

Lambda Epsilon Chapter of Phi Mu Fraternity

Chapter Bylaws

Article I. Name

The name of this Chapter of Phi Mu Fraternity shall be Lambda Epsilon.

Article II. Purpose

The purpose of the Lambda Epsilon Chapter shall be to encourage and promote the purpose and ideals of Phi Mu Fraternity on this campus and to function by the rules in the Fraternity's National Constitution and Bylaws, Standing Rules and Procedures, Federal and State Laws.

Article III. Officers, Duties, and Elections

Section 1. This chapter adheres to the National Constitution and Bylaws and Standing Rules and Procedures regarding the number, duties, election, and appointment of officers. The elective officers shall be President, Vice President, Provisional Member Director, Corresponding Secretary, Recording Secretary, Treasurer, Membership Director, Academic Excellence Chair and Panhellenic Delegate. (Additional elected officers may be added upon necessity with the approval of Chapter Advisor and Area Officer.)

Section 2. There shall be the following appointed officers:

1. Chaplain
2. Assistant Treasurer
3. Panhellenic Delegate Alternate
4. Provisional Member Assistant(s) (in Spring semesters)
5. Director of Harm Reduction & Prevention
6. Assistant Membership Director(s)
7. Doorkeepers (2)
8. Parliamentarian
9. House Manager(s)
10. Historian
11. T-Shirt Chair
12. Parent's Association Brunch Chairman
13. Reference Chair
14. Senior Chair (year-long position)

Section 3. There shall be the following appointed Committee Chairs:

1. Public Relations/Web Developer
2. Social Internal
3. Social External
4. Ritual
5. Sisterhood Development

6. Philanthropy
7. Dance Marathon (in Fall Semesters)
8. KROP
9. Greek Auction (A year long position)

Section 4. The duties of the appointed committee chairs shall be as outlined in the National Constitution and Bylaws and the Standing Rules and Procedures.

Section 5. Election of Officers

Subsection A. The election of Chapter Officers shall be in accordance with the National Constitution and Bylaws and the Standing Rules and Procedures, and in accordance with Robert's Rules of Order.

Subsection B. No officer may serve more than two (2) consecutive terms in the same office. Officers shall be elected for terms of one (1) calendar year or until their successors are elected. Elections will be held in November of the fall semester and installation of those newly elected officers will occur in at the last Formal Business of the fall semester.

Subsection C. The Executive Board shall appoint a Nominating Committee at least one-month prior to the election date. The Nominating Committee Chair can be any of the following seven individuals. The Nominating Committee shall consist of the following:

1. Two (2) Seniors
2. Two (2) Juniors
3. Two (2) Sophomores
4. One (1) member of the Executive Board

All members of the Nominating committee must be collegiate members in good standing.

Subsection D. The Nominating Committee shall present the Chapter its slate at least one week prior to the election date. Nominations may be made from the floor, with the consent of the nominees, at the time of the election.

Section 6. Chapter Advisors and Appointed Advisors shall be selected by the chapter from local Phi Mu Alumnae and must be a member of an Alumnae Chapter.

Article IV. Committees

Section 1. The Executive Committee of this chapter shall be composed of the elective officers, as specified in Standing Rules and Procedures and listed in Article VIII, Section 3 of the National Constitution and Bylaws.

Section 2. The standing committees of this chapter shall be at least the following in accordance with those specified in the National Constitution and Bylaws.

1. Public Relations – to include Alumnae Relations, Hospitality, and will be in charge of awards that will be given to the chapter.
2. Social – to include Campus Activities, Fraternity Relations, and Risk Management.
3. Ritual
4. Sisterhood Development – to include Chapter Development
5. Philanthropy
6. Executive
7. Discipline
8. Finance
9. Academic Excellence

Section 3. The duties of the committees shall be in accordance with the Standing Rules and Procedures of the Fraternity.

Article V. Meetings

Section 1. One meeting a month of the Lambda Epsilon Chapter shall be a Formal Business meeting. Attendance by all active members is required.

Section 2. There shall be three Chapter Development meetings monthly, where all members of the Lambda Epsilon Chapter are expected to attend. One non-mandatory Chapter Development can be missed per month, without fine, in accordance with the Code of Standards of Lambda Epsilon.

Section 3. Special meetings may be called at any time by the President, after notice has been given to all members and the Chapter Advisor.

Section 4. Two-thirds of all initiated members in good standing shall constitute a quorum for the conduct of business at all regular or special meetings.

Section 5. All rituals will be considered mandatory.

Article VI. Membership Selection

Section 1. Election to Membership. All members of this chapter shall be elected in accordance with the National Constitution and Bylaws and the Standing Rules and Procedures.

Section 2. Recruitment. Recruitment shall be conducted in accordance with Panhellenic Rules of Christopher Newport University, rules of the National Panhellenic Conference, and the National Constitution and Bylaws and Standing Rules and Procedures of Phi Mu Fraternity.

Section 3. Initiation. Chapter initiation shall adhere to the rules governing initiation in the National Constitution and Bylaws, Standing Rules and Procedures, and Ritual Manual of Phi Mu Fraternity.

Article VII. Dues, Fines, and Special Fees

Lambda Epsilon – Last Revised Spring 2015

Section 1. Dues. The dues for this chapter, of \$300 for the Fall Semester (September – December) and \$300 for the Spring Semester (January – April), shall be paid by September 10 in the Fall, and January 10 in the Spring unless a payment plan is decided upon for any member(s) in need at the discretion of the treasurer.

Section 2. Annual National Fees. The National annual fees of this chapter shall be \$90 for the National Obligation Fee (paid by October 10), the Founder's Day Pennies (one penny for each year of the fraternity's age – paid by February 10), and \$10 for the technology fee (paid by January 10), National Panhellenic Fee \$1.09 (paid by February 10) Heart & Hand Donation \$1.00 (paid by March 10).

Section 3. One-Time National Fees. The one-time national fees of this chapter shall be \$42.50 for the Provisional Member Fee, \$138.00 for the Initiation Fee, and at least \$75 (plus state tax & shipping) for the Badge Fee. All of these fees shall be paid by provisional members prior to their initiation, excluding Housing Fee which will be paid in the fall. Additionally, the provisional members shall be responsible for the National Obligation fee during whichever semester in which they pledge \$200 for the Housing and Decorating Fee

Section 4. Other Fees.

1. Panhellenic Fee. The Panhellenic Fee for this chapter shall be \$15 per initiated member and \$25 for new members.
2. Parlor Fee. The Parlor Fee will be \$1 per member to be used for the cleaning of the Chapter Room.

Section 5. Fines. The fines of the chapter for the absence from a meeting shall be:

1. \$30.00 for any ritual service (Ribboning, Phi Pinning, Initiation, Formal Business Meetings, 3D Ceremony, Founder's Day Ceremony, Elections)
2. \$10.00 for each Chapter Development meeting missed after the allotted one per month (this meeting must be non-mandatory).
3. \$20.00 for each recruitment event missed per day-"not to exceed \$50 in one day."
4. \$20.00 for each recruitment workshop (includes recruitment retreat as a multiple workshops, depending on the schedule of the event each year.)
5. \$20.00 for each mandatory event that is not also a ritual or a recruitment event
6. \$20.00 for each mandatory event that is missed due to work because they did not plan accordingly unless under certain circumstances.
7. \$20.00 for not turning in a Greek Auction donation, or turning in the item late.
8. \$150.00 for Recruitment Retreat.
9. Fines are to be paid two weeks after it is administered. If fines are not paid by this deadline, the sister will be taken to the Sisterhood Development Chair and then to the Discipline Committee if necessary.
10. If multiple events occur on the same day or during the same meeting (such as Formal Business and the 3D Ceremony) members can be fined for both events.

Section 6.. Appealing of Fines – Fines will be implemented on Sundays. Once the Treasurer notifies a member they have been fined, they must notify the President or Executive Board (by

emailing the account) within one week that they will be appealing their fine. They must either email their appeal to the account or attend the following Executive Board meeting to discuss their appeal with the Executive Board. The Executive Board will then decide whether or not the fine is dismissed. Members who have been fined must complete the appeal process within two weeks of being fined.

Section 7. Philanthropic Fundraiser. Each sister and each provisional member shall raise a minimum amount donated by each sister and each provisional member to Children's Miracle Network Hospitals and Phi Mu Foundation shall be:

1. Donation of \$18.52 to Phi Mu Foundation during March Madness
2. Donation/Sponsorship of \$50 for Dance Marathon

Section 8. Carnation Ball. Fee will be determined based on the circumstances and expenses of the event, and will be paid before the event.

Section 9. Tardies - After a chapter member accumulates three unexcused tardies they will be fined \$20.00, pending the timely start of a meeting, and allowing a five minute grace-period. This will be regulated by the Secretaries of the chapter and the Treasurer will be notified.

Section 10. Good Standing – In order to attend any Phi Mu events members must meet all financial obligations 5 days prior to the event.

Article VIII. Chapter Obligations

Section 1. Scholarship Standard. In order to be initiated and to remain in good standing, each member must maintain a minimum cumulative grade point average of 2.75. The cumulative grade point average, when calculated in the fall semester, will include any grades earned in the previous summer sessions and the previous semester grade point average. Each member will be required to complete 4 study hours each week.

Section 2. Executive Board Eligibility - In order to be elected and serve on executive board, each executive board member must maintain a minimum cumulative and previous semester grade point average of 2.85. An approval by the Chapter Advisor can override and allow a member to serve on executive board. In addition members serving on the Executive Board must be initiated members in good standing and must have been initiated at least $\frac{3}{4}$ of two semesters.

Section 3. Academic Probation - A member who earns a grade point average of below a 2.75 for any semester will be automatically referred to the Discipline Committee. The Discipline Committee will set up a scholarship plan with the assistance of the Academic Excellence Chair. All discipline proceedings will be explained at the time of the individual sister's meeting with the Discipline Committee.

Subsection A. If a member's semester grade point average is below a 2.75 the member will be sent to the Discipline Committee and will be placed on Academic Probation.

Subsection B. If a member's semester grade point average is below a 2.75 for two Consecutive semesters, the member will meet with the Discipline Committee and will be

placed on Academic Probation. The member will then meet with the chapter Academic Excellence Chair and the chapter Academic Excellence Advisor.

Subsection C. If a member's grade point average is below a 2.75 for three semesters, the member will be sent to the Discipline Committee. The Discipline Committee will reserve the right to bring a vote of expulsion from the Lambda Epsilon Chapter to the chapter as a whole. The chapter will then make a decision on the possible expulsion of the member.

Section 4. Standards. The Standards of conduct of this chapter shall be in accordance with the rules outlined in the National Standing Rules and Procedures and this chapter's Code of Standards.

Article IX. Delegates, Policies, and Traditions

Section 1. Phi Mu UIFI and National Convention – The Chapter President, Chapter Advisor and one additional member of the chapter (to be chosen by the chapter if finances allow) will attend the Phi Mu UIFI and National Convention. Additional funding will be granted to one other member of the Advisory Council as voted on by the Chapter.

Section 2. Awards. Awards shall be given each semester. The Public Relations Chair will determine the awards that will be given out, these awards will be voted on by the Chapter.

Section 3 Traditions. This chapter has established as its traditions: Bid Day Party, nominations and sponsoring of a Homecoming candidate, Bi-Annual Fundraiser for CMNH, a Phi Retreat, a Sisterhood Retreat, a Recruitment Retreat, Semi-formal, and Carnation Ball.

Section 4. Carnation Ball. In order to be invited to the Lambda Epsilon chapter's yearly Carnation Ball, initiated members must attend all initiation ceremonies that are scheduled during that school year. Exceptions to this rule: A written statement by a member will be given to the Executive Board (no later than 48 hours before the initiation ceremony) to be reviewed. The Executive Board has the right to grant, or not grant the exception. All members attending must be in good standing (have no outstanding balance, and meet the GPA requirements) unless the chapter votes to allow them to attend.

Section 6. Dress Code for Badge Attire. To be worn at Formal Business, Speakers, and other events mandated by the Executive Board. The dress code for Formal Business Meetings consists of business appropriate pants or slacks, skirt or dress, top, and full pantyhose. Pantyhose are optional when wearing dress pants. The entire shoulder must be covered. This means that the top needs to go to the edge of the shoulder. Dresses must be in good taste, sundresses are not appropriate. Dresses and skirts should be at least fingertip length. The skirt or pants should not consist of jean or khaki material. Pants must be tailored and professional. The skirt or dress shall extend past the fingertips once arms are placed on side. Sandals may be worn but no flip-flops, sneakers or tennis shoes, or cowgirl boots. If sandals are worn with pants then the feet must be covered by full pantyhose. No leggings will be worn. Full pantyhose shall be worn at all Formal Business meetings, as in accordance with the Code of Standards of Lambda Epsilon.

Section 7. Dress Code for Initiation and Pinning. Appropriate dress is a white dress, white slip, and white shoes or sandals (not flip flops). Shoulders must be covered (this means covered to the tip of the shoulder.)

Section 8. Community Service Hours. Each member of the chapter shall complete four community service hours each semester. These service hours shall not include anything that is a tradition or a mandatory event for Lambda Epsilon.

Section 9. Announcements. The Recording Secretary will send daily emails to the chapter as necessary. If a member wishes to send an announcement in the daily email it must be sent by the time established by the Recording Secretary in order to be in the next daily email. All announcements must be sent through the account, not through your personal email. Announcements may be edited at the discretion of the Recording Secretary. The chapter email account is to be used for chapter business only.

Article XI. Rules of Order

Section 1. These Chapter Bylaws may be amended by two-thirds vote of the voting members of this chapter in all parliamentary procedures in which they are applicable and in which they are in accordance with the National Constitution and Bylaws and these Bylaws.

Section 2. These Bylaws may be amended at any Formal Business Meeting of the chapter with at least one weeks notice given to the chapter.

Section 3. Any proceedings of the Formal Business Meetings are strictly confidential.

Article XII. Housing Lottery

Section 1. The Executive Board will get first priority to reside in the house, in order of election.

Section 2. There will be a housing lottery established to include equal proportions of seniors, juniors, and sophomores. Only members in good standing are permitted to enter the lottery.

Section 3. In the event that the house is not voluntarily filled, members of the most recent pledge class will be pulled first by a random lottery, despite their living situation. Any exceptions to being entered into this lottery must be submitted in writing to the President seven days before the housing form is due and must be deemed excusable by her and the Executive Committee. If a lottery is needed, it will be implemented two days before the form is due. Sisters who are on the Residence Life Staff or require special housing for medical reasons will be excused. If a name is drawn from the lottery, that sister is expected to live in the house and is obligated to pay the Room & Board fees for that living space, as administered by the University. This lottery system is applicable only during housing sign-up time.

Section 4. Exceptions to being pulled into the house will be made for sisters who are on the Residence life staff, require special housing for medical reasons, and who live off campus.

Section 5. In the event that a vacancy in the house is created, the chapter and chapter members will be responsible for paying for the vacancy. The amount paid by the chapter and chapter members will be decided by the Executive Board at the time of the vacancy.

Section 5. The House Manager will be given the first opportunity to select her room. Following room selections are done on a lottery basis within pledge class grouping. A pair of roommates chooses the better number between them and then chooses a room based on that number.

Section 6. In the event that there is a vacancy in the house, the individual whose roommate leaves will have preference in who moves into her room. In addition, voluntary move-ins will have preference in order of their pledge class.

Article XIII. Housing Rules

Section 1. The House Manager(s) will be in charge of enforcing all Housing Rules.

Section 2. Laundry facilities will be used only by members residing in the house. House members must collectively decide upon the division of laundry days.

Section 3. Sisters conducting non-Phi Mu group meetings must notify all current house sisters of the scheduled meeting or visit at least 48 hours in advance. If a house sister objects to the meeting or visit, the meeting or visit cannot be conducted at the Phi Mu house.

Section 4. Sisters must abide by Phi Mu National housing rules, CNU Residence Life Policies and Greek Village Resident Policies.

Section 5. Chapter Room. The chapter room may be used by female non-Phi Mu members, as long as a Phi Mu member is accompanying them during the entirety of their visit. The bedroom in the chapter room apartment may be entered only by Phi Mu members. All National Officers or Consultants will have first priority in staying in the chapter room. Cleaning of the chapter room is to be completed by committees on a monthly rotating basis.

Section 6. Visitation. There will no overnight male visitors, unless those living within the chapter house approve.

Article XIV. Social Network Rules

Section 1. One anonymous member of the Executive board shall be designated by the Executive Board as the Facebook, Twitter, and Instagram monitor named “Mary Martha.”

Section 2. Sisters must be “friends” with Mary Martha and allow Mary Martha to access all information on social networking sites that is available to the public.

Section 3. Any picture or other form of post deemed inappropriate shall be given the comment “M3” and should be removed (or “untagged” if a picture/post is posted by a member outside the chapter) immediately.

Subsection A. Inappropriate posts include any post with vulgar language or comments that do not uphold the ideals of Phi Mu fraternity.

Subsection B. Pictures of any Sister drinking alcohol that are under the age of 21 should be removed.

Subsection C. Sisters who are above the age of 21 should only have pictures of unlabeled alcoholic drinks and shall not be wearing letters.

Subsection D. Any Sister, intoxicated or sober, in pictures at a party setting should always represent Phi Mu fraternity as a lady. Pictures of Sisters in vulgar positions should be removed.

Subsection E. If a Sister would like to report a questionable photo or post to Mary Martha, she may message Mary Martha privately. It is up to the judgment of Mary Martha whether the photo or post be removed.

Section 4. If the post or picture is not removed within 48 hours, the Sister shall be sent to Sisterhood by a member of the Executive board.

Section 5. If a Sister receives a “M3” on a picture or post, the Sister may bring any appeals to the President within the 48 hours. The President will then bring the post or picture to the Discipline Committee for review.

Section 6. If the Discipline Committee agrees with Mary Martha, then the photo or post should be removed within 24 hours of their decision. If the Discipline Committee disagrees, then the photo or post may remain.