

Alpha Delta Pi

BE THE FIRST

CHAPTER BYLAWS

Bylaws of the Theta Nu Chapter of Alpha Delta Pi

Article I. Name

The name of this chapter, hereinafter referred to as the chapter, shall be Theta Nu Chapter as designated by the Grand Council of Alpha Delta Pi.

Article II. Authority

The chapter shall be governed by the International Bylaws of Alpha Delta Pi; by the rules and regulations adopted by Grand Council as printed in the *Chapter Operations Book* and other official manuals of Alpha Delta Pi; by the Bylaws of Theta Nu Chapter; and by the rules and regulations of the National Panhellenic Conference and the Panhellenic Council of Christopher Newport University. In the event of a conflict between the International Bylaws of Alpha Delta Pi Sorority and the Bylaws of Theta Nu Chapter, the International Bylaws of Alpha Delta Pi Sorority shall control.

Article III. Membership

SECTION 1 - CLASSES OF MEMBERSHIP.

There shall be three classes of membership: Alpha member, Delta member, and alumna (Pi member). The definition, privileges, and responsibilities of each are listed in the *Chapter Operations Book*.

SECTION 2 - QUALIFICATIONS FOR INITIATION.

An Alpha member qualifies for Initiation if she has:

1. Completed the Alpha Member Education Program.
2. Attended all required chapter activities.
3. Paid all financial obligations in full.
4. Passed the Initiation Exam with a score of no less than 85%.
5. Signed the Standards Code of Alpha Delta Pi and is considered a member in good standing.
6. Adhered to the chapter Scholarship Program.

SECTION 3 - FIFTH-YEAR STUDENTS.

A fifth-year student may continue to maintain Delta membership status with the chapter upon approval of her application to the Executive Board. The request should be made in writing to the Executive Board during the term prior to her fifth year.

SECTION 4 – EMERGENCY FINANCIAL/MEDICAL LEAVE.

Any member granted Emergency Financial/Medical Leave by Executive Board is prohibited from participating in regular chapter activities, including meetings. The member may attend limited social events, such as Founders' Day or special chapter celebrations, but only at the formal invitation of the chapter and with approval of the Executive Board. If the member does attend any event, she is expected to pay her portion of the expense.

SECTION 5 - AFFILIATION OF TRANSFER MEMBERS.

An initiated member, who transfers from another chapter may be affiliated by a majority vote of this chapter, provided all procedural requirements listed in the *Chapter Operations Book* have been satisfied. Each transfer student that is affiliated with this chapter shall be assigned a sponsor within the chapter to help her learn about the chapter.

SECTION 6 - DUES AND FEES.

- a. **Alpha Member Fees.** The Alpha Member Fee is composed of the annual membership fee, liability insurance assessment, technology fee, and housing/facility fund fee. The amount shall be established by Alpha Delta Pi. This fee must be paid prior to the Alpha Member Ceremony.
- b. **Initiation Fee.** The Initiation Fee must be paid before Initiation is held. The amount shall be established by Alpha Delta Pi.
- c. **Badge Fee.** Every Alpha member is required to purchase a badge and guard prior to Initiation.
- d. **Delta Member Fee.** The Delta Member Fee is composed of the annual membership fee, liability insurance assessment, convention travel fund fee, anniversary fee, technology fee and housing/facility fund fee. The amount shall be established by Alpha Delta Pi. This annual fee is paid by each initiated collegiate member beginning the school year after which she became a member.
- e. **Chapter Dues.** All Alpha and Delta members shall pay SEMESTERLY dues set by Vice President of Finance the semester prior.
- f. **Panhellenic Dues.** (If applicable) Each member shall pay \$20.00 each year for Panhellenic dues and is subject to change upon the decision of the Panhellenic Council.
- g. **House Fees.** (If no House Corporation exists) Each chapter member shall be required to pay a Housing/House Corporation Membership/ Building Fee of \$25.00 per semester. This fee is kept in a separate account. This fee is used to save for future housing opportunities or for decoration, redecoration, furnishings, or various housing related items exclusively.

SECTION 7 - HOUSE CORPORATION FEES.

(Include if a House Corporation exists)

Determination of Fees. The House Corporation board will determine in-house and out-of-house resident rent, in-house and out-of-house resident meals/board, building, house corporation membership, utility and any other fees the House Corporation finds necessary to ensure financial security and proper functioning of the facility.

Rent, House Not at Capacity. It is the responsibility of each chapter to ensure the facility is at maximum occupancy, as determined by the House Corporation, at all times. If the house is not at maximum occupancy, ALL MEMBERS/MEMBERS LIVING OUT/MEMBERS WHO HAVE NOT SATISFIED THE HOUSING REQUIREMENT may be required to pay a pro-rated vacancy fee in an amount determined by the Executive Board and/or House Corporation board, depending on what agreements between the chapter and House Corporation are in place.

Obligations to House Corporation. ~~For a member to be in good standing she must be current with all fees including in-house/out-of-house resident rent, in-house/out-of-house resident meals/board, building, house corporation membership, utility and any other fees the House Corporation charges.~~

Article IV. Officers

Standard Chapter Structure

SECTION 1 - ELECTED OFFICERS AND DUTIES.

This chapter of Alpha Delta Pi shall elect the following officers: President, Vice President of Operations, Vice President of Membership Experience, Vice President of Marketing, Vice President of Finance, Director of New Member Experience, Director of Ritual Education, Director of Alumnae Engagement, Director of Primary Recruitment, Director of Public Relations, Director of Facility Management, Director of Philanthropy, Operations Specialist, Sisterhood Programs Specialist, ~~Digital Marketing Specialist~~, Finance Specialist, ~~Property Management Specialist~~, Merchandise Specialist, Wellness Specialist, Community Service Specialist, ~~Music Education Specialist~~, Leadership Engagement Specialist, Archivist, Chaplain, Chapter Foundation Ambassador.

These officers shall perform their duties as prescribed in the *Chapter Operations Book* and other such duties as the chapter may assign.

SECTION 2 - APPOINTED OFFICERS AND DUTIES.

This chapter of Alpha Delta Pi shall appoint the following officers: Vice President of Member Development, Vice President of Event Management, Vice President of Panhellenic Relations, Director of Academic Affairs, ~~Open Recruitment Specialist~~, Panhellenic Relations Specialist, Recruitment Analyst, Bid Day Chair, Chair(s) of Special Events, and Organizational Liaison(s).

These officers shall perform their duties as prescribed in the *Chapter Operations Book* and other such duties as the chapter may assign.

SECTION 3 - ELIGIBILITY FOR ELECTION AND MAINTAINING AN OFFICE.

The eligibility requirements to run for and maintain an office shall be those listed in the *Chapter Operations Book*.

SECTION 4 - NOMINATION PROCEDURES, TIME OF ELECTIONS.

The Nominating Committee shall consist of those listed in the *Chapter Operations Book* and shall perform the duties as prescribed in the *Chapter Operations Book*. Additional collegiate members may be added with approval of the Collegiate Province Director to create a balance of advisors and collegiate members. The time of elections shall be in accordance with the guidelines as prescribed in the *Chapter Operations Book*.

SECTION 5 - ELIGIBILITY TO VOTE IN ELECTIONS.

All members must take and pass the International Exam with a score of at least 85% in order to be eligible to vote in chapter elections.

SECTION 6 - BALLOT ELECTION, TERM OF OFFICE.

The officers shall be elected by ballot unless there is but one nominee, in which case the nominee shall be declared elected. Officers shall serve one year or until a successor is elected. The term of office shall begin at the close of the Officer Installation Ceremony.

Article V. Meetings

SECTION 1 - CHAPTER MEETINGS.

This chapter shall meet regularly and weekly during the academic school year at a time decided by the chapter.

SECTION 2 - AUTHORITY TO POSTPONE MEETINGS.

The President shall have the authority to postpone regular meetings with the approval of the Executive Committee.

SECTION 3 - SPECIAL MEETINGS.

The President shall have the power to call a special meeting with the approval of the Executive Committee.

SECTION 4 - QUORUM.

A majority of qualified members of the chapter shall constitute a quorum for the transaction of business at any meeting.

SECTION 5 - REQUIRED ATTENDANCE .

All members are required to attend all regular or special meetings of the chapter. Any member who absents herself from meetings without being excused is liable for a fine and/or disciplinary action.

SECTION 6 - UNAUTHORIZED ACTIVITY IN MEETING.

Any activity not recognized on the floor, such as talking, will be out of order and called such by the Director of Ritual Education. In the event of a second reprimand, the Director of Ritual Education will have the authority to dismiss the member in question resulting in an unexcused absence, and she will be required to sign the minutes.

SECTION 9 - REPORTS AT MEETINGS.

Any officer, committee chair, or member who wishes to make a report at a Chapter Meeting, must either submit a written summary of the report to the Vice President of Operations at least one hour before the Executive Committee meets to plan the agenda, or attend the Executive Committee Meeting in person to present her report.

Article VI. Executive Committee

SECTION 1 - COMPOSITION OF THE EXECUTIVE COMMITTEE.

The Executive Committee shall consist of the following officers:

- President
- Vice President of Operations
- Vice President of Membership Experience
- Vice President of Marketing
- Vice President of Finance
- Vice President of Member Development
- Vice President of Event Management
- Vice President of Panhellenic Relations

SECTION 2 - EXECUTIVE COMMITTEE DUTIES.

The duties of the Executive Committee shall be to provide tactical direction for the chapter and to perform all other such duties as are prescribed in the *Chapter Operations Book*.

SECTION 3 - EXECUTIVE COMMITTEE MEETINGS.

The Executive Committee shall meet regularly and weekly during the academic school year at a time established by the committee. Attendance at Executive Committee Meetings is required of Executive Officers. The President may call special meetings of the Executive Committee.

SECTION 4 - QUORUM.

A majority shall constitute a quorum for the transaction of business at any meeting of the Executive Committee.

Article VII. Executive Board

SECTION 1 – COMPOSITION OF THE EXECUTIVE BOARD.

The Executive Board shall consist of all officers of Executive Committee and the Alumnae Advisory Board.

SECTION 2 - EXECUTIVE BOARD DUTIES.

The duties of the Executive Board shall be to provide strategic direction for the chapter and to perform all other such duties as are prescribed in the *Chapter Operations Book*.

SECTION 3 - EXECUTIVE BOARD MEETINGS.

The Executive Board shall meet at least once a month during the academic school year at a time established by the board. Special meetings of the Board may be called by the President and shall be called upon the written request of any three members of the Executive Board. Except in cases of emergency, at least three-day's notice shall be given.

SECTION 4 - QUORUM.

A majority shall constitute a quorum for the transaction of business at any meeting of the Executive Board.

Article VIII. Teams and Committees

SECTION 1 - STANDING TEAMS AND COMMITTEES.

The chapter shall have the following teams and committees:

- Operations Team
- Membership Experience Team
- Marketing and Recruitment Team
- Finance Team
- Member Development Team
- Event Management Team
- Panhellenic Relations Team
- Risk Management Committee
- Recruitment Management Committee
- Tabulating Committee
- Nominating Committee
- Philanthropy Committee
- Sisterhood Engagement Committee
- Bylaws and Standing Rules Committee
- Finance Committee
- Wellness Committee
- Event Management Committee
- Organizational Liaison

SECTION 2 - DUTIES.

The duties of the committee/team chairs, teams, and committees shall be those listed in the *Chapter Operations Book* and any others the chapter may assign.

SECTION 3 - OTHER COMMITTEES, PRESIDENT'S EX-OFFICIO COMMITTEE MEMBERSHIP.

Other committees, standing or special, shall be appointed, as the chapter or Executive Board deem necessary. The President shall be an ex-officio member of all committees except for the Nominating Committee.

Article IX. Standards

SECTION 1 - STANDARDS CODE.

All members will observe the Standards Code of Alpha Delta Pi. A member whose behavior is inconsistent with the Standards Code will be given notice of a Standards Council Meeting in accordance with the procedures set forth in the *Chapter Operations Book*.

SECTION 2 - HAZING.

Hazing in any form is absolutely prohibited in Alpha Delta Pi. Alpha Delta Pi members will not haze, nor allow themselves to be hazed. Hazing is any situation, which creates mental or physical abuse, discomfort, embarrassment, ridicule, or harassment, whether on or away from sorority property. Any member suspected in violation of the hazing policy will be given written notice of a Standards Council Meeting in accordance with the procedures set forth in the *Chapter Operations Book*.

Article X. Housing

SECTION 1 - HOUSE RULES.

The Director of Facility Management will maintain and distribute a list of house rules ~~which are developed in cooperation with the House Corporation Board.~~

SECTION 2 - HOUSING REQUIREMENTS.

All members shall be required to live in the chapter facility unless it is full.

Article XI. Scholarship Program

SECTION 1 - CHAPTER SCHOLARSHIP PROGRAM.

There shall be a chapter scholarship program and scholarship requirements.

SECTION 2 - MINIMUM GPA.

All members are expected to attain a minimum GPA of 2.70 (on a 4.00 scale) cumulatively and for each term. Executive Committee members are expected to attain a minimum GPA of 2.90 (on a 4.00 scale) cumulatively and for each term.

SECTION 3 - FAILURE TO ACHIEVE MINIMUM GPA.

When a member fails to make the minimum GPA, she must attend a Scholarship Review Meeting with the Director of Academic Affairs and Member Development Advisor, and together they will develop a program individualized to her scholastic needs.

SECTION 4 - FAILURE TO ACHIEVE MINIMUM GPA FOR A THIRD TERM.

The third term a member makes below the term minimum GPA, regardless if the terms are consecutive, the Executive Board may vote to recommend cancellation of her membership as a result of a Formal Hearing, if there is evidence that the member failed to comply with the terms of her scholarship probation, such as failure to attend class, refusal to complete study hours, or refusal to seek help.

Article XII. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the chapter in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the chapter may adopt.

Article XIII. Chapter Status

Should the chapter cease to exist, all remaining assets, after satisfying the chapter's liabilities and expenses, shall be transferred to Alpha Delta Pi Sorority, a non-profit corporation chartered in the state of Georgia, at 1386 Ponce de Leon Ave NE, Atlanta, Georgia 30306.

Article XIV. Interpretation and Amendments

SECTION 1 - INTERPRETATION.

In case of doubt as to the meaning of these Bylaws, the same shall be taken to the Executive Board for interpretation. Appeals may then be made to the Collegiate Province Director, the District Team Director, and an International Vice President for final decision.

SECTION 2 - AMENDMENTS.

These Bylaws may be amended at any regular meeting of the chapter by a two-thirds vote of the eligible members present and voting, where a quorum is present, providing that the intended amendment has been presented in the meeting at least one week prior to the vote.

DATE OF REVISION: DATE (Chapter Meeting date bylaws were approved)