

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 policies and 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 – MEMBERSHIP STANDING.

To be in Good Standing, a member must have all accounts paid in full, be current with all fees that are incurred, and meet the minimum chapter GPA requirement or be active on their academic probation.

SECTION 4 - 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 5 – 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 6 - 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 7 - PARTICIPATION.

- a. **Chapter Activities.** All collegiate members are expected to attend and support the following chapter activities: Chapter Meetings, Recruitment Workshops, Spirit Week, Recruitment, Chapter Retreat, Alpha Member Ceremony, Black Diamond Ceremony, and Initiation. Members are also required to belong to and participate in a chapter committee or team.
- b. **Campus and Community Activities.** All members are required to participate in one activity outside the sorority each term.

SECTION 8 - 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 of \$355 for Delta Members, \$777.25 for Alpha Members.
- f. Panhellenic Dues.** (If applicable) Each member shall pay \$20.00 for Panhellenic dues and is subject to change upon the decision of the Panhellenic Council.

~~HOUSE FEES. (IF NO HOUSE CORPORATION EXISTS) EACH CHAPTER MEMBER SHALL BE REQUIRED TO PAY A HOUSING/HOUSE CORPORATION MEMBERSHIP/ BUILDING FEE OF \$20.00. 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 8 -- HOUSING FEES.~~
~~(Include if a House Corporation exists)~~

Determination of Fees. The house corporation determines certain fees needed to operate the facility including the house corporation membership fee and building fund fee amounts each year. In addition, the house corporation board will determine the total cost of operations to support the facility. The cost and responsibilities of operations are documented in a Chapter/House Corporation Agreement, of which the chapter is responsible for payment of the full amount as agreed upon. The cost of operations owed by the chapter is then covered by the chapter determining, with support from the house corporation, in-house and out-of-house resident rent and in-house and out-of-house resident meals/board. The chapter is 100% responsible for covering fees owed to the house corporation to ensure financial security of the house corporation and proper functioning of the facility.

House Not at Capacity. It is the responsibility of each chapter to set occupancy requirements that allow for full payment of the Chapter/House Corporation Agreement. That occupancy requirement means that ALL MEMBERS/MEMBERS LIVING OUT/MEMBERS WHO HAVE NOT SATISFIED THE CHAPTER HOUSING REQUIREMENT may be required to pay a pro-rata vacancy fee, in an amount determined by the Executive Board, to cover operations costs as dictated in the Chapter/House Corporation Agreement.

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

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 and Recruitment, Vice President of Finance, Director of New Member Experience, Director of Ritual Education, Director of Primary Recruitment, Director of Public Relations, Archivist, Director of Philanthropy, Operations Specialist, Sisterhood Programming Specialist, Merchandise Specialist, Community Service Specialist, Leadership Engagement Specialist, Chaplain, Chapter Foundation Ambassador, Open Recruitment Specialist.

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 Membership Development, Vice President of Event Management, Vice President of Panhellenic Relations, Director of Inclusion, Director of Academic Affairs, Director of Alumni Engagement, Recruitment Analyst, Wellness Specialist, Bid Day Chair, Panhellenic Relations Specialist.

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 OFFICE.

The eligibility requirements to run for and maintain an office shall be those listed on Pride Online.

SECTION 4 - NOMINATION PROCEDURES, TIME OF ELECTIONS.

The Nominating Committee shall consist of those listed on Pride Online and shall perform the duties as prescribed. The number of collegians on the nominating committee shall always exceed the number of advisors on the committee. The time of elections shall be in accordance with the guidelines as prescribed on *Pride Online and approved by the Collegiate Province Director*.

All members must be in good standing to vote in elections. Alphas are eligible to vote in elections after four weeks of membership. Exceptions can be made with Collegiate Province Director approval.

SECTION 5 - 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.

SECTION 6 - SUBMISSION OF GRADES.

Each officer shall submit her grades to the Member Development Advisor or Academic Affairs Advisor before the next term begins.

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. The meetings may occur in person or virtually.

SECTION 2 - AUTHORITY TO POSTPONE MEETINGS.

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

SECTION 3 - SPECIAL MEETINGS.

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

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 AND 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
- Restructuring the Executive Committee can include other officer positions being added or eliminated following a review by the Executive Board prior to the beginning of the election process each fall and with approval from the Collegiate Province Director.
 - The Director of New Member Experience will participate in the Executive Committee until Alpha Members are initiated.

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
- Banner Committee
- Primary Recruitment Committee
- Event Set-Up and Clean-Up Committee
- Nominating Committee
- Superlative Committee
- Retention Committee
- Chapter Retreat Committee
- Panhellenic Committee
- Bid Day Committee
- Primary Recruitment Committee
- Ritual Committee

- Bylaws and Standing Rules Committee

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 addressed accordingly by the Standards Council through the Member Development procedures outlined on Pride Online.

SECTION 2 - HAZING.

The chapter and members must comply with all federal, state, provincial, and local laws regarding hazing.

The term "hazing" means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against any individual or group of individuals, regardless of affiliation, whether or not committed on chapter property, for the purpose of recruiting, joining, pledging, initiating, admitting, affiliating, or for the purpose of retaining membership in an organization that causes an individual or group of individuals to do any of the following, regardless of a person's willingness to participate:

1. Be coerced to violate federal, state, provincial, local law, or Alpha Delta Pi policy.
2. Be coerced to consume any food, liquid, alcoholic liquid, drug, or other substance in any non-customary manner which subjects the individual or group of individuals to a substantial risk of emotional or physical harm which includes but not limited to sickness, vomiting, intoxication, or unconsciousness.
3. Endure brutality of a physical nature, including but not limited to whipping, beating, paddling, branding, dangerous physical activity, or exposure to elements or endure threats of such conduct that results in mental or physical harm.
4. Endure brutality of a mental nature, including but not limited to activity adversely affecting the mental health or dignity of the individual, exclusion from social contact or conduct that could result in extreme embarrassment or endure threats of such conduct that results in mental or physical harm.
5. Endure any other activity which adversely affects the health and safety of an individual, including but not limited to the disruption of academic performance or class attendance, required designated driving programs, or personal, physical, or financial servitude.

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 (if applicable).

SECTION 2 - HOUSING REQUIREMENTS.

All members shall be required to live in the chapter facility. Should there be more members intending to live in the facility than what occupancy allows, the Chapter shall determine priority of occupancy.

Article XI. Academic Program

SECTION 1 - CHAPTER ACADEMIC PROGRAM.

There shall be a chapter academic 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). Executive Committee members are expected to attain a minimum GPA of 2.9 (on a 4.00 scale).

SECTION 3 - FAILURE TO ACHIEVE MINIMUM GPA.

When a member fails to make the minimum GPA, she must attend an Individual Scholarship Meeting with the Director of Academic Affairs and Member Development Advisor, and together they will develop a program individualized to her scholastic needs. This will be followed by a Standards Council Meeting in which the member will commit to the individual program by signing a probation agreement. In addition, the member must submit a Weekly Status Report to the Director of Academic Affairs and Member Development Advisor.

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

The third term a member makes below the minimum GPA, regardless of 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: March 19th, 2023 (*Chapter Meeting date bylaws were approved*)