



Chapter Bylaws and Standing Rules

Each collegiate chapter shall be governed by the Constitution, policies and procedures of Delta Gamma Fraternity and shall adopt bylaws and standing rules in accordance with Model Bylaws and Standing Rules for Collegiate Chapters. Bylaws and amendments thereto must be approved by the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator as provided in the Fraternity Constitution **before the chapter vote can be taken**. Refer to Section 4: *Delta Gamma Fraternity Constitution*, Article XVI, Section 4. Refer to Section 6: **Bylaws and Standing Rules**.

ATTENTION CHAPTER PRESIDENT and VICE-PRESIDENT: COMMUNICATIONS:

1. The following document is required by the Delta Gamma Fraternity Constitution and Fraternity policies and procedures.
2. The gray fields should be filled according to the needs of the chapter. Only sections that may be modified (i.e., where verbatim language is not required) are accessible for change. Additional fields are available following each area and at the conclusion of the Standing Rules to include chapter-specific issues not covered in the model. Several fields, including chapter name, school name, fines and specific GPA requirements, will be entered once and will be auto-filled for the rest of the document.
3. **After** approval by the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator, bylaws and standing rules must be adopted or amended by a two-thirds vote of the chapter, provided notice has been given at a previous chapter meeting. 2019-2020 BL/SR must be approved **prior to end of spring 2019 term**.
4. Bylaws and standing rules and amendments should be dated and a copy should be uploaded to e-Ops+. A copy of the approved chapter bylaws and standing rules shall be sent to the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator.
5. The approved bylaws and standing rules shall be posted on the Fraternity-approved accounting system for member online access.
6. All members, new members and advisers shall have access to the chapter's current bylaws and standing rules.
7. Collegiate chapter bylaws and standing rules shall NOT be shared with nonmembers. (Model bylaws may be shared with the section regarding voting removed.)

Delta Gamma Chapter Bylaws

BYLAWS OF Theta CHAPTER

ARTICLE I. – NAME

The name of this chapter shall be Theta chapter of Delta Gamma Fraternity.

ARTICLE II. – OBJECTS

The objects of this chapter shall be those expressed in the Constitution of Delta Gamma Fraternity, “to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility, and to develop in them the best qualities of character.”

ARTICLE III. - MEMBERSHIP

Section 1: This chapter may invite a woman to join if she meets the requirements as provided in the Constitution.

Section 2: As provided in the Constitution, to be eligible to join, a candidate must receive the approval of the chapter members in the manner selected by the chapter as stated in the bylaws of the chapter. Negative votes that are unsupported by reasons deemed adequate by the Evaluating Committee may be reconsidered. No candidate may have her name proposed for the final vote more than twice during a recruitment period.

Section 3: Only women registered as students registered in Indiana University who have been initiated into membership in Delta Gamma Fraternity in accordance with the provisions of Article V of the Fraternity Constitution may be members of this chapter. The scholastic Initiation requirement for this chapter shall be 2.8 GPA unweighted, cumulative if college grades have not yet been established (*the woman is a freshman without college grades*) and 2.8 GPA cumulative if college grades are available. (*Note: The Constitutional scholastic requirement for Initiation into Delta Gamma is a minimum of a “C” (2.0 on a 4.0 scale) college grade point average or a minimum of a 2.5 grade point average unweighted, cumulative on a 4.0 scale from secondary school if college grades are not available. The Constitution does not require a minimum number of credit hours.*)

Section 4: Every unmarried undergraduate member of the Fraternity taking work leading to a degree at Indiana University who has been initiated by this chapter shall be a collegiate member thereof with the exception of fifth year undergraduate students who have been granted alumna status by the Advisory Team Chairman or students who have been granted early alumna status by Council.

Section 5: A member in good standing lives by the high standards and ideals of sisterhood of the Delta Gamma Fraternity, attends all required meetings and events, meets the chapter scholastic requirements, meets her financial obligations and abides by the chapter’s housing policies.

Section 6: A married undergraduate member registered in an institution where a Delta Gamma chapter is located may continue to be a collegiate member if she is in good standing and she signifies that choice in

writing to the chapter president. She must complete the Married Collegiate Status Request form which is available from Executive Offices or from the chapter president. Otherwise, she is automatically considered an alumna member. If she elects to remain a collegiate member, she assumes all the privileges and responsibilities of membership.

Section 7: A graduate student registered in an institution where a Delta Gamma chapter is located may continue to be a collegiate member if she requests annually that choice in writing to the chapter president. Members should be in good standing at the conclusion of their undergraduate career. With approval from the ATC, the member assumes all the privileges and responsibilities of membership. She must complete the Graduate Student Collegiate Status Request form which is available from Executive Offices or from the chapter president.

Section 8: A transfer student may affiliate and become a collegiate member of this chapter provided that she has met the scholastic requirement for good standing for this chapter; and that the president, the vice-president: finance, and the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator of her chapter of Initiation attest to her good standing financially as a member of Delta Gamma Fraternity. (*Note: University and/or Panhellenic regulations must permit affiliation.*)

Section 9: Each new member must sign and date a Statement of Obligation the second week of the New Member Pursuit.

Section 10: An expelled new member or expelled member shall not be eligible to join Delta Gamma again and shall never be initiated into Delta Gamma Fraternity. Once Council has cancelled the membership of a new member via new member expulsion, that woman may never be initiated into the Fraternity.

ARTICLE IV. – DUES AND FEES

Section 1: Each new member shall pay an Initiation fee as invoiced to Executive Offices to meet the Fraternity Initiation fee required by the Constitution. Each new member shall pay an additional fee as determined by approved chapter budget to be allocated to chapter treasury.

Section 2: Each new member shall pay a one-time new member fee as invoiced to Executive Offices to meet the Fraternity new member fee required by the Constitution. Each new member shall pay an additional fee as determined by approved chapter budget to be allocated to chapter treasury.

Section 3: Each member and new member shall pay annual dues as determined by approved chapter budget. (*Note: The amount of chapter dues must be the same for every member and new member and should be sufficient to cover the needs of the chapter.*) Fraternity per capita dues shall be collected yearly for each member and new member and paid prior to November 1 or prior to the Initiation of a new member.

Section 4: Each member shall pay a house corporation fee as determined by the approved house corporation and chapter budget. It shall be collected before the end of the school year.

ARTICLE V. – MEETINGS

Section 1: Formal chapter and the monthly business meeting shall be held on Sundays at 8 o'clock during the academic year. The president may change the time of a business meeting under special circumstances, provided notice is given to the membership.

Section 2: The annual meeting for the election of officers shall be the Second Sunday in November. (Note: should be formatted as the first/second/third chapter meeting day in Nov/Dec. The election must be held prior to December 15th.)

Section 3: If notice has been given to each member, special meetings may be held on call of the president or may also be called on written request of 50 % of the members.

Section 4: 50 % of the members shall constitute a quorum at all meetings. (Note: A safe quorum should be based on one-half of the average attendance.)

ARTICLE VI. – OFFICERS AND DUTIES

Section 1: The officers of this chapter shall be president (presiding officer), vice-president: social standards, vice-president: finance, vice president: communications, vice-president: programming, vice-president: member education, vice-president: membership, vice-president: Panhellenic, vice-president: Foundation; Honor Board junior class member, Honor Board sophomore class member, and Honor Board member-at-large.

Section 2: The duties of the officers shall be those outlined in the *Delta Gamma Fraternity Constitution*, the *Collegiate Chapter Officers Manual* and the chapter Bylaws and Standing Rules.

ARTICLE VII. – ELECTION, TERM AND VACANCIES

Section 1: The officers shall be elected in the manner outlined in the *Collegiate Chapter Officers Manual*, *Changing of the Tides* and the chapter election Standing Rules.

Section 2: The officers shall be elected for a term of one calendar year. Directors shall be appointed for a term of one calendar year. No officer or director may serve in the same capacity for more than two consecutive years.

Section 3: All officers and directors shall be in good standing. Good scholastic standing to hold an office is a 2.8 GPA cumulative. Officers and directors are expected to be taking courses on campus throughout their terms of office.

Section 4: Should an officer vacancy occur, including that of the presidency, it shall be filled by election at the next meeting following the announcement of the vacancy, the candidate having been previously approved by the Advisory Team Chairman. If three or fewer months of the officer's term remain (including summer months) when the vacancy occurs, it may be filled by Chapter Management Team appointment, the appointee having been approved by the Advisory Team Chairman.

Section 5: Upon installation, each officer and director shall take the following oath, to be administered by the president of the chapter: "I do solemnly promise to discharge to the best of my ability, with fidelity and promptness, and in conformity with the Constitution, policies and procedures of Delta Gamma

Fraternity, and the bylaws and standing rules of this chapter, the duties of the office to which I have been elected or appointed.”

ARTICLE VIII. - GOVERNING BOARDS

Section 1: The Chapter Management Team shall consist of the president, who shall act as chairman; vice-president: social standards; vice-president: finance; vice-president: communications; vice-president: programming; vice-president: member education; vice-president: membership; vice-president: Panhellenic; vice-president: Foundation.

Section 2: The Honor Board shall consist of the vice-president: social standards, who shall act as chairman; president, junior class member, sophomore class member and member-at-large. (*Note: In chapters with no initiated sophomore members, a second at-large member will be elected to fulfill the responsibilities of the sophomore member.*)

Section 3: The jurisdiction and duties of the governing boards shall be as outlined in the *Collegiate Chapter Officers Manual* and the *Honor Board Handbook*.

Section 4: The Chapter Management Team will hold weekly meetings; the Honor Board will hold weekly meetings. Attendance is compulsory. Minutes shall be kept of all meetings. A majority of the members shall constitute a quorum, with the exception of Honor Board hearings *when four-fifths (4/5) of all members must be present*. The Advisory Team Chairman may attend Chapter Management Team meetings and the Honor Board Advisor should attend Honor Board meetings.

Section 5: Each collegiate chapter shall have an Evaluating Committee consisting of the president, vice-president: membership, director: recruitment/COB, director: recruitment records, Advisory Team Chairman and membership adviser. They shall act in accordance with the responsibilities stated in the *Recruitment Confidential* and the chapter Bylaws and Standing Rules.

Section 6. Each collegiate chapter shall have a nominating committee consisting of the following officers: president (who shall act as chairman); vice-president: social standards; vice-president: finance; vice-president: programming; director of scholarship; and sophomore and junior members-at-large. The sophomore and junior members-at-large may be elected at the beginning of the fall term. All members must be in good standing to serve. No other officers or members may be added to this committee. The Advisory Team Chairman will attend all meetings of this committee.

ARTICLE IX. - DIRECTORS/COMMITTEES

Section 1. The number of appointed directors and committees will be determined by chapter size and is subject to the approval of the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator.

Section 2. The choice of director/committee titles and duties will be determined by the president and Advisory Team Chairman, subject to the approval of the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator six weeks before elections. Each collegiate chapter's organization must include the following directors: rituals, scholarship, social events, recruitment records,

recruitment/COB, e-communications, and house management (if chapter has housing)/or chapter property (for FMC chapters).

Each collegiate chapter's organization must include the following committees: programming, rituals, scholarship, social events, and recruitment/COB. Additional directors for this chapter include: directors of new members, DG dialogues, public relations, committees, alternate panel delegate, social awareness, senior programming, special events, alumnae relations, chapter archives, lectureship, assistant director of lectureship, Anchor Slam, funds, fundraising, campus activities, service hours, mental health, and sustainability. Additional committees for this chapter include: new member, banner, Anchor Slam, special events, sustainability, campus activities, food, fundraising, and mental health committees.

Section 3. The president may appoint special committees and assistants as the business of the chapter requires.

Section 4. The president and/or the director of committees assign members/new members to committees and reviews requests for reassignment.

Section 5. Each member is expected to serve the chapter as an officer, director or committee member. Officers and directors shall also be assigned to specific committees most nearly related to their areas of responsibility.

ARTICLE X. - PARLIAMENTARY AUTHORITY

The current parliamentary writings of *Robert's Rules of Order* shall be the authority in all cases not otherwise provided for in the Fraternity Constitution, policies and procedures or these bylaws.

ARTICLE XI. – AMENDMENTS

These bylaws, except for those provisions that are contained in the Fraternity Constitution and policies and procedures, may be amended by a two-thirds vote provided that the approval of Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator has been obtained and that notice of the approved amendment has been given at the previous regular meeting.

If any changes in the Fraternity Constitution, Fraternity handbooks or policies and procedures shall at any time necessitate amending these bylaws, such amendments shall take place automatically without being voted upon by the chapter. Notice of the said change or amendment shall take place at the next regular meeting.

ARTICLE XII. - STANDING RULES

This chapter shall have standing rules for attendance and participation, election procedures, finance, house, recruitment, scholarship and other areas as needed by the chapter.

ARTICLE XIII. – REVIEW

The Bylaws and Standing Rules shall be reviewed annually by the officers no later than the month of April. Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator approval and chapter adoption shall occur prior to end of spring term.

_____ Date approved by Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator

_____ Date – chapter vote of approval

_____ President (electronic signature). Please upload approved BL/SRs to Fraternity-approved accounting system.

Delta Gamma Chapter Standing Rules

STANDING RULES OF Theta CHAPTER

ATTENDANCE AND PARTICIPATION

Section 1: **PARTICIPATION:** Only members and new members enrolled at Indiana University, chapter advisers, Fraternity advisers and special invited guests may attend chapter meetings, events and activities.

An initiated member pursuing requirements for a degree which requires either absence from campus or significant time commitment due to professional training such as study abroad, internship, student teaching, undergraduate/graduate programs may be granted Academic Professional Status (APS) after review and approval from Honor Board and the Advisory Team Chairman. A member must meet the specific criteria in the chapter's Bylaws and Standing Rules, and submit a Request for Academic Professional Status form, including detailed information about the program or experience, in advance of leaving campus. A member who is present on campus, but is taking the majority or all of her classes online is not eligible for Academic Professional Status. A member granted Academic Professional Status must resume all membership responsibilities upon completion of approved Academic Professional Status term. This standing may be granted to an initiated member regardless of the length of time she has been a member of the chapter. The chapter agreed upon commitments that qualify a member for Academic Professional Status are: student teaching and internships. The chapter agreed upon time/distance parameters are: further than 50 miles.

If a member who has been granted Academic Professional Status (APS) attends chapter events and activities, she is expected to follow chapter rules and will be charged for the event if it is not already included in her reduced fee schedule (such as a chapter Formal or other social event).

Section 2: **REQUIRED ATTENDANCE:** All members must attend weekly programming and activity events, formal chapter, business meetings, recruitment, Bid Day, ritual and Founders Day activities; and other anchored events (*list these*) Lectureship, Anchor Slam, Slices for Sight, Chapter Retreat, Recruitment and all recruitment events, Initiation, Foundation events, Officer Transition Workshop (Regional, Chapter, and Panhellenic), Scholarship dinner, and crew events as designated on the calendar. New members must also attend new member meetings and are permitted two unexcused absences from chapter meetings. The only acceptable excuses for anchored events are documented illness, direct class conflict, unavoidable family commitments, and employment/work conflict no more than 2 times per academic term. A class may not be taken on the night of the formal chapter and business meetings unless it is a requirement for graduation, is not offered at any other time, and is approved by the Advisory Team Chairman.

Policy: Members and new members may not be required to attend any collegiate function where alcohol is available.

Section 3: **EXCUSED ABSENCE:** A member who is unable to attend anchored events must submit a written excuse to the vice-president: communications one day(s) prior to the missed meeting/event.

The vice-president: communications will review the excuses with the CMT, who will decide if the member is excused. The vice president: communications will advise the member if she will be excused.

If a member needs to be excused due to a sensitive/personal issue, she should give the excuse to the vice president: social standards, who will review the excuse with the Honor Board. The vice president: social standards will advise the member if she will be excused.

Section 4: **EXTENDED ABSENCE:** Members wishing to be excused from anchored events for an extended period of time should submit a request to the vice president: communications. The vice-president: communications will review the request with the CMT, who, with the approval of the ATC, will decide if the member is excused. The vice president: communications will advise the member if she will be excused.

Section 5: **UNEXCUSED ABSENCE/NEW MEMBER:** A new member who has two unexcused absences from new member meetings and other anchored events will have a Statement of Obligation Review (SOR) completed by the vice-president: member education or director of new members and submitted to the Honor Board. New members are permitted two unexcused absences from chapter meetings.

Section 6: **UNEXCUSED ABSENCE/MEMBER AUTOMATIC PROBATION:** A member who has two unexcused absences from meetings and anchored events will be placed on automatic probation via the Automatic Probation Notification form and notified by the vice-president: communications or the vp: social standards.

Section 7: **OFFICER ATTENDANCE:** Officers are required to attend the applicable team/board meetings as outlined in their officer duties and responsibilities. Panhellenic or inter-sorority council (ISC) representatives are required to attend all designated Panhellenic/ISC meetings.

Section 8: **UNEXCUSED ABSENCE/ OFFICER/AUTOMATIC PROBATION:** An officer who has two unexcused absences from the team or board meetings to which she is responsible will be placed on automatic probation via the Automatic Probation Notification form and notified by the vice-president: communications or vp: social standards. The officer will automatically forfeit her office.

Section 9: **FINES:** Work duties may be assigned to a member/new member by the officer responsible for the event in lieu of a fine if projects are available and approved by the Chapter Management Team. A member/new member must perform 1 hours of work for each \$10.00 in fines. The following fines will be assessed for unexcused absences: *(Note: Each chapter shall develop fines appropriate to the chapter.)*

<u>Event</u>	<u>Fine</u>
Human Dignity Workshop	<u>\$50</u>
Formal Pi Alpha Ceremony	<u>\$25</u>
Inspiration	<u>\$50</u>
Initiation	<u>\$100</u>
Initiation Practice	<u>\$25</u>
Founders Day	<u>\$75</u>
Recruitment Preparation Anchored Event	<u>\$100</u>

Recruitment Events (per day)		<u>\$250</u>
Membership Selection (per day)	\$75	
Recruitment Roll Call (tardy)		\$5
Anchor Splash®, Games and Events		\$50
Formal Chapter and Business Meetings		\$30
Programming and Activity Meetings		\$25
New Member Meetings		\$10
CMT, HB Meetings		\$10
New Member Events		\$15
Officer Slating and Elections		<u>\$25</u>
Officer Transition		\$50
Alcohol Skills Training Program (ASTP) Presentation		\$50
Chapter Cleaning Duties		\$30
Other Anchored Events		<u>\$75</u>

Section 10: **ACTIVITY INVOLVEMENT:** Each member and new member shall be required to be involved in one extracurricular and three community service hours activities (*amount to be determined by chapter, but should be at least one*) in addition to Delta Gamma, with an emphasis on campus activities and organizations.

Section 11: **PARTICIPATION/VOLUNTEER SERVICE:** Each member and new member shall be required to complete no less than 10 hours of volunteer Foundation service per academic year directly related to Service for Sight. (Note: The 10 hours per academic year should be divided equally between semesters or quarters). An explanation of service must be written and submitted for approval by the vice-president: Foundation.

Section 12: **INCOMPLETE FOUNDATION SERVICE HOURS/MEMBER AUTOMATIC PROBATION:** A member who fails to complete Foundation service hour requirements by the deadline on the chapter calendar will be placed on automatic probation via the Automatic Probation Notification form and notified by the vice-president: Foundation or the vp: social standards.

Section 13: **PARTICIPATION/LITTLE SISTER ORGANIZATION:** Members and new members are discouraged from affiliating with a little sister organization of any fraternal group per the National Panhellenic Conference Resolution. The participation of Panhellenic women in these groups interferes with our right to exist as a women-only private social organization. This also includes participation in men's fraternity recruitment events.

Section 14: **PARTICIPATION/POINT SYSTEM:** Points will be awarded for participation and involvement in the following meetings/events:

<u>Event</u>	<u>Points</u>
Anchored events	<u>0</u> point(s)
Chapter and new member meetings	<u>10</u> point(s)
Community service	<u>5</u> point(s)
Formal chapter	<u>5</u> point(s)
Foundation activities	<u>10</u> point (s)
Panhellenic meetings and events	<u>10</u> point(s)

Section 2: **NOTICE OF RIGHTS:** Members may appeal a probation status by contacting the vice president: social standards.

ELECTION PROCEDURES

Section 1: NOMINATING COMMITTEE:

A. It shall be the duty of the nominating committee to form the chapter slate based on input from the chapter members' officer interest forms, recommended slates and officer candidate evaluations.

B. Immediately after elections, the nominating committee will reconvene to appoint directors based on election results, chapter members' officer interest forms, recommended slates, officer candidate evaluations, choices submitted by new officers and member preference.

C. Following the announcement of directors, the incoming president and director of committees, if applicable, will appoint all chapter members and new members to committees based on committee application forms and member/new member preference.

Section 2: **SLATING FORMS:** The chapter president will distribute the forms necessary for slating: the Officer Interest Form and the Recommended Slate/Officer Candidate Evaluation.

Section: 3: **OFFICER INTEREST FORM FOR CHAPTER OFFICERS:** Members interested in holding office or being appointed to a director position will complete and submit an Officer Interest Form, indicating those offices for which they would like to be considered. Officer Interest Forms will be made available to members and the nominating committee.

Section 4: **RECOMMENDED SLATE:** Members nominate their choices for officers by completing a Recommended Slate form that is submitted to the chapter president.

Section 5: **OFFICER CANDIDATE EVALUATION:** Members evaluate the leadership capabilities of those members running for chapter office by completing an Officer Candidate Evaluation which is collected by the president. The president and/or the Advisory Team Chairman will tabulate the results for each candidate. All forms are confidential and are to be destroyed after tabulation.

Section 6: **FINAL SLATE:** The nominating committee and the Advisory Team Chairman will meet to consider all member-submitted interest forms, slates and evaluations, and to formulate a final slate. Discussion is objective, positive and confidential. Nominating committee can slate members who did not originally indicate an interest in the office, especially in the case where the member appears on recommended slates completed by the chapter membership.

Section 7: **SLATE POSTING:** The president will post the slate online after ascertaining the willingness of each nominee to permit her name to appear on the slate for the designated position. Only officer positions will be posted on the final slate.

Section 8: **PROCEDURE FOR CHALLENGES TO THE SLATE:** The president will post the procedure for challenges to the slate. Members may nominate an eligible member from the floor within a 3 day designated time period by writing in the name of the nominee (with her permission) and her

own initials. Following this initial challenge period, a member who is slated and challenged may challenge for another position *only* if she has originally indicated interest in the office on the Officer Interest Form. These challenges must be completed within 24 hours AFTER the chapter challenge period has ended. The Advisory Team Chairman must approve all proposed nominations from the floor before they may be presented for vote.

Section 9: **ELECTION:** Officers are elected by secret in person ballot with the majority of the members present. Members absent from elections including members abroad will have no vote. If there are no additions (challenges to the slate) to the original posted slate, the slate may be elected by a single vote. If there are additional nominations, officers are elected individually, following the order on the slate beginning with the president.

Section 10: **GENERAL ELECTION MEETING RULES:** Members will be seated alphabetically. There shall be no eating, cell phone/computer use or any other distracting activity allowed. Only those members recognized by the chair will be allowed to speak.

Section 11: **SELECTING DIRECTORS:** Immediately following elections, the outgoing president will ask all new officers to submit the names of women they believe would best fulfill the obligations of the director position(s) with whom they will personally work. Upon receiving this information, the nominating committee will reconvene to determine who the directors will be. These names shall be announced at the next chapter meeting, but before the end of the term.

Section 12: **ASSIGNING COMMITTEES:** The incoming president and the director of committees, if applicable, will appoint all chapter members and new members to committees based on committee application forms and member/new member preference. These assignments will be announced at the first meeting of the next term.

Section 13: **SPECIAL ELECTIONS:** If a vacancy in an office occurs when there are more than three months remaining in the term (including summer months), the vacancy shall be announced at the first chapter meeting and/or activity. Interested candidates must contact the Advisory Team Chairman for approval within a week following the announcement and, if approved, may speak on why they wish to serve at the next meeting just prior to the election. If a vacancy in a director position occurs, the same procedure will be followed, but the Chapter Management Team will meet to appoint a replacement. If a vacancy occurs in an officer or director position and fewer than three months remain in the term, the Chapter Management Team will meet to appoint a replacement with approval of the Advisory Team Chairman. In the case that an election must take place electronically, please refer to the Fraternity-approved Electronic Voting Guidelines for Collegiate Chapters.

Section 14: **OFFICER TRANSITION:**

A. Part One of the officer transition will occur before the end of the fall term. Outgoing officers will meet with incoming officers and directors to confer individually.

B. Part Two of the officer transition will occur before the first meeting of the winter/spring term. All outgoing officers, incoming officers and directors will meet together to set chapter goals. Outgoing officers may then be excused. The remaining officers and directors will be instructed on leadership, risk management, policies and procedures, problem solving, communications skills, the committee system, etc.

C. It will be the outgoing president's responsibility to see that this procedure is strictly followed and that all officers and directors are present.

D. It will be the incoming president's responsibility to schedule and finish any officer transition which has not been completed by a new officer's predecessor.

Section 15:

CHAPTER SPECIFIC STANDING RULES: If the slate is challenged, each woman will have a chance to speak to the chapter for up to 2 minutes on why she is qualified for the position. Speaking poorly about other candidates will not be permitted.

(Note: The procedure for challenge speeches should be outlined here)

FINANCIAL STANDING RULES

Section 1: **NEW MEMBER CONTRACTS:** Each new member is required to electronically sign and date the Statement of Obligation and a Dues and Fees Contract no later than the end of Week 2 of the New Member Period. Failure to sign both contracts before the candidates list is due will disqualify the new member from Initiation.

Section 2: **MEMBER CONTRACTS:** Each member is required to sign and date an annual Dues and Fees Contract in the Fraternity-approved accounting system within 10 days of receiving notification of contract availability. Failure to sign and date a Dues and Fees Contract by the deadline will result in automatic probation. Member will be notified by vice-president: finance or vice president: social standards of the Automatic Probation Notification (APN). If a member wants to change her payment plan during the year, she will be given 24 hours to sign a new Dues and Fees Contract before being issued an APN.

Section 3: **DUES AND FEES:** Member and new member charges for the school year are established by approval of the chapter budget. Member and new member dues must be equal in amount with the exception of one-time fees new members pay the semester/term they join.

Policy: All Fraternity officers serve without remuneration. Collegiate chapter officers may not receive part of their chapter expenses in compensation for serving as an officer.

Section 4: **DUES FOR MEMBER ON ACADEMIC PROFESSIONAL STATUS:** Any member who has been approved for Academic Professional Status (APS) shall pay chapter dues as determined by the approved chapter budget for the semester/term she is on APS, plus any additional dues or fees that the chapter pays on behalf of the member. *(Note: Each chapter must have some minimum payment of chapter dues for members on APS, plus all fees paid by the chapter on behalf of the member to cover the cost of non-discretionary fees such as per capita dues, Panhellenic dues, web fee, payroll, chapter obligation, Fraternity-approved accounting system fee, etc. as designated by the fixed expense sheet as well as fees required by the Annual Agreement with House Corporation.)*

Section 5: **EARLY PAYMENT OF DUES:** A \$ 50 or % early payment discount on dues and board charges will be offered if the entire bill for the semester *(choose semester, quarter or year)*

is paid in full by check directly to the approved Fraternity-approved accounting system within 10 (number) days of issue.

Section 6: **ADVANCE NOTICE OF BILLS:** The vice-president: finance may, at her discretion, give or send advance notice of bills starting actual or approximate amount of future billings.

Section 7: **BILLS:** Each member and new member will be issued a monthly dated bill via the Fraternity-approved accounting system.

Section 8: **DUE DATE:** The approved Fraternity-approved accounting system will issue bills to members/new members prior to the first day of every month. All bills are due on the first day of the month. Payment must be received and applied by the 10th of the month. Online payment can be made by credit card and/or e-check immediately after receiving the bill. *Note: payments sent by mail must be mailed well in advance of the 10th in order to be applied by the 10th, the chapter is not responsible for the timing of posting these payments to members' accounts. A check that is mailed to the Fraternity-approved accounting system may take a minimum of one week to process and post to a member's account.*

Section 9: **PAYMENT METHOD:** Bills must be paid by credit card, debit card, e-check, personal check, cashier's check or money order and submitted directly to the Fraternity-approved accounting system. The vice-president: finance **will not accept cash** for payment. Members may not be charged an additional fee for credit card, debit card or e-check use. Payments should be made directly through the Fraternity-approved accounting system unless previously approved by the Fraternity Director: Finance, in which case payment may be paid directly to the chapter.

Section 10: **CHECKS/MONEY ORDERS:** All checks/money orders are to be made payable to Theta chapter of Delta Gamma or the Fraternity-approved accounting system.

Section 11: **RETURNED PAYMENTS:** A member/new member whose payment is returned will be assessed a return fee of \$25, which will go to the Fraternity-approved accounting system for processing each returned payment. In addition, any bank charges incurred by the chapter due to a member/new member's payment being returned will be charged to the member/new member through the Fraternity-approved accounting system. If the payment is returned eleven (11) days after the invoice due date, the member/new member will be issued an Automatic Probation Notice/Statement of Obligation Review (APN/SOR) and the payment will be considered late.

Section 12: **FINANCIAL POOR STANDING:** The vice-president: finance, with the assistance of the vice-president: social standards, will inform the president and vice-president: communications of members and new members in financial poor standing for voting and participation purposes. The vp: finance shall attend the first Honor Board meeting that occurs following the 10th of each month for finance poor standing updates and at any time for cases of financial poor standing.

Section 13: **FINANCIALLY DELINQUENT MEMBER/AUTOMATIC PROBATION:** A member whose bill remains unpaid after ten (10) days after the invoice due date is considered delinquent and in poor standing and will be placed on automatic probation and notified by the vice president: finance or vice president: social standards. She remains in poor standing for 30 days from the date her debt is past due. If after the 30 days her debt is still outstanding, she will remain in poor standing until the date her debt is settled. She may only attend anchored events and cannot be elected to office, vote, or attend social

functions until she has paid her bill and after she has completed her automatic probation term. She may, however, vote to initiate new members. An officer who has not paid her bill will be removed from office and will not be reinstated. A member who is late paying her bill will also be assessed a late fee of \$ 10 for every week or part of a week in which the bill remains unpaid.

Section 14: **FINANCIALLY DELINQUENT NEW MEMBER/STATEMENT OF OBLIGATION REVIEW:** A new member whose bill remains unpaid ten (10) days after the invoice due date, is considered delinquent, in poor standing, and a Statement of Obligation Review form will be filed with the Honor Board. She remains in poor standing for 30 days from the date her debt is past due. If after the 30 days her debt is still outstanding, she will remain in poor standing until the date her debt is settled. She may only attend anchored events while in poor standing. She will also be assessed a late fee of \$ 10 for every week or part of a week in which the bill remains unpaid.

Section 15: **FINES/MEMBER:** Fines will be levied as the chapter's Bylaws and Standing Rules dictate. Fines will be added and invoiced via the next monthly bill sent to the member via the Fraternity-approved accounting system. A member whose fine remains unpaid ten (10) days after the invoice due date will be in poor financial standing which will result in automatic probation.

Section 16: **FINES/NEW MEMBER:** Fines will be levied as the chapter's Bylaws and Standing Rules dictate. Fines will be added and invoiced via the next monthly bill sent to the new member via the Fraternity-approved accounting system. A new member whose fine remains unpaid ten (10) days after the invoice due date will be in poor standing which will result in a Statement of Obligation Review with Honor Board.

Section 17: **RESIGNATION/TRANSFER/ALUMNAE STATUS: Voluntary resignation, transfer, expulsion, or alumnae status does not excuse the member/new member from debts incurred during membership/new membership. Dues and Fees for members/new members who resign, are expelled or members who transfer are due for the entire term(s) of the signed Dues and Fees Contract. Members who transfer and affiliate with another chapter will be released from their original Dues and Fees Contract for the next term upon affiliation and signing a new Dues and Fees Contract with their new chapter of affiliation for that new term.**

Dues for those who are granted early alumnae status will continue to be owed as per the member/new member's self-selected payment schedule according to the Dues and Fees Contract or fees levied via chapter vote up until the date of their application for the new status. If a member/new member is not granted early alumnae status after application, the Dues and Fees contract will be due as scheduled.

If a member chooses to resign at any point after signing the Dues & Fees Contract for the 2019-2020 school year, then that member will still be responsible for paying the full amount agreed to in the contract. If a member transfers after signing the Dues & Fees Contract, but does not join another DG collegiate chapter, then the member is still responsible for paying the full amount for the 2019-2020 year. Members who face expulsion from Delta Gamma will still be required to pay the full fees and dues for the 2019-2020 school year.

Section 18: **MOVING OUT OF DELTA GAMMA HOUSING:** A member/new member moving out of Delta Gamma housing, for whatever reason, is not excused from past or future debts in connection with

her signed room agreement with the chapter. Refer to the chapter's Room Agreement regarding a contract that is unfulfilled.

Section 19: **PURCHASE AUTHORIZATION:** A member/new member who purchases any item for the chapter must receive written authorization from the officer whose budget will be charged. In emergencies, if the officer is not available, the president or vice-president: finance may give written authorization. No reimbursements will be made without such authorization. In order to be reimbursed, each member should submit her receipt to the vp: finance within two weeks of making the purchase. If more than two weeks pass after the time of purchase and the receipt has not been submitted, the reimbursement claim will be forfeited. Officers will be held to the same two-week window as other members/new members.

Section 20: **OFFICER BUDGET CONTRACTS:** Each officer/director is required to sign an Officer Budget Contract at the beginning of her term in office and prior to any use of chapter funds. Contracts must be signed within ten (10) days of issue. An officer/director without a signed Officer Budget Contract will not be reimbursed for expenses.

Section 21: **DELAY IN MEETING PAYMENT SCHEDULE:** A member/new member who wishes to use financial aid (award/ loan/scholarship/grant/repayment from a government agency) which will be disbursed to the member/new member at such a time that the payment schedule due date will not be met must contact the vice-president: finance and ATC/COA prior to the first due date that will not be met to discuss the situation. Discussion shall include a date by which the payment(s) will be made as well as documentation of the financial aid. It is expected that the member/new member meets the agreed upon payment date. Should this not occur, the vp: finance will issue an Automatic Probation Notice/Statement of Obligation Review. A member/new member who chooses not to speak with the vp: finance/ATC/COA and has this type of a payment coming will be subject to the delinquency procedures as outlined in Sections 14 and 15.

Section 22: **CHAPTER PURCHASE CARDS:** Chapter officers/directors may be issued purchase cards through the Fraternity-approved accounting system. These purchase cards are the only type of debit card that a chapter may use. Officers/directors who are given chapter purchase cards are responsible for any purchases made on the card while in their possession. Any unauthorized purchases made by the officer/director on the card will be billed to the officer/director who is assigned the card. If the card is lost or stolen, the officer/director must contact the vice-president: finance immediately. Any fraudulent expenditures will result in Honor Board action.

Section 23: **FOUNDATION FUNDRAISING ONLINE DONATION VENDORS:** Chapters must use the Foundation-approved online donation vendor for all tax-deductible Foundation fundraisers. Chapters holding tax deductible fundraisers are not authorized to channel funds to a peer-to-peer or other unauthorized online donation vendor account due to their donor's tax deduction being voided. Any member(s) that use an unauthorized vendor account may receive an IRS form 1099 and may be liable for taxes due on the income received.

Section 24:

CHAPTER SPECIFIC STANDING RULES: _____

HOUSING STANDING RULES

Section 1: **HOUSING POLICIES:** *(Describe the chapter facility, meeting and/or storage space(s) and ownership thereof.)* The chapter house is owned and operated by Theta Chapter House Corporation. The women residing in the chapter house must have signed the Fraternity Housing Contract on Greekbill and agree to the fine schedule included in the housing contract. The chapter house must be full to capacity each semester before women can live out. There should be no open flames in the chapter house or on the chapter property. Battery operated candles are to be used for all rituals and other celebrations. There shall be no mini refrigerators, keurigs or coffee makers in the study rooms. There should be no command strips, tape, sticky tack on the walls. Only tacs are to be used to hang things from the cork board. No decorative lights may be hung up in the bedrooms. No futons, chairs, extra furniture. No alcoholic beverages can be served or stored on Delta Gamma property. This includes the use of alcoholic glasses (wine bottles, shot glasses, etc.) for decorative purposes. Those who do not follow the rules stated will be fined for the damages according to House Corporation's standards. Honor Board will enforce a fine of \$50 per broken rule.

Section 2: **LOCKS/SECURITY SYSTEM:** All Delta Gamma housing must be locked 24 hours a day. A security alarm system, if applicable, must be in the armed mode during the hours of 10pm and 8am each day.

Section 3: **ALCOHOL AND/OR ILLEGAL SUBSTANCES:** Alcoholic beverages and illegal drugs as defined by state or federal law, including medically prescribed marijuana or prescriptions, may not be stored or used on Delta Gamma property. Failure to follow policy will result in a Statement of Obligation Review (SOR) filed with Honor Board.

Policy: No alcoholic beverages may be served or stored on Delta Gamma property.

Policy: Illegal Drugs/ Delta Gamma Property - Illegal drugs, including medically prescribed marijuana, may not be stored or used on Delta Gamma property.

Policy: Property is defined as houses, apartments, lodges, suites, dorms, dorm floors and meeting rooms. This includes yards, driveways, sidewalks, and parking lots owned, rented, leased or designated for Delta Gamma use by house corporations or chapters.

Section 4: **HOUSING/PETS:** There shall be no live animals or pets on Delta Gamma property. Waivers may be granted for House Director's pets, or service animals or assistance animals by application from the Delta Gamma Office of Housing.

Section 5: **FIRE DRILLS:** Fire drills will be conducted on at least three occasions during the academic year in September, January and April. *(Schedule as close to October, January and April as possible.)* When the alarm rings, occupants will leave the housing facility immediately.

Section 6: **VISITORS:** The facility will be closed to visitors and non-members from 12:00 am to 8:00 am on weeknights and from 2:00 am to 10:00 am on weekends. Members shall be responsible for their guests in the house and shall observe visiting hours. Delta Gamma's recommendation is that women who have resigned from their Delta Gamma membership, or who have been expelled from the Fraternity by the Fraternity Council, should not be permitted in chapter housing. Service workers and repair persons are only allowed in private areas for maintenance, repair or transport/haulage. Private areas

are defined as bedrooms, sleeping porches, bathrooms and any other rooms specified by the vicinity of the designed private areas. Exceptions to facility being closed to visitors shall be made through the Bylaws and Standing Rules approval process with the approval of the Advisory Team Chairman and Regional Collegiate Specialist/Council Approved Coordinator/New Chapter Coordinator. Approved exceptions to the above Fraternity policy are: Male visitation hours: Monday-Thursday (weeknights): 10:00am - 12:00am in public areas (first floor & old TV room). Friday-Saturday: 10:00am - 2:00am in public areas (first floor & old TV room). Sunday: 11:00am - 8:00pm in public areas (first floor & basement).

- 1) Male visitors may not sleep at the chapter house under any circumstances. No exceptions.
- 2) Male visitors may not be in any private areas of the chapter house, except during move-in and/or move-out. See above for private areas.
- 3) Male visitors must be announced when entering or leaving the second or third floor.
- 4) Male visitors must be escorted by a Theta Chapter member during move-in & move-out.

Adherence to the Fraternity & chapter-specific male visitation policy will be strictly enforced. If violated, action will be taken via Honor Board.

Section 7: LIVE-IN/LIVE OUT REQUIREMENTS: The chapter’s housing facility must be filled at all times before members are allowed to live out. A member must live in designated Delta Gamma housing if space is available or with her family, unless the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator, under exceptional circumstances, permits residence in other housing.

Live-Out Policy: Chapters must write their own live-out policy. This policy takes effect when membership exceeds living space in chapter housing. This rule must be included in the chapter’s Bylaws and Standing Rules and approved by the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator. The live out policy is here: Members may only live out if chapter is full to capacity. Theta chapter capacity is 115. The ability to live out of the chapter facility will be based on the chapter points system. Chapter members with the most points get the first choice/option to live out, after the chapter is filled. Live out process will begin early fall semester so leases may be signed. Please see the standing rules addendum on housing procedures for specific steps in determining housing assignment. Women with the least amount of house points will be required to live in the chapter house if the maximum capacity is not filled. A woman can be excused from living in the chapter house through an Honor Board appeal.

Section 8: OFFICER LIVE-IN REQUIREMENT: The following officers must live in the chapter house during their entire term of office: president, vice president, social standards, vice president, finance, and director of house management _____. Any officer beyond those required shall receive preference over members who are not officers should they want to live in the chapter house. Officers not living in the house must set and publish weekly office hours.

Section 9: HOUSING POINT SYSTEM: *(Designate a positive point system for live-in/live-out.)* Points designated to fill the chapter housing facility will be as follows:

Elected officer, appointed officer	<u>CMT=75pts JCMT=50 pts</u>
Panhellenic officer	<u>VP=50 pts Director=30 pts</u>
Each term in the housing facility	<u>0 pts</u>

Grade Point Average	GPA*10 (ex. 4.0=40 pts)
Membership description (chapter of Initiation, affiliated, new member, Unaffiliated)	<u> </u>
Class (senior, junior, sophomore, freshman)	<u>20, 15, 10, 5</u>
Other (e.g. tests for scholarship files, required Foundation hours, outside activities Honors, etc.)	<u>Member of an organization 1-5 hours/week= 10</u>
<u>points</u>	<u>6-10 hours/week= 15 points</u>
	<u>11-15 hours/week= 20 points</u>
	<u>15+ hours/week= 25 points</u>
	<u>Officer of an organization= 25 points</u>
	<u>NCAA varsity athlete= 50 points</u>
	<u>Club athlete= 30 points</u>
	<u>Bike Team= 50 points</u>
	<u>IUDM Participant= .5/hour danced</u>
	<u>Jobs 1-5 hours/week= 15 points</u>
	<u>6-10 hours/week= 20 points</u>
	<u>11-15 hours/week= 25 points</u>
	<u>15+ hours/week= 30 points</u>
	<u>Regular Volunteer (outside of school requirement) 1-5 hours/week= 15 points</u>
	<u>6-10 hours/week= 20 points</u>
	<u>11-15 hours/week= 25 points</u>
	<u>15+ hours/week= 30 points</u>

Section 10: **ROOM AGREEMENTS:** Room agreements are to be signed on the Fraternity-approved accounting system. Room agreements will be assigned by the designated deadline (state the date room agreements will be assigned; any date later than the start of Winter Break requires approval from your Regional Finance Specialist/New Chapter Finance Consultant). Failure to sign a room agreement within ten (10) days of assignment will result in an Automatic Probation Notice/Statement of Obligation Review (APN/SOR).

Section 11: **ROOMMATE CHOICE:** (State when during the academic year roommates are to be chosen and the deadline by which room occupancy lists are completed.) Women will choose their own roommates. If a woman does not have a preference or does not wish to make plans, Honor Board will assign her a roommate.

Section 12: **ROOM ASSIGNMENTS:** (State procedure using the point system in Section 9 to determine room assignments.) Member will select their roommates and size of room. Chapter points per semester for each roommate pairing/selection will be totaled and point totals will be ranked per size of room

Section 13: **REFUSAL TO LIVE-IN:** If a member refuses to honor her obligation to move into the chapter house per Fraternity policy, Standing Rules and/or a signed room agreement, an Automatic Probation Notice/Statement of Obligation Review should be filed by the director of house management. If, after the probation term is complete, the member still has not moved into the chapter house, an SOR should be filed by the director of house management and a membership review undertaken.

Section 14: **TEMPORARY INTERRUPTION OF ROOM AGREEMENT:** Any member/new member who moves out of the house temporarily while on Academic Professional Status (APS) during the period stated in her room agreement will be charged the individual rent indicated on the chapter budget during the period of her absence **unless** the woman under agreement has another member or new member fill her vacancy and take over the remaining portion of her room agreement. *(Note: The amount due should cover the cost of rent due to the House Corporation for the semester/term the member is off campus as it relates to her signed room agreement with the chapter. The only exception to this rule would be if the Annual Agreement with House Corporation, with mutual consent, is amended for members off campus for the aforementioned reasons.)*

Section 15: **UNPAID ROOM AGREEMENTS:** If a live-in member/new member resigns or must move out of the house during the term of the room agreement, the member/new member must pay the full and unpaid balance of the agreement, unless she has another member or new member to fill her vacancy. Voluntary resignation/alumna status does not excuse the live-in member/new member from debts incurred as a result of a room agreement. The chapter will follow the procedures as outlined in the financial section of the Standing Rules to obtain the outstanding debt.

Section 16: **CLEAN/ORDERLY HOUSING FACILITY:** Members and new members are required to maintain the clean and orderly appearance of the chapter facility.

Section 17: **QUIET HOURS:** Quiet hours will be enforced from 10:00 pm to 8:00 am M-F. *(State days of the week and beginning and ending times.)* During finals week, quiet hours will be enforced 24 hours a day. *Note: Quiet hours should be determined by housing type and meeting days and times.)*

Section 18: **PERSONAL PROPERTY:** Individual rooms should be locked to ensure privacy and security of personal belongings.

Section 19: **SMOKING:** In order to promote a safe, healthy and gracious environment, smoking, juuling or vaping shall not be permitted in any chapter facility.

Section 20: **EATING AREAS:** Eating and drinking will be allowed only in the following areas of the chapter housing facility: *(List the appropriate areas.)* Dining Room only

Section 21: **COMBINATION/KEY ACCESS:** No member or new member will share the combination or key access of the chapter housing facility. The fine for this violation will be \$25. The combination/locks will be changed immediately at the expense of the member/new member who disregarded the procedure.

Section 22: **ROOM DAMAGE:** A member/new member must clean her room prior to moving out of the house. The member/new member shall be held responsible for damage with the cost assessed through the Fraternity-approved accounting system.

Section 23: **MEALS:** *(List the chapter procedures in reference to meal times and sign-up times as well as live-out meal procedures. Specify the number of meals included for live-in members/new members and live-out members/new members.)* 2

Section 24: **OVERNIGHT GUESTS:** No one may live in a Delta Gamma facility who is not an employee of the house corporation or a collegiate chapter member/new member who has a signed room

agreement with the collegiate chapter. Delta Gamma members/new members without signed room agreements, may stay overnight with the permission of the Regional Housing Specialist and the ATC or House Corporation President. Delta Gamma residential facilities are for member/new member use. The frequency of overnight guests is assumed to be random, for special events only, and not for regular or multiple use by the same guest. Therefore, overnight guests are discouraged. To host an overnight guest, in addition to obtaining the permission of the Regional Housing Specialist and the ATC or House Corporation President, the member/new member must seek a written approval from roommate(s) and must inform the director of house management, chapter adviser and/or House Director. Failure to follow these steps will result in the director of house management filing a Statement of Obligation Review with Honor Board.

Section 25: **INTIMATE CONTACT:** As a residential environment aimed at supporting the academic mission of the host institution, the chapter facility should not be a location for physical intimacy or sexual relations among members and/or guests. Inappropriate behavior will result in a Statement of Obligation Review being filed with Honor Board.

Section 26: **FIREARMS/DELTA GAMMA PROPERTY:** The possession and/or use of firearms or explosive devices of any kind within the confines and premises of Delta Gamma property is expressly forbidden.

Policy: Property is defined as houses, apartments, lodges, suites, dorms, dorm floors, and meeting rooms. This includes yards, driveways, sidewalks, and parking lots owned, rented, leased, or designated for Delta Gamma use by house corporations or chapters.

Section 27:

CHAPTER SPECIFIC STANDING RULES: _____

RECRUITMENT STANDING RULES

Section 1: **ATTENDANCE:** Attendance is mandatory at recruitment preparation workshops, pre-recruitment workshops, primary recruitment week, COB recruitment activities and Bid Day.

Section 2: **EXCUSES:** Pre-recruitment workshops/recruitment week excuses must be submitted in writing to the Evaluating Committee 30 days (*minimum 30 days*) in advance of pre-recruitment workshops. The following reasons for absences may be considered by the Evaluating Committee for both pre-recruitment workshops and recruitment:

- Illness verified by doctor's written excuse and critical illness or death in a member's immediate family
- Class
- Varsity athletics, university sponsored activities such as resident advisor, student government, orientation advisor, peer mentor.
- Job-related (including internship) excuses, only in extreme hardship cases
- Participation in family weddings

Evaluating Committee has the final authority to approve or deny recruitment related excuse requests and

may refer the matter to Honor Board if necessary.

All other recruitment excuses must be submitted in writing to the vice-president: membership prior to the absence.

Section 3: **FINES:** All recruitment fines will be submitted to the vp: finance within 10 days following recruitment. The fines will be handled as outlined in Section 20 of the Finance Standing Rules. Appeals and requests for work duties will be considered by the Evaluating Committee at a one-time specific meeting with adequate prior notice being given to the chapter. The fines are as follows: *(Note: Each chapter should develop fines appropriate to the chapter.)*

Recruitment Preparation Anchored Event	\$ 100
Recruitment Events (per day)	\$ 250
Membership Selection (per day)	\$ 50
Recruitment Roll Call (tardy)	\$ 5

Section 4: **LEGACY/SISTER:** A legacy is the daughter, granddaughter, great granddaughter or sister (inclusive of step-relations for all) of an initiated member. A legacy is considered a special potential member and will automatically be extended an invitation to the second round of events, provided Panhellenic rules make it possible. A legacy who does not meet the Constitutional requirement or minimum grade requirement stated in the chapter Bylaws and Standing Rules may be released after the first round. A legacy attending the preference or final event must be included at the top of the chapter's bid list.

If the chapter is considering the release of a legacy, a member of Evaluating Committee must discuss EVC's concerns with the Regional Collegiate Recruitment Specialist/Collegiate Recruitment Consultant/New Chapter Recruitment Coordinator. EVC must have Regional Collegiate Recruitment Specialist/Collegiate Recruitment Consultant/New Chapter Recruitment Coordinator approval before releasing a legacy.

If the chapter has an in-chapter sister standing rule, it should be inserted here. _____ *(Please note that if you do not have a custom in-house sister standing rule, the following sample will be in effect.)*

Sample in-house sister standing rule: The sister of an in-chapter member should be treated as a special legacy and be given every consideration possible. The member will leave the room during discussion of her sister.

Legacies should never be placed on a flex list when the campus Panhellenic is using the Release Figure Method (RFM).

Section 5: **AUTHORITY OF EVALUATING COMMITTEE:** Evaluating Committee has the authority to concentrate on potential new members who fill chapter Membership Selection Criteria as identified and voted upon by the chapter in the recruitment preparation workshop, to break ties at the cut-off line of tabulation in elimination to event quota, to adjust daily invitation lists upward or downward to meet an RFM carry figure and/or flex list requirement, to withdraw from consideration any potential new member with substantiated concerns of low personal standards, to determine if a vote of

reconsideration is necessary, and endorse or sponsor a potential new member for membership if all other avenues of obtaining a Sponsor Form have been exhausted.

Snap Bidding/Continuous Open Bidding: Evaluating Committee also has the authority to offer a snap bid to any potential new member registered in primary recruitment who has previously been voted upon or to offer a bid to a potential new member in a Continuous Open Bidding period who has met the chapter membership criteria and scholastic requirement to join. In the rare event that it is impossible for a quorum of the chapter to be reasonably assembled for the vote during a Continuous Open Bidding period, members of the Evaluating Committee may vote on the chapter's behalf.

Section 6: **COLLEGIATE SPONSORSHIP:** A collegiate member may sign a Sponsor Form any time prior to the time that invitations to Preference events are issued. The chapter Evaluating Committee will communicate such timeframes to the chapter prior to the start of recruitment.

Section 7: **GENERAL MEMBERSHIP SELECTION MEETING RULES:** Members will be seated alphabetically. There shall be no eating, cell phone/computer/electronic device use or any other distracting activity allowed with the exception of cell phones, computers and/or electronic devices used for Fraternity-approved software voting. Phone use will be restricted to emergencies only. Casual attire is allowed. Only those members recognized by the chair will be allowed to speak. Discussion on a potential new member will be limited to three minutes. The pro, con, con, pro format will be followed. The ditto system will be used to indicate agreement. Voting will be conducted using the heads down, hands up procedure (or red and green cards), clicker or web application. A raised open hand indicates a "yes" vote; a raised closed fist indicates a "no" vote. Discussion of a potential new member will always be based on the five points of the Delta Gamma Membership Star and the chapter Membership Selection Criteria.

Section 8: **CHARACTER CONCERNS:** A member/new member may discuss character concerns **only** with the Evaluating Committee.

Section 9: **VOTING ELIGIBILITY:** A member shall be in good standing to be eligible to vote. The member must also have been present during pre-recruitment workshops and all of membership recruitment, unless she has an excused absence which has been approved by the Evaluating Committee. If a member's vote has been suspended, she is still required to be present during all membership recruitment activities, including membership selection.

New members who have met Initiation requirements are required to attend membership selection, but may take part in discussion only.

Section 10: **VOTING PROCEDURES:**

VOTING BETWEEN RECRUITMENT EVENTS and MEMBERSHIP SELECTION (MS): A chapter must conduct voting in between recruitment events. Voting will consist of "yes" and "no" options. The option for individual members to offer private comments visible only to EVC may also be made available. Votes will be tabulated by the Evaluating Committee. Only members who have met a PNM during recruitment or knew the PNM prior to recruitment may cast a vote on that PNM. There will be no discussion during this process.

A membership selection meeting will be held after each round of recruitment, and may include further voting if the Evaluating Committee feels there is vote confusion (potential new members with the same name, etc.) and to discuss any other voting issues which Evaluating Committee feels the chapter should address.

For more specifics on the mechanics of round voting or sample agendas for membership selection meetings please refer to the *Recruitment Confidential*.

PREFERENTIAL VOTING: Eligible members will be given a list of the potential new members who attended the preference events. The members select the names of potential new members no greater than the projected number of quota. Evaluating Committee will tabulate the vote for each potential new member. All Delta Gamma legacies will automatically receive affirmative votes and will be put on the top of the bid list.

Section 11: **GRADES:** A student with established college credits must have a college grade point average (GPA) of 2.8 cumulative to join Theta chapter. A high school GPA of 2.8 unweighted, cumulative is required if there is no college grade point average established. (*Note: The Constitution requires a minimum of a "C" (2.0 on a 4.0 scale) college cumulative grade point average or 2.5 unweighted, cumulative on a 4.0 from secondary school. See Article V., Section C-4.*) Chapters are encouraged to set competitive scholastic standards for selecting new members.

Section 12: **CONTINUOUS OPEN BIDDING:** If the chapter is not at quota, Snap Bidding will take place on bid day and Continuous Open Bidding (COB) will take place immediately after primary recruitment and continue until quota is reached. In addition, COB will take place at any time the chapter falls below Total and will continue until Total is reached unless otherwise approved by Regional Collegiate Recruitment Specialist/Collegiate Recruitment Consultant/New Chapter Recruitment Coordinator.

Section 13: **CARRY FIGURES AND FLEX LISTS:** The chapter will follow the carry figures given by the college Panhellenic. **The chapter must invite 100% of the requested number to the next round of events.** If a flex list is requested, the chapter will provide a flex list (plus or minus) as indicated by the college Panhellenic. The chapter must provide a minus list for all events. Any chapter that has a question about or desires to deviate from its carry figure or flex plus list must call the Regional Collegiate Recruitment Specialist/Collegiate Recruitment Consultant/New Chapter Recruitment Coordinator for approval. If the Regional Collegiate Recruitment Specialist/Collegiate Recruitment Consultant/New Chapter Recruitment Coordinator cannot be reached, the chapter must escalate its request by sending an email to rfmhelp@deltagamma.org.

Section 14:

CHAPTER SPECIFIC STANDING RULES: Fines for Recruitment Preparation Workshops & Recruitment practices may be worked off. This does not include fines from missing actual days of Formal Recruitment. One hour of work for every \$10 in fines (per Section 9: Fines under Attendance & Participation above). Work to remove Recruitment fines must be directly related to Recruitment (example: writing thank you notes or assisting EVC with tasks)

SCHOLARSHIP STANDING RULES

Section 1: **SCHOLARSHIP COMMITTEE:** A scholarship committee will be organized at the beginning of each term, composed (as closely as possible) of an equal number of members/new members from each class.

Section 2: **SCHOLARSHIP RECOGNITION:** A scholarship recognition event will be held at least once each academic year. Awards will be established by the director of scholarship and the scholarship committee.

Section 3: **GOOD STANDING FOR MEMBERS:** A member must maintain 2.5 GPA cumulative to be in good standing. *(Note: Constitution requires a minimum “C” college grade average (2.0 on a 4.0 scale cumulative). If college grades are not available, an equivalent minimum grade point average of a 2.5 unweighted, cumulative on a 4.0 scale from secondary school may be used. Minimum requirement may be higher with approval of the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator.)*

Section 4: **OFFICIAL GRADE TRANSCRIPT:** Each member/new member must provide a copy of her grades to the director of scholarship. In the event that Indiana University does not provide official grades to the chapter, the member must provide a copy of her grades to the director of scholarship within two weeks of the first day of classes each term. Failure to do so will result in receipt of an Automatic Probation Notification from the director of scholarship or vp: social standards. Probation will last for 30 days or until grades are received, whichever is longer.

Section 5: **MISSING CHAPTER MEETINGS DUE TO CLASS:** A class may not be taken during regular chapter meeting time unless it is a requirement for graduation, is not offered at any other time and is approved by the Advisory Team Chairman.

Section 6: **MEMBERS IN POOR STANDING:** A member receiving below a 2.5 GPA cumulative will be placed on automatic probation. The director of scholarship or vp: social standards will notify member of scholastic sanction. *(Note: Constitution requires a minimum “C” college grade average (2.0 on a 4.0 scale). If college grades are not available, an equivalent minimum grade point average of a 2.5 unweighted, cumulative on a 4.0 scale from secondary school may be used. Minimum requirement may be higher with approval of the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator.)*

member receiving below a 2.5 GPA cumulative for a second term (not necessarily consecutively) will be placed on automatic probation and will be asked to attend a formal Honor Board hearing to evaluate her membership. The director of scholarship will initiate the process by filing a Statement of Obligation Review (SOR) with Honor Board. The member will be asked to bring a complete, official grade transcript to the Honor Board hearing.

Section 7: **MEMBERS RECEIVING BELOW 2.0 PRIOR TERM:** A member, even if in good standing on cumulative, receiving below the Constitutionally required 2.0 GPA prior term will be asked to attend a formal Honor Board hearing to discuss academic performance.

Section 8: **NEW MEMBER SCHOLARSHIP REQUIREMENTS:** The scholarship requirement for a new member of this chapter shall be as follows: (based on chapter membership selection goals)

- A 2.8 GPA unweighted, cumulative for incoming freshmen
- A 2.8 GPA cumulative for those women with established college grades.

(Note: Minimum may be higher. When significant college grades are available, the minimum requirement must be equal to or higher than the requirement for good standing. It is also recommended that the minimum requirement should equal or exceed the all freshman women's average.)

Section 9: **MEMBER/NEW MEMBER SCHOLARSHIP ENRICHMENT PROGRAM:** All members/new members below 2.8 must follow the same scholarship enrichment program developed by the director of scholarship and/or the scholarship committee and approved by the chapter. If new members do not have established college grades, they must use their high school unweighted, cumulative GPAs to determine where they are on the scholarship enrichment scale.

Section 10: **SCHOLASTIC POOR STANDING:** The director of scholarship, with assistance from the vice-president: social standards, will inform the president and vice-president: communications of members and new members in scholastic poor standing for voting and participation purposes.

Section 11:

CHAPTER SPECIFIC STANDING RULES: The director of scholarship, with assistance from the vice-president: social standards, will inform the president and vice-president: communications of members and new members in scholastic poor standing for voting and participation purpose

If any changes in the Fraternity Constitution, Fraternity handbooks or policies and procedures shall at any time necessitate amending these Standing Rules, such amendments shall take place automatically without being voted upon by the chapter. Notice of the said change or amendment shall take place at the next regular meeting.

_____ Date approved by Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator

_____ Date approved by chapter

_____ President (electronic signature) Please post approved BL/SRs on Fraternity-approved accounting system