

Bylaws of Theta Phi Chapter of Alpha Phi

(Adopted February, 2015)

ARTICLE I

NAME

The name of this chapter shall be Theta Phi Chapter of Alpha Phi International Fraternity  
Incorporated.

## ARTICLE II

### PURPOSE

The purpose of this chapter is the promotion of growth in character, of unity of feeling, of sisterly affection and of social communion among its members. And we who are thus united are under a solemn pledge to lend a helping hand to one another.

## ARTICLE III

### POWERS AND RESPOBSIBILITIES

#### Section 1: Powers

Providing Theta Phi Chapter is in good standing with the Fraternity, it shall have the powers provided in the Alpha Phi Constitution, Article XV, and Section 9.

#### Section 2: Responsibilities

To remain in good standing with the Fraternity, Theta Phi Chapter shall:

- A. Conduct itself in a manner that contributes to the welfare and good reputе of the Fraternity by supporting and properly maintaining the standards of conduct befitting a chapter of the Fraternity;
- B. Abide by the Constitution and Bylaws, Ritual, rules, policies and procedures of the Fraternity;
- C. Cooperate with officers of the Fraternity;
- D. Remain in good standing with the university

Neglect or failure to discharge one or several of these responsibilities may result in removal of "Good Standing" status with the subsequent imposition of academic probation, Fraternity probation, or suspension by the International Executive Board, which has the power to institute any "For Cause."

## ARTICLE IV

### BYLAW INTERPRETATION

These bylaws and any future amendments thereof shall be consistent with and no less restrictive than the Constitution and Bylaws and Policies & Procedures of the Alpha Phi International Fraternity, Inc. and shall be in conformity with all other regulations and policies of the Fraternity. In any cases where there may be doubt concerning the meaning or effect of a

provision of these bylaws, the question shall be referred to the Executive Council. The decision of the Executive Council, after consultation with the Bylaws Committee and the Chapter Advisor, shall be final and binding upon all members of this chapter.

## ARTICLE V

### AMENDMENTS

#### Section 1: Method of Amending

##### 1. Chapter Vote

a. These bylaws may be amended by two-thirds affirmative vote of the eligible members present at any chapter meeting, provided a quorum is present

##### 2. Automatic

a. These bylaws shall be brought immediately into conformity with the changes in the Constitution and Bylaws, Policies & Procedures of the Alpha Phi International Fraternity, Inc., and directives issued by the International Executive Board

b. Such amendments shall be automatic and shall not require action by the chapter

#### Section 2: Procedure for Amending

##### 1. Proposing Amendments

a. The Bylaws Committee or any member of this chapter who is eligible to vote may propose amendments to these bylaws

b. Amendments proposed by members shall be in writing and sent to the Bylaws Committee

##### 2. Review by Executive Council

a. All proposed amendments shall be presented by the Bylaws Committee to the Executive Council for review

##### 3. Approval of Chapter Advisor

a. All proposed amendments shall be sent to the Chapter Advisor for approval

b. If a proposed amendment is not approved, it will not be considered by the chapter for action

##### 4. Presentation to the Chapter

a. Proposed amendments approved by the Chapter Advisor shall be presented to the chapter by the Chair of the Bylaws Committee

b. This must occur at least one week prior to action by this chapter and a written copy given to the Director of Administration

##### 5. Action by Chapter

a. The chapter may adopt, reject, or amend (pending approval of the Chapter Advisor) any proposed amendment

##### 6. Record in Chapter Minutes

a. All adopted amendments shall be recorded in the official minutes by the Director of Administration

##### 7. Corrected Copy of the Bylaws

a. Upon adoption of any amendment(s), the Chair of the Bylaws Committee shall:

i. Correct the official copy in the bylaws notebook and all other copies, noting the

- date of adoption beside each new or amended bylaw
- ii. Give a copy of adopted amendments to the Chapter Advisor
  - iii. Distribute the amended bylaws to all members of the chapter

## ARTICLE VI

### VOTING REQUIREMENTS AND METHODS

#### Section 1: Eligibility

All initiated collegiate members not under: automatic suspension, probation, associate status, or otherwise restricted and who have met the scholastic requirements of the chapter during the preceding academic period, shall be eligible to vote.

#### Section 2: Quorum

Two-thirds of the collegiate members eligible to vote shall constitute a quorum for the transaction of business. If quorum is not present, the chapter may not conduct business.

#### Section 3: Methods of Voting

At all meetings, the vote on any question, unless otherwise provided in these bylaws, shall be conducted by:

1. Viva voce (by voice) or
2. A show of hands or
3. General consent or
4. Written secret ballot which shall be used for:
  - a. Election of officers to each office having more than one candidate
  - b. Removal from office
  - c. Controversial and disciplinary matters
  - d. Petition for Visitation Hours in the Chapter Facility
  - e. Other matters as determined by the Chapter President or membership

#### Method of Counting Written Ballots:

1. The Chapter President shall appoint the Director of Administration or the Vice President of Chapter Operations to count the ballots
2. The Chaplain and Marshall shall assist
3. An advisor shall be present while ballots are being counted

## ARTICLE VII

### MEMBERS

Membership in Theta Phi Chapter shall be comprised of new and initiated collegiate members in accordance with the Members section of the Policies & Procedures of the Alpha Phi International Fraternity, Inc.

Only collegiate members of the chapter may attend the social events of the chapter. This does not include any alumnae or 5th year members not currently affiliated with the collegiate chapter. Alumnae may attend other collegiate events by invitation only.

### Section 1: Membership Classification

There are two general classifications of membership in Alpha Phi: collegian and alumna. The categories of each classification are listed below. Each classification carries with it responsibilities and privileges and is further described in the Policies & Procedures of the Alpha Phi International Fraternity, Inc.

#### 1. Collegiate Member:

##### a. New Member

- i. A member who has not yet been initiated into a collegiate chapter

##### b. Initiated Member

- i. An initiated member who is affiliated with a collegiate chapter

##### ii. Fifth-Year Members

1. If a full-time student has completed four academic years and wishes to remain affiliated with her collegiate chapter, such affiliation must be approved by both a majority vote of the chapter Executive Council and by the Chapter Advisor

##### c. Unaffiliated Member

- i. An initiated member who is attending college but not affiliated with a collegiate chapter. Examples include, but are not limited to:

1. A member who has temporarily left school
2. A member who has transferred to a college where there is no collegiate chapter of the Fraternity
3. A member who has transferred to a college where there is a chapter of the Fraternity, but has not affiliated with that chapter
4. A member who falls below full-time student requirements outlined by university or Chapter Bylaws

##### d. Associate Member

- i. An initiated member who is granted this status is currently unable to actively participate in collegiate chapter affairs for extraordinary reasons
  1. Unless otherwise authorized by the Chapter Advisor, only members who have completed at least two semesters, two trimesters or three quarters as initiated collegiate members shall be eligible to petition for Associate Membership
- ii. May only be granted by the Chapter Advisor by sending a written petition stating the reasons for her request and the areas in which she feels she can no longer participate (Auto. Amendment)
- iii. For further information on Associate Membership, please see the Policies & Procedures of the Alpha Phi International Fraternity, Inc.

#### 2. Alumna Member

- a. The Policies & Procedures of the Alpha Phi International Fraternity, Inc. defines an alumna member as:
  - i. A member is automatically considered to be an alumna after she has completed four years of college
  - ii. Collegiate members of the Fraternity who have permanently left college in good standing with the Fraternity
  - iii. Collegiate members who have been granted alumnae status by the International Executive Board
  - iv. Alumnae initiates
  - v. Graduate, married students or students who have completed four academic years who cannot or do not wish to remain affiliated with their chapters
  - vi. Alumnae members who return to college continue to be regarded as alumnae members
- b. No alumna member has the right to vote in a collegiate chapter meeting
- c. Only collegiate members of the chapter may attend the social events of the chapter
- d. Alumnae may attend other collegiate events by invitation only

## Section 2: Associate Members Requirements and Responsibilities

Associate Status Members - A member who needs to take a semesters leave due to extenuating circumstances outside of the chapter.

### 1. Requirements

- a. Application needs to be submitted to the Chapter Advisor at least two weeks into the academic semester.
- b. Chapter Advisor will approve or decline each application on an individual basis. (Auto. Amendment).
- c. You must have completed TWO full active semesters within the chapter. (Auto. Amendment)
- d. The following Mandatory Events must be attended by Associate status members, or they face the same consequences of un-associate members
  - i. Formal Meetings
  - ii. All Initiation Events
  - iii. All Formal Recruitment Parties
- e. Associate members can attend chapter meetings, without a vote, but may not hold an office. They may attend chapter social functions, such as formal, mixers and sisterhood events, assuming they pay all the financial obligations towards the cost of attending with prior approval from the CA. (Auto. Amendment)
- f. International Dues and Founder's Day Pennies are mandatory for all associate members.
- g. Must complete the same required study hours as the normal members.

- h. Must maintain the same GPA requirements as non-associate members. (Amendment)
- i. Must abide by the Standard of Excellence code, as that of non-associate sisters.  
(Amendment)

## ARTICLE VIII

### MEMBER DISCIPLINE

The chapter will hold members accountable for their actions and behavior.

#### Section 1: Judiciary Boards

The Judiciary Board shall consider allegations of serious disciplinary matters within the chapter and shall follow the requirements and guidelines set forth in the Policies & Procedures of Alpha Phi International Fraternity and the Judiciary Board Guidebook. The business of the Judiciary Board is confidential. All actions of the Judiciary Board require a three-fourths affirmative vote. The decision of the Judiciary Board is final and may not be appealed.

For further information on Judiciary Boards, please reference Chapter 2, Article IV - Section 7 of the Collegiate Chapter Operations Manual and the Judiciary Board Guidebook.

#### 1. Composition

- a. The Chapter President, Vice President of Risk Management, Vice President of Chapter Operations, and the Chapter Advisor (or another member of the Advisory Board) comprise the chapter's Judiciary Board. (Auto. Amendment)
- b. If one of the above-referenced collegiate officers is not available, or is the accused member, another officer may substitute. The chapter will use the list of officers in elected order to identify an alternate. The alternate must be approved by the Chapter Advisor.
- c. A Judiciary Board hearing may not take place without a member of the Advisory Board in attendance.

#### 2. Cause

In accordance with the Policies & Procedures of the Alpha Phi International Fraternity, Inc. a member may be disciplined for the following:

- 1. Failure to comply with college or Fraternity rules, regulations or standards.
- 2. Failure to meet scholastic standards.
- 3. Failure to meet Fraternity and/or chapter financial obligations
- 4. Conduct unbecoming a member of the Fraternity.
- 5. Disloyalty to the Fraternity, including, but not limited to, the divulging of Ritual related information to any non-affiliated persons.
- 6. Conduct tending to injure the good name of the Fraternity, disturb its well-being, or hamper its work.

#### Section 2: Automatic Suspension (Auto. Amendment)

An initiated or uninitiated collegiate member shall be automatically suspended from Fraternity membership when her dues or any other financial obligations remain unpaid for a period of 30 days unless excused by three-fourths affirmative vote of the chapter and with the approval of both the Chapter Advisor and Finance Advisor.

- a. An initiated or uninitiated collegiate member who has been automatically suspended shall be notified immediately of such action by the Director of Finance, who shall also notify the Chapter Advisor
- b. The badge and certificate of membership of an initiated member or the new member pin of an uninitiated member who has been automatically suspended shall be held by the Finance Advisor or the chapter Director of Finance until the member is reinstated, her membership is terminated, or her uninitiated membership is broken
- c. Reinstatement:
  1. An initiated member who has been automatically suspended shall be reinstated after payment in full of all dues, fees and other financial obligations that are owed up to and including the period of automatic suspension, providing such payment is made within the current school year and prior to the chapter's submission of the request for termination.
  2. An uninitiated member may be similarly reinstated provided such payment is made within the current school year or before the end of the calendar year from the date she was pledged, whichever comes first.
  3. Notification of all reinstatements shall be made by the Director of Finance, who shall also notify the Chapter Advisor.
  4. Request for Membership Termination:
    - i. If reinstatement does not occur, termination proceedings shall begin immediately in accordance with the Policies & Procedures of the Alpha Phi International Fraternity, Inc.

### Section 3: Membership Termination

#### Uninitiated Membership

An uninitiated membership may be broken by a collegiate chapter through the Judiciary Board process or by a three-fourths affirmative vote of the chapter with the approval of the Chapter Advisor.

#### Collegiate Membership

Termination of membership by the International Executive Board for cause may be requested by a three fourths affirmative vote of the chapter, a three-fourths affirmative vote of the Judiciary Board, the Chapter Advisor, or the Director of Collegiate Operations or his/her designee. Once the request has been submitted to the Executive Office, termination procedures in the Policies & Procedures of the Alpha Phi International Fraternity, Inc. will be followed. During the interim between a request for termination of membership and action by the International Executive Board, the badge and certificate of membership of such a member will be held by the Chapter President, her membership will be suspended, and she may not attend Alpha Phi sponsored functions.



For additional information on membership termination proceedings please see the Policies & Procedures of the Alpha Phi International Fraternity, Inc.

## ARTICLE IX

### OFFICERS AND DELEGATES

#### Section 1: Elected Officers

The elected officers of this chapter shall be (Amendment, 2012):

1. Chapter President
2. Vice President of Risk Management
3. Vice President of Chapter Operations
4. Vice President of Programming and Education
5. Vice President of Membership Recruitment
6. Vice President of Marketing
7. Vice President of Campus Affairs
8. Director of Administration
9. Director of Finance
10. Panhellenic Delegate
11. Director of New Member Education
11. Director of Formal Recruitment
12. Target Membership Marketing
13. Continuous Open Bidding
14. Director of New Member Education

#### Eligibility:

1. Be an initiated member in good standing
2. Be a full-time student at the university
3. To be elected a member must maintain a 2.7 cumulative GPA.
4. The member elected to the office of Chapter President shall be at least a Junior at the time of installation into office and have previously served on the executive council unless otherwise approved by the Chapter Advisor (Amendment, 2012).

#### Elections:

1. Election of officers shall be held annually at formal chapter meeting during the month of October or November
2. A candidate shall be elected to office by a majority vote of the members who are present and eligible to vote, provided a quorum is present
  - a. Voting for any office having more than one nominee shall be by written secret ballot

For further information on election procedures please see Chapter 2, Article III of the Collegiate Chapter Operations Manual.

## Section 2: Appointed Officers

The newly elected Executive Council shall fill all appointed offices following elections. Appointments should be made as soon as possible and before Officer Transition. For more information on appointing officers please see Chapter 2, Article III of the Collegiate Chapter Operations Manual.

The appointed officers of this chapter shall be:

1. Director of External Events
2. Director of Internal Events
3. Director of Watchcare
4. Director of Chapter Programming
5. Director of Sisterhood
6. Director of Academics
7. Director of Ceremonies
8. Sage Chairman
9. Chaplain
10. Music Chairman
11. Historian
12. Guard
13. Marshall
14. Director of Alumnae Relations
15. Director of Public Relations and Advertising
16. Director of Philanthropy
17. Assistant Director of Philanthropy
18. Director of External Philanthropy and Community Service
19. Director of Campus Activities
19. Director of Chapter Facilities
20. Assistant New Member Educator
21. Recruitment Director of Photography
22. Director of Video Editing

Eligibility:

1. Be an initiated member in good standing
2. Be a full-time student at the university
3. To be appointed a member must maintain a 2.7 cumulative GPA.

## Section 3: Terms of Office

All officers shall hold office for one year or until their successors are installed, except in cases of resignation, academic ineligibility, or removal from office.

## Section 4: Installation of Officers

All elected and appointed officers shall be installed at the formal collegiate chapter meeting

immediately following Officer Transition. Officer Installation should be held in accordance with the Installation of Collegiate Chapter Officers' Ceremony which can be found in the Ceremonies Manual. The outgoing Chaplain shall be the installing officer.

#### Section 5: Officer Transition

Officers should be transitioned in accordance with the Officer Transition Manual and shall assume all duties upon the completion of Officer Transition.

#### Section 6: Removal from Office and Vacancies

Any officer of the chapter may be removed from office upon a three-fourths affirmative vote of the chapter with approval from the Chapter Advisor or as necessary by the Director of Collegiate Operations or his/her designee. The chapter officer who has been removed may not hold an office until she receives approval from the Chapter Advisor.

A member must be in good standing to remain an officer. Therefore, if the member receives probation terms by a three-fourths affirmative vote of the Judiciary Board, she becomes ineligible to hold office. The Executive Council may fill temporary vacancies by interim appointment. Vacancies of elected positions shall be filled by election of the chapter at any regular meeting. Appointed officer vacancies shall be filled by the Executive Council.

#### Section 7: Payment for Service

No officer shall receive payment for her service.

#### Section 8: Officer Job Descriptions

Elected:

1. Chapter President
  - a. Oversees all activity of the chapter, Judiciary Board and Executive Council.
2. Vice President of Risk Management
  - a. Oversees department including Director of Chapter events, and Director of Watch Care (Sober guest program etc.).
  - b. Serves on the executive council and Judiciary Board.
  - c. Stands in for Chapter President when needed.
3. Vice President of Chapter Operations
  - a. Oversees department.
  - b. Responsible for keeping all records up to date.
  - c. Serves on the executive council and Judiciary Board.
4. Vice President of Programming and Education
  - a. Oversees department that includes Ritual Team, Academics, Sisterhood, and New Member Education.
  - b. Serves on the executive council.
5. Vice President of Membership Recruitment
  - a. Oversees department that includes Panhellenic Delegate, Director

- of Formal Recruitment, Continuous Open Bidding, Target Membership Marketing.
- b. Is in direct contact with our recruitment advisor.
- c. Plans overall membership recruitment strategy, keeps up with PNMs and makes sure that chapter stays in good standing with Panhellenic for Formal Recruitment.
- 6.Vice President of Marketing
  - a. Oversees department that includes PR and Advertising, Alumnae Relations, Director and Assistant of Philanthropy) and serves on the executive council.
  - b. Works in close relation with the Recruitment department.
  - c. Makes sure all marketing and publicity items/ events follow CNU and International policies.
  - d. Responsible for planning major philanthropic and marketing events
- 7.Vice President of Campus Affairs
  - a. Able to form standing committees for homecoming, tailgate, etc.
  - b. Oversees department and serves on the executive council.
  - c. Oversees community service.
- 8.Director of New Member Education
  - a. Oversees new member education and programming.
- 9.Director of Finance
  - a. Under chapter operations, oversees all chapter finances and works with the finance advisor.
- 10.Director of Administration
  - a. Under chapter operations.
  - b. Responsible for attendance, records, bylaws and nominations committee.
  - c. Serves as a part of ritual team.
  - d. Serves on the executive council.
  - e. Oversees SAGE.
- 11.Panhellenic Delegate
  - a. Serves as the liaison between Alpha Phi (Theta Phi) and the Panhellenic community
  - b. Part of recruitment team
  - c. Reports to both VP of Recruitment Membership and VP of Campus Affair's
- 12.Director of Formal Recruitment
  - a. Works closely with VPMR and Recruitment Adviser to plan formal recruitment.
  - b. Plans and presides over formal recruitment.
- 13.Target Membership Marketing
  - a. Liaison between Recruitment and Marketing
  - b. Plans at least two events in the fall semester leading up to formal recruitment and at least one in the spring
- 14.Continuous Open Bidding
  - a. Keeps the chapter fully informed of all plans and developments concerning the year round recruitment program and informs members of their responsibilities.
  - b. Works closely with VPMR, Recruitment Adviser, and TMM to come up with a marketing plan for recruitment.

Appointed:

- 1.Director of External Events
  - a. Plans and executes the social events for the chapter

- b. Coordinates and plans events with recognized external groups such as fraternities, sororities, or student organizations
- 2. Director of Internal Events
  - a. Plans and executes the internal social events for the chapter
  - b. Plans and executes internal social events for chapter and guests that include third party vendors (e.g. formal, semiformal)
- 3. Director of Watchcare
  - a. All programming and discussion with sisters that may need to be reached out to.
- 4. Director of Sisterhood
  - a. Plans all sisterhood events (ropes course etc.).
- 5. Director of Academics
  - a. Oversees all academics of the chapter.
  - b. Responsible for making sisters responsible for their study hours, maintaining appropriate GPAs, and providing tutor opportunities if asked for.
- 6. Director of Ceremonies
  - a. Oversees the performance and knowledge of ritual.
- 7. Sage Chairman
  - a. Serves as SAGE representative for CNU Panhellenic.
  - b. Responsible for informing the executive council what they are responsible for.
- 8. Chaplain
  - a. Assists with formal meetings and prepares a short speech.
  - b. Serves on ritual team.
- 9. Music Chairman
  - a. Teaches the chapter songs and chants.
- 10. Historian
  - a. In charge of the 'Remembrance of Alpha Phi.'
  - b. Creates annual scrapbook for chapter.
- 11. Guard
  - a. Takes charge of the door during formal meetings.
  - b. Prepares room for formal chapters and handles all insignia at least 10 minutes prior to meeting.
  - c. Serves on ritual team.
- 12. Marshall
  - a. Conducts incoming officers through the installation ceremony and performs other duties prescribed in the Ritual
  - b. Takes charge of ballot box
  - c. Serves on ritual team
- 13. Director of Alumnae Relations
  - a. Responsible for reaching out to Alumnae and creating a newsletter
- 14. Director of Public Relations and Advertising
  - a. Responsible for creating advertisements for Alpha Phi events
- 15. Director of Philanthropy
  - a. Assist with philanthropic events under the marketing department (i.e. King of Hearts, Cardiac Arrest, RDG donations).
- 16. Assistant Director of Philanthropy
  - a. Assist with philanthropic events under the marketing department (i.e. King of

- Hearts and Cardiac Arrest, RDG donations).
17. Director of External Philanthropy and Community Service
    - a. Oversees off campus philanthropy and involves chapter with on campus philanthropic efforts.
  18. Director of Campus Activities
    - a. Develops and plans campus activities in collaboration with individual chairs for each event
    - b. Creates and leads committees for campus events (e.g. Relay for Life, Greek Week, etc.)
    - c. Organizes intramural teams
  19. Director of Chapter Facilities
    - a. Oversees all house facilities and works with the VPCO.
    - b. Works with sisters in the house and mediates any conflicts that may arise.
    - c. Must live in the house for the following academic year.
  20. Assistant New Member Educator
    - a. Assists the director with new member programming and education.
  21. Recruitment Director of Photography
    - a. Responsible for the photography for all recruitment related events, including, but not limited to Open Sisterhood Events and photo-shoots, and are to be used for social media, recruitment Powerpoints and videos.
  22. Director of Video Editing
    - a. Records and edits videos for Alpha Phi events with a specific focus on the sisterhood video
    - b. Works closely with recruitment team to develop videos
    - c. Appointed, with recommendation from most recent Director of Video Editing

## ARTICLE X

### EXECUTIVE COUNCIL

#### Section 1: Purpose

The Executive Council is charged with establishing chapter goals and priorities to strengthen overall health. It is also charged with ensuring the chapter abides by Alpha Phi's Constitution and Bylaws, the Policies & Procedures of the Alpha Phi International Fraternity, Inc., and all university policies.

#### Section 2: Composition

The Executive Council shall be composed of the following officers, all of whom shall be entitled to vote in its meetings:

1. Chapter President
2. Vice President of Risk Management
3. Vice President of Chapter Operations

4. Vice President of Programming and Education
5. Vice President of Membership Recruitment
6. Vice President of Marketing
7. Vice President of Campus Affairs
9. Director of Administration
10. Director of Finance

### Section 3: Responsibilities and Duties

1. Maintain Theta Phi chapter's position of good standing with the Fraternity and ensure the chapter's good health
2. Conduct discussion of chapter matters and make recommendations for chapter action
3. Appoint:
  - a. Members to the appointed offices following the annual chapter election.
  - b. Members of the Bylaws Committee at the beginning of the academic year.
  - c. Other committees as needed.

### Section 4: Meetings

The purpose of each weekly Executive Council meeting shall be to discuss chapter and Fraternity business, the state of the chapter's finances, upcoming events, roster management, and other issues impacting the chapter. All conversations shall be guided by the chapter's goals and priorities to strengthen its overall health. An agenda should be prepared at the conclusion of this meeting by the Chapter President for chapter meeting that week.

1. The regular weekly meeting of the Executive Council of this chapter shall be held on Sunday throughout the academic year except during final examination periods and the week preceding.
2. The Chapter President shall preside at all meetings.
  - a. If she must be absent, the Vice President of Risk Management shall preside.
3. All members of the Executive Council must be present at each meeting.
  - a. A member of the chapter's Advisory Board should be present at each meeting.
4. Two-thirds of the Executive Council members eligible to vote shall constitute a quorum for the transaction of business.
5. The Chapter President will share her updates followed by each member of the Executive Council based upon election order.
  - a. If the Executive Council has invited guests they make their updates at the end of the meeting.
  - b. All actions of the Executive Council shall abide by Robert's Rules of Order, Newly Revised.
6. Minutes of all Executive Council meetings shall be taken by the Director of Administration and submitted electronically to all Executive Council officers and the Advisory Board within 48 hours.

### Section 5: Advisory Board Representation

1. The Chapter Advisor or another member of the Advisory Board shall be present at all meetings of the Executive Council.
2. At chapters where a Chapter Advisor has not yet been appointed, all responsibilities and duties normally performed by the Chapter Advisor shall become the responsibility of the appropriate Regional Team member, International Governor, or Extension Team Lead.

## ARTICLE XI

### CHAPTER DEPARTMENTS AND COMMITTEES

#### Section 1: Chapter Departments

Chapter departments shall be:

1. Risk Management Department
2. Chapter Operations Department
3. Programming and Education Department
4. Membership Recruitment Department
5. Marketing Department
6. Campus Affairs Department

Department Meetings:

The purpose of each weekly department meeting shall be to discuss department and chapter business. An agenda should be prepared prior to the meeting by the Vice President.

1. A regular weekly meeting of each department of this chapter shall be held throughout the academic year except during final examination periods and the week preceding
2. The Vice President shall preside at all meetings
  - a. If she must be absent, the Chapter President or department advisor shall preside
3. All members of the department must be present at each meeting
  - a. The department advisor should be present at each meeting when possible
4. Two-thirds of the department members eligible to vote shall constitute a quorum for the transaction of business
5. The Vice President will share her updates during the meeting to be followed by each member of her department
6. Minutes of all department meetings shall be taken by the Vice President and submitted electronically to the department officers and the department advisor weekly

#### Section 2: Nominations Committee

Composition:

At least one month prior to elections, each academic class shall select one initiated member to serve on the Nominations Committee. The representative from the senior class shall serve as the Nominations Committee Chair.



1. Any voting member of the chapter may serve on the committee except the Chapter President
2. New members who have not been initiated shall not vote or have a representative on the Nominations Committee
3. Nominations Committee members are barred from being nominated for elected positions by the committee and/or later from the floor.

#### Meetings:

Prior to Class Caucus and Slating, the Nominations Committee will hold a meeting to:

1. Review duties and qualifications for each office
2. Review chapter and department goals, strengths and challenges
3. Verify that candidates have a sufficient grade point average, are in good standing with the chapter, are current in dues and have given their consent to serve (Amendment, 2012)

Following Class Caucus the committee meets again to develop a Single Slate of officers.

#### Section 3: Bylaws Committee

##### Composition:

At the beginning of each academic year, the Executive Council appoints one initiated member from each academic class to serve on the Bylaws Committee. The committee is chaired by the Director of Administration, and is overseen by the Vice President of Chapter Operations. The Director of Administration shall serve as the secretary of the committee and update the Chapter Bylaws for distribution once the amendments are passed.

##### Duties and Responsibilities:

1. To bring the Chapter Bylaws into conformity with any changes in the Constitution and Bylaws adopted at the Convention and the Policies & Procedures of the Alpha Phi International Fraternity, Inc. and notify the chapter of such changes.
2. To review these Chapter Bylaws annually and, when deemed necessary and after review by the Executive Council and approval of the Chapter Advisor, submit proposed amendments to the chapter for final action.
3. To see that these Chapter Bylaws are discussed in chapter meeting at least once per year

For further information on updating these Chapter Bylaws, please see Article V of the Sample Collegiate Chapter Bylaws.

#### Section 5: Other Committees

The Executive Council may appoint any other committee as they are deemed necessary.

### ARTICLE XII

## CHAPTER MEETINGS

### Section 1: Weekly Chapter Meetings

The purpose of each weekly meeting shall be to conduct chapter business and discuss Fraternity business.

1. The regular weekly meeting shall be held on Sundays throughout the academic year except during final examination periods and the week preceding.
2. At least one meeting each month shall be a formal chapter meeting attended only by initiated members.
  - a. Formal chapter meeting shall follow the procedure outlined in the Ceremonies Manual
3. The Chapter President shall preside at all regular and special meetings of this chapter
  - a. In cases when she is absent, the Vice President of Risk Management shall preside
4. Attendance
  - a. Initiated members must attend all formal chapter meetings and all members, new and initiated, must attend informal meetings of the chapter.
  - b. Only collegiate members of this chapter, Advisory Board members, or International Visitors may attend chapter meetings without an invitation.
5. Two-thirds of the collegiate members eligible to vote shall constitute a quorum for the transaction of business.
6. Business shall be conducted in accordance with Robert's Rules of Order, Newly Revised and in conformity with the Order of Business outlined in the Ceremonies Manual.
  - a. The Chapter President shall prepare the agenda consistent with prior discussion and recommendations made in Executive Council meetings.
7. Minutes of all chapter meetings shall be taken by the Director of Administration.
  - a. She will place a printed copy of the minutes in the official chapter minutes book.
  - b. For more information regarding chapter meeting minutes, please see Appendix D of the Collegiate Chapter Operations Manual.
8. Upon posted 24-hour notice, special meetings, (either formal or informal) may be called by the Chapter President or at the request of one-third of the voting members, with attendance requirements the same as for regular meetings.
  - a. Emergency meetings of the chapter may be called without notice by the Chapter Advisor or Chapter President.
9. All business of a personal or private nature transacted in chapter meetings shall be considered confidential

### Section 2: New Member Meetings

Short meetings (or a one-day retreat may be substituted) of the new members of this chapter may be held by Director of New Member Education. The total length of the New Member Program cannot exceed six weeks unless the chapter has received permission from the Executive Director of Alpha Phi International Fraternity or her designee. All activities must be held between the hours of 9 a.m. and 9 p.m. The program must abide by the Constitution and Bylaws and the Policies & Procedures of the Alpha Phi International Fraternity, Inc. Please reference

The Prelude for more information on Alpha Phi's New Member Program.

Attendance at these meetings shall be in accordance with the Theta Phi chapter attendance policy for all new members unless excused by the Director of New Member Education or her designee.

## ARTICLE XIII

### PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised, shall govern this chapter in all cases to which they are applicable and in which they are not inconsistent with the bylaws and other official regulations of the Fraternity. Each chapter should own a copy of Robert's Rules of Order, Newly Revised. Below is an abbreviated summary of how to handle a motion:

#### Making a Motion:

1. A motion is a proposal to the members at the meeting. A member should raise her hand and wait to be acknowledged by the Chapter President. When the Chapter President calls on her, she states: "I move that... (state motion)."
2. The motion must be seconded before the chapter may discuss it. Another member who didn't make the motion must state: "I second the motion."

#### Discussing a Motion:

1. The Chapter President will ask the member who made the motion to start the discussion.
  - a. Any member who wishes to state her opinion may raise her hand and wait to be acknowledged by the Chapter President
  - b. The Chapter President will keep a list of members who wish to speak to the motion and will call on them in turn
  - c. When called upon, the member must speak to the motion. She should start by saying, "I want to speak in favor of the motion because...." or "I want to speak against the motion because..."

#### Changing the Motion:

1. To make changes to the motion:
  - a. The member shall raise her hand and when acknowledged by the Chapter President state, "I move to amend the motion to read..."
  - b. If this motion is seconded, it will be discussed and voted on
2. Note: An amendment can add, delete or change parts of the original motion
  - a. The amendment may not go completely against the main motion
  - b. Members who do not support the original motion may vote against the motion. If the motion is defeated, then she may make a new motion

#### Taking Back the Motion:

1. The member who made the original motion can decide that it is not the right time to make a decision on the issue or that it would be better to discuss another motion and state, "I wish to withdraw the main motion."

#### Putting Off Discussion to a Future Meeting:

1. A member can raise her hand and state, "I move to postpone the question to the next meeting."

#### Turning Over the Decision to Another Group for Recommendations:

1. If a member feels a department or sub-committee of the chapter should study the issue and report recommendations back to the membership, she can state, "I move to refer the question to a committee."

#### Setting Discussion Aside Indefinitely:

1. If members wish to postpone deciding on the issue until a later date a member can state, "I vote to table the motion."

#### Speaking Out of Turn:

1. A member can jump ahead of her turn on the speaker's list when:
  - a. She thinks the Chapter President is not following the proper meeting procedure, by calling out "Point of Order" and explaining what she thinks is wrong.
  - b. If a member needs clarification on a point already raised, she may call out "Point of Information" and ask her question as briefly as possible. She may go back on the speaker's list if she wishes to follow up on that information with an opinion.
  - c. If a member can't hear the Chapter President or, for example, members will faint if someone doesn't open a window, a member may call out "Point of Privilege" and then state what she wants to be done.

## ARTICLE XIV

### INITIATION AND OTHER FRATERNITY CEREMONIES

#### Section 1: Initiation

This chapter shall initiate new members when they meet the following qualifications for initiation:

1. She accepts the lifetime commitment, responsibilities and obligations of Alpha Phi membership
2. She has participated in and successfully completed a program of new member orientation unless otherwise authorized by the Chapter Advisor or her designee
3. She has paid the full initiation fee, badge fee, new member fee, and chapter dues

#### Procedure:

1. Issue a formal summons to initiation to each candidate
2. Hold Inspiration Days for all candidates during the days preceding initiation
3. Initiate candidates in accordance with the Ritual of Alpha Phi, as approved by the Convention of the Fraternity

#### Section 2: Other Ceremonies of the Fraternity

All other ceremonies shall be conducted in accordance with the Ceremonies Manual.

## ARTICLE XV

### RECORDS AND RITUAL EQUIPMENT

#### Section 1: Records

This chapter's copy of the Ritual of Alpha Phi, Constitution Book, New Member Book, Permanent Minutes Book, Bylaws Book, and such memorabilia deemed appropriate shall be secured in a special strongbox when not in use.

Please see Chapter 2, Article IV - Section 2 of the Collegiate Chapter Operations Manual for further information on chapter records and ritual equipment.

#### Section 2: Ritual Equipment

This chapter's insignia, ritual and ceremonial equipment shall be kept in readiness between each use and secured in a place inaccessible to non-members.

#### Section 3: Removal of Records or Ritual Equipment

No records or ritual equipment shall be taken to the rooms or homes of members or away from their habitual place of safekeeping without the consent of the Chapter President and Chapter Advisor.

## ARTICLE XVI

### FINANCES

#### Section 1: Financial System

1. This chapter's financial system shall be under the general supervision of the Executive Director of Alpha Phi International Fraternity
2. The fiscal year shall be the same as that of the International Fraternity and shall begin on July 1 and end the following June 30
3. Financial review of all books of the chapter shall be prepared annually by an independent auditor
4. IRS Tax Filings
  - a. The chapter ensures that its 990 tax form is filed on time at the end of each fiscal year or that an appropriate extension is filed
  - b. Copies of 990 tax forms and any and all extension letters should be forwarded to the Executive Office upon receipt
5. Before each fiscal year, chapter members must sign an annual financial contract that outlines the dues and fees and payment due dates for the year

- a. Contracts should be for the academic year and not on a semester/quarterly basis, with the exception of new members who join in winter or spring term
- 6. No reimbursements for this chapter shall be made for any expenditure without a receipt
- 7. All member billing and collection of payments will be done through the chapter's Billhighway account unless special permission has been granted by the Executive Director of Alpha Phi International Fraternity
  - a. The due date for chapter payments shall be by the 15th of the month in which they are due unless other arrangements have been approved by the appropriate advisor or chapter officer.

## Section 2: International Fees

The amount, collection and remittance of International fees shall be in accordance with the Constitution and Bylaws.

## Section 3: Chapter Dues

Regular chapter dues shall be determined in accordance with the annual budget for the next fiscal year.

## Section 4: Fines

A chapter is only permitted to levy fines when members are absent from the following events:

- 1. Recruitment Workshops and Polish Week activities
- 2. Formal Recruitment events
- 3. Court of Ivy
- 4. Initiation

## Section 5: Delinquency Policy

All members shall follow the Alpha Phi International Fraternity 15/30/45 day delinquency policy as outlined below:

- 1. 15 Days Delinquent
  - a. Member and/or guarantor(s) are notified via email from Alpha Phi International Fraternity
  - b. A 3% late fee is automatically assessed by Billhighway (Note: Your chapter may charge an additional late fee at its discretion)
  - c. Member is no longer in good standing and may not attend chapter social events
  - d. Member may not order any activity items (t-shirts, favors, etc.)
  - e. Member is not eligible to be matched with a Little Sister
- 2. 30 Days Delinquent
  - a. Member and/or guarantor(s) are notified via e-mail from Alpha Phi International Fraternity
  - b. Additional late fees may be added to the member statement
  - c. Director of Finance holds delinquent member's badge and membership certificate
  - d. Member is prohibited from holding office or running for a position

- e. Member may not order activity items (t-shirts, favors, etc.) and is not eligible to be matched with a Little Sister
  - f. Member may not vote in meetings
  - g. A Judiciary Board hearing may be held at the chapter's discretion
3. 45 Days Delinquent
- a. Member and/or Guarantor(s) are notified via email from Alpha Phi International Fraternity
  - b. Additional late fees may be added to the member's statement
  - c. A request for termination of membership is submitted to the Alpha Phi Executive Office and submitted for approval to the International Executive Board
  - d. Account may be sent to a collection agency
  - e. Eviction proceedings may begin for members living in an Alpha Phi owned/leased facility in accordance with the member's housing contract.

#### Section 6: Budget

The Director of Finance of this chapter shall prepare the annual chapter budget with the assistance of the Executive Council and Finance Advisor and with input from a member of the House Corporation Board or Chapter Property Committee (if applicable), following the outline in the Finance Manual. The budget shall then be presented to the chapter for approval and posted to the chapter's Billhighway account by May 1 of each fiscal year for the following fiscal year.

After the budget is adopted by the chapter, the chapter is expected to operate within its budget. If changes are needed to the budget, they should be discussed at an Executive Council meeting and approved by an advisor.

In addition to the usual budgetary items, there shall be funds budgeted for the chapter delegate(s) and advisor(s) to attend Convention and Leadership Conference every year.

#### Section 7: Housing Charges

Rent, board, parlor fees and other charges to be paid by each new member and initiated member shall be prorated in accordance with the annual budget requirements. The annual Collegiate Chapter/House Corporation Agreement, specifying the housing charges that the House Corporation Board shall receive from the chapter, shall be signed by the Chapter President on behalf of the chapter.

#### Section 8: House/Chapter Bond

This chapter shall have a House/Chapter Bond as determined by the House Corporation Board or the Chapter Property Committee. In the case of a colony, bond will be determined by the Executive Office staff. This fund is reserved for building, purchasing, maintaining, or furnishing a chapter house, lodge, suite, room or for the future benefit of the chapter.

1. Full payment shall be made by each member to her original chapter within one year from the date of her bid acceptance. This is a one-time payment.
2. All House/Chapter Bond monies shall be turned over to the House Corporation Board or Chapter Property Committee (or Chapter Advisor as appropriate) as specified in the

Collegiate Chapter/House Corporation Agreement

- a. This fund is not part of the operating accounts of the chapter and is not to be used to pay any current chapter expenses
3. No affiliated transfer member shall be required to pay a House/Chapter Bond to this chapter

ARTICLE XVII

HOUSING

This chapter shall:

1. Establish Facility Rules and an Occupancy Plan for their housing facility
2. Participate in and maintain a relationship with the local House Corporation Board
3. Respect and work with the House Director

Section 1: Facility Rules

This chapter shall have a set of House/Facility Rules governing the use of and conduct within this chapter's housing facility, which shall be reviewed annually by the chapter and the House Corporation Board (or Chapter Property Committee).

A. Automatic Rules: The House/Suite Rules of this chapter shall contain the following, which cannot be altered by the chapter:

1. Use and maintenance rules established by the House Corporation Board;
2. Use and maintenance regulations established by the Fraternity through International Standing Rules and other directives.

B. Rules Established by the Chapter: Additional rules shall be established and any subsequent amendments thereof adopted by majority vote of the chapter in chapter meeting, provided such rules do not conflict with civil law and the Automatic Rules described above, and have been approved by the Executive Council, the Chapter Adviser and House Corporation Board. House/Facility rules can be found in the Chapter Room and a copy will also be in the Housing Director's room.

C. House Rules

1. Procedures for determining which members live in the House/Facility
  - a. Director of Chapter Facilities must live in the House.
  - b. At least one elected executive council member
  - c. Priority is first given to volunteer executive members.
  - d. Second Priority given to the President. Third priority given to the Vice President of Risk Management
  - e. Program Development will be required to live in the chapter facility for the academic year. Newly elected officers will have the first priority for any space available for



spring quarter following their election. Exceptions for executive council members can be given through chapter vote and approval from the chapter advisor.

f. Volunteers: If more members volunteer to live in the facility than there are spaces available, the volunteers will be chosen as follows.

- i. Must be in good standing with the chapter.
- ii. Requests to live in the House will be submitted to the Director of Chapter Facilities who should consult with the Executive Council to select the members to live in the house for the following year.
- iii. Returning sisters have first preference to continue living in the House.
- iv. Seniority by initiation class will be a determining factor for deciding who lives in the House.

g. Once all of the sisters are chosen they decide with the Director of Housing who will live in which rooms, with single room preference given to sisters with seniority based on initiation class.

## 2. Guest privileges and restrictions

a. All guests should be respectful and if there are any discrepancies they should be taken up with the Housing Director who can remove any guest at any time.

b. If a guest is present during quiet and study hours they must also respect quiet and study hour rules.

c. Members living in the House have responsibility for their guests.

d. A member can only have a female overnight guest two nights a week, and the overnight guest must be introduced to the Director of Chapter Facilities.

e. Male guests may be entertained in the public areas of the chapter facility between the hours of 8:00 AM and 3:00 AM any day of the week.

f. If the chapter wishes to allow individual members to entertain male visitors in members' private rooms, the chapter member must advise the Housing Director who will notify the Chapter Advisor for permission. However, the hours will still be restricted to 12 noon to 12 midnight.

i. No male relatives can stay the overnight in the chapter facility.

ii. No non-initiated sister is to be in the room in which ritual equipment is kept, even if extenuating circumstances arise. The initiated sister is to make other arrangements for their guest for the evening.

iii. If this situation occurs, it is to be reported to the House Director and Vice President of Chapter Operations.

## 3. Privileges and restrictions of members living out of the facility;

a. Must know and follow all house rules while in the facility.

b. If a member who does not live in the facility is present during quiet or study hours they must also respect quiet and study hour rules

c. The chapter room can only be used between the hours of 9 a.m. and 11 p.m. for non-living members.

i. All meetings held in the chapter room must end by 11 p.m.

## 4. Quiet and study hour schedules

a. Quiet hours are between 12 a.m. and 7:00 a.m. and if anyone is not respecting

the quiet hours then report to the Director of Chapter Facilities.

b. Study hours are left up to the individual but other members living in the house should be respectful. If there are any problems go to the Director of Chapter Facilities.

5. Lock-up and/or key policies, schedules, and procedures

a. Make sure the door is locked at all times.

b. Between 12 a.m. and 7a.m. the door should also be dead bolted.

6. Requirement of a minimum of one fire drill per academic period

Section 2: Observance of House/Facility Rules

The Director of Chapter Facilities shall be responsible for advising all members and guests of the House/Facility Rules. The House/Facility Rules of this chapter shall apply to and be observed by all new and initiated members, alumnae, and guests.

Section 3: Enforcement

The Director of Chapter Facilities shall be responsible for seeing that all House/Facility Rules not under the jurisdiction of another authority are enforced and that violations are brought to the attention of the proper committee or board.

Section 4: House/Facility Meetings

The chapter should have at least one House/Facility meeting within the first month of each semester to discuss the chapter's House/Facility rules. When matters concerning the use and maintenance of this chapter's housing facility need to be discussed, a House/Facility meeting shall be called by the Director of Chapter Facilities.

ARTICLE XVIII

STANDARDS OF EXCELLENCE

Section 1: Definition of "Standards"

Standards are those intangible objectives that are models for measuring individual attitudes, beliefs and actions.

Section 2: Member Development Program

Successful personal relations involve universal standards of accepted behavior based on mutual respect of the rights of others. Especially in the context of its chapters, Alpha Phi believes it has the obligation to enhance this basic standard by providing inspiration to

higher goals, in the form of this Alpha Phi International policy.

### Section 3: Code of Excellence

“At all times, it is our aim to promote the highest ideal of womanhood. In our effort to become more effective and contributing members of society, we shall strive for growth in character, intellectual development and leadership capabilities.

“In all that we do, we shall encourage unity of feeling, sisterly affection, and social communion. We shall employ the principles of justice and right, and give and receive criticism in a spirit of love.

“As we search for truth, we shall be mindful of our personal conduct. Our attitudes, beliefs and actions must not reflect in a damaging way on the image of our chapter or the Fraternity, or our members individually. We shall endeavor to represent the best in culture and refinement. We shall abide by the Constitution and Bylaws, Standing Rules, and Collegiate Chapter Operations Manual of Alpha Phi International Fraternity. Appropriate steps will be taken if and when infractions occur. Similarly, if an individual member of our chapter chooses not to commit herself to and live by the high ideals of Alpha Phi and this chapter, due process will ensue and prevail.

“Specifically, we wish to instill and preserve individual integrity and excellence of personal standards befitting an Alpha Phi.”

### Section 4: Standards of Excellence

Becoming a sister of Alpha Phi is not just a lifelong commitment, but also a great responsibility. The behavior and attitudes of each sister reflect upon the chapter as a whole. Since Alpha Phi International Fraternity strives to uphold the highest ideals of womanhood and scholarship, the Theta Phi Chapter has set this code, Standards of Excellence, for all sisters to observe and follow.

The following items, if not adhered to will at first offense will be brought to the Member Development Committee and if a second offense occurs will result in an appearance in front of the Judiciary Board (if not stated otherwise) if deemed necessary for disciplinary consideration:

1. We will keep affairs of the Theta Phi Chapter strictly confidential within our sisterhood.
2. We will honor and respect the traditions and ceremonies of Alpha Phi International Fraternity, which means not talking to outsiders about rituals and the happenings within them. (automatic Judiciary hearing) (Amendment)
3. We will take the initiative to consciously include ALL sisters in chapter activities and chapter decisions

4. We will not disparage any sisters of Alpha Phi and will use discretion in referring to other Greek organizations in a public setting. (Disparaging includes degrading a sister, calling a sister names, putting a sister down, talking about a sister in a poor manner, etc.)
5. We will always respect the opinions of other sisters, although they may not reflect our own personal views.
6. We will enter all responsibilities, meetings, and chapter events with a positive attitude.
7. We will complete our duties to the best of abilities
8. We will use the phone tree and email respectfully.
9. We will stand up for all our sisters in times of need.
10. We will have full participation for all mandatory events.
11. We will pay our dues on time and in full or according to the signed contract.
12. We will only miss two informal meetings per semester unless the President has granted previous permission. Formal meetings are not excusable unless you have extenuating circumstances
13. We will not wear our letters when drinking alcoholic beverages, even if we are legally allowed; otherwise we will be subject to a Judiciary hearing
14. We will always dress appropriate when wearing our pins; that includes business attire, not jeans, T-shirts, tennis shoes, flip flops, or any scandalous material
15. Any discussion of membership resignation is a serious topic. It should be done in confidence and in a private setting. Alpha Phi respects a sister's feelings and right to reach out for help. However, the following (but not exclusively) will result in an automatic judiciary board when concerning the topic: public setting announcement, threatening membership status to obtain a certain want, disparaging the chapter to initiated and/or non-initiated sisters, etc.(Amendment)
16. We as sisters of Alpha Phi will obey all international standing rules.
17. We as sisters of Alpha Phi, will obey all Panhellenic standing rules.

(Amendment 2004)

## ARTICLE XIX

### NEW MEMBERS

#### Section 1: New Member Orientation

New members should be integrated quickly into chapter life, formal chapter meetings excepted.

A strong new member education program is the foundation of a strong chapter. New members well-versed in the history and traditions of Alpha Phi, and its high standards, and the strength of love and enduring friendships that will soon become an integral part of the chapter and the Fraternity.

At no time shall there be any form of hazing or any other practice, which degrades or humiliates any individual. A full explanation of “hazing” may be found in the Alpha Phi International Standing Rules.

#### 1. Big/Little Process

- a. Matching should be done by the following:
  - i. President, Vice President of Program Development, both Directors of New Member Orientation, and at least one if not two Chapter Advisers.
- b. Criteria for Big Sisters to abide by during Big/Little week must be submitted to the Executive Council and approved no later than one week after extending bids.
- c. The GPA for a potential Big sister shall not be below a 2.5 cumulative or semester and be in good standing with the chapter or with Chapter Adviser's approval. (Amendment 2010)

#### Section 2: Member Education

This continues Alpha Phi education beyond the new member period so the initiated members may gain a more detailed knowledge of the Fraternity's and the chapter's development and current condition. Its purpose is to develop in each member a pride in Alpha Phi and an understanding that her membership and participation are for her full lifetime and engender her commitment to Alpha Phi in her alumnae years. The Member Education program should aid in creating member experience and develop a commitment to help sisters in need

Problems in planning and executing the Member Education program should be referred to the Chapter Adviser.

## ARTICLE XX

## SCHOLARSHIP

### Section 1: Scholarship Committee

This chapter shall conduct a Scholarship program to encourage its new and initiated members to recognize and realize their academic potential under the direction of the Director of Scholarship and other members of the scholarship committee.

This program is to be conducted in accordance with instructions and mailings issued by Alpha Phi International.

### Section 2: Scholarship Program

- a. A member's GPA will be viewed for cumulative for determination of her scholarship standing.
- b. The GPA for all sisters shall stand at a 2.7 cumulative GPA.
- c. The GPA for Officers (elected and appointed) shall stand at a 2.7 when elected or appointed and if they drop below a 2.5 then they can be removed from office at the discretion of the advisory board.
- d. The GPA for incoming members shall stand at a 2.7 cumulative (a 2.6 is the lowest GPA allotted to be recruited through informal and formal recruitment).
- e. Transcripts must be given to the director of scholarship within a specified period or sisters who have not turned in a copy of their transcripts will be required to do study hours regardless of GPA until transcripts are received.

### CNU Standards for Classification Based on Class:

- |              |               |
|--------------|---------------|
| a. Freshman  | 1-29 credits  |
| b. Sophomore | 30-59 credits |
| c. Junior    | 60-90 credits |
| d. Senior    | 90+ credits   |

The above standards being in place, the following scholarship plan will be used

#### ACADEMIC PROBATION:

- GPA is between 2.5 and 2.7
- Study hours are increased from 5 to 10 hours per week
- Monthly meetings with the Director of Academics to track progress

#### SOCIAL PROBATION:

- GPA is between a 2.2 and 2.5
- Study hours are increased from 10 to 15 hours per week
- Biweekly meetings with Director of Academics to track progress
- Sisters are not permitted to attend Alpha Phi social events (including but not limited to mixers, intramurals, etc.), except those that are mandatory (including but not limited to chapter, rituals, etc.)
- Officers risk losing their positions at the discretion of the Chapter Advisor

#### TOTAL PROBATION:

- GPA is below a 2.2
- Sisters are not permitted to attend Alpha Phi social events (including but not limited to mixers, intramurals, etc.), except those that are mandatory (including but not limited to chapter, rituals, etc.)
- Sisters are not allowed to attend Formal/Semi-Formal
- Sisters are not allowed to take a little sister/little angel.
- Sisters must meet with Director of Academics weekly to track progress
- Officers will lose their positions

Acceptable ways to Complete Study Hours:

- a. Each sister is required to sign in and out in the designed notebook at the front desk of the library.
- b. Another notebook will be placed in the Alpha Phi office for sisters who have received pre-approval from the director of scholarship for hours to be completed in the office.
- c. A sister study hall will take place twice a week and sisters may complete their study hours during this study hall. A system to verify sisters' attendance will be implemented.
- d. Study hours may be completed at a sister's home if this has been pre-approved the by director of scholarship.

Grade Checks will occur at the following times:

- a. Any sister with below a 2.0 cumulative GPA will need to submit grade checks every month to the Director or Scholarship.
- b. Any sister (including all new members) who is on academic or social probation will submit a mid-semester grade check by the Friday after Spring and Fall Break.
- c. If you are on social probation, you may be lifted from that probation because of your mid-semester grade check. The Vice President of Programming Education will decide this.

Consequences:

- a. If a pattern arises where a sister is not completing her study hours, she may be brought up by the Member Development Committee to discuss the issue. If this pattern continues this member will be brought to the Judiciary Board.
- b. If a sister is on academic or social probation, she has one semester to bring her GPA up to 2.5 cumulative average. Also she needs to show continued improvement in following semesters.
- c. If a sister does not bring up her GPA within 2 or 3 semesters to the appropriate GPA, she will be brought to the Judiciary Board and could be terminated.

## ARTICLE XXI

### COMMITTEES AND DEPARTMENTS

### Section 1: Chapter Events Committee

This chapter shall conduct a social program, under the direction of the Director of Chapter Events, consisting of informal and formal social events, as is the custom on the campus.

All parties, mixers, and other social events are entered on the chapter's calendar at the beginning of the academic term. All social events must comply with state law and University and Fraternity regulations.

Risk Management Audit form must be filled out for every chapter event one week prior to the event. Plans may have to be modified after a through Risk Management Audit is completed.

Open parties are not allowed and guests should be limited in number so the event is manageable. Four-way parties are discouraged. Six and eight-way parties (or others above the four-way rule) are prohibited.

Deviation from University or Alpha Phi Standing Rules or Policies may result in Fraternity probation or charter suspension.

### Section 2: Music Committee

The Director of Music may wish to select a music committee to assist the Manager of New Member Orientation, the Chaplain, the Director of Formal Recruitment, and other officers that require music as an element of their program.

### Section 3: Initiation Committee

The Initiation Committee shall be appointed by the Executive Council in advance of each initiation, and will make all arrangements specified in the Alpha Phi Ceremonies Manual.

The chair must have participated in at least one initiation other than her own.

### Section 4: Chapter Operations

#### A. Department

1. The Vice President of Chapter Operations shall serve as chair of the department. The Directors of Finance and Administration and Secretary shall serve as members.
2. The department should establish collection procedures and the details of the nomination and election process as well as confirm arrangements for all chapter visitors. The department is responsible for all presentations to the Executive Council and chapter dealing with the budget and the rationale behind chapter and International dues and housing costs. The department should meet as often as is necessary to keep the Executive Council apprised of its activities. This department should create the financial strength and health for the chapter



## B. Committees

The individual directors may choose to appoint a committee to help them carry out their respective duties.

## Section 5: Marketing

### A. Department

1. The Vice President of Marketing shall serve as chair of the department. The Directors of Philanthropy, (if applicable) the Director of Alumnae Relations, the Director of Campus Activities, and the Director of Publicity and Advertising will serve as members.
2. The department shall develop and conduct a marketing campaign for the year that will improve Alpha Phi's image with all its campus and community publics and will promote a positive and strong name recognition. This department should meet once a week or as necessary. The meeting should occur prior to the Executive Council meeting so the Vice President of Marketing can report the current progress of the programs to the Executive Council.

### B. Committees

The individual directors may choose to appoint a committee to help them carry out their respective duties.

1. To develop a balanced chapter calendar at the beginning of the academic year, and submit it to the Executive Council for review;
2. To arrive at methods whereby the various programs can be combined in order to assist the chapter in attaining and maintaining maximum membership size and to assure that each member has adequate time

## ARTICLE XXII

### ADVISORY BOARD

#### Section 1: Appointment and Composition

This chapter shall have an Advisory Board whose purpose it is to assist the chapter in attaining and maintaining maximum membership size. (Article XV, Section 15) Suggested advisory board members include:

- A Chapter Adviser appointed by the International Executive Board.
- A Recruitment Adviser appointed by the Chapter Adviser.
- A Chapter Operations/Finance Adviser appointed by the Chapter Adviser.
- A Program Development Adviser appointed by the Chapter Adviser.
- A Marketing Adviser appointed by the Chapter Adviser.

When the Chapter Adviser believes the chapter would benefit from additional advisers, the Advisory Board may be expanded to include a Member Development Adviser, a Member Education Adviser, a Scholarship Adviser, a COB Adviser, a MAP Adviser, and a Panhellenic Adviser. A Chapter Adviser may appoint assistant advisers.

### Section 2: Responsibilities

It shall be the responsibility of the Advisory Board to advise and counsel this chapter on all matters.

### Section 3: Attendance at Meetings

The Advisory Board shall have a representative at all chapter, Executive Council, and Judiciary Board meetings.

Further information on Advisory Boards may also be found in Chapter 6, “Advisory Boards,” of the Collegiate Chapter Operations Manual.

## ARTICLE XXIII

### HOUSING DIRECTOR

#### Section 1: Employment and Residency

A House Director shall be employed and in residence at this chapter’s housing facility.

##### A. Chapter Responsibilities to the House Director

1. All members and officers share the responsibility to cooperate and keep the lines of communication open with the House Director, treating her with consideration and respect, and remembering that the chapter house is her home as well as theirs. Suggestions regarding her operations are channeled through the Director of Chapter Facilities, the VPCO, or the President. Special activities requiring the use of the chapter house, commissary or special materials should be discussed well in advance with the House Director.

- a. It is the responsibility of the House Director to spend no less than three nights in the chapter house per week (Amendment).
- 2. It is the responsibility of all members to:
  - a. Report illnesses immediately to the House Director;
  - b. Introduce first time guests to the House Director when possible;
  - c. Accept her suggestions and directions with grace.

## ARTICLE XXIV

### Community Service

#### Section 1: Responsibilities

All sisters must complete five hours of community service per semester. Failure to complete these hours may result in loss of social privileges.

## ARTICLE XXV

### Point System

#### Section 1: Requirements

All active sisters must meet the requirements of the point system as presented. Failure to meet the requirements may result in an inability to attend social events (e.g. formal).