

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, and 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.

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
11. Honor Chair
12. Honor Committee Members

Section 3. There shall be the following appointed officers:

1. Chaplain
2. Panhellenic Delegate Assistant
3. Provisional Member Assistant(s) (year-long position)
4. Assistant Membership Director(s) (year-long position)
5. Chapter Development Assistant(s)

6. Doorkeeper(s) (5) (When we return to in person events)
7. Parliamentarian
8. House Manager (year-long position)
9. Historian
10. Apparel Chairman
11. Family Brunch Chairman (Spring position) (When we return to in-person events)
12. Senior Experience Chairman (year-long position)
13. The Faithful Fidel Chair
14. Reference Assistant (year-long position)
15. State Day Chair (Fall semester)
16. Alumnae Relations Chair
17. Health and Wellness Chair
18. Founder's Day (Spring semester)
19. Director of Harm Reduction and Prevention

Section 4. There shall be the following appointed Committee Chairs:

1. Public Relations
2. Social (Combined Internal and External)
3. Ritual
4. Sisterhood Development(s)
5. CaptaThon (in Fall Semester- year long position)
6. Reference Chair (in Fall Semester- year-long position)
7. Diversity, Equity, and Inclusion Chair (year long position)

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.

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 at the last Formal Business Meeting of the fall semester.

Subsection C. The Executive Committee shall appoint a Nominating Committee at the beginning of each semester and will be confirmed by chapter vote. 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. The Chapter Advisor or a substitute advisor must be present at the Nominating Committee meetings as a non-voting member.

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, Apparel Chair, and Historian, and will be in charge of awards that will be given to the chapter.
5. Social
6. Ritual - to include Chaplain
7. Sisterhood Development
8. CaptaTHON
9. Philanthropy
10. Finance
11. Academic Excellence- to be led by Academic Excellence Chair
12. Reference Committee
13. Diversity, Equity, and Inclusion 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. Meetings will be held each Sunday at 5PM unless stated otherwise by the Executive Committee.

Section 2. There shall be three (3) Chapter Development meetings monthly, where all members of the Lambda Epsilon Chapter are expected to attend. One (1) non-mandatory Chapter Development Meeting 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.

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

Section 1. Dues. The dues for this chapter, of **\$290 and a \$50 social fee** for the Fall Semester (September – December) and **\$180.69 and a \$0 social fee** for the Spring Semester (January – April), shall be paid by September 10 in the Fall, and February 10 in the Spring. Payment plans are not supported by Phi Mu Headquarters, therefore will not be granted unless approved by the AOFD (only for new members).

1. Any member who voluntarily withdraws membership during a semester will be considered for a refund of chapter dues for the remaining months. It is practice that if a woman withdraws her membership before the 10th of the month, chapter dues can be reimbursed for that month and any month thereafter. Any voluntary withdrawal after the 10th of the month receives a refund for only the future months of that semester. This will only apply to chapter dues and all other Phi Mu National Fees will not be refunded.

Section 2. Annual National Fees. National Fees will be assessed in accordance by the Phi Mu Fraternity Bylaws each year.

Section 3. 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 \$0 for both the fall and spring semester of the 2020 - 2021 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, or women currently living in the chapter quarters). Estimates for the upcoming fee will be given a month prior to being billed.

Section 4. 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 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. A fine will be assigned for tardies to mandatory events that is equal to half of the absence fee for that event. A five (5) minute grace-period will be given. This will be regulated by the chapter Secretary and the Treasurer will be notified.

- a. Formal Business Meetings: Members must be in line at 4:50pm for the Secretary to take attendance. If not present when attendance is taken, the member will be counted absent and receive a fine for their absence. The five (5) minute grace period does not apply to Formal Business Meetings.
11. Fines are to be administered to the following month's dues with the date and description of the event being fined for. Fines are to be paid by the 10th of the month in which they are billed.
12. 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 5. Points System. Points will be tracked through OmegaOne. The involvement of each sister in this chapter shall be managed by a points system. Members are expected to earn 50 points by the date set by the chapter Secretary. Included in this points system are:

1. Panhellenic Events
2. Academic Obligations (i.e. study hours)
3. Sisterhood Events (i.e. attending sisterhood events)
4. Financial Obligations (i.e. paying dues within the first three days)
5. Campus Involvements (i.e. playing a sport)
6. Other Chapter Involvement (i.e. participating in an intramural, participating in a philanthropy event for another organization)
7. Attending all chapters and committees without using any skips or excuses.

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 who do not reach this minimum will be referred to the Honor Committee.

Section 6. Appealing of Fines – Fines will be applied to the following month's dues statement. 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. Spring Formal. Fee will be determined based on the circumstances and expenses of the event, and will be paid before the event.

Section 8. 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. 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 the 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. 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.

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.

Article IX. Delegates, Policies, and Traditions

Section 1. Phi Mu Leadership Institute 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 Leadership Institute 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 year. The Provisional Member Director and Senior Experience Chair will determine the awards that will be presented that correspond to each position. These awards will be voted on by the Chapter.

Section 3 Traditions. This chapter has established its traditions to be: 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 Spring Formal.

Section 4. 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 appropriate and professional in appearance. The skirt or dress shall extend past the fingertips once arms are placed on the side. Closed toe shoes must be worn. No sandals, sneakers or tennis shoes, booties, boots, cowboy boots, or wedges. No leggings will be worn. Leggings of any color are not appropriate badge attire.

Section 5. Dress Code for Initiation, Recommitment Ceremony, and Pinning. Appropriate dress is a white dress or completely white formal business suit (to include shirt), 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 6. Community Service Hours. Each member of the chapter shall complete five (5) community service hours each semester. These service hours shall not include anything that is a tradition or a mandatory event for Lambda Epsilon.

Section 7. 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 to the chapter email account, not to the Secretary's 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 X. Rules of Order

Section 1. These Chapter Bylaws may be amended by a 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 Chapter Meeting with at least one week notice given to the chapter.

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

Article XI. Chapter Quarters

1. Chapter Quarters

1. For purposes of this article, "Chapter Quarters" means any space that is primarily used for housing Phi Mu members, whether owned by the Phi Mu Fraternity House Corporation, a local chapter House Corporation or owned by the college/university. This would include all entities such as a house, a townhouse, a dorm or partial dorm space (i.e. floor or hall).

2. Filling the Chapter Quarters

1. It is the responsibility of every chapter member to live in the chapter quarters for a minimum of two (2) semesters or three (3) quarters (space permitting) per the *Constitution & Bylaws, Article VIII, Section 5. C.*

2. The Lambda Epsilon Chapter of Phi Mu fills our chapter quarters in the following manner:

1. If the house does not reach capacity by the date determined by the Executive Committee with the approval of the Chapter Advisor, then the chapter will resort to a housing lottery.
2. Eligible members will first be asked to volunteer to live in the chapter quarters. Eligible members include rising juniors and rising seniors.
3. In the event that the chapter quarters are not filled to capacity through the above methods, an additional lottery will be held among the remaining eligible members. The lottery will continue until the chapter quarters are filled to capacity.

3. Unfilled Spaces in the Chapter Quarters

1. The Lambda Epsilon Chapter of Phi Mu will adhere to any agreement signed with their College/University regarding any open spots that occur during the academic year.
2. In the event that the chapter quarters are not filled to capacity or a previously filled bed becomes vacant and cannot be filled, the Lambda Epsilon Chapter of Phi Mu will adhere to any signed agreement with their

College/University to determine if there is a financial penalty for the unfilled space. In the event that there is a financial penalty, it will be distributed in the following manner:

- a. Divided evenly among all eligible initiated members who are not living in the chapter quarters that academic year, excluding those with documented university and Fraternity accommodations.
 3. In the event that the house is not voluntarily filled, juniors will be pulled first by a random lottery, despite their living situation. If a name is drawn from the lottery, that sister is expected to live in the house, or find an eligible alternate, and is obligated to pay the Room & Board fees for that living space, as administered by the University.
 - a. RAs and members going abroad are not to be included, as they are assigned living situations by the University.
 4. Members are not allowed to enter into an off campus-housing contract until the Phi Mu house has been filled.
4. Requesting an Exception to Live Out of the Chapter Quarters
1. The Lambda Epsilon Chapter of Phi Mu abides by Article VIII, Section 5. C. of the *Standing Rules & Procedures* regarding all live out requests. For members wishing to live out of the house, they will follow the process below:
 1. All requests to not live in the chapter quarters must be submitted first to the Chapter President using the "Request to Live Out" form, found on Phi Mu's library, by February 1st.
 - a. For members whose request is of a medical nature, the treating medical doctor (M.D.) will need to send directly to Sheila Mendoza (smendoza@phimu.org) at Phi Mu Headquarters the following information: a signed prescription on professional letterhead from the medical doctor (M.D.); details on the nature of the illness or disability and the medical doctor's opinion that the condition affecting living in chapter housing that we cannot accommodate; diagnosis date and length of treatment.
 - b. For members who are studying abroad, formal acceptance into a study abroad program should be attached to the "Request to Live Out" form when requesting an exception to live out of the chapter quarters. If a member has not yet been accepted into a study abroad program, she will be considered eligible to live in the house until formal acceptance into the program has been received.
 - c. For members who have off-campus requirements and who will be seeking ICMS status, it is recommended that they first apply for and receive approval for ICMS. Once ICMS status has been granted, then the member can attach their ICMS approval

letter to the "Request to Live Out" form, if she is requesting an exception to live out of the chapter quarters as well.

2. The Request to Live Out form must include the written endorsement of both the Chapter President and Chapter Adviser before being forwarded to the Area Housing Specialist for consideration. The chapter reserves the right to reasonably accommodate a request to not live in the house.
3. All decisions of the National Headquarters are final, there is no appeal process. If a member's request to live out of the chapter quarters is not granted and the member refuses to live in the chapter quarters, she will be subject to Article IX of the *Standing Rules & Procedures*.

5. Housing Agreements

1. For all members living in the chapter quarters, signed Housing Agreements are due by the date set by the university. If a deposit is required, the deposit is due at the same time as the signed Housing Agreement.
2. All chapter members living in the chapter quarters must sign a Housing Agreement, committing the member to live in the chapter quarters for the upcoming academic year.
3. Housing Agreements are legally binding documents.
4. Any member who wishes to be released from her Housing Agreement will owe the College/University the full balance of her Housing Agreement for the entire academic year.
 - i. Any exceptions will be at the discretion of the College/University and/or National Headquarters.
5. Members are financially responsible for accommodations regarding room changes due to Study Abroad and other situations that may occur mid-year. The parties involved must coordinate on their own and the chapter is not responsible.

6. Room Assignments

- A. Lambda Epsilon Chapter of Phi Mu's House Chairman will assign each resident to a room in the chapter quarters based on the following process/criteria:
 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

6. All things being equal, the priority shall be by class, Initiation date, GPA. Senior and junior status are to be determined by graduation date and not age or year education began.

7. Rules of the Chapter Quarters

- A. Lambda Epsilon Chapter of Phi Mu, in conjunction with the College/University, will establish and communicate the rules of the chapter quarters at the beginning of each semester/term.
- B. The rules of the chapter quarters must comply with the College/University rules, city, state and local laws as well as any college/university requirements.
- C. All disputes among members or any misconduct in the chapter quarters will be subject to Article IX of the *Standing Rules & Procedures*.
- D. The House Manager will be in charge of making and enforcing all Housing Rules in accordance with Residence Life rules.
- E. All chapter members living in the house must sign the Housing Agreement, committing members to live in the house for the upcoming academic year.
 - 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, eligible member of Phi Mu Lambda Epsilon Chapter.
 - 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.
- F. Laundry facilities will be used only by members residing in the house.
- G. 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.
- H. Sisters must abide by Phi Mu National housing rules, CNU Residence Life Policies and Greek Village Resident Policies.
- I. 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.
 - 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.
- J. Visitation. There will be no overnight male visitors.

8. Closure of the Chapter Quarters.

- A. The chapter quarters shall be closed during the following periods:
 - a. During the period between leases as specified by the University

b. Other closure periods may occur during inclement weather or as specified by the College/University academic calendar.

B. During a closure period, members are expected to vacate the chapter quarters by the date and time announced for the closure. Members are not expected to return until the announced date and time the chapter quarters re-opens.

C. Any member requiring access to the chapter quarters during a closure period should contact the College/University, in advance, for approval. This includes access for chapter activities, such as recruitment.

9. Officers Required to Live in the Chapter Quarters

A. The following officers are required to live in the chapter quarters, moving in as soon as practical after their election or appointment:

1. House Chairman

a. This position is required to live in the chapter quarters during the entire term of office.

b. Lambda Epsilon Chapter of Phi Mu will appoint this position prior to room assignments. The appointment will be for the entire following academic year.

c. This position will be chosen from the members who have returned their signed Housing Agreements by the due date above.

2. President

B. Any Executive Committee officer who is not living in the chapter quarters is required to keep office hours at the chapter quarters, or a designated location, based on the following parameters:

1. A minimum of two hours each week per officer

10. Fees Related to Housing

1. Parlor Fee – This fee is charged to all non-residents either monthly or per semester. The Lambda Epsilon Chapter College/University will bill the members this fee directly.

2. Housing & Decorating Fee – This fee is a one-time fee to all newly initiated members.

i. This fee is typically set by the House Corporation and the amount is communicated to the chapter prior to the start of each academic year.

ii. The Lambda Epsilon Chapter of Phi Mu will receive an invoice in March of each year from the National Headquarters for the total Housing & Decorating balance owed by the chapter for all members initiated during the previous calendar year.

3. The Lambda Epsilon Chapter of Phi Mu will bill and collect this fee from each new member and remit the payment to the Housing and Decorating National Custodial Fund in March of each year.

4. Housing & Decorating Fees that are billed and collected throughout the year will be transferred to the chapter's savings account.