

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, and Federal and State Laws.

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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.

Section 2. These shall be the following elected officers in this order:

1. President
2. Vice President of Chapter Development
3. Vice President of Committees
4. Provisional Member Director
5. Secretary
6. Treasurer
7. Membership Director
8. Academic Excellence Chair
9. Panhellenic Delegate
10. Philanthropy

Section 3. There shall be the following appointed officers:

1. Chaplain
2. Panhellenic Delegate Assistant
3. Provisional Member Assistant(s) (year long position)
4. Director of Harm Reduction & Prevention (year-long position)

5. Assistant Membership Director(s) (year long position)
6. Doorkeepers (5)
7. Parliamentarian
8. House Manager (year-long position)
9. Historian
10. Apparel Chairman
11. Parent's Brunch Chairman (Spring position)
12. Reference Chair (year long position)
13. Senior Experience Chairman (year-long position)
14. The Faithful Fidel Chair
15. Reference Assistant (year long position)
16. Internal Public Relations (In the Fall)
17. State Day Chair (year long position)

Section 4. 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. CaptaThon (in Fall Semester) (year long position)
 - a. Will be a subcommittee under Philanthropy
7. Junior Philanthropy Chair
 - a. Will be a subcommittee under Philanthropy (year long position)
8. Singing Committee Chairman

Section 5. The duties of the appointed committee chairs shall be as outlined in the National Constitution and Bylaws and the Standing Rules and Procedures.

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Section 6. 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 Meeting of the fall semester.

Subsection C. The Executive Committee 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 Committee

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

Subsection D. The Nominating Committee shall present the Chapter a slate at least 1 week prior to the election date. At the time of the election, nominations may be made from the floor, with the consent of the nominees.

Section 7. 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. Executive
2. Honor
3. Membership - to include Reference chair and Assistant
4. Public Relations – to include Alumnae Relations, and will be in charge of awards that will be given to the chapter.
5. Social External – to include events held with organizations outside of the Fraternity.
6. Social Internal - to include Director of Harm Reduction and Prevention and events held within the Fraternity.
7. Ritual - to include Chaplain
8. Sisterhood Development – to include Chapter Development assistants
9. Captathon Chair
10. Junior Philanthropy Chair
11. Finance
12. Academic Excellence- to be led by Academic Excellence Chair
13. Singing Committee

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 (1) 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 (3) Chapter Development meetings monthly, where all members of the Lambda Epsilon Chapter are expected to attend. Two (2) non-mandatory Chapter Development can be missed per semester, without a 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 (2/3) 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 and events held by the chapter; for example: philanthropy events, 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.

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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.

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Article VII. Dues, Fines, and Special Fees

Section 1. Dues. The dues for this chapter, of **\$290 and a \$50 social fee** for the Fall Semester (September – December) and **\$290 and a \$50 social fee** for the Spring Semester (January – April), shall be paid by September 10 in the Fall, and January 10 in the Spring. Payment plans are not supported by Nationals, therefore will not be granted unless approved by the AOFD (only for new members).

Section 2. Annual National Fees.

1. The National annual fees of this chapter shall be \$95 for the National Obligation Fee (paid by October 10)

2. The Founder's Day Pennies (one penny for each year of the fraternity's age – paid by February 10)
3. \$25 for the Future fee (paid by January 10)
4. National Panhellenic Fee \$3.00 (paid by February 10)
5. Donation of \$18.52 to Phi Mu Foundation during the M3 Campaign. Unless otherwise noted, these fees shall be subject to Phi Mu Fraternity adjustments as necessary.

Section 3. One-Time National Fees. The one-time national fees of this chapter shall be \$46.50 for the Provisional Member Fee, \$145.00 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. Unless otherwise noted, these fees shall be subject to Phi Mu Fraternity adjustments as necessary.

Section 4. Other Fees.

1. Panhellenic Fee. The Panhellenic Fee for this chapter shall be \$20 every semester. This is subject to change by Panhellenic.
2. Parlor Fee. The Parlor fee increases by \$1,000 yearly and will be \$8,000 for both the fall and spring semester of the 2019 - 2020 academic year. The fee per member is contingent upon chapter total and is calculated by taking the semester parlor fee and dividing by membership chapter total (not to include ICMS members). Estimates for the upcoming fee will be given a month prior to being billed.

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 two per semester (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
 5. \$20.00 for each mandatory event that is not also a ritual, recruitment event, or a committee meeting
 6. \$50.00 for each day missed during Sisterhood Retreat in the Fall.
 7. \$20.00 for each mandatory event that is missed due to work because they did not plan accordingly unless under certain circumstances.
 8. \$150.00 for Recruitment Retreat.
 9. \$10.00 for each missed committee meeting and/or set-up/clean-up shift
 10. Fines are to be paid two (2) weeks after it is administered. If fines are not paid by this deadline, the sister will be referred to the Discipline Honor Committee if necessary.
 11. 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.
- Fines in the fall semester will be donated to CHKD. Fines in the spring semester will be donated to Phi Mu Foundation.

Section 6. Points System. Points will be tracked through GIN. The involvement of each sister in this chapter shall be managed by a points system. Included in this points system are:

1. Panhellenic Events (will be required to attend three events a semester)
2. Academic Obligations (i.e. study hours, making grades)
3. Sisterhood Events (i.e. serving as an LP, attending sisterhood events)
4. Financial Obligations (i.e. paying dues within the first three days)
5. Campus Involvements (i.e. playing a sport, having a job)
6. Other Chapter Involvement (i.e. participating in an intramural, participating in a philanthropy event for another organization)
7. Include points for committees

Any event that is deemed mandatory by the chapter through the bylaws (i.e. Chapters, Formal Business, and Ritual) will not be included in this system. Sisters will still be fined for any event that is mandatory. Sisters will be required to meet a minimum of half of the available points for a given semester. Sisters who do not reach this minimum will be referred to the Honor Committee.

Section 7. Appealing of Fines – Fines will be implemented on the Sunday following the event in question. Once the Treasurer notifies a member they have been fined, they must notify the President or Executive Committee (by emailing the account) within one (1) week that they will be appealing their fine. They must either email their appeal to the account or attend the following Executive Committee meeting to discuss their appeal with the Executive Committee. The Executive Committee will then decide whether or not the fine is dismissed. Members who have been fined must complete the appeal process within two (2) weeks of being fined.

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

1. Donation/Sponsorship of \$50 for CaptaThon

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 (3) unexcused tardies they will be fined \$20.00, pending the timely start of a meeting, and allowing a five (5) minute grace-period. This will be regulated by the chapter Secretary and the Treasurer will be notified.

Section 10. Good Standing – In order to attend any Phi Mu events members must meet all financial obligations one (1) day prior to the event and notify the Treasurer that your dues have been paid.

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 semester grade point average of 2.75. The semester 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.

Section 2. Executive Committee Eligibility - In order to be elected and serve on Executive Committee, each executive committee member must maintain a minimum cumulative and previous semester grade point average of 2.85.

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 Honor Committee by the Academic Excellence Chairman. Honor Committee actions are at their discretion as outlined in the C&B, SRP, and Honor Manual.

Section 4. Financial Standard. In order to be initiated and to remain in good standing, each member must pay their dues by the 10th of each month. If dues are not paid by the 10th of each month, the member will be automatically referred to the Honor Committee by the Treasurer. Honor Committee actions are at their discretion as outlined in the C&B, SRP, and Honor Manual.

1. If a member is not in good financial standing:
 - a. No social privileges
 - b. No optional resale items (t-shirts, hats, etc.)

Section 5. 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.

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Article IX. Delegates, Policies, and Traditions

Section 1. Phi Mu UIFI and National Convention – The Chapter President, Chapter Advisor and one (1) 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 (1) 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 presented. 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 Committee (no later than 48 hours before the initiation ceremony) to be reviewed. The Executive Committee 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.

Section 6. Dress Code for Badge Attire. To be worn at Formal Business Meetings, Speakers, and other events mandated by the Executive Committee. The dress code for Formal Business Meetings consists of business appropriate pants or slacks, skirt or dress, and top. 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. Closed toe shoes must be worn. No sandals, boots, cowboy boots, flip flops. No leggings will be worn. Leggings of any color are not appropriate badge attire.

Section 7. Dress Code for Initiation, Recommitment Ceremony, and Pinning. Appropriate dress is a white dress, white slip, white undergarments and white closed toe shoes. Shoulders must be covered (this means covered to the tip of the shoulder.)

- a. Phi Mu Jewelry can be worn for Pinning Ceremony only
- b. Religious jewelry/wedding bands/engagement rings can be worn for Pinning, Initiation, and Recommitment Ceremonies

Section 8. Community Service Hours. Each member of the chapter shall complete four (4) 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 Secretary will send out bi-weekly emails email updates every Sunday and Wednesday to the chapter. If a member wishes to send an announcement in the email it must be sent by the time established by the Secretary in order to be in the next email. All announcements must be sent through the account, not through your personal email. Announcements may be edited at the discretion of the 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 week notice given to the chapter.

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

Article XII. Housing Lottery

Section 1. It is the responsibility of the chapter members to fill the chapter house.

Subsection A. If the house does not reach capacity by the date determined by Executive Committee with the approval of the Chapter Advisor, then the chapter will resort to a housing lottery.

*Lottery comprised of upperclassmen living on campus with the exception of RAs

Section 2. Room preference will be determined as follows:

1. Seniors who are elected officers (in order of election) and their roommate choice
2. Juniors who are elected officers and their roommate choice
3. House manager and her roommate choice
4. All other rising seniors by initiation date, then cumulative GPA and their roommate choice
5. All other rising juniors by initiation date, then cumulative GPA and their roommate choice
- a. Subsection A. Senior and junior status are to be determined by graduation date and not age or year education began.

Section 3. There will be a housing lottery established to include juniors, seniors and any other eligible upperclassmen regardless of initiation date.

Subsection A. Eligibility Requirements and Expectations

1. Member must be junior or senior status
2. Members are not allowed to enter into an off campus-housing contract until the Phi Mu house has been filled.

Section 4. In the event that the house is not voluntarily filled, juniors 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 Dean of Students or the Associate Dean of Students and approved before the lottery. If a lottery is needed, it will be implemented three days before the form is due. 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 5. 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 as deemed appropriate by the Dean of Students or the Associate Dean of Students.

Section 6. If a chapter member either volunteers or is pulled from the lottery to live in the house and wishes to find other housing arrangements, that chapter member must find another chapter member to fill her spot, or be financially responsible for that room.

Section 7. In the event that a vacancy in the house is created, the chapter and chapter members will be responsible for paying for the vacancy.

Article XIII. Housing Rules

Section 1. The House Manager will be in charge of making and enforcing all Housing Rules in accordance to Residence Life rules.

Section 2. All chapter members living in the house must sign the Memorandum of Understanding, committing members to live in the house for the upcoming academic year.

Subsection A. Once a member has signed an agreement with Phi Mu Lambda Epsilon Chapter to live in the house, they must occupy the room; or find a replacement that is an active member of Phi Mu Lambda Epsilon Chapter.

Subsection B. The Phi Mu agreement is legally binding, in that breaking the contract the financial obligation remains solely to the chapter member who signed the agreement.

Section 3. Laundry facilities will be used only by members residing in the house.

Section 4. Sisters conducting non-Phi Mu and Phi Mu group meetings must notify the House Manager of the scheduled meeting or visit at least 24 hours in advance. If 24 hour notice is not given, the House Manager reserves the right to refuse the use of the Phi Mu house as a meeting space.

Section 5. Sisters must abide by Phi Mu National housing rules, CNU Residence Life Policies and Greek Village Resident Policies.

Section 6. 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.

Subsection A. In the event of a chapter meeting held in the chapter room, cleaning of the chapter room is to be completed by a committee.

Section 7. Visitation. There will be no overnight male visitors.

Article XIV. Social Network Rules

Section 1. Any picture or other form of post deemed inappropriate shall be contacted by the Chapter President and/or the Director of Harm Reduction and Prevention 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 the Executive Committee, it is up to their judgement whether the post should be removed.

Section 2. If the post or picture is not removed within 24 hours, the Sister shall be referred to the Honor Committee by a member of the Executive Committee.

1. If the post is a story that disappears in 24 hours, (Instagram, Snapchat, Facebook, etc.) the post must be taken down within 3 hours of being contacted by the President or the Director of Harm Reduction and Prevention

Section 3. If a Sister is contacted regarding a picture or post, the Sister may bring any appeals to the President within the 24 hours, or 3 hours for stories 48. The President will then bring the post or picture to the Honor Committee for review.

Section 4. If the Honor Committee finds the post breaking any of our bylaws then the photo or post should be removed within 24 hours, or 3 hours for stories, of their decision. If the Honor Committee disagrees, then the photo or post may remain.