

By-Laws of Sigma Delta Tau  
Upsilon Chapter  
Updated September 2017

## **ARTICLE I. PREAMBLE**

Section 1. The name of this organization shall be Upsilon Chapter of Sigma Delta Tau.

Section 2. It shall be the purpose of this fraternal organization to form a close social and fraternal union of those similar ideals in the hearts of its members as will result in action worthy of its highest precepts of true womanhood, democracy, and humanity.

## **ARTICLE II. UNIVERSITY COMPLIANCE**

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

## **ARTICLE III. NON-HAZING**

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 endanger, 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.

## **ARTICLE IV. PERSONAL GAIN CLAUSE**

This organization, if raising funds, 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.

## **ARTICLE V. MEMBERSHIP**

Section 1. There shall be three kinds of membership: Active, Alumnae, and New Member.

- A. Active members shall be those women enrolled in the Indiana University who have affiliated with the chapter according to the regulations of the university, the chapter, and the National by-laws.
  - a. It shall be the duty and privilege of each member to promote the interests, welfare, and dignity of the chapter and fraternity; to pay all fees, dues and

assessments; to be present at all meetings, elections, rush fractions, and initiation of the chapter.

- b. Good standing of members shall mean fulfillment of all duties, privileges, and moral and financial obligations as prescribed by the National Rules and Regulations and local by-laws.
  - c. A member of another Sigma Delta Tau chapter who is in good standing and transfers to the Indiana University may affiliate with Upsilon chapter upon affirmative vote of the active members present at the meeting in which her affiliation is proposed.
  - d. Dismissal of members shall be according to the National by-laws, which are defined as a sister or new member who has failed to uphold the name of the sorority, the financial, or the moral obligation
  - e. An active member in good standing who; has lived in the chapter house for four semesters and who is of senior standing may live out of the house and remain in good standing. Request to live out of the house must be made during the time specified by the House Manager. Exceptions may be made only if the chapter house is full to capacity or said member is of senior standing but in the junior pledge class and the permission of the national and local advisors and national organization are obtained.
  - f. A member can become inactive for financial hardship or health reasons and will be granted by the national board of directors. Inactive members must pay the prescribed national fee; they are unable to attend any SDT function. An inactive member may only enter the house as a guest. A member may only remain inactive for one semester.
- B. Alumnae Members shall be either those members who attended Indiana University and are no longer matriculated or those considered to be fifth year seniors.
- C. New Members shall be those students duly matriculated in Indiana University who are the newest pledge class of Sigma Delta Tau
- a. New Member who satisfactorily completes the requirements of the University, the new member program of the chapter, and the National organization shall be eligible for initiation.
  - b. Upon fulfillment of new member education as stipulated in the rules and regulations, the new members shall be initiated as an active member according to the National Ritual and upon payment of prescribed fees.
  - c. The initiation of a new member may be deferred for just cause and with the approval of the local and national advisor. The determination of whether or not the new member is to be initiated must be made at least two weeks prior to the date of initiation.
  - d. A new member must have a grade point average concurrent with the minimum requirement of the Panhellenic Association for Potential new members.

## Section 2. Minimal Membership Requirements

- A. Minimal membership requirements (MMR) are designed not only to benefit the chapter, but also each individual so she may get the most of her experience with Sigma Delta Tau. The following contract was drawn up to request participation and present what SDT asks from each active.
- B. Requirements for remaining active include maintaining a 2.85 grade point average with at least a 12-hour course load. Failure to meet these requirements will result in academic assistance for the following semester. The scholarship chair shall supervise her studies.
- C. Rules of Contract
  - a. Financial Obligation: Every member is required to pay her bill in its entirety or they must set up a payment plan with Greek Accounting. By the end of the semester, those dues must be paid in full in order to remain the chapter.
  - b. Chapter meetings- All members should attend chapter meetings.
  - c. New Member Activities- All members are required to participate in new member functions, including formal pinning, sisterhood week activities, and initiation.
  - d. Recruitment- All members are required to participate in all recruitment functions. This includes song practices, workshops, recruitment workweek, formal rush and informal rush. Exceptions regarding academic matters will be approved the Recruitment Chairs and the President. Fines for missing recruitment beyond academic, health or family emergencies will be dealt with on an individual basis.
    - i. A letter will be sent out to all sisters and their parents at the end of each spring semester from the Head of Standards and the Recruitment Chairs. This email will detail everything members and parents will need to know regarding acceptable and unacceptable excuses for missing recruitment, including abroad cut-off dates and deadlines for excuses.
  - e. Committee Activities- All members are required to participate in Sigma Delta Tau sponsored philanthropies. If this requirement is not fulfilled, one will be required to raise a stated amount of money to be donated to the philanthropy.
  - f. Living in the house- All actives are required to live in the chapter house for two academic years, unless the house is filled to capacity or active goes abroad.
    - i. The house will first be filled with all members of the Executive Board. Then, the house will be filled by active sisters who have yet to fulfill their two year requirement on a point system basis.
  - g. Philanthropy and Community Service - Every member is required to attend a minimum of one Philanthropy event hosted by another chapter in the Greek community per semester. Every member is also required to volunteer for a minimum of two community service hours per semester. The Philanthropy Chair will monitor this by collecting picture evidence from all activities and

philanthropies the members participate in. Failure to fulfill this requirement will result in being sent to the Board of Standards.

### Section 3. Senior Privilege

- A. One eligible for Senior Privilege must have the hours of a senior in accordance with Indiana University and must have participated as an active sister for at least two years, and be graduating within that academic year.
- B. Senior Privilege is:
  - a. Financial Obligations- Same as that of MMR.
  - b. Chapter Meetings- Must attend two chapter meetings per month. They will be required to attend the first chapter of every month, unless otherwise informed. Additional formal chapter meetings may be mandatory.
  - c. New Member Activities- Same as MMR.
  - d. Recruitment- Same as MMR.
  - e. Socials- All socials are optional.
  - f. New member pinning, Initiation, elections in entirety, nominations and recruitment cannot be missed.
  - g. Philanthropy and Community Service- Must attend a minimum of one Philanthropic event hosted by another chapter in the Greek Community each semester and must volunteer for a minimum of two community service hour per semester.

## **ARTICLE VI. OFFICERS**

### Section 1. Executive Board

- A. The Council Officers shall consist of President, Vice President/Panhellenic Delegate, New Member Educators (2), Recruitment Chairs (2), Scholarship Chair, Treasurer, External Social Chair, Internal Social Chair, Risk Manager, House Manager, Philanthropy Chair.
- B. All Executive Board Members serve as models for the sorority. Thus, it is expected that each executive board members always speak favorably of her position, as well as the sorority. Failure to do so is grounds for being sent to the Board of Standards.
- C. All Executive Board Members are required to go to all Executive Board Meetings held each week.
- D. All Executive Board Members are required to attend every event sponsored by SDT unless excused by the President, regardless of Senior Privilege.
- E. Every Executive Board Member must reside in the chapter house unless they are the older New Member Educator.

### Section 2. Duties of the Executive Board

#### A. PRESIDENT

- a. The President shall preside at all meetings, call special meetings, and carry out of the duties as listed in the National Sigma Delta Tau handbook.
- b. The President shall act in an advisory capacity to all members, officers, chairs, etc and to see that they are doing their jobs. She shall serve in an ex officio capacity to all committees, groups, etc.
- c. Upon discretion of the President, 2/3 of the sorority should be present during voting on all major issues.
- d. She shall be responsible to the advisor, local administrator, the National Council, and the Housing Corporation for the actions of the chapter. She shall act as a delegate to the National Convention held every two years or SDT Leadership School held every two years.
- e. The President should be informed of all issues to be brought up at all meetings beforehand. In addition, any and all decisions to be made for anyone or anything pertaining to the chapter must be passed through the President. Violators of this policy shall be sent to the Board of Standards.
- f. She shall serve as a member of the Panhellenic Council during her term as President.

#### B. VICE PRESIDENT/ PANHELLENIC REPRESENTATIVE

- a. She shall serve as President Pro Tem in the absence of the President. In addition, she may serve as administrative assistant to the President, helping with any necessary paperwork.
- b. She shall preside over the heads of the Board of Directors:
  - i. Morale/Spirit Chair (1)
  - ii. Banner Chair (2)
  - iii. Event Coordinator (2)
  - iv. Apparel Chairs (2)
  - v. Mental Health Chair (1)
  - vi. Secretary (1)
  - vii. PR/Social Media (1)
  - viii. Sustainability Chair (1)
  - ix. Photographer/videographer (2)
- c. The Vice President shall act as an advisory member on every committee. She should make sure that all committees are active by calling meetings weekly with her chair women. Committee heads should meet with their committees as often as necessary.
- d. She shall coordinate Senior Week. As a senior, she shall act as the liaison between the senior class and the current Vice President

- e. She shall be in charge of all components of planning initiation, including ordering the New Member pins, organizing the Initiation brunch, and all preparations regarding the Initiation ceremony
- f. She shall preside over the Mail Sorters.
- g. She shall attend all Panhellenic meetings weekly including Gavel and shall be a liaison from Panhellenic to the chapter members.

C. SCHOLARSHIP CHAIR

- a. She shall record the minutes of every meeting and keep all records of the chapter.
- b. She shall send a report of activities to the National and Local advisors. In addition, she shall email minutes to chapter members and advisors when deemed necessary by herself or the chapter President.
- c. She shall monitor attendance of study tables and overall scholarship of chapter members.
- d. She shall keep an updated phone list and email list of the chapter, and collect the proper emails of the members and parents at the beginning of each semester

D. TREASURER

- a. She shall collect and keep in touch with all funds of the chapter, including all events.
- b. She is in charge of issuing bills with Greek Accounting, and she is responsible for keeping up with accounts receivable. She shall also meet weekly with the accountant.
- c. She shall keep up with budgeting issues, and oversee officers in that they do not exceed their allotted budget.
- d. She shall be a liaison to our chapter accountant. She shall co sign all checks along with the president
- e. She shall manage all Internal Affairs Accounts. This includes contacting parents and collecting checks, monitoring all sisters' accounts throughout the semester, and notifying sisters when their accounts are at or below \$50.
- f. She shall assist the Vice President in presiding over the Apparel Chairs.

E. PHILANTHROPY CHAIR

- a. She shall be responsible for planning the sorority's national and local philanthropies and act as the liaison for the philanthropies of other Greek and Campus organizations.
- b. This includes but is not limited to the biannual philanthropy event.
- c. She shall be responsible for monitoring the community service hours and philanthropy event requirement for each member.
- d. She shall be responsible for coordinating fundraising events for the sorority.
- e. She shall be responsible for coordinating community services events for the chapter.

F. RECRUITMENT CHAIRS (2)

- a. She shall serve as Recruitment chair in which capacity she will be responsible for all the business and functions pertaining to the recruiting of women in the sorority.
- b. She is in charge of Recruitment practice, workshops, and formal/informal recruitment.
- c. She shall attend all Panhellenic recruitment meetings.
- d. She is responsible for appointing and overseeing all recruitment assistants/committees for all rounds of Recruitment.
- e. She must be in contact with the National Organization with regards to Upsilon's membership recruitment process, from the initial planning to recruitment statistics following the membership process.
- f. She shall have no opinion regarding potential new members unless a vote is needed to break a tie. She shall count all votes with the rest of the Recruitment Team.
- g. She shall also serve on the Recruitment team during her senior year

#### G. RISK MANAGER

- a. In charge of assigning sober monitors, sober sister, and sober stay
- b. She shall plan Risk management Programming for the chapter
- c. She shall follow the risk procedures of Panhellenic council
- d. She shall coordinate with the fraternities about the risk plan for individual events
- e. She shall be in charge of monitoring the social media accounts of each member of the chapter.
- f. She shall be in charge of room checks, to ensure there is no alcohol, drugs, or drug paraphernalia in the house
- g. She shall organize the roster of the chapter to be used to check-in members at pairs.

#### H. HOUSE MANAGER

- a. She is responsible for being a liaison between the house director and the sisters.
- b. She shall be in charge of all business concerning room assignments, bed assignments, parking assignments, wake ups, security measures (including the house code), maintenance of the house, and taking care of all opening and closing procedures of the house.
- c. She will be responsible for conveying all house rules to the members living in the house.
- d. She shall be in charge of fire and tornado drills to ensure everyone knows the evacuation plan in case of emergency

#### I. NEW MEMBER EDUCATORS (2)

- a. They shall plan and attend all new member meetings.
- b. They shall serve as the liaison between the actives and the new members.

- c. They shall guide the new member class in completing Upsilon's New Member program. She will instill in them the ideals of a sister of Sigma Delta Tau and recommend them for initiation.
- d. She shall see to it that all aspects of the new member program are in line with National guidelines, including the Anti Hazing policy, and time requirements.

J. INTERNAL SOCIAL CHAIR

- a. She is responsible for planning all internal social events, which includes date parties, formals and sisterhood events.
- b. She shall monitor behavior of members and their escorts in accordance with the rules set by the venue.
- c. She shall be in charge of making arrangements with the third-party vendors and bus companies with respect to internal functions.
- d. She is responsible for making sure all social events comply with the National By-law Rules that may pertain to her event.
- e. She shall be in charge of making sure that all insurance forms are filled out in a timely manner.
- f. She shall assist the Vice President and preside over the Family Weekend Chairs (2).
- g. She shall function as the Internal Chapter Development Chair. As this position she will be in charge of putting on a local Founders' Day event on April 20<sup>th</sup> each spring semester. She will present a fact about Sigma Delta Tau or update on what is happening at a national level at each chapter meeting. She will be required to make a presentation at the chapter meeting before March 25<sup>th</sup> in honor of the National Founders' Day for Sigma Delta Tau. The goal of this position is to remind chapter members of the purpose of membership and instill pride in values.
- h. She shall make herself available to the Board of Directors, and assist them when they have programs or ideas that they would like to implement in the house

K. EXTERNAL SOCIAL CHAIR

- a. She shall be in charge of planning all external social events.
- b. She shall be responsible for planning Homecoming week and the week of the Little 500 bike race.
- c. She shall be in charge of all pairings including Homecoming, Little 500 and serenades.
- d. She shall plan all events according to National By-law rules and according to the Indiana Panhellenic By-law rules. She shall ensure that all events, small and large, are registered in the Panhellenic system
- e. She shall preside over the Social committee, and delegate tasks that need to be done



This board shall be overseen by the Vice President. All members of this board shall report to her. In addition to the Vice President, the Apparel Chairs and Event Coordinators shall report to the Treasurer.

- A. Morale/Spirit Chair (1)
- B. Banner Chair (2)
- C. Event Coordinator (2)
- D. Apparel Chairs (2)
- E. Mental Health Chair (1)
- F. Secretary (1)
- G. PR/Social Media (1)
- H. Sustainability Chair (1)
- I. Photographer/Videographer (2)

- A. Spirit Chair (1): She shall be in charge of sending cards/gifts to the staff, house director and other fraternities and sororities on special occasions and their founder's day. She shall be responsible for sorority involvement, calendars, and other spirit related activities. She shall also coordinate birthday events for the chapter. She shall preside over the spirit committee (along with the Banner chairs) to help decorate people's rooms for birthdays
- B. Banner Chair (2): She shall be in charge of making fun banners for all upcoming chapters, Panhellenic, and Greek wide events. They shall be done in a timely manner. She shall preside over the spirit committee (along with the spirit chair) to delegate tasks when creating the banner.
- C. Event Coordinator (2): She shall be in charge of planning all aspects of SDT's Family Weekend, including sending out letters to parents, booking entertainment for the weekend, etc. She shall be elected each spring semester and serve on the Board of Directors for a full year. She shall also be in charge of planning an annual alumni weekend, typically occurring during Homecoming Weekend. There shall be one family weekend per semester.
- D. Apparel Chairs (2): She shall be in charge of all apparel requested by any event chair. They shall be done in a timely manner. She shall have each design approved with the Vice President, along with the person running the event.
- E. Mental Health Chair (1): She shall be in charge of overseeing members trained for the Body Project and Safe Sisters. It is preferred if she has been trained in one of these programs herself. She shall brainstorm events or aspects of the house to encourage positive mental health within the chapter.
- F. Secretary (1): She shall keep all forms and records updated as well as send announcements to chapter members and advisors when deemed necessary by herself or the chapter president. She shall send out the weekly menu. She shall organize the composite photos in the fall, and the paddle orders in the spring.

- G. PR/Social Media (1): She shall be in charge of the upkeep and maintenance of the Upsilon Web site and all social media handles. She shall write articles for the annual Torch magazine. She shall send out the semesterly newsletter with an update from our chapter.
- H. Sustainability Chair (1): She shall be in charge of insuring that the house takes green initiatives. She shall be responsible for attending all Greek Sustainability Chair meetings when scheduled.
- I. Photographer/Videographer (2): She shall document each sorority event with photos and videos. She shall work closely with the recruitment chairs in creating the videos for each round of recruitment (pre-recruitment, philanthropy, and sisterhood), and shall also be in charge of the senior week video. She should have her own camera or have easy access to one.

Section 4. When a vacancy shall occur in the office of President within one semester of the election, a special election shall be held, otherwise, the Vice President shall assume the duties of the presidency for the balance of the term. When a vacancy shall occur in another elected office, elections by vote of chapter members, will take place at the next chapter meeting.

Section 5. Board of Directors or Board of Standards Elections

- A. Officers shall be elected for a period of one semester. Board of Directors elections and Board of Standards elections shall take place at the end of each semester for the following semester.
- B. Nominations for officer elections are always taken from the floor. If there are no nominations for any position, email nominations during the coming week will be encouraged. There shall be no more nominations after the allotted time period, unless all nominees for a position have dropped
- C. Nominations shall take place one week prior to elections.
- D. Candidates will speak in alphabetical order, for one minute
- E. Voting procedures:
  - a. A majority vote is to be used by the executive board in all matters. The President and Vice President shall only vote in the event a tie must be broken.
  - b. Votes are to be counted by the President and Vice President or Local Advisor.
  - c. Votes will be counted by a written ballot or a google form submission .
  - d. The Standards Chair will assist throughout the council elections process as needed.
  - e. All candidates must be in pin attire to be eligible for a position. All members must be wearing a pin in order to vote.

**ARTICLE VII. STANDARDS BOARD COMMITTEE**

- A. The Standards Board is elected to be in charge, with the knowledge of and responsibility for the enforcement of the National and Local By-laws, policies, procedures, rules, regulations, as well as Panhellenic and University rules.
- B. There shall be a Standards Board consisting of two juniors, two sophomores, and one senior.
- C. The Standards Board is to enforce fines or work duty levied for any violations to those rules stated in the By Laws.
- D. The Standards Board will hold weekly meetings for all members that had fines or other violations levied against them in the past week to assess if additional and/or other consequences are necessary.
- E. Fines shall be turned in by Sundays at midnight or it will double, unless specified by the standards board head
- F. Procedures for absences and violations:
  - a. Notes should be turned in 24 hours in advance to the head of the Standards Board.
- G. The head of the Standard Board shall be in charge of all points.
- H. Members of the Standards Board are not to be concurrently as members of the executive board.
- I. The head of the Standards Board shall serve as Sergeant at Arms during chapter.
- J. The head of the Standards Board shall be in charge of taking roll call at all chapter meetings and mandatory functions.

## **ARTICLE VIII. CHAPTER MEETINGS**

Section 1. Members shall meet every Sunday night at 9:00pm, or at the discretion of the President. Council shall meet one hour prior to the chapter meeting.

Section 2. A member may only miss 2 chapter meetings per semester.

## **ARTICLE IX. VOTING**

Section 1. Only members in good standing are entitled to vote or hold offices.

- A. A member who is behind in dues, fines, or on social probation, etc. is not considered to be in good standing.
- B. A member not wearing her pin does not have voting rights.

Section 2. Unless otherwise stipulated, a majority vote is necessary to carry out a motion.

Section 3. To elect the Executive Board members, a slating process shall be used.

- A. The slating committee will consist of fourteen members: six juniors, six seniors, the current president, and the past president.
  - a. Members of the slating committee shall apply in their junior or senior year by an anonymous application. The application will be submitted to the past president using the ten-digit student ID Code as identification. In the application, one may not specify which position they held.
  - b. Members who are chosen to be a part of the slating committee during their junior year must reapply to sit on slating committee their senior year.
  - c. To be eligible to be a member of the slating committee, one must have held, or currently hold, any of the following positions: Executive Board member, Board of Directors chair, Board of Standards member (head or committee member), or Rho Gamma.
- B. Members wishing to be elected to the executive board will fill out an application and be given an interview. Members are required to submit their application 48 hours prior to the date of interviews to the past president.
- C. Interviews shall be held on a Sunday one week prior to scheduled elections. The slate shall be announced at chapter that evening in the Sigma Delta Tau house. It will be emailed out one hour after being announced.
- D. If a member chooses to run against the slate, she has 48 hours to notify the current president. At this point she will need to write a speech, and an election will be held the following week during the election time.
- E. During elections, if no one is running against the slate for a position, the Vice President will motion for a white ballot. There will be no formal election. If anyone opposes, there will be a heads down vote to elect the position. A majority is needed to pass the slate.

## **ARTICLE X. REVISIONS TO THE CONSTITUTION**

Section 1. These By-Laws must be amended by a 2/3 vote. Proposed amendments shall be read at the first regular meeting of the semester and voted upon at the second regular meeting of the semester. Any further bylaw changes throughout the semester may be voted on, but will not be put into effect until the following semester unless otherwise noted.

## **ARTICLE XI. UPSILON AMENDMENTS**

Section 1. House rules shall be considered a part of the local by-laws. Any addition must be voted on during a house meeting by majority vote of the sisters living in the house and then documented as house policies or house rules. Violation of house rules will result in a consequence to be decided by the Board of Standards.

### Section 2. House rules

- A. General House Rule

- a. All lights must be turned off when a member leaves that room
- b. Notify the House Manager of any issues (maintenance or otherwise) in the house.
- c. The house code shall not be shared with anyone who does not live in the house.  
This includes live-outs and seniors.
- d. Nothing shall be stored in the hallways, except for trash cans
- e. Open flames are prohibited inside the house.

## B. Sleeping Dorms

### a. Wakeups

- i. The House Manager shall assign one different woman from the youngest pledge class to each of the following jobs each weekday morning: early wakeups in the cold dorm, late wakeups in the cold dorm, early wakeups in the warm dorm, and late wakeups in the warm dorm.
- ii. Early wakeups will run from 6:15-7:15 am and late wakeups will run from 7:30-8:30 am, in 15 minute intervals.
- iii. The person assigned to early wakeups shall set an electronic alarm or sleep in her daybed.
- iv. To wake each person up, the woman assigned to wakeups must whisper her name until she wakes up and takes the wakeup card in her hand. Do not touch the person unless noted on their wakeup card.
- v. Each woman may set two wakeups per morning.
- vi. Women may not use alarms in the sleeping dorms during the hours of wakeups (6:15-8:30 am on weekdays) except for silent/vibrating alarms. Outside of these hours and on weekends, alarms with sounds may be used at a reasonable volume.
- vii. Any switches in the wakeup schedule shall be made 24 hours in advance of the wakeup assignment, and must be told to the House Manager. The House Manager will make the switch on the online schedule, while the people switching their dates are responsible for making the switch on the papers outside of each sleeping dorm.
- viii. Failure to complete wakeups on the assigned date will result in a consequence of doing wakeups for the next three days.

### b. General

- i. No flashlights of any kind (including a flashlight on a cell phone) may be used at any time in the sleeping dorms.
- ii. When walking through the dorm, one's phone screen may be turned up to the highest brightness in order to see. When in bed, one's phone screen must be turned down to the lowest brightness so as not to disturb others sleeping around her.
- iii. No computers allowed.
- iv. No food or drink (other than water) allowed.

- v. No talking or whispering.
- vi. Each woman shall only ever be in the bed assigned to her. No two people should ever be in a bed together. Switching beds is prohibited.
- c. Only women who are assigned to a bed in the cold/warm dorms are allowed in them. No guests of any gender are allowed in the dorms.
  - i. No throwing up in the cold/warm dorm. Any woman who feels sick should sleep in her daybed.
  - ii. It is not required but highly suggested to sleep in one's day bed if one has a bad cough.

#### C. Common Areas

- a. Formal, informal, greige
  - i. No food allowed in these common areas.
  - ii. Members must clean up after themselves and not leave belongings in these areas for long periods of time.
- b. Library
  - i. The library is for studying, not socializing.

#### D. Dining Room and Meals

- a. Shoes must be worn at all times in the dining room.
- b. Guests must be signed in at every meal.
- c. Breakfast shall be from 7:00 am until 9:30 am. Lunch shall be from 11:00 am until 1:30pm. Dinner shall be from 5:45 pm until 6:30pm Monday through Thursday, and 5:30pm until 6:30pm on Sundays, and only late plates will be served on Friday. There will be no dinner on Saturdays. Brunch will be on Saturdays and Sundays from 11:00 am until 12:15 pm.
- d. Live-outs (including Seniors) may eat 2 meals a week at the house, new members may eat 1 meal a week at the house.
- e. Snacks shall not be eaten by anyone who does not live in the house.
- f. All members must be appropriate when in the dining room and kitchen. This includes appropriate clothing and language.
- g. All members may store food in the refrigerator and may not eat food that has someone else's name on it. Late plates will be put in the refrigerator, but at midnight they can be eaten by any member regardless of the name on it or be thrown out by the kitchen staff. Food in the refrigerator that is not labeled is for public use.

#### E. Visitors

- a. Members must notify the house manager before they have a guest sleep in the house.
- b. Male visitors:

- i. No official male visitation hours are in existence for the chapter house. If any member of the chapter feels discomfort, they are to approach the president or standards head to create rules on a semester basis.
    - ii. All male visitors must be escorted through the house at all times by a chapter member and may never be left unattended in common areas. When entering the second or third floor, please announce loudly that there is a male on the floor.
    - iii. The cold and warm dorms are closed to male visitors 24 hours a day.
  - c. Female visitors:
    - i. All female visitors must be escorted through the house at all times by a chapter member, but may be left unattended in common areas for short periods of time and may use the restrooms without an escort.
  - d. Bathrooms:
    - i. All upstairs bathrooms are for females only.
    - ii. Males may use the downstairs powder room, or guest room bathroom if they need to shower.
- F. Parking
  - a. Parking is assigned by house points.
  - b. Those without spots will have to park on the street.
  - c. No member may park in the guest or employee spots, in front of the dumpsters, or anywhere on the lawn unless approved by the House Director or House Manager.
- G. Room, Bed, and Parking Picks
  - a. The incoming/current president is the first to choose her room, bed, and parking spot. The outgoing president has second pick. The standards chair has third pick. The outgoing standards chair has fourth pick. Next to pick shall be the older pledge class in house-point order. And lastly, the younger pledge class in house-point order.

### Section 3: General Rules

- a. House Secrecy: House secrecy is defined as releasing house information to anyone not associated with the members of the Upsilon Chapter. Examples of this are Membership Selection, house rituals, issues discussed at chapter, and the code to enter the house. A member in violation of this rule is subject to having a BOS trial and/or having her pin pulled.
- b. Date Parties, Formal and Semi-Formal: Any member or their date who gets sick at the location of the party, which results in a loss of the security deposit, will be responsible for the entirety of that deposit.
- c. Sober sister is a sober driving program that enables sisters to return home safely. Sober sister runs Thursday through Saturday nights. The shifts will be from 11:00 pm until 3:00 am.

- d. The Upsilon Chapter shall function on a points system. Points are used to keep track of members' internal and external activities. Points shall be maintained and counted by the Head of Standards.
- e. Mandatory events are at the discretion of the president. Excuses are to be turned in to the Head of Standards. Acceptable excuses are: Job/Volunteer work, test, sickness, class, and a family event.
- f. Members of the executive board shall not apply or become a Rho Gamma during their term due to the potential interference with their ability to fulfill their chapter position.
- g. Members shall not run for executive board if they have been placed on academic supervision or probation the semester prior to term.

**Article XII. Contracts**

Section 1. Parking

This contract was signed by all members who were given a parking spot for Spring 2018 and the rules of the contract must be upheld to continue parking in the Sigma Delta Tau lot.

“Rules for Sigma Delta Tau Parking Lot  
Fall 2018

Only the person whose name is on the parking spot may use it

You may lend your parking spot to someone who does not have a spot when you are out of town, with approval from Marni Ransenberg or Tamar Tecktiel

Your car must be at Sigma Delta Tau within 6 days of your arrival

If your car is not there, your spot will be taken from you

If there is a situation where your car can not be at Sigma Delta Tau within these 6 days, it must be brought to the attention of Marni Ransenberg or Tamar Tecktiel immediately

By signing this document, I \_\_\_\_\_ agree to abide by the above rules and to be a responsible driver, on Sigma Delta Tau property and around campus.

\_\_\_\_\_  
Signature Date

Car Info:

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_”

Section 2. Social Media



## SDT Social Media Contract

I, \_\_\_\_\_, agree to the following as a member of Sigma Delta Tau:

- I will not post pictures of the following on Facebook, Instagram, snapchat, twitter, or other social media:
  - Anything that is clearly alcohol (i.e. a label, an alcohol bottle, or can)
  - Wearing letters with alcohol around (no matter your age)
  - Illegal drugs
  - Drug paraphernalia
  - Prescribed drugs if it appears as if they could be illegal
  - Anything in which I appear to be doing any drugs that are not mine, illegal, or I am not using properly or appropriately
  - A picture in which I or anyone under the legal age appears intoxicated
  - A picture in which it was clear that drugs were done in the SDT house
  
- Not to post social media statuses, comments, captions, etc. referencing the following:
  - Being intoxicated or high
  - The possession of illegal drugs or alcohol
  - Anything that threatens the reputation of the sorority
  - Slurs
  
- To allow all members of SDT executive council and BOS to follow all personal social media accounts (Facebook, twitter, Instagram, snapchat, etc.) and not to block any of these people from seeing any or all posts
  
- To immediately take down any post that I am asked to take down (“TD’d”) as a result of not following these guidelines
  
- Note about finstas
  - Remember that finstas are still Instagram accounts (social media)
  - Please be respectful of yourself, your peers, and this organization
  - You will be asked to take down finsta posts that do not comply with these rules
  
- If you are unsure about posting something due to its content, Ariel or Lauren will gladly preview the post (no judgement) and help you make fun, creative edits so you never have to take anything down!!!!

I understand that failing to follow these guidelines will result in a fine or being sent to standards, depending on the severity of the circumstances.

Signed \_\_\_\_\_ on \_\_\_\_\_ (date).

Facebook Name: \_\_\_\_\_

Instagram: \_\_\_\_\_

Twitter: \_\_\_\_\_

Snapchat: \_\_\_\_\_

Section 3. Housing

**UPSILON(CHAPTER(OF(SIGMA(DELTA(TAU(SORO  
RITY  
ROOM AND MEALS  
AGREEMENT**

FOR

This Agreement made this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by and between **UPSILON(CHAPTER( OF( SIGMA( DELTA( TAU( SORORITY**, (referred to herein as the "Sorority"), **UPSILON(CHAPTER,( INC.**, (referred to herein as the "Corporation"), and the undersigned Student and Parent(s) or Guardian, jointly and severally referred to herein as the "Student" and "Parent" respectively.

As used herein the term "School" refers to Indiana University, the term "State" refers to the State or Commonwealth of Indiana and the term "Society" refers to Sigma Delta Tau Society, a Delaware notPforPprofit Corporation

The parties agree as follows:

1. Designation and Use of Room:

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(A) The Sorority controls the property at 1410 N. Jordan, Bloomington, Indiana (the "House") which is occupied by students affiliated with the Sorority who attend the School.

(B) The Sorority agrees to furnish said Student with a furnished room (to be assigned by the Sorority) (the "Room") in the House for the term of the regular School year, commencing August, 2014 and ending May, 2015. Such room shall not be occupied during school vacation periods without express written permission from the Corporation.

(C) The Student agrees to accept and retain such Room as shall be assigned to her by the Sorority and to comply with all House rules and regulations established by the Sorority and/or Corporation and all the laws and regulations established by the School, municipality, county and/or state

(D) The student shall not paint, wallpaper, or redecorate in any manner any part of the chapter house, including construction of builtPin furniture such as lofts, desks or counters in her room, nor shall the student dismantle any furnishings or fixtures provided. Furnishings are not to be removed from the student's room; students are not permitted to bring any additional furniture into the house. No personal belongings will be stored for students over summer break or when studying abroad. In the event said belongings are left behind, they shall become the property of the House.

(E) The Student shall be responsible for providing her own bed linen and for the laundry of same.

(F) No dogs, cats or other pets are allowed on the premises.

(G) The Room shall not be used for the storage or use of any illegal substances or materials.

2. Sorority's Obligation to Furnish Meals:

The Sorority agrees to furnish the Student with meals at regularly scheduled times, beginning with the first day of classes of each semester and ending with the last day of final examinations of each semester. No meals shall be furnished during Freshman Week, Thanksgiving, Winter, and Spring vacations, the period between semesters, or any other time which may be designated by the School, or its food service department as a noPservice period. Meals shall consist of three meals daily except Saturday and Sunday when one meal shall be served.

No refund or substitutions for meals not eaten by Student shall be made.

3. Financial Obligation of Student and Parent to Sorority and Corporation:

(A) The Student and Parent, jointly and severally, agree to pay the Sorority and Corporation \$11,200.00 annually for room and meals. They also agree to pay Society and Sorority dues and any assessments and any personal charges directly incurred by the Student. A surcharge of \$500 per semester will be added for a single room. Bills will be issued before each semester and are due and payable before the Student moves into the house. Failure to comply within thirty (30) days will result in loss of meal and social privileges. In addition a late fee of up to 15% per year will be added on any overdue balance. Should the Student be in arrears on or before the deadline established by the Student Affairs Office of Indiana University at the end of the semester, the Student's name shall be reported to the Student Affairs Office for the purpose of placing the name on the University's check list for delinquent room and board charges.

(B) In the event a Student shall terminate her occupancy in the House because of illness and officially withdraws from School before the end of the School semester for which the above prepayment was made, the Sorority and the Corporation shall refund the pro rata unearned portion of any prepaid amount after deducting any sums due the Sorority and Corporation to the date on which the Student surrenders possession of her room. The security deposit will be forfeited.

(C) This Room and Meals Agreement is for the entire School Year. In the event a Student shall be absent from the House because of an internship or term abroad, she shall be held responsible for all room charges for the semester that she is not living in the house. The semester room charge will be a minimum of \$1,200.00 and a maximum of \$1,500.00, depending upon the number of vacancies due to internships or terms abroad.

(D) In the event a Student shall terminate her occupancy in the House, for any reason other than as set forth above, before the end of the School year, the Sorority and Corporation shall not be obligated to refund any amount hereunder and the Student and her Parent(s) or Guardian(s) shall remain liable for the full amount due under this Agreement. The security deposit will be forfeited.

(E) If Student shall default in the due and punctual payment of any charges payable hereunder or otherwise fail to promptly comply with the terms of this Agreement or the policies, rules and regulations and byPlaws of the Sorority, Corporation, Society, School, Municipality, County and State, or in the event the Student is placed on probation or dismissed by the School, or ceases to be a new member or active member in good standing of the Sorority either voluntarily or because of action taken by the Sorority or Society (in accordance with the byPlaws of the Society or Sorority), or if the Room shall be deserted or vacated, then and upon the occurrence of any such events, Sorority or Corporation shall have the right, at Sorority's or Corporation's option then or at any time thereafter:

(a) To give Student 10 days written notice of its election to terminate this Agreement or on any later date specified therein; and on the date specified in such notice Student's right to possession of the Room in the House shall cease and this Agreement shall thereupon be terminated; or

(b) without demand or notice, rePenter and take possession of the Student's Room and repossess the same and expel Student and those claiming through or under Student and remove possessions of both or either (forcibly, if necessary) without being deemed guilty of any matter of trespass and without prejudice to any remedies for arrears of rent or other charges for breach of covenants. Should Sorority or Corporation elect to rePenter as provided herein, or should Sorority or Corporation take possession pursuant to legal proceedings or pursuant to any notice provided by law, then without terminating this Agreement, Sorority or Corporation may but shall not be obligated to, rePlet the Room for such term or terms and at such rent or rentals and upon such other terms and conditions as Sorority or Corporation may deem advisable, with the right to make alterations and repairs to the Room. No such rePentry or taking possession of the Room shall be construed as an election of by Sorority or Corporation to terminate this Agreement unless a written notice of termination is given to Student; and

(c) If any such termination or repossession occurs, Student and Parent agree to pay Sorority and Corporation all attorney fees, legal expenses and all other expenses incurred in terminating the Agreement and/or in obtaining possession of said Room and/or in enforcing this Agreement and also all expenses and commissions which may be paid in and about the reletting of the same and all costs in connection with the repairs, remodeling and alterations in order to return the Room to the condition it was in at the commencement date of this Agreement, together with all other damages. Notwithstanding such termination or repossession, Student, Parent or Guardian shall remain fully liable to Sorority and Corporation for the fulfillment of all obligations incurred hereunder in accordance with the provisions of paragraph 7 hereunder.

(d) To refuse meal service.

#### 4. Requirement of Deposit and Forfeiture Thereof:

(A) Prior to the Student's first year of occupancy in the House, the Student and Parent, jointly and severally agree to deposit with the Sorority a security deposit of \$500.00. The deposit shall be refunded no later than sixty (60) days following the completion of the Student's undergraduate studies at the School provided this Agreement has been performed in full by the Student and all other charges against the Student for damaged property and other Sorority obligations, including fines, have been paid in full.

(B) Anything else notwithstanding contained in this Agreement, any of the parties may cancel this Agreement by giving notice by registered mail to the other prior to June 1st, preceding the

commencement of the term hereof. If such notice is given by that date, all payments made by the Student, except the security deposit, shall be refunded to her on or about September 30, provided Student has not returned to School and provided another active sister or new member has occupied her space in the house.

5. Loss, Damage or Destruction of the Student's Property:

It is understood and agreed that the Sorority and Corporation shall not be responsible for loss, damage, or destruction to the property of the Student or her guests from any cause whatsoever. Any repairs to the House necessitated by the acts or omissions of Student or her guests shall be charged to Student and paid for by the Student within thirty (30) days after the invoice for repairs is rendered.

The Sorority and Corporation will exercise reasonable care in providing reasonable personal security and protection of the Student in the House. It is, however, specifically agreed that the

Sorority and Corporation assume no liability for such security or protection and as a condition of this Agreement, Student, Parent and Guardian hereby expressly agree that the Sorority and Corporation shall not be liable for any personal (mental or physical) injury sustained by the Student in the House.

6. Consent to Search:

(A) The Student authorizes and consents to a reasonable search of her Room, as well as any personal property of hers located in the House, at reasonable times, and without prior notice to the Student.

(B) The Student further agrees that she shall, upon request, open any locking devices or remove any impediments to such a search. She hereby indemnifies and holds Sorority, Corporation and the Society and its agents, employees and attorneys harmless from any and all claims, demands or liabilities, whatsoever the nature, which may result by reason of damages to the Student as a consequence of such authorized search.

(C) No such search shall occur unless, in the judgment of the officers of the Corporation, or the Executive Board of the Sorority after receiving the consent of the Corporation, such action is deemed necessary for the good order of the Sorority. Said search may be conducted by any three (3) authorized officers or designates of the Corporation or Sorority, or by any law enforcement officer of the State.

(D) In the event illegal drugs (as defined by the laws of the State), drug paraphernalia, alcohol, personal property of other persons not authorized to be in Student's possession, or illegal contraband are discovered during the course of said search, the Student shall be subject to immediate termination from membership in the Sorority, and this Agreement shall be null and void, with Student and her Parent(s) or Guardian(s) remaining fully liable for any payments remaining due under this Agreement. Student agrees to pay Sorority and Corporation all attorney fees, legal expenses and all other expenses incurred in terminating the Agreement as provided herein.

7. Liability of Student and Parent:

(A) Except as otherwise provided in this Agreement, Student and Parent or Guardian, if any, shall be and remain jointly and severally liable for the payment of all sums required of them under this Agreement,

regardless of whether the Student enters the School, withdraws after entry, is expelled, moves to another location, vacates the Room either voluntarily or following termination of this Agreement by Sorority or the Corporation or following repossession of the Room by Sorority or Corporation and regardless of any other reason or event; and in any such event, the unpaid balance due or to become due hereunder shall constitute liquidated damages to the Sorority and Corporation and no part thereof shall be subject to refund. Liquidated damages are deemed applicable because of the difficulty, expenses and uncertainty of obtaining new tenants during the term of this Agreement due to the special nature of the fraternal status of Student and Sorority and because the damages thus sustained by Sorority and Corporation are very difficult of measurement of compensation.

(B) If the Student, Parent or Guardian, if any, shall fail to pay any sum when due hereunder, or Student shall violate any of the House policies, rules and regulations established by the Sorority, Corporation or Society, or any of the laws and regulations established by the School, municipality, county and state, or shall violate any other terms or conditions of this Agreement, then, at the option of the Sorority and Corporation, this Agreement shall be void as to the Student and Parent, and the Sorority and Corporation shall be entitled to the immediate possession of the Room of said Student and to recover all sums due or to become due hereunder, and for all damages sustained by the acts or omissions of the Student and Parent.

#### 8. Subletting:

No Student shall be permitted to sublet or assign this Room Agreement or her rights to same without the written consent of the Sorority or the Corporation which consent may be withheld for any reason in the sole discretion of the Sorority and Corporation. No Student is authorized to permit extended use of her room to any visitor, either student or nonstudent, where such use because of its duration or frequency constitutes de facto subletting of House facilities to an unauthorized person.

#### 9. Prohibited Possessions:

The use and/or possession of the following are prohibited in each Student's Room:

- (a) Cooking appliances such as hot plates, toaster ovens, broilers, microwaves, etc.
- (b) Space heaters, halogen lamps, extension cords
- (c) Candles or other open flame

devices

- (d) Liquid filled

beds

- (e)

AirPconditioners

- (f) Illegal drugs and/or drug paraphernalia
- (g) Alcoholic beverages;

or

- (h) Any other illegal

contraband

- (i)

Refrigerators

10. Miscellaneous:

(A) In the case of fire, windstorm, explosion or other catastrophe, because of which the House becomes uninhabitable, this Agreement shall become null and void at the option of the Sorority or Corporation.

(B) This Agreement contains the entire agreement between the parties with respect to the subject matter hereof, supersedes any prior agreement, oral or written, between the parties relating to the subject matter hereof and may only be changed or amended by a written agreement executed by the parties hereto.

(C) This Agreement shall be governed and interpreted in accordance with the laws of the State regardless of the legal residence or domicile of the Student.

**UPSILON(CHAPTER(OF(SIGMA(DELTA(TAU(SORORITY  
ROOM AND MEALS  
AGREEMENT SIGNATURE PAGE**

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the date written below.

UPSILON CHAPTER  
SIGMA DELTA TAU  
SORORITY

Section 4. Secrecy

House Secrecy Contract

House secrecy is taken very seriously at Sigma Delta Tau. If anyone were to find out what happens during New Member Education, you will be held completely responsible. This contract swears you to complete secrecy and breaking such secrecy is grounds for your pledge pin being pulled as well as grounds for not initiating you.

I have read and understood the terms and conditions of Sigma Delta Tau's secrecy. By signing this contract, I make myself responsible for any information that is leaked and understand the consequences that will follow.

1. Pledge Pin being removed
2. Not becoming a new initiate
3. Banned from all PC '21 and house activities

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Signature

Date