

**BYLAWS OF BETA PI CHAPTER OF ALPHA XI DELTA**  
**Indiana University**  
**Updated as of August 2017**

**ARTICLE I – Meetings**

**Sec. 1. Chapter.** Chapter meetings are to be **held once a week** during the college or university term, except when prohibited by college or university regulation or if otherwise stated by president. *Attendance is required except in the case of scheduled classes, illnesses, or emergencies.* Meetings will begin promptly at 7:00pm.

**Clause 1.** Chapter members will be in appropriate attire at chapter meetings.

**Clause 2.** Attendance at all chapter meetings is required of all members. Members must contact the [Administration Director](#) by midnight the night prior to the chapter meeting. If that member fails to do so, they will be subject to the same fine as an unexcused absence.. The Facilities and Operations VP with the support of the Executive Board will approve all absences. If not approved, a fine will be assessed.

**Clause 3.** The minutes from Chapter meetings are taken by the [Administration Director](#) and are to be shared with the Chapter Advisor and posted in GIN.

**Clause 4.** The [Member Development VP](#) and the [Programming Director](#) will utilize chapter meetings to provide member development programs and implement and facilitate activities from the **Inspire** manual each month.

**Sec. 2. Executive Board.** The Executive Board meetings are to be held prior to the weekly Chapter meeting and one other day during the week, which is determined by the board.

**Clause 1.** Attendance is required at all Executive Board meetings by members of Executive Board except in the case of scheduled classes, illnesses, or emergencies. Officers must contact the Facilities and Operations VP by midnight the night prior to the Executive Board meeting. Executive Board members are subject to a fine for an unexcused absence.

**Clause 2.** The [Finance and Operations VP](#) is responsible for taking minutes during Executive Board meetings. Minutes are to be shared with the Chapter Advisor.

**Sec. 3. New Member.** New member meetings prior to initiation are to be held weekly, at a time designated by the New Member Orientation Director.

*New members are required to attend except in the case of scheduled classes, illness, or emergency.*

**Clause 1.** The new member program is ten weeks long, beginning with the first new member meeting following Bid Night.

**Clause 2.** New members will have the opportunity to earn Housing Points based on academics, involvement and attendance. House points are used to determine the order for room picks.

**Sec. 4. Special.** A Special meeting may be called by any member of the executive committee or advisory board in case of emergency or to conduct special business. Notice must be given to chapter members twenty-four (24) hours in advance, and *attendance is required except in the case of schedule class, illness or emergency.* The fine for an unexcused absence is mandated by the executive board.

**Sec. 5. Other.** Attendance is **required** at the fall and spring chapter/sisterhood retreats, new member retreats, recruitment retreats, ceremonies (including but not limited to Pre-Initiation and Initiation), ceremony practices, philanthropies and room picks. Excuses must be approved by Executive Board and submitted **no later than one week prior** to event.

**Clause 1.** The member will be fined for each individual activity they miss from the above activities listed.

**A.** A fine for missing Initiation will be issued if the member misses the Initiation ceremony for no excusable reason. The fine will be posted on OmegaFi. If the fine is not paid the member will be put on Financial Probation according to Article II- Finances, Section 3.

**B.** A fine will be issued if the member misses a philanthropy event for no excusable reason. The fine will be posted on OmegaFi. If the fine is not paid the member will be put on Financial Probation according to Article II- Finances, Section 3.

**C.** A fine will be issued for missing fall and spring retreats, new member retreats, and other ceremonies. The fine will be posted on OmegaFi. If the fine is not paid the member will be put on Financial Probation according to Article II- Finances, Section 3.

**D.** A fine will be issued for missing ceremony practices. The fine will be posted on OmegaFi. If the fine is not paid the member will be put on Financial Probation according to Article II- Finances, Section 3.

**Sec. 6. Council.** Each council will meet monthly. Additional meetings will be determined by the Council Vice President.

**Clause 1.** All members will be assigned to serve on a council and attend council meetings.

**Clause 2.** Each member is allowed one excused absences during the semester. Excused absences must be submitted to the council Vice President 24 hours prior to the council meeting. If attending the required amount of council meetings becomes a problem, the member must consult with the council Vice President and Chapter President to make special arrangements.

**Clause 3.** A fine will be issued for unexcused absences.

**Sec. 7. Leadership in Campus Organizations.** Members who are a part of the Executive Board for a campus organization can qualify for excused absences if meetings and or events conflict with the

duties and responsibilities of their office. They may also appeal to the Executive Board for a reduction in merit point requirements.

**Clause 5.** Members must submit verification of their position and the responsibilities of their office.

**Sec. 7. Council Leadership/ Directors** Council Leadership will meet weekly at a time established by the Vice President in charge of the council. *Attendance is required except in the case of scheduled class, illness or emergency.*

**Clause 1.** Minutes from Council Leadership meetings will be taken and shared with the Chapter President and the Finance and Operations VP. Minutes will be available to the Chapter Advisor upon request.

**Clause 2.** A fine will be issued for unexcused absences.

**Clause 3.** Council Leadership/Directors will meet with their chairs and committees on an as needed basis. Minutes from committee meetings will be shared with the Vice President of the Council.

## **ARTICLE II – Finances**

**Sec. 1. Dues and Fees.** Chapter dues and fees will be billed through OmegaFi for the fall and the spring semester.

**Clause 1.** Chapter dues are to be paid in full for the fall semester by August 1. Members will be billed over the summer allowing several months to make payments.. Members who have not paid their Omegafi balance prior to the August move in date will not be permitted to move into the chapter house until the balance is paid. An extension may only be arranged with the [Finance and Operations Vice President and the Chapter Advisor](#) to extend the deadline in the case of extenuating circumstances. Members need to contact the Finance and Operations Vice President prior to the August 1 deadline to discuss an extension. Members who have an extension will be placed on financial probation until they have paid off their balance.

**Clause 2.** Members who choose to voluntarily suspend their membership prior to the school year, need to have their suspension of membership paperwork turned in by **May 15** or they will be responsible for paying the fall semester dues.

**Clause 3.** Members who choose to voluntarily suspend their membership during the school year are expected to pay their full dues for the year.

**Clause 4. Corporation Note.** The corporation note is a one-time fee of three hundred and seventy-five dollars (\$375.00) paid by each new member prior to initiation.

**Sec. 2. Special Funds.** [The Finance and Operations Vice President](#) is to send the sum of (\$1.50 per member) on November 1 of each year and the sum (\$1.50 per member) on April 1 of each year to Fraternity Headquarters as the chapter's contribution to the Alpha Xi Delta Foundation.

**Sec. 3. Financial Probation.** Financial probation is defined as not being able to attend any Alpha Xi Delta social function and not having the ability to vote at chapter meetings, recruitment meetings, etc. A member on financial probation may not hold an office.

**Clause 1.** A Member will receive a notice when their OmegaFi account is **past due**. Payment is expected before the next billing cycle or the member will be placed on Financial Probation until the member is in good financial standing with the chapter.

**Clause 2.** A member will not be permitted to add any merchandise or tickets to their OmegaFi account if they are on financial probation until they are in good financial standing with the chapter.

### ARTICLE III – Officers

**Sec. 1. Nominating Committee.** A nominating committee is to be elected by the chapter or appointed by the executive committee prior to elections. It is to be composed of at least two (2) seniors, two (2) juniors, two (2) sophomores and the Chapter Advisor. The chapter president serves with no vote. The Chapter Advisor and the president can oversee the selection of a member at large.

**Clause 1.** A roster divided by academic year will be provided to the membership prior to voting.

**Sec. 2. Slate of Officers.** The nominating committee selects a slate of candidates. The nominating committee shall inform the members of the position for which they have been slated. The slate of officers is presented at a Chapter meeting. Nominations are accepted from the floor and a secret ballot is taken.

**Sec. 3. List of Elected Officers.** Director positions may be combined when necessary with approval from the Chapter Advisor.

Chapter President, Chapter Life VP, Communications VP, Finance and Operations VP, Membership VP, Member Development VP, Philanthropy VP, Panhellenic Delegate, New Member Orientation Director, Academic Achievement Director, Campus Activities Director, Sisterhood Director, Chapter Events Director, Foundation Support Director, Electronic Communications Director, Alumnae Relations Director, External Marketing Director, Campus Relations Director, Parent Relations Director, Ritual/Fraternity Appreciation Director, Programming Director, Recruitment Data Director, Recruitment Events Director, COB Director, Recruitment 365 Director, Administration Director, Finance Director, Facility Management Director, Internal Philanthropy Director, External Philanthropy Director, Community Service Director

**Sec. 4. Term of Office.** All officers will serve a one-year term beginning with the first chapter following recruitment.

**Sec. 5. Eligibility for Office.** To be eligible for elected office, a member must be in good standing with the chapter, be in good financial standing, be in good standing academically according to Article VI-Membership Section 6-Scholarship, and be a full-time student.

**Clause 1.** Any member running for an Executive or Director position must have at least a 3.0 cumulative college GPA and be a full-time student. Exceptions must be approved by the Chapter Advisor.

**Sec. 6. Vacancies.** Should a vacancy in an office occur during the course of the year, the executive committee will appoint a replacement.

**Clause 1. Vacancy in Chapter President.** If the president vacates her role, the Chapter Life Vice President fulfills her duties until the executive committee appoints a replacement with approval from the chapter advisor.

**Sec. 7. Structure and duties.** The chapter officer structure shall be as outlined from the National Organization.

**Sec. 8. Officer Training.** Chapter Advisor will facilitate an Officer Training Session for the incoming officers. The sitting President will assist with the training following elections, including the incoming Exec Officers in Executive Board meetings, ensuring that the current officers are meeting with the incoming officers consistently. The sitting President may assist with the training and development during Exec Week in August.

**Clause 1.** Officer training will be held following elections. Directors may be included for a portion of the training if necessary. Attendance is required except in the case of class schedule, illness or emergencies. Unexcused absences could result in a fine. It is the responsibility of the officers to meet with the President or the advisor to catch up on the missed training and get any materials.

**Clause 2.** Officers are to have a training period prior to taking office, which includes joint meeting of outgoing and incoming officers.

**A.** Outgoing officers and directors are to provide some training for incoming officers and directors. This can be done through joint meetings, shadowing, etc...prior to the end of the fall semester.

**Clause 3.** Executive Officers are expected to attend Exec Week in August for Officer Training and Development and to assist with Move In. Attendance is required. Unexcused absences could result in a fine.

**Clause 4.** Executive Officers and Directors who are requested by the Area Facilitator are expected to attend Area Wide Training during the spring semester.

#### **ARTICLE IV – Honor Board**

**Sec 1. Election Procedure.** The Honor Board shall be slated by the same nominating committee that slated the Vice Presidents and Directors. The slate for the Honor Board positions will be voted on AFTER the officer slate has been passed. (NO Executive Board member besides the chapter president shall also sit as a Honor Board representative).

**Sec. 2. Term of Office.** The Honor Board members should serve for a **one year term** concurrent with the Chapter Officer timeline.

**Sec.3. Representatives.** Ideally three representatives would represent a different academic class. (i.e. sophomore, junior, senior) and a fourth would be a member at large. The president and the chapter advisor are also members of the board. The chapter advisor has a voice, but no vote.

**Sec. 4. Duties.** It is the Honor Board's duty to practice sound judgment and impartiality to hold members accountable who have not upheld the policies of the chapter or National Fraternity. Under the direction of the Chapter President, the Honor Board reviews all information presented in each Honor Board Meeting and determines an appropriate outcome. One representative should take official minutes during every Honor Board meeting to be kept on file by the chapter President. All proceedings are confidential and Honor Board members must always act in the best interest of the chapter and national Fraternity

**Sec 5. Meetings.** The Honor Board will meet weekly at a time that allows for the Honor Board members to be present. Attendance is required except in the case of illness, emergency or conflict with

### **ARTICLE V-Appointed Positions**

**Sec. 1. Assistants.** Assistant(s) will be appointed for each Executive Officer. The following Directors will have an assistant appointed by the executive board. Directors who are not listed below may request an assistant.

Academic Achievement Director, New Member Orientation Director, Programming Director, Finance Director, Facility Management Director, Sisterhood Director, Chapter Events Director, Internal Philanthropy Director, External Philanthropy Director

**Sec 2. Chair positions.** Leadership positions within a council shall be appointed by the Executive Board.

**Sec. 3. Timing.** The executive committee will complete all appointments by December 1<sup>st</sup>.

**Sec. 4. Live In.** Executive Officers and Directors must live in the chapter house to maintain their position. Exceptions can be made with approval from the Chapter Advisor.

**Sec. 5. Vacancies.** The executive board shall appoint any elected office that becomes open.

**Sec. 6. Term of Office.** Term of office for all elected positions is one year beginning and ending with the first chapter following formal recruitment.

**Sec. 7. Committees.**

**Clause 1.** All chapter members shall be members of a council and a recruitment committee. The President shall not be a member of either a council or a recruitment committee.

### **ARTICLE VI - Membership**

**Sec. 1. Live-in policy.** It should be understood by all women that at any time it is necessary to fill the chapter house to capacity; members shall be required to live in the house. Failure to adhere to this clause will be grounds for suspension of membership.

**Sec. 2. New Member Requirements.** To be considered for membership, a woman must be a full-time student at Indiana University. PNMs are expected to have a 3.0 college GPA. (If the chapter is unable to access the cumulative GPA they may use the semester prior to recruitment.) Exceptions must be approved by the Chapter Advisor and the Membership Advisor.

**Sec. 3. Election to membership.** Election to membership shall be a minimum of seven-eighths (7/8) of the entire chapter present and eligible to vote.

**Sec. 4. Legacies.** Legacies must be introduced to the Recruitment Chair or the Chapter President during recruitment and each chapter member should be aware of the legacies.

**Clause 1. Cutting A Legacy.** Legacies should be given special consideration for membership. An Alpha Xi Delta legacy should be invited through the first round of recruitment. No Legacy may be released without permission of National Council's designee. The Alumnae of the legacy must not be notified of the status of the legacy in recruitment.

**Clause 2. Extending An Offer For A Bid.** Once a Legacy has been invited back to preference round they must be given a bid for membership.

**Sec. 5. Recommendations.** All active members will be encouraged to submit recommendations for potential new members. (pnms) Alumnae are encouraged to submit recommendations for pnms.

**Clause 1. Alumnae Recommendations.** Alumnae recommendations should be documented and tracked throughout recruitment.

**Sec. 6. Scholarship.** Members are required to maintain a **3.0 cumulative and semester GPA**. Any member failing to meet the GPA requirement will be placed on Beta Pi Academic Probation for a period of one semester.

**Clause 1.** A member who falls **below a 2.5 cumulative GPA will be on National probation** in accordance with the National Constitution and Bylaws. If a member falls below a 2.5 **cumulative** GPA, after one semester of academic probation the National Bylaws regulations will be followed and her membership will be up for review.

**A.** A member who is on National Probation will have an academic plan that is overseen by the Academic Director. The member will lose voting privileges, cannot hold an office and will lose social privileges for the semester.

**Clause 2.** If a member falls below a 3.0 **semester** college GPA, but their **cumulative GPA is a 3.0 or higher** they will meet with the Academic Director to work on an Academic Plan for the semester.

**Clause 2. Beta Pi Academic Probation** is defined as having a **cumulative** college GPA between a 2.5 and a 3.0. The member will be under the supervision of the Academic Director for the semester. For specifics see the academic probation contract.

**A.** The Academic Director will create and oversee an Academic Plan for the member for the semester. Members who are on Beta Pi probation will be have limited social privileges.

**Sec. 7. Suspension of Membership.** A member who voluntarily or involuntarily has their membership suspended will not be permitted to attend Alpha Xi Delta functions. Including but not limited to, formals, informals, pairs, quads, darty's, tailgates, meals, etc.. This includes attending as the guest of a member in good standing.

**Sec. 8. Alumnae Status.** A live out member who is a senior enrolled as a part time student throughout the rest of her time as an undergraduate may request to have alumnae status. Verification of her class schedule must be provided.

**Clause 1.** A senior with alumnae status will not be permitted to attend Alpha Xi Delta functions. Including, but not limited to, formals, informals, pairs, quads, senior specific events and activities, darty's, tailgates, meals, etc... This includes attending as a guest of an active member.

**A.** Recruitment support will be determined by the Membership Team and the Chapter Advisor based on the needs of the chapter.

**Sec 9. Inactive status.** A request for inactive status must be done a semester in advance. It is reserved for extenuating circumstances. An inactive member will not be permitted to attend Alpha Xi Delta functions. Including, but not limited to, formals, informals, pairs, quads, darty's, tailgates, meals, etc.. This includes attending as the guest of a member in good standing.

**Clause 1.** Inactive members will be charged national dues and fees.

## **ARTICLE VII – Conventions**

**Sec. 1. Delegates.**

**Clause 1.** The chapter is to send at least two (2) delegates to the National Convention.

**A.** Executive Officers are the first to be considered to attend the National Convention. Followed by elected officers/Directors.

**Clause 2.** Chapter members selected as delegates are in no way financially responsible for the payment of registration or transportation to the convention.

**Clause 3.** The elected delegate to the National Convention or TLC is to sign a pledge stating that she will return to Indiana University and the Beta Pi chapter of Alpha Xi Delta the semester following the convention. In the event that she does not return, the delegate is expected to pay back all the money put forth by the chapter for her to go to the convention.

**Clause 4.** The chapter delegates should be prepared to share their experiences with the Executive Board, the Advisory Board and the chapter



**Sec. 2. Postponement.** In the event of postponement of a convention, chapter funds designated for that purpose are to accumulate toward use in sending more representatives to future conventions.

### **ARTICLE VIII – Member Discipline**

**Sec. 1. Reasons. A member may be disciplined for any of the following:**

- A.** Failure to maintain financial good standing
- B.** Failure to maintain academic good standing
- C.** Conduct contrary to the best interests of the Fraternity

**Clause 1. Status of a collegiate member on probation.**

- A.** Shall be under the supervision of the party imposing probation. She shall be given a written statement of the reasons for the probation and the stipulations for release from probation.
- B.** Her new member pin or badge shall be surrendered for the period of probation.
- C.** She may not be slated for, elected to, appointed to, or installed in an office.
- D.** She shall not have voice, make a motion, or vote.
- E.** She shall be ineligible to receive any Fraternity, chapter, or association award.
- F.** She shall not attend any social function during the term of probation.
- G.** The Chapter Advisor is to be informed of members placed on probation and the terms of the probation.

**Sec. 2. Suspension of a Collegiate Member.** A permanent but revocable status of suspension of membership may be voted by the chapter, selected by the member, or imposed by the Chapter Advisor, the Area Facilitator, National Council, or National Council’s designee.

**Clause 1. Reasons.** A collegiate member may have her membership suspended:

- A. Automatic**
  - a.** For failure, while on probation, to fulfill the stipulations for release from probation.
  - b.** For failure to clear financial accounts with the chapter and/or the National Fraternity and/or the chapter’s building corporation.
  - c.** For repeating conduct for which the member already has been placed on and released from probation.
- B. Other**
  - a.** For conduct detrimental to the best interests of the Fraternity considered too serious for probation.
- C. Voluntary**
  - a.** At the request of the member, provided her accounts with the chapter and National Fraternity are paid in full.

**Sec. 3. Merit System.** Attendance and involvement at all chapter events will be managed by the chapter merit system. All members are expected to meet the requirements of the merit system.

. **Clause 1.** Failure to meet the requirements of the merit system as outlined by the Finance and Operations VP and the Administrative Director will result in merit probation.

**Sec. 4. Involvement.** Involvement and participation in campus activities is required. Each member is required to maintain membership in at least one other organization. This involvement will enrich each individual member and strengthen the chapter as a whole.

**Sec. 5. Non-Hazing Policies**

No chapter, establishing chapter, student or alumna should conduct, participate in nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule." This includes activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.

**Sec. 6. University Compliance**

The purpose of Alpha Xi Delta's risk management policy is to create, maintain and represent a safe environment for our members and the other members of the Greek Community at IU. We inspire our members to realize their full potentials and believe that our members should demonstrate the best versions of themselves throughout their daily lives. We recognize that the social aspect of Greek Life is an exciting opportunity for our women to build relationships with each other as well as the members of other chapters on campus. However, we feel that it is our responsibility as a chapter to ensure that we are participating in safe practices that follow the guidelines set by Indiana University and encourage positive atmosphere.

**Sec. 7. Personal Gain**

Alpha Xi Delta is a non-for-profit organization nationwide, and does not seek to monetize member dues, nor does it intend to monetize any and all expenses for personal gain.

**ARTICLE IX – Contracts, Notes, and Other Written Agreements**

Subject to the provision of applicable laws, any contract, note or other written agreement entered into by the chapter with any person or other entity will be valid only when signed by the chapter president and another member of the chapter's executive committee, or by the chapter president and one member of the chapter's advisory board or corporation.

**ARTICLE X – Amendments**

Amendments to these bylaws may be made by a seven-eighths (7/8) vote of the entire membership eligible and present to vote.

Bylaws accepted by \_\_\_\_\_ Chapter                      Date \_\_\_\_\_