

BY-LAWS OF Epsilon Epsilon Chapter of Alpha Epsilon Phi
(Last Updated: Sep 09, 2018)

Statement of University Compliance

This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

Anti-Hazing Policy

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Personal Gain Clause

This organization shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

Statement of Non-Discrimination

Alpha Epsilon Phi allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Article I

Name and Objective

Section 1. The name of this college chapter of Alpha Epsilon Phi, located at 1110 North Jordan Avenue, Bloomington, IN, 47406 is Epsilon Epsilon.

Section 2. The purpose of this organization shall be to establish and maintain a sisterhood of university women for social, educational, philanthropic, and such other purposes in accordance with the Constitution and By-laws of the national sorority.

Article II

Membership

Section 1. All members of Epsilon Epsilon chapter shall be registered students at the Indiana University and shall be governed in accordance with the eligibility requirements and procedures prescribed in the National Constitution and By-Laws.

Section 2. To be eligible for initiation, a new member must have a 2.7/4.0 grade point average, have satisfactorily completed her new member education, and shall have paid her initiation fee.

Article III Government

Section 1. The government of the Epsilon Epsilon chapter shall be vested in fifteen officers (15) who shall be known as the Executive Board. All 15 of these officers shall be elected for a period of one (1) year, with said election to be held between October 1st and December 15th. These year-long positions shall consist of the following elected officers: President, VP Operations, VP Social Standards, VP Finance, VP New Member Educator, VP Risk Management (3), VP Recruitment (2), VP Philanthropy, VP Social Responsibility, VP Programming, VP Scholarship, and VP House Management.

The government of Epsilon Epsilon chapter shall also include eight (8) chair positions, which are elected as well. The following elected positions are House Manager, Ritualist, Alumni Relations, Public Relations, Event Coordinator, Service Chair, and Artistic Component.

Section 2. Duties of Officers

The President shall preside at all meetings; call all special meetings; exercise general supervision over the chapter; represent the chapter when necessary; maintain regular contact with the chapter advisor and the chapter support team; submit all forms and reports required by National; make sure other officers submit required forms and reports as well as adhere to their officer descriptions and duties; serve as tie-breaker in all chapter votes; maintain regular contact with the Advisor to Fraternities, Sororities, and Registered Student Organizations office. The President must be at all recruitment events. Arrange and conduct and oversee elections and officer transition, with assistance from the E-Board and advisor, where applicable.

- **VP Social Standards, VP Operations, (2) VP Recruitment, VP Finance, (3) VP New Member Educator, VP Philanthropy, VP Programming, VP Sisterhood, and VP Social Responsibility shall report to the President.**

The VP Operations shall assist the President in her duties of office, assume full responsibility in the absence of the President; take and distribute minutes of all chapter meetings; notify members of special meetings and reports due; take attendance at all chapter meetings; receive excuses as submitted; organize the communication system of the house (i.e. House email account); run point system of the house; keep a file of all chapter correspondence; to record all invitations to membership issued by the chapter to keep a record of all members added to the chapter by initiation; and prepare and distribute closure calendars and reminders. Handle chapter correspondence and read any correspondence that is for presentation at chapter meetings.

- **Public Relations, Alumni Relations, House Manager, and Ritualist shall report to the VP Operations.**

The VP Social Standards shall serve as Standards Board Chair, and appoint Standards Board members; be responsible for submitting required forms and reports to the National Office; oversee the Constitution and By-law changes and

revisions; collect any necessary fines from chapter members; keep order at chapter meetings; and serve as a liaison between the chapter and members with senior standing.

- **VP Scholarship and Risk Manager shall report to the VP Social Standards.**

The VP Finance shall collect all monies due to the chapter and National; provide sisters and/or parents with the breakdown of all fees charged; distribute the proper receipts for all monies paid at the business meeting of payment or at the business meeting immediately following the receipt of payment; present financial condition of chapter to the members; guarantee observance of rules and regulations which the national organization prescribe to govern the matters of chapter financing and accounting; submit all forms required by the National Office and National Treasurer; and budget all funds, submitting a preliminary budget at the beginning of each semester and a final budget soon to follow.

- **Artistic Component shall report to VP Finance.**

The VP New Member Educator shall educate all new members; follow a National six to eight week new member educational program; submit all forms required by National for new membership and initiation in a timely manner; and assist the President and VP Social Standards in selecting two assistant new member educators. If the chapter participates in the informal recruitment/Continuous Open Bidding process during the second semester, the newly elected VP New Member Educator would assume responsibility for administering a pledgeship with the new women.

The VP Recruitment shall conduct and organize all formal new member recruitment practices and procedures. The chairwomen shall also be responsible for acquainting all chapter members with National and IUB Panhellenic recruitment rules and ensure the said rules are observed; enforce consequences of recruitment infractions; appoint assistant recruitment chairs or assistant positions; approve all recruitment book submissions; and submit all forms required by National regarding recruitment. If necessary, these women will also organize informal recruitment events and work with the VP Programming and VP New Member Educator to oversee these events.

The VP Social Responsibility shall plan and organize social activities which include Fraternities as a group (exchanges) and other parties that do not require dates; coordinate all serenade events; coordinate sober sister program; keep the chapter updated and knowledgeable about Kolosis and its policies and procedures; oversee that all functions are planned within the limits of the National Alcohol and Social Events policies and UIUC alcohol policy; educate chapter on risk management policies; and submit all social event forms to Judicial Board within the proper time.

- **Events Coordinator shall report to VP Social Responsibility.**

The VP Philanthropy shall be responsible for planning and executing all chapter community service events; enforcing and keeping track of community service hours for members. All proceeds will benefit Sharsheret and/or the Elizabeth Glaser Pediatric AIDS foundation. A minimum of one fundraiser must occur each semester.

- **Service Chair shall report to VP Philanthropy**

The VP Programming shall plan and execute programs for the chapter and take attendance at these functions as required; these programs are to satisfy requirements for Personal Growth & Life Skills, Health & Wellness, History & Heritage, Junior Pathways, and Senior Pathways; conduct a Founders' Day Ceremony; plan the Temple Degree Ceremony. Vice President-Programming shall be responsible for the Second Avenue Program and implement chapter's Second Avenue Programs according to National guidelines; and maintain regular contact with chapter advisor and the Programming Specialist.

The VP of Scholarship is responsible for the academics of AEPHI, including enhancing the academic performance of members and providing additional support and resources for those that don't. The scholarship chair provides rewards and incentives throughout the year in order to award those who have done well. Conversely, the VP of Scholarship is required to hold individual standards meetings with the VP of Standards and each member who failed to meet the minimum 2.7 GPA required by the chapter. Consequences are then given out, which the VP of Scholarship is charged with enforcing. Punishments include monthly and midterm progress reports, study hours and social probation. Collaborate with Second Avenue to plan positive scholarship programming for the chapter.

The Executive Board shall guide, govern, and discipline the chapter as necessary; act of the chapter when decisions must be made; sort through, handle, and make recommendations for chapter action on chapter business; and appoint chairwomen of committees not previously provided for. The Executive Board shall be required to attend all Sunday night Executive Board meetings.

The Panhellenic Delegate is responsible for relaying information back to the chapter regarding Panhellenic affairs. This entails going to weekly gavel meetings and initiating participation in the Panhellenic community. This position will work closely/report to the president. Serve as the liaison between the chapter, the Panhellenic and the Greek Community on campus; represent the chapter on the campus Panhellenic Council; keep the chapter apprised of all pertinent information pertaining to Panhellenic by taking notes at meetings and reporting back to the chapter on a timely and regular basis; bring Panhellenic issues back to the chapter for discussion and vote; maintain contact, as necessary with the NPC Delegate and the campus Panhellenic; submit all forms required by the NPC Delegate and the campus Panhellenic; inform chapter of Panhellenic events, opportunities for member involvement, elections, etc.; be responsible for fulfilling obligations set forth by campus Panhellenic in conjunction with their officer rotation; and maintain regular contact with chapter advisor and programming specialist.

Section 3. There shall be a Standards Board of members who shall handle all matters of discipline. The committee shall be comprised of at least one member of each active pledge class, in addition to the VP Social Standards who shall serve as the Chair. Also, alternates for each position will be selected if a current board member is unable to attend each meeting. The board is run in the manner presented by the Alpha Epsilon Phi national policy. The Standards Board representatives will be chosen from submitted essay applications to the VP Social Standards.

- **Standards Board shall report to the VP Social Standards.**

Article IV Dues and Fees

Section 1. National dues shall be collected and remitted to the National Office in accordance with the National By-laws, by the VP Finance.

Section 2. Chapter dues shall be collected for the functioning of the chapter, and shall be determined according to the budget. The chapter VP Finance and chapter advisors along with the Executive board shall determine the budget.

A) Active member dues, which shall include rush and social fees and such other amounts as deemed necessary by the chapter VP Finance and advisor, shall be collected from all active members.

B) New Member dues, which shall include all chapter fees and National assessments, shall be collected from new members

Section 3. All monies and assessments of the chapter and/or House Corporation are to be transferred to Alpha Epsilon Phi Sorority, Inc., upon dissolution of the chapter and/or House Corporation, in accordance with the constitution of the National Sorority.

Section 3. Special assessments shall be collected from participating members for such expenses as formal or other special activities and any expenses incurred by the chapter on behalf of the members.

Section 4. All monies and assessments of the chapter and/or House Corporation are to be transferred to Alpha Epsilon Phi Sorority, Inc., upon dissolution of the chapter and/or House Corporation, in accordance with the constitution of the National Sorority.

Article V Election and Resignation

Section 1. The President will choose an election date in the first two weeks of November. No later than one week before there will be slating interviews to choose a slate. The slating committee will choose the slate. The slating committee will be chosen by the past president through an application process by juniors and seniors in AEPi Epsilon Epsilon chapter. The slate is only for the executive board. Anyone who has a 3.0 or above can apply for an interview to be slated. If an active would like a chair position they should tell the president by a designated due date before elections. They will then write a speech to recite at elections. If there is any opposition to the slate, someone can be nominated at elections and the candidates will then both recite a speech and there will be a vote.

Section 2. The chapter shall call for the resignation of any officer who is reported negligent in her duties of her office. A two-thirds vote of the chapter is necessary to call for the resignation of a chapter officer. Any member proposing such a vote must submit her intention to the Executive board in writing one week before voting day. The written intention must include a petition with at least five (5) signatures. If any officer wishes to resign, she must first confer with a chapter advisor. Permission to hold a special election to fill a vacancy in office must be obtained from the National Office.

Article VI
Recruitment and Pledging

Section 1. Every active and new member is responsible for the observance of the rules governing recruitment and pledging as prescribed by IUB Panhellenic National.

Section 2. Every member must participate in the recruitment process as a representative of Alpha Epsilon Phi for all years that they are an enrolled student at Indiana University. A member may only apply to become a Rho Gamma as a Junior or Senior, which takes precedence over the recruiting requirement.

i. Any cause that results in a member being absent from recruitment requires proper documentation as designated by the VP of Recruitment. Fines will be assessed for any members missing recruitment. Fines are to be decided by the VP of Recruitment. Assigned fines will be presented to the executive board for approval.

Section 3. To rush and join the Epsilon chapter of Alpha Epsilon Phi, a prospective member must be enrolled in Indiana University as a full-time student in good standing, and must have a 2.7/4.0 grade point average if they are of freshmen standing and a 3.0/4.0 grade point average if they are of sophomore standing to initiate and remain an active member.

Section 4. A new member may be depledged upon request of the chapter after the case has been referred to the Standards Board and all national policies and procedures followed. Reasons for depledging are designated by National.

Section 5. A new member has the right to depledge herself from the chapter at her request. The proper procedure must be followed and the paperwork must be completed and filed with the President and National Office for the request to be officially completed.

Article VII
Discipline

Section 1. The Standards Board shall have jurisdiction over all matters of discipline.

Section 2. Any serious or habitual violations of rules, regulations, or policies of Epsilon Epsilon, the University, IUB Panhellenic, or National shall be grounds for discipline as prescribed by the National constitution, By-laws, policies, and procedures.

Section 3. The National rules and procedures regarding Standards Board hearings, as outlined in the National Standards Board manual, must be followed at all times.

Section 4. The Standards Board rules and procedures should be distributed to every member at the beginning of each year so no discrepancy in rules or procedures occurs.

Section 5. The VP Social Standards shall preside over all Standards Board hearings and meetings with no vote. An advisor need not be present unless requested by a sister or if the proceedings can result in the disaffiliation of a member. A member of the Standards Board shall serve as a scribe to record all minutes of the hearings and meetings.

Section 6. If a member wishes to appeal a decision of the Standards Board, she must notify the VP Social Standards in writing within one week of the decision. The Executive Board will hear the appeal. However, the Executive Board has the right to deny hearing the appeal. A member has the option to appeal to National Council within 30 days of the decision.

Article VIII Bylaws

Section 1. Amendments to the Epsilon Epsilon chapter By-laws shall be proposed to the VP of Standards. The VP of Standards will then inform the chapter of the proposed changes at least one week before they will be voted upon at chapter.

Section 2. Quorum (2/3 of active members) must be present to vote. A $\frac{3}{4}$ vote of those present is needed to pass each amendment.

Section 3. The President shall never vote but only serve as the tiebreaker. The Executive Board shall only vote on matters that have not been voted on during Sunday night Executive Board meetings.

Article IX House Rules

Section 1. Room Pick

Room pick shall be conducted and organized by the House Manager. The House Manager will obtain the points rank from the VP Operations before room pick is to take place. At this point, the House Manager will rank according to seniority the members of the chapter who will be living in the house the following semester. Seniority is according to the following order: First, the President will pick, then juniors living in the house are ranked by point totals. Then, the sophomores are ranked strictly by points. Points are determined by VP of Operations who follows a pre-determined guideline. You must pay all fines prior to picking your room. Parking spaces located at the chapter house shall be allotted according to room pick order.

Before the actual room pick begins, a list of points is posted. Rooms will be picked according to the point list rankings. The Vice President and House Manager are in a room with a floor plan of the house. In order of points each woman enters the room individually and makes a room and parking selection.

Parking spaces follow the same standards as room pick ranking. A woman must currently own a vehicle or intend to own a vehicle to take a spot at the chapter house.

Section 2. Alcohol and Drug Policy

No alcohol opened or unopened shall be allowed on the property of, or in the chapter house of Epsilon Epsilon chapter of Alpha Epsilon Phi Sorority. Should any member violate this policy, she is subject to disciplinary action as outlined in the National policy. No illegal drugs shall be stored, sold, or consumed in Alpha Epsilon Phi property. All

Encompassing Phacts describes in detail the National Drug and Alcohol Policy and the consequences of a violation of this policy that all member of Mu chapter shall follow.

Section 3. Visitation Policy

Male guests are allowed on the main floor during any time; Male guests are allowed on the second and third floors of the chapter house during the hours of 8:00 am to 12:00 am Eastern Standard Time, five (5) days a week, and during the hours of 8:00 am to 2:00 am on Friday and Saturday.

Male visitors are never permitted in the second or third floor rest rooms.

No visitor is ever allowed in the basement.

All house rules apply to every member of Epsilon Epsilon chapter as well as her guest. Members will be held accountable for the actions of their guests.

If any member of Epsilon Epsilon chapter feels as if her privacy is being violated within the confines of the rules, she should feel free to approach a member of the Executive Board who will take the appropriate action.

Section 4. Live-in Policy

All initiated members are required to live in-house one full year starting the semester after initiation.

Section 5. Senior Status

A member will achieve senior status during their fourth year of university education; senior status exempts members from chapter and other mandatory functions or meetings for the second semester of their senior year. Once a senior graduates from the University and receives Temple Degree, they are considered an alumnus of the chapter. If a member who has attained senior status attends five (5) chapters a semester she has earned her voting rights and is allowed to vote in chapter as well as in counted in the voting populous of the chapter.