, Inc. will be followed. During the interim between a request for termination of membership and action by the International Executive Board, the badge and certificate of membership of such a member will be held by the Chapter President, her membership will be suspended, and she may not attend Alpha Phi sponsored functions.

For additional information on membership termination proceedings please see the Policies & Procedures of the Alpha Phi International Fraternity, Inc.

ARTICLE IX

OFFICERS AND DELEGATES

Section 1: Elected Officers

The elected officers of this chapter shall be (Amendment, 2012):

1. Chapter President
2. Vice President of Risk Management
- ~~3. Vice President of Chapter Operations~~
- ~~3.4. Vice President of Programming and Education~~
- ~~4. Vice President of Finance~~
5. Vice President of Membership Recruitment
6. Vice President of Marketing
7. Vice President of ~~Community Relations~~ ~~Campus Affairs~~
- ~~8. Director of Administration~~
- ~~9. Director of Finance~~
- ~~10. Panhellenic Delegate~~
- ~~11. Director of New Member Education~~
- ~~11. Director of Formal Recruitment~~
- ~~12. Target Membership Marketing~~
- ~~13. Continuous Open Bidding~~

Eligibility:

1. Be an initiated member in good standing
2. Be a full-time student at the university
3. To be elected a member must maintain a 3.0 cumulative GPA.
4. The member elected to the office of Chapter President shall be at least a Junior at the time of installation into office and have previously served on the executive council unless otherwise approved by the Chapter Advisor (Amendment, 2012).

Elections:

1. Election of officers shall be held annually at formal chapter meeting during the month of October or November
2. *****SLATING***** A candidate shall be elected to office by a majority vote of the members who are present and eligible to vote, provided a quorum is present
 - a. Voting for any office having more than one nominee shall be by written secret ballotFor further information on election procedures please see Chapter 2, Article III of the Collegiate Chapter Operations Manual.

Section 2: Appointed Officers

The newly elected Executive Council shall fill all appointed offices following elections. Appointments should be made as soon as possible and before Officer Transition. For more information on appointing officers please see Chapter 2, Article III of the Collegiate Chapter Operations Manual.

The appointed officers of this chapter shall be:

1. Director of External Events
2. Director of Internal Events
3. Director of Watchcare
4. Director of Chapter Programming
5. Director of Sisterhood
6. Director of Academics
7. Director of Ceremonies
8. Director of Recognition
9. Chaplain
10. Music Chairman
11. Historian
12. Guard
13. Marshall
14. Director of Alumnae Relations
15. Director of Public Relations and Advertising
16. Director of Marketing
17. Director of Philanthropy
18. Assistant Director of Philanthropy

18. Director of External Philanthropy and Community Service
19. Director of Campus Activities
20. Intramurals Chair
19. Director of Chapter Facilities
20. Assistant New Member Educator
21. Director of Photography
22. Director of Video Editing

Eligibility:

1. Be an initiated member in good standing
2. Be a full-time student at the university
3. To be appointed a member must maintain a 2.8 cumulative GPA.

Section 3: Terms of Office

All officers shall hold office for one year or until their successors are installed, except in cases of resignation, academic ineligibility, or removal from office.

Section 4: Installation of Officers

All elected and appointed officers shall be installed at the formal collegiate chapter meeting immediately following Officer Transition. Officer Installation should be held in accordance with the Installation of Collegiate Chapter Officers' Ceremony which can be found in the Ceremonies Manual. The outgoing Chaplain shall be the installing officer.

Section 5: Officer Transition

Officers should be transitioned in accordance with the Officer Transition Manual and shall assume all duties upon the completion of Officer Transition.

Section 6: Removal from Office and Vacancies

Any officer of the chapter may be removed from office upon a three-fourths affirmative vote of the chapter with approval from the Chapter Advisor or as necessary by the Director of Collegiate Operations or his/her designee. The chapter officer who has been removed may not hold an office until she receives approval from the Chapter Advisor.

A member must be in good standing to remain an officer. Therefore, if the member receives probation terms by a three-fourths affirmative vote of the Judiciary Board, she becomes ineligible to hold office. The Executive Council may fill temporary vacancies by interim appointment. Vacancies of elected positions shall be filled by election of the chapter at any regular meeting. Appointed officer vacancies shall be filled by the Executive Council.

Section 7: Payment for Service

No officer shall receive payment for her service.

Section 8: Officer Job Descriptions

Elected:

1. Chapter President
 - a. Oversees all activity of the chapter, Judiciary Board and Executive Council.
2. Vice President of Risk Management
 - a. Oversees department including Director of Internal Events, Director of External Event and Director of Watch Care (VIPhi's etc.).
 - b. Serves on the executive council and Judiciary Board.
 - c. Stands in for Chapter President when needed
 - d. Responsible for holding a semesterly emergency drill during Programming chapter.
3. Vice President of Chapter Operations
 - a. Oversees department including Director of Administration, Director of Finance, and Director of Recognition.
 - b. Responsible for keeping all records up to date.
 - c. Serves on the executive council and Judiciary Board.
4. Vice President of Programming and Education
 - a. Oversees department that includes Ritual Team, Academics, Sisterhood, Director of Chapter Programming, and New Member Education.
 - b. Serves on the executive council.
5. Vice President of Membership Recruitment
 - a. Oversees department that includes Panhellenic Delegate, Director of Formal Recruitment, Continuous Open Bidding, Target Membership Marketing.
 - b. Is in direct contact with our recruitment advisor.
 - c. Plans overall membership recruitment strategy, keeps up with PNMs and makes sure that chapter stays in good standing with Panhellenic for Formal Recruitment.
 - d. Serves on the executive council.
6. Vice President of Marketing
 - a. Oversees department that includes PR and Advertising, Alumnae Relations, Director and Assistant of Philanthropy) and serves on the executive council.
 - b. Works in close relation with the Recruitment department.
 - c. Makes sure all marketing and publicity items/ events follow CNU and International policies.
 - d. Responsible for planning major philanthropic and marketing events
 - e. Serves on the executive council.
7. Vice President of Campus Affairs
 - a. Able to form standing committees for homecoming, tailgate, etc.
 - b. Director of Campus Affairs, Director of External Philanthropy and Community Service and serves on the executive council
 - c. Determines which campus-sponsored events would most benefit the Chapter by its members' attendance

- d. Serves on the executive council.
- 8. Director of New Member Education
 - a. Oversees new member education and programming in collaboration with the Assistant New Member Education.
- 9. Director of Finance
 - a. Under chapter operations, oversees all chapter finances and works with the finance advisor.
 - b. Serves on the executive council.
- 10. Director of Administration
 - a. Under chapter operations.
 - b. Responsible for attendance, records, bylaws and nominations committee.
 - c. Serves a role in Chapter rituals.
 - d. Serves on the executive council.
- 11. Panhellenic Delegate
 - a. Serves as the liaison between Alpha Phi (Theta Phi) and the Panhellenic community
 - b. Part of recruitment team
 - c. Reports to both VP of Recruitment Membership and VP of Campus Affairs
 - d. Attends monthly Executive Board Meetings to ensure all Executive Board members are up-to-date with Panhellenic news and information
- 12. Director of Formal Recruitment
 - a. Works closely with VPMR and Recruitment Adviser to plan formal recruitment.
 - b. Plans and presides over formal recruitment.
- 13. Target Membership Marketing
 - a. Liaison between Recruitment and Marketing
 - b. Plans events to promote Greek life in accordance to Panhellenic Council regulations.
- 14. Continuous Open Bidding
 - a. Keeps the chapter fully informed of all plans and developments concerning the year round recruitment program and informs members of their responsibilities.
 - b. Works closely with VPMR, Recruitment Adviser, and TMM to come up with a marketing plan for recruitment.

Appointed:

- 1. Director of External Events
 - a. Plans and executes the social events for the chapter
 - b. Coordinates and plans events with recognized external groups such as fraternities, sororities, or student organizations
- 2. Director of Internal Events
 - a. Plans and executes the internal social events for the chapter
 - b. Plans and executes internal social events for chapter and guests that include third-party vendors (e.g. formal, semiformal)
- 3. Director of Watchcare
 - a. All programming and discussion with sisters that may need to be reached out to.
- 4. Director of Sisterhood
 - a. Plans all sisterhood events

5. Director of Academics
 - a. Oversees all academics of the chapter.
 - b. Responsible for making sisters responsible for their study hours, maintaining appropriate GPAs, and providing tutor opportunities if asked for.
 - c. Responsible for receiving rosters for all extra-curricular activities related to the Chapter (Alpha Phi Flag Football, Stroll Team, Dance Crew, etc) and informing any ineligible sisters of their inability to participate if necessary
 - d. Maintain up-to-date contact with Judiciary Board about the completion (or incompleteness) of study hours from necessary members
6. Director of Ceremonies
 - a. Oversees the performance and knowledge of all ritual ceremonies.
7. Director of Recognition
 - a. Responsible for documenting exceptional Chapter success and/or success of members
 - b. Responsible for assisting VP of Chapter Operations with Senior activities
8. Director of Chapter Programming
 - a. Assists VP of Programming and Education in assembling Programming Chapters
9. Chaplain
 - a. Assists with formal meetings and prepares a short speech.
 - b. Serves on ritual team.
10. Music Chairman
 - a. Teaches the chapter songs and chants.
11. Historian
 - a. In charge of the 'Remembrance of Alpha Phi.'
 - b. Creates annual scrapbook for chapter.
12. Guard
 - a. Takes charge of the door during formal meetings.
 - b. Prepares room for formal chapters and handles all insignia at least 10 minutes prior to meeting.
 - c. Serves on ritual team.
13. Marshall
 - a. Conducts incoming officers through the installation ceremony and performs other duties prescribed in the Ritual
 - b. Takes charge of ballot box
 - c. Serves on ritual team
14. Director of Alumnae Relations
 - a. Responsible for reaching out to Alumnae and creating a newsletter
15. Director of Public Relations and Advertising
 - a. Responsible for Alternate birthday posts each month, alternate social media posts, collaborate with photoshoot plans, Sisterhood Scrapbook, Campus Advertisements, Marketing Pack, Cover Photos, Events pages, Keep Tumblr updated, Merchandise coordinator, Event decor, Facebook albums
 - b. Works hand in hand with the Director of Marketing
16. Director of Marketing
 - a. Responsible for Alternate birthday posts each month, Editing photos, Alternate

social media posts, Collaborate with photoshoot plans, Philanthropy Scrapbook, Marketing Pack. Cover Photos, Event pages, Keep Tumblr updated, Merchandise designer, Event decor, Facebook albums

b. Works hand in hand with the Director of Public Relations and Advertising

17. Director of Philanthropy

a. Assist with philanthropic events under the marketing department (i.e. King of Hearts, Cardiac Arrest, RDG donations).

18. Assistant Director of Philanthropy

a. Assist with philanthropic events under the marketing department (i.e. King of Hearts and Cardiac Arrest, RDG donations).

19. Director of External Philanthropy and Community Service

a. Oversees off campus philanthropy and involves chapter with on campus philanthropic efforts.

19. Director of Campus Activities

a. Develops and plans camps activities in collaboration with individual chairs for each event

b. Creates and leads committees for campus events (e.g. Relay for Life, Greek Week, etc.)

c. Organizes intramural teams

20. Director of Chapter Facilities

a. Oversees all house facilities and works with the VPCO.

b. Works with sisters in the house and mediates any conflicts that may arise.

c. Must live in the house for the following academic year.

21. Assistant New Member Educator

a. Assists the director with new member programming and education.

22. Director of Photography

a. Responsible for the photography for all recruitment related events, including, but not limited to Open Sisterhood Events and photo-shoots, and are to be used for social media, recruitment Powerpoints and videos

b. Oversees Photography Committee in charge of photoshoots

c. Collaborates with VP of Recruitment, VP of Marketing, and Direct of Public Relations

23. Director of Video Editing

a. Records and edits videos for Alpha Phi events with a specific focus on the sisterhood video

b. Works closely with recruitment team to develop videos

c. Appointed, with recommendation from most recent Director of Video Editing

ARTICLE X

EXECUTIVE COUNCIL

Section I: Purpose

The Executive Council is charged with establishing chapter goals and priorities to strengthen overall health. It is also charged with ensuring the chapter abides by Alpha Phi's Constitution and Bylaws, the Policies & Procedures of the Alpha Phi International Fraternity, Inc., and all university policies.

Section 2: Composition

The Executive Council shall be composed of the following officers, all of whom shall be entitled to vote in its meetings:

1. Chapter President
2. Vice President of Risk Management
3. Vice President of Chapter Operations
4. Vice President of Programming and Education
5. Vice President of Membership Recruitment
6. Vice President of Marketing
7. Vice President of Campus Affairs
9. Director of Administration
10. Director of Finance

Section 3: Responsibilities and Duties

1. Maintain Theta Phi chapter's position of good standing with the Fraternity and ensure the chapter's good health
2. Conduct discussion of chapter matters and make recommendations for chapter action
3. Appoint:
 - a. Members to the appointed offices following the annual chapter election.
 - b. Members of the Bylaws Committee at the beginning of the academic year with the addition of a Freshman member following spring initiation
 - c. Other committees as needed.

Section 4: Meetings

The purpose of each weekly Executive Council meeting shall be to discuss chapter and Fraternity business, the state of the chapter's finances, upcoming events, roster management, and other issues impacting the chapter. All conversations shall be guided by the chapter's goals and priorities to strengthen its overall health. An agenda should be prepared at the conclusion of this meeting by the Chapter President for chapter meeting that week.

1. The regular weekly meeting of the Executive Council of this chapter shall be held on Sunday throughout the academic year except during final examination periods and the week preceding.
2. The Chapter President shall preside at all meetings.

- a. If she must be absent, the Vice President of Risk Management shall preside.
3. All members of the Executive Council must be present at each meeting.
 - a. A member of the chapter's Advisory Board should be present at each meeting.
4. Two-thirds of the Executive Council members eligible to vote shall constitute a quorum for the transaction of business.
5. The Chapter President will share her updates followed by each member of the Executive Council based upon election order.
 - a. If the Executive Council has invited guests they make their updates at the end of the meeting.
 - b. All actions of the Executive Council shall abide by Robert's Rules of Order, Newly Revised.
6. Minutes of all Executive Council meetings shall be taken by the Director of Administration and submitted electronically to all Executive Council officers and the Advisory Board within 48 hours.

Section 5: Advisory Board Representation

1. The Chapter Advisor or another member of the Advisory Board shall be present at all meetings of the Executive Council.
2. At chapters where a Chapter Advisor has not yet been appointed, all responsibilities and duties normally performed by the Chapter Advisor shall become the responsibility of the appropriate Regional Team member, International Governor, or Extension Team Lead.

ARTICLE XI

CHAPTER DEPARTMENTS AND COMMITTEES

Section 1: Chapter Departments

Chapter departments shall be:

1. Risk Management Department
2. Chapter Operations Department
3. Programming and Education Department
4. Membership Recruitment Department
5. Marketing Department
6. Campus Affairs Department

Department Meetings:

The purpose of each weekly department meeting shall be to discuss department and chapter

business. An agenda should be prepared prior to the meeting by the Vice President.

1. A regular weekly meeting of each department of this chapter shall be held throughout the academic year except during final examination periods and the week preceding
2. The Vice President shall preside at all meetings
 - a. If she must be absent, the Chapter President or department advisor shall preside
3. All members of the department must be present at each meeting
 - a. The department advisor should be present at each meeting when possible
4. Two-thirds of the department members eligible to vote shall constitute a quorum for the transaction of business
5. The Vice President will share her updates during the meeting to be followed by each member of her department
6. Minutes of all department meetings shall be taken by the Vice President and submitted electronically to the department officers and the department advisor weekly

Section 3: Bylaws Committee

Composition:

At the beginning of each academic year, Vice President of Chapter Operations appoints one initiated member from each academic class to serve on the Bylaws Committee. The Freshman class representative will be appointed following formal recruitment in the Spring semester. The committee is chaired by the Director of Administration, and is overseen by the Vice President of Chapter Operations. The Director of Administration shall serve as the secretary of the committee and update the Chapter Bylaws for distribution once the amendments are passed.

Duties and Responsibilities:

1. To bring the Chapter Bylaws into conformity with any changes in the Constitution and Bylaws adopted at the Convention and the Policies & Procedures of the Alpha Phi International Fraternity, Inc. and notify the chapter of such changes.
2. To review these Chapter Bylaws annually and, when deemed necessary and after review by the Executive Council and approval of the Chapter Advisor, submit proposed amendments to the chapter for final action.
3. To see that these Chapter Bylaws are discussed in chapter meeting at least once per year

For further information on updating these Chapter Bylaws, please see Article V of the Sample Collegiate Chapter Bylaws.

Section 5: Other Committees

The Executive Council may appoint any other committee as they are deemed necessary.

ARTICLE XII

CHAPTER MEETINGS

Section 1: Weekly Chapter Meetings

The purpose of each weekly meeting shall be to conduct chapter business and discuss Fraternity business.

1. The regular weekly meeting shall be held on Sundays throughout the academic year except during final examination periods and the week preceding.
2. At least one meeting each month shall be a formal chapter meeting attended only by initiated members.
 - a. Chapter President will announce number of Judiciary Boards conducted and the outcomes that occur since the previous formal chapter meeting
 - b. Formal chapter meeting shall follow the procedure outlined in the Ceremonies Manual
3. The Chapter President shall preside at all regular and special meetings of this chapter
 - a. In cases when she is absent, the Vice President of Risk Management shall preside
4. Attendance
 - a. Initiated members must attend all formal chapter meetings and all initiated members must attend informal meetings of the chapter.
 - b. Only collegiate members of this chapter, Advisory Board members, or International Visitors may attend chapter meetings without an invitation.
 - c. Initiated members are allowed to miss only one formal chapter meeting and two informal chapter meetings per semester in order to be in good standing unless extenuating circumstances arise
5. Two-thirds of the collegiate members eligible to vote shall constitute a quorum for the transaction of business.
6. Business shall be conducted in accordance with Robert's Rules of Order, Newly Revised and in conformity with the Order of Business outlined in the Ceremonies Manual.
 - a. The Chapter President shall prepare the agenda consistent with prior discussion and recommendations made in Executive Council meetings.
7. Minutes of all chapter meetings shall be taken by the Director of Administration.
 - a. For more information regarding chapter meeting minutes, please see Appendix D of the Collegiate Chapter Operations Manual.
8. Upon posted 24-hour notice, special meetings, (either formal or informal) may be called by the Chapter President or at the request of one-third of the voting members, with attendance requirements the same as for regular meetings.
 - a. Emergency meetings of the chapter may be called without notice by the Chapter Advisor or Chapter President.
9. All business of a personal or private nature transacted in chapter meetings shall be considered confidential

Section 2: New Member Meetings

Weekly meetings, in addition to a one-day retreat for the new members of this chapter, may

be held by Director of New Member Education. The total length of the New Member Program cannot exceed six weeks unless the chapter has received permission from the Executive Director of Alpha Phi International Fraternity or her designee. All activities must be held between the hours of 9 a.m. and 9 p.m. The program must abide by the Constitution and Bylaws and the Policies & Procedures of the Alpha Phi International Fraternity, Inc. Please reference The Prelude for more information on Alpha Phi's New Member Program.

Attendance at these meetings shall be in accordance with the Theta Phi chapter attendance policy for all new members unless excused by the Director of New Member Education or her designee.

ARTICLE XIII

PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised, shall govern this chapter in all cases to which they are applicable and in which they are not inconsistent with the bylaws and other official regulations of the Fraternity. Each chapter should own a copy of Robert's Rules of Order, Newly Revised. Below is an abbreviated summary of how to handle a motion:

Making a Motion:

1. A motion is a proposal to the members at the meeting. A member should raise her hand and wait to be acknowledged by the Chapter President. When the Chapter President calls on her, she states: "I move that... (state motion)."
2. The motion must be seconded before the chapter may discuss it. Another member who didn't make the motion must state: "I second the motion."

Discussing a Motion:

1. The Chapter President will ask the member who made the motion to start the discussion.
 - a. Any member who wishes to state her opinion may raise her hand and wait to be acknowledged by the Chapter President
 - b. The Chapter President will keep a list of members who wish to speak to the motion and will call on them in turn
 - c. When called upon, the member must speak to the motion. She should start by saying, "I want to speak in favor of the motion because...." or "I want to speak against the motion because..."

Changing the Motion:

1. To make changes to the motion:
 - a. The member shall raise her hand and when acknowledged by the Chapter President state, "I move to amend the motion to read..."
 - b. If this motion is seconded, it will be discussed and voted on
2. Note: An amendment can add, delete or change parts of the original motion
 - a. The amendment may not go completely against the main motion
 - b. Members who do not support the original motion may vote against the motion. If the motion is defeated, then she may make a new motion

Taking Back the Motion:

1. The member who made the original motion can decide that it is not the right time to make a decision on the issue or that it would be better to discuss another motion and state, "I wish to withdraw the main motion."

Putting Off Discussion to a Future Meeting:

1. A member can raise her hand and state, "I move to postpone the question to the next meeting."

Turning Over the Decision to Another Group for Recommendations:

1. If a member feels a department or sub-committee of the chapter should study the issue and report recommendations back to the membership, she can state, "I move to refer the question to a committee."

Setting Discussion Aside Indefinitely:

1. If members wish to postpone deciding on the issue until a later date a member can state, "I vote to table the motion."

Speaking Out of Turn:

1. A member can jump ahead of her turn on the speaker's list when:
 - a. She thinks the Chapter President is not following the proper meeting procedure, by calling out "Point of Order" and explaining what she thinks is wrong.
 - b. If a member needs clarification on a point already raised, she may call out "Point of Information" and ask her question as briefly as possible. She may go back on the speaker's list if she wishes to follow up on that information with an opinion.
 - c. If a member can't hear the Chapter President or, for example, members will faint if someone doesn't open a window, a member may call out "Point of Privilege" and then state what she wants to be done.

ARTICLE XIV

INITIATION AND OTHER FRATERNITY CEREMONIES

Section 1: Initiation

This chapter shall initiate new members when they meet the following qualifications for initiation:

1. She accepts the lifetime commitment, responsibilities and obligations of Alpha Phi membership
2. She has participated in and successfully completed a program of new member orientation unless otherwise authorized by the Chapter Advisor or her designee
3. She has paid the full initiation fee, badge fee, new member fee, and chapter dues

Procedure:

1. Issue a formal summons to initiation to each candidate

2. Hold Inspiration Days for all candidates during the days preceding initiation
3. Initiate candidates in accordance with the Ritual of Alpha Phi, as approved by the Convention of the Fraternity

Section 2: Other Ceremonies of the Fraternity

All other ceremonies shall be conducted in accordance with the Ceremonies Manual.

ARTICLE XV

RECORDS AND RITUAL EQUIPMENT

Section 1: Records

This chapter's copy of the Ritual of Alpha Phi, Constitution Book, New Member Book, Permanent Minutes Book, Bylaws Book, and such memorabilia deemed appropriate shall be secured in a special strongbox when not in use.

Please see Chapter 2, Article IV - Section 2 of the Collegiate Chapter Operations Manual for further information on chapter records and ritual equipment.

Section 2: Ritual Equipment

This chapter's insignia, ritual and ceremonial equipment shall be kept in readiness between each use and secured in a place inaccessible to non-members.

Section 3: Removal of Records or Ritual Equipment

No records or ritual equipment shall be taken to the rooms or homes of members or away from their habitual place of safekeeping without the consent of the Chapter President and Chapter Advisor.

ARTICLE XVI

FINANCES

Section 1: Financial System

1. This chapter's financial system shall be under the general supervision of the Executive Director of Alpha Phi International Fraternity
2. The fiscal year shall be the same as that of the International Fraternity and shall begin on July 1 and end the following June 30
3. Financial review of all books of the chapter shall be prepared annually by an independent auditor

4. IRS Tax Filings

- a. The chapter ensures that its 990 tax form is filed on time at the end of each fiscal year or that an appropriate extension is filed
- b. Copies of 990 tax forms and any and all extension letters should be forwarded to the Executive Office upon receipt

5. Before each fiscal year, chapter members must sign an annual financial contract that outlines the dues and fees and payment due dates for the year

- a. Contracts should be for the academic year and not on a semester/quarterly basis, with the exception of new members who join in winter or spring term

6. No reimbursements for this chapter shall be made for any expenditure without a receipt

7. All member billing and collection of payments will be done through the chapter's Billhighway account unless special permission has been granted by the Executive Director of Alpha Phi International Fraternity

- a. The due date for chapter payments shall be by the 15th of the month in which they are due unless other arrangements have been approved by the appropriate advisor or chapter officer.

Section 2: International Fees

The amount, collection and remittance of International fees shall be in accordance with the Constitution and Bylaws.

Section 3: Chapter Dues

Regular chapter dues shall be determined in accordance with the annual budget for the next fiscal year.

Section 4: Fines

A chapter is only permitted to levy fines when members are absent from the following events:

1. Recruitment Workshops and Polish Week activities
2. Formal Recruitment events
3. Court of Ivy
4. Initiation

Section 5: Delinquency Policy

All members shall follow the Alpha Phi International Fraternity 15/30/45 day delinquency policy as outlined below:

1. 15 Days Delinquent

- a. Member and/or guarantor(s) are notified via email from Alpha Phi International Fraternity
- b. A 3% late fee is automatically assessed by Billhighway (Note: Your chapter may charge an additional late fee at its discretion)
- c. Member is no longer in good standing and may not attend chapter social events

- d. Member may not order any activity items (t-shirts, favors, etc.)
- e. Member is not eligible to be matched with a Little Sister
- 2. 30 Days Delinquent
 - a. Member and/or guarantor(s) are notified via e-mail from Alpha Phi International Fraternity
 - b. Additional late fees may be added to the member statement
 - c. Director of Finance holds delinquent member's badge and membership certificate
 - d. Member is prohibited from holding office or running for a position
 - e. Member may not order activity items (t-shirts, favors, etc.) and is not eligible to be matched with a Little Sister
 - f. Member may not vote in meetings
 - g. A Judiciary Board hearing may be held at the chapter's discretion
- 3. 45 Days Delinquent
 - a. Member and/or Guarantor(s) are notified via email from Alpha Phi International Fraternity
 - b. Additional late fees may be added to the member's statement
 - c. A request for termination of membership is submitted to the Alpha Phi Executive Office and submitted for approval to the International Executive Board
 - d. Account may be sent to a collection agency
 - e. Eviction proceedings may begin for members living in an Alpha Phi owned/leased facility in accordance with the member's housing contract.

Section 6: Budget

The Director of Finance of this chapter shall prepare the annual chapter budget with the assistance of the Executive Council and Finance Advisor and with input from a member of the House Corporation Board or Chapter Property Committee (if applicable), following the outline in the Finance Manual. The budget shall then be presented to the chapter for approval and posted to the chapter's Billhighway account by May 1 of each fiscal year for the following fiscal year.

After the budget is adopted by the chapter, the chapter is expected to operate within its budget. If changes are needed to the budget, they should be discussed at an Executive Council meeting and approved by an advisor.

In addition to the usual budgetary items, there shall be funds budgeted for the chapter delegate(s) and advisor(s) to attend Convention and Leadership Conference every year.

Section 7: Housing Charges

Rent, board, parlor fees and other charges to be paid by each new member and initiated member shall be prorated in accordance with the annual budget requirements. The annual Collegiate Chapter/House Corporation Agreement, specifying the housing charges that the House Corporation Board shall receive from the chapter, shall be signed by the Chapter President on behalf of the chapter.

Section 8: House/Chapter Bond

This chapter shall have a House/Chapter Bond as determined by the House Corporation Board or the Chapter Property Committee. In the case of a colony, bond will be determined by the Executive Office staff. This fund is reserved for building, purchasing, maintaining, or furnishing a chapter house, lodge, suite, room or for the future benefit of the chapter.

1. Full payment shall be made by each member to her original chapter within one year from the date of her bid acceptance. This is a one-time payment.
2. All House/Chapter Bond monies shall be turned over to the House Corporation Board or Chapter Property Committee (or Chapter Advisor as appropriate) as specified in the Collegiate Chapter/House Corporation Agreement
 - a. This fund is not part of the operating accounts of the chapter and is not to be used to pay any current chapter expenses
3. No affiliated transfer member shall be required to pay a House/Chapter Bond to this chapter

ARTICLE XVII

HOUSING

This chapter shall:

1. Establish Facility Rules and an Occupancy Plan for their housing facility
2. Participate in and maintain a relationship with the local House Corporation Board
3. Respect and work with the Director of Chapter Facilities

Section 1: Facility Rules

This chapter shall have a set of House/Facility Rules governing the use of and conduct within this chapter's housing facility, which shall be reviewed annually by the chapter and the House Corporation Board (or Chapter Property Committee).

A. Automatic Rules: The House/Suite Rules of this chapter shall contain the following, which cannot be altered by the chapter:

1. Use and maintenance rules established by the House Corporation Board;
2. Use and maintenance regulations established by the Fraternity through International Standing Rules and other directives.

B. Rules Established by the Chapter: Additional rules shall be established and any subsequent amendments thereof adopted by majority vote of the chapter in chapter meeting, provided such rules do not conflict with civil law and the Automatic Rules described above, and have been approved by the Executive Council, the Chapter Adviser and House Corporation Board. House/Facility rules can be found in the Chapter Room.

C. House Rules

1. Priority for living in the facility is established as follows
 - a. The following officers will be **required** to live in the chapter facility for the academic year following election.
 - i. Chapter President, Vice President of Chapter Operations, Vice President of Risk Management, Vice President of Membership Recruitment, Vice President of Programming and Education, Vice President of Marketing, Vice President of Campus Affairs, Director of Finance, Director of Administration, Director of New Member Education, and Director of Chapter Facilities
 1. All elected executive council members will have first priority to live in the chapter facility for the academic year following election. Chapter president will have first priority in room selection. Newly elected officers will then have the first priority for any remaining spaces available for the academic year following their election, starting with members with senior-standing.
2. Volunteers
 - a. If more members volunteer to live in the facility than there are spaces available, the volunteers will be chosen as follows.
 - i. Must be in good standing with the chapter.
 - ii. Requests to live in the House will be submitted to the Director of Chapter Facilities who should consult with the Executive Council to select the members to live in the house for the following year.
 - iii. Returning sisters have first preference to continue living in the House.
 - iv. Seniority by initiation class will be a determining factor for deciding who lives in the House.
 - b. If there are fewer volunteers than spaces available, the remaining spaces will be filled as determined below.
 - i. **Panhellenic Delegate and Director of Watchcare** will be required to fill the remaining spaces first, starting with the position with the lowest points. If a tie occurs, members who have not lived in the facility before will be placed in the facility first and then so on until all three positions have filled the vacancies if needed. If the above positions have already lived in the facility for one full year, their requirement to live there will be excused.
 - ii. Once the above positions have filled the vacancies, a lottery will be done to fill the remaining beds. Rising juniors and seniors who have not yet lived in the house will be placed in the lottery. Members selected in the lottery will have the option to find a replacement within **five** days from being chosen or they must fill the vacancy themselves. If member is unable to fulfill this obligation, they will be placed on immediate social probation for one full academic year.

Depending on chapter circumstances, a member will be required to move back into the facility or live in the facility for all undergraduate years. Hardship cases or members with other problems or commitments will be handled on a case-by-case basis by the Executive Council and the Chapter Advisor.

g. Once all of the sisters are chosen they decide with the Director of Chapter Facilities who will live in which rooms, with single room preference given to sisters with seniority based on initiation class.

2. Guest privileges and restrictions

- a. All guests should be respectful and if there are any discrepancies they should be taken up with the Housing Director who can remove any guest at any time.
- b. If a guest is present during quiet and study hours they must also respect quiet and study hour rules.
- c. Members living in the House have responsibility for their guests.
- d. A member can only have a female overnight guest two nights a week, and the overnight guest must be approved by Director of Chapter Facilities.
- e. Male guests may be present in the chapter facility between the hours of 8:00 AM and 1:00 AM any day of the week without need of prior approval from the Director of Chapter Facilities.
- f. If individual members choose to have male visitors in members' private rooms, the chapter member must notify and receive approval from the Director of Chapter Facilities 12 hours prior to guest arrival.
 - ii. No non-initiated sister is to be in the room in which ritual equipment is kept, even if extenuating circumstances arise.
 - iii. If this situation occurs, it is to be reported to the Director of Chapter Facilities and Vice President of Chapter Operations.

3. Privileges and restrictions of members living out of the facility;

- a. Must know and follow all house rules while in the facility.
- b. If a member who does not live in the facility is present during quiet or study house they must also respect quiet and study hour rules
- c. The chapter room can only be used between the hours of 9a.m. and 11 p.m. for non-living members.
 - i. All meetings held in the chapter room must end by 11 p.m.

4. Quiet and study hour schedules

- a. Quiet hours are between 12 a.m. and 7:00 a.m. Sunday through Thursday and 2:00 a.m. to 9 a.m. Friday through Saturday
 - i. If anyone is not respecting the quiet hours then report to the Director of Chapter Facilities.
- b. Study hours are left up to the individual but other members living in the house should be respectful. If there are any problems, bring concerns to Director of Chapter Facilities.

5. Lock-up and/or key policies, schedules, and procedures
 - a. Make sure the door is locked at all times.
 - b. Between 12 a.m. and 7a.m. the door should also be dead bolted.
6. Requirement of a minimum of one fire drill per academic period

Section 2: Observance of House/Facility Rules

The Director of Chapter Facilities shall be responsible for advising all members and guests of the House/Facility Rules. The House/Facility Rules of this chapter shall apply to and be observed by all new and initiated members, alumnae, and guests.

Section 3: Enforcement

The Director of Chapter Facilities shall be responsible for seeing that all House/Facility Rules not under the jurisdiction of another authority are enforced and that violations are brought to the attention of the proper committee or board.

Section 4: House/Facility Meetings

The chapter should have at least one House/Facility meeting within the first month of each semester to discuss the chapter's House/Facility rules. When matters concerning the use and maintenance of this chapter's housing facility need to be discussed, a House/Facility meeting shall be called by the Director of Chapter Facilities.

ARTICLE XVIII

STANDARDS OF EXCELLENCE

Section 1: Definition of "Standards"

Standards are those intangible objectives that are models for measuring individual attitudes, beliefs and actions.

Section 2: Member Development Program

Successful personal relations involve universal standards of accepted behavior based on mutual respect of the rights of others. Especially in the context of its chapters, Alpha Phi believes it has the obligation to enhance this basic standard by providing inspiration to higher goals, in the form of this Alpha Phi International policy.

Section 3: Code of Excellence

“At all times, it is our aim to promote the highest ideal of womanhood. In our effort to become more effective and contributing members of society, we shall strive for growth in character, intellectual development and leadership capabilities.

“In all that we do, we shall encourage unity of feeling, sisterly affection, and social communion. We shall employ the principles of justice and right, and give and receive criticism in a spirit of love.

“As we search for truth, we shall be mindful of our personal conduct. Our attitudes, beliefs and actions must not reflect in a damaging way on the image of our chapter or the Fraternity, or our members individually. We shall endeavor to represent the best in culture and refinement. We shall abide by the Constitution and Bylaws, Standing Rules, and Collegiate Chapter Operations Manual of Alpha Phi International Fraternity. Appropriate steps will be taken if and when infractions occur. Similarly, if an individual member of our chapter chooses not to commit herself to and live by the high ideals of Alpha Phi and this chapter, due process will ensue and prevail.

“Specifically, we wish to instill and preserve individual integrity and excellence of personal standards befitting an Alpha Phi.”

Section 4: Standards of Excellence

Becoming a sister of Alpha Phi is not just a lifelong commitment, but also a great responsibility. The behavior and attitudes of each sister reflect upon the chapter as a whole. Since Alpha Phi International Fraternity strives to uphold the highest ideals of womanhood and scholarship, the Theta Phi Chapter has set this code, Standards of Excellence, for all sisters to observe and follow.

The following items, if not adhered to will at first offense will be brought to the Member Development Committee and if a second offense occurs will result in an appearance in front of the Judiciary Board (if not stated otherwise) if deemed necessary for disciplinary consideration:

1. We will keep affairs of the Theta Phi Chapter strictly confidential within our sisterhood.
2. We will honor and respect the traditions and ceremonies of Alpha Phi International Fraternity, which means not talking to outsiders about rituals and the happenings within them. (automatic Judiciary hearing) (Amendment)
3. We will take the initiative to consciously include ALL sisters in chapter activities and chapter decisions
4. We will not disparage any sisters of Alpha Phi and will use discretion in referring to other Greek organizations in a public setting. (Disparaging includes

degrading a sister, calling a sister names, putting a sister down, talking about a sister in a poor manner, etc.)

5. We will always respect the opinions of other sisters, although they may not reflect our own personal views.
6. We will enter all responsibilities, meetings, and chapter events with a positive attitude.
7. We will complete our duties to the best of abilities.
8. We will use the phone tree and email respectfully.
9. We will stand up for all our sisters in times of need.
10. We will have full participation for all mandatory events.
11. We will pay our dues on time and in full or according to the signed contract.
12. We will only miss two informal meetings per semester unless the President has granted previous permission. Formal meetings are not excusable unless you have extenuating circumstances
13. We will not wear our letters when drinking alcoholic beverages, even if we are legally allowed; otherwise we will be subject to a Judiciary hearing
14. We will always dress appropriate when wearing our pins; that includes business attire, not jeans, T-shirts, tennis shoes, flip flops, or any scandalous material
15. Any discussion of membership resignation is a serious topic. It should be done in confidence and in a private setting. Alpha Phi respects a sister's feelings and right to reach out for help. However, the following (but not exclusively) will result in an automatic judiciary board when concerning the topic: public setting announcement, threatening membership status to obtain a certain want, disparaging the chapter to initiated and/or non-initiated sisters, etc.(Amendment)
16. We as sisters of Alpha Phi will obey all international standing rules.
17. We as sisters of Alpha Phi, will obey all Panhellenic standing rules.

Section 5: Social Media Standards

As a member of Alpha Phi you represent not just yourself, but all of the members of the Fraternity. With this in mind, the Theta Phi chapter has established the following standards

that members are expected to uphold on all social media outlets. Members who fail, or refuse, to comply with this policy will be subject to disciplinary action.

1. When using social media in any capacity, disparaging a sister or sharing chapter business will not be tolerated. Comments, status updates, or posts that deal with confidential matters within the chapter or anything that could be viewed negatively by another member, should not be posted.
2. It is expected that all photos depicting, posted by, or identifying members via social media outlets be in good taste. I will not post or allow a photo of me to be posted that is in poor taste including, but are not limited to:
 - a. Lewd acts
 - b. Depiction of profane or obscene language
 - c. Illegal acts
 - d. Any photos involving alcohol or the appearance of/actual intoxication
 - i. Members of legal drinking age are permitted to share appropriate photos involving alcohol consumption upon regulations set forth by Executive Board
 1. Members of legal drinking age will not be permitted to share photos involving members under the legal drinking age if alcohol is present
 2. Members of legal drinking age will not be permitted to appear in photographs holding marked containers (beer cans, wine bottles, etc). Any alcohol pictured must be in unmarked containers (cups, glasses, tumblers, coozies, etc)
 3. Members of legal drinking age will not be permitted to share photos in which heavy consumption of alcohol is occurring (chugging, shotgunning, beer bong, keg stands, any drinking games, drinking functions such as “Beer Olympics” etc)
 - ii. If members are under the legal drinking age, pictures alluding to alcohol consumption, deviant behavior, and intoxication must not be shared.
 1. Members under the legal drinking age will not be allowed to appear in any photos in which alcohol is present
 - e. Partial or full nudity
 - f. Exposed undergarments or lingerie
3. It is expected that all members refrain from joining or liking pages that may reflect negatively on the chapter or its members. I will refrain from participating in groups that are in poor taste including, but not limited to titles or content that:
 - a. Is degrading toward women
 - b. Is racially or ethnically derogatory
 - c. Contains profanity
 - d. Advocates, condones, or reveals participation in illegal acts

I understand I am expected to self-monitor the contents of my profiles, wall messages, tweets,

etc. I will ensure all of my comments, status updates, etc. are appropriate and will remove comments from others on my profile that could be offensive to an unknown viewer including, but not limited to campus administrators, professors, potential new members, parents, or future employers. If an executive board member or advisory board member asks me to remove content from my social media accounts, I will do within one hour with the understanding that if I do not comply, further action/consequences may be needed.

The safety and security of members is a concern for the chapter. It is recommended that you never post your cell phone number, address, screen name, or other important information on the internet. These forums are public and easy to access, leaving you vulnerable to those who might have questionable intentions.

It is Alpha Phi's policy that its members will not participate in, or view gossip websites, even if her post is in good intent (correcting an untrue statement, defending comments made about members, the chapter, or the fraternity, etc.). By posting additional information it will invite more attention to the site.

If a member is requested to remove an inappropriate post, she is allotted 1 hour to take it down. Failure to comply will result in the subtraction of 2 points from their semester point total.

ARTICLE XIX

NEW MEMBERS

Section I: New Member Orientation

New members should be integrated quickly into chapter life, except for formal chapter meetings.

A strong new member education program is the foundation of a strong chapter. New members well-versed in the history and traditions of Alpha Phi, and its high standards, and the strength of love and enduring friendships that will soon become an integral part of the chapter and the Fraternity.

At no time shall there be any form of hazing or any other practice, which degrades or humiliates any individual. A full explanation of "hazing" may be found in the Alpha Phi International Standing Rules.

1. Big/Little Process
 - a. Matching should be done by the following:
 - i. President, Vice President of **Programming and Education Program Development**, both Directors of New Member Orientation, and at least one if not two Chapter Advisers.
 - b. Criteria for Big Sisters to abide by during Big/Little week must be submitted

to the Executive Council and approved no later than one week after extending bids.

- c. The GPA for a potential Big sister shall not be below a 2.712.75 cumulative or semester and be in good standing with the chapter or with Chapter Advisor's approval. (Amendment 2010)

- i. 2.5-2.7 chapter advisors approval

Section 2: Member Education

This continues Alpha Phi education beyond the new member period so the initiated members may gain a more detailed knowledge of the Fraternity's and the chapter's development and current condition. Its purpose is to develop in each member a pride in Alpha Phi and an understanding that her membership and participation are for her full lifetime and engender her commitment to Alpha Phi in her alumnae years. The Member Education program should aid in creating member experience and develop a commitment to help sisters in need.

Problems in planning and executing the Member Education program should be referred to the Chapter Adviser.

ARTICLE XX

SCHOLARSHIP

Section 1: Scholarship Committee

This chapter shall conduct a Scholarship program to encourage its new and initiated members to recognize and realize their academic potential under the direction of the Director of Scholarship and other members of the scholarship committee.

This program is to be conducted in accordance with instructions and mailings issued by Alpha Phi International.

Section 2: Scholarship Program

- a. A member's GPA will be viewed for cumulative for determination of her scholarship standing.
- b. The GPA for all sisters shall stand at a 2.7 cumulative GPA.
- c. The GPA for Officers (elected and appointed) shall stand at a 3.0 semesterly when elected or 2.8 when appointed and if they drop below a 2.5 then they can be removed from office at the discretion of the advisory board.

- d. The GPA for incoming members shall stand at a 2.7 cumulative (a 2.6 is the lowest GPA allotted to be recruited through informal and formal recruitment).
- e. Transcripts must be given to the director of scholarship within a specified period or sisters who have not turned in a copy of their transcripts will be required to do study hours regardless of GPA until transcripts are received.

CNU Standards for Classification Based on Class:

- a. Freshman 1-29 credits
- b. Sophomore 30-59 credits
- c. Junior 60-90 credits
- d. Senior 90+ credits

The above standards being in place, the following scholarship plan will be used

ACADEMIC PROBATION:

- GPA is between 2.51 and 2.7
- Members will be required to oblige by the study system presented by the Director of Academics complete and submit 8 study hours per week to the Director of Academics
- Monthly meetings with the Director of Academics to track progress

SOCIAL PROBATION:

- GPA is between a 2.2 and 2.5
- Members will be required to oblige by the study system presented by the Director of Academics complete and submit 10 study hours per week to the Director of Academics
- Biweekly meetings with Director of Academics to track progress
- Sisters are not permitted to participate in Alpha Phi extracurricular events (Intramurals, Stroll, Dance Crew, etc)
- Members are permitted to attend AOE Group events (Mixers, campus-sponsored events, etc)
- Officers risk losing their positions at the discretion of the Chapter Advisor

TOTAL PROBATION:

- GPA is below a 2.2 (2.1)
- Members will be required to oblige by the study system presented by the Director of Academics complete and submit 12 study hours per week to the Director of Academics
- Sisters are not permitted to attend Alpha Phi social events (including but not limited to mixers, , date functions, intramurals,etc.), except those that are mandatory (including but not limited to chapter, rituals, etc.)
- Sisters are not allowed to attend Formal/Semi-Formal
- Sisters are not allowed to take a little sister/little lilly (or bear).
- Sisters must meet with Director of Academics weekly to track progress
- Officers will lose their positions

Acceptable ways to Complete Study Hours:

- a. Details on how to complete the study system are detailed in the Academic Plan presented by the Director of Academics
- b. A notebook will be placed in the Chapter Room for sisters who wish to complete study hours during designated study hours established by Director of Academics
- c. Study hours may be completed at a sister's home and submitted to Director of Academics

Consequences:

- a. If a pattern arises where a sister is not completing her study hours, she may be brought up by the Member Development Committee to discuss the issue. If this pattern continues (3 weeks in a row) this member will be brought to the Judiciary Board.
- b. Consequences are outlined in the Academic Plan presented by the Director of Academics
- c. If a sister is on academic or social probation, she has one semester to bring her GPA up to 2.5 cumulative average. The member will also need to show continued improvement in following semesters.
- d. If a sister does not bring up her GPA within two semesters to the appropriate GPA, she will be brought to the Judiciary Board and may face termination.

ARTICLE XXI

COMMITTEES AND DEPARTMENTS

Section 1: Chapter Events Committee

This chapter shall conduct a social program, under the direction of the Director of Chapter Events, consisting of informal and formal social events, as is the custom on the campus.

All parties, mixers, and other social events are entered on the chapter's calendar at the beginning of the academic term. All social events must comply with state law and University and Fraternity regulations.

Risk Management Audit form must be filled out for every chapter event one week prior to the event. Plans may have to be modified after a through Risk Management Audit is completed.

Open parties are not allowed and guests should be limited in number so the event is manageable. Four-way parties are discouraged. Six and eight-way parties (or others above the four-way rule) are prohibited.

Deviation from University or Alpha Phi Standing Rules or Policies may result in Fraternity probation or charter suspension.

Section 2: Music Committee

The Director of Music may wish to select a music committee to assist the Manager of New Member Orientation, the Chaplain, the Director of Formal Recruitment, and other officers that require music as an element of their program.

Section 3: Initiation Committee

The Initiation Committee shall be appointed by the Executive Council in advance of each initiation, and will make all arrangements specified in the Alpha Phi Ceremonies Manual.

The chair must have participated in at least one initiation other than her own.

Section 4: Chapter Operations

A. Department

1. The Vice President of Chapter Operations shall serve as chair of the department. The Directors of Finance and Administration and Secretary shall serve as members.
2. The department should establish collection procedures and the details of the nomination and election process as well as confirm arrangements for all chapter visitors. The department is responsible for all presentations to the Executive Council and chapter dealing with the budget and the rationale behind chapter and International dues and housing costs. The department should meet as often as is necessary to keep the Executive Council apprised of its activities. This department should create the financial strength and health for the chapter

B. Committees

The individual directors may choose to appoint a committee to help them carry out their respective duties.

Section 5: Marketing

A. Department

1. The Vice President of Marketing shall serve as chair of the department. The Directors of Philanthropy, (if applicable) the Director of Alumnae Relations, the Director of Campus Activities, and the Director of Publicity and Advertising will serve as members.
2. The department shall develop and conduct a marketing campaign for the year that will improve Alpha Phi's image with all its campus and community publics and will promote a positive and strong name recognition. This department should meet once a week or as necessary. The meeting should occur prior to the Executive Council meeting so the Vice President of Marketing can report the current progress of the programs to the Executive Council.

B. Committees

The individual directors may choose to appoint a committee to help them carry out their respective duties.

1. To develop a balanced chapter calendar at the beginning of the academic year, and submit it to the Executive Council for review;
2. To arrive at methods whereby the various programs can be combined in order to assist the chapter in attaining and maintaining maximum membership size and to assure that each member has adequate time.

ARTICLE XXII

ADVISORY BOARD

Section I: Appointment and Composition

This chapter shall have an Advisory Board whose purpose it is to assist the chapter in attaining and maintaining maximum membership size. (Article XV, Section 15) Suggested advisory board members include:

- A Chapter Adviser appointed by the International Executive Board.
- A Recruitment Adviser appointed by the Chapter Adviser.
- A Chapter Operations/Finance Adviser appointed by the Chapter Adviser.
- A Program Development Adviser appointed by the Chapter Adviser.

- A Marketing Adviser appointed by the Chapter Adviser.

When the Chapter Adviser believes the chapter would benefit from additional advisers, the Advisory Board may be expanded to include a Member Development Adviser, a Member Education Adviser, a Scholarship Adviser, a COB Adviser, a MAP Adviser, and a Panhellenic Adviser. A Chapter Adviser may appoint assistant advisers.

Section 2: Responsibilities

It shall be the responsibility of the Advisory Board to advise and counsel this chapter on all matters.

Section 3: Attendance at Meetings

The Advisory Board shall have a representative at all chapter, Executive Council, and Judiciary Board meetings.

Further information on Advisory Boards may also be found in Chapter 6, “Advisory Boards,” of the Collegiate Chapter Operations Manual.

ARTICLE XXIII

HOUSING DIRECTOR

Section 1: Employment and Residency

A House Director shall be employed and in residence at this chapter’s housing facility.

A. Chapter Responsibilities to the House Director

1. All members and officers share the responsibility to cooperate and keep the lines of communication open with the House Director, treating her with consideration and respect, and remembering that the chapter house is her home as well as theirs. Suggestions regarding her operations are channeled through the Director of Chapter Facilities, the VPCO, or the President. Special activities requiring the use of the chapter house, commissary or special materials should be discussed well in advance with the House Director.
 - a. It is the responsibility of the House Director to spend no less than three nights in the chapter house per week (Amendment).
2. It is the responsibility of all members to:
 - a. Report illnesses immediately to the House Director.
 - b. Introduce first time guests to the House Director when possible.

- c. Accept her suggestions and directions with grace.

ARTICLE XXIV

Community Service

Section 1: Responsibilities

All sisters must complete five hours of community service per semester. Newly initiated sisters must complete three hours of community service their first semester. Failure to complete these hours may result in loss of social privileges.

ARTICLE XXV

Point System

Section 1: Requirements

All active sisters must meet the requirements of the point system as presented. Failure to meet the requirements may result in an inability to attend social events (e.g. formal).