

*Omega Phi Beta Sorority,
Incorporated*



Standing Rules

The Beta Tau Chapter

Indiana University, Bloomington



Omega Phi Beta Sorority, Incorporated
Beta Tau Chapter at Indiana University, Bloomington

Omega Phi Beta Sorority, Incorporated (OPBSI)
Standing Rules
for the Beta Tau Chapter at Indiana University Bloomington

Date Effective: December 16, 2015

Date Revised: December 3, 2018

OPBSI, Beta Tau Chapter Standing Rules

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Section 1: Officers to be Elected

By the close of the academic year, chapter officers shall be elected by the members of this chapter entitled to vote at such meetings. The officers of the Executive Board shall include the President, Director of Membership, Director of Programming, and Treasurer. All other officers deemed necessary during that election term by the Chapter Executive Board shall be elected in the same manner. All officers shall serve for a minimum of one semester-term or until their successors are elected. A majority vote shall elect each officer. In the event of more than one candidate for an office, voting shall be by ballot. A member may hold more than one office when necessary. No elected officer may serve more than four terms in the same office, serving either consecutive or non-consecutive terms.

Section 1.2: Eligibility

All chapter officers must be members in good standing within the chapter and the sorority in accordance with these By-Laws.

Section 2: Duties of Chapter Executive Board

Section 2.1: President

The role of the President is to serve as the primary representative of the chapter and to organize the quality work efforts of the rest of the chapter officers. The President is responsible for ensuring that all chapter members are working effectively amongst each other and that all lines of communication necessary for success remain open and is utilized. The President is responsible for ensuring that all chapter members understand their role within the chapter and their responsibilities to the roles they hold:

- a. Uphold and represent the sorority and its goals at all times;
- b. Bear ultimate responsibility for actions of chapter members;
- c. Act as spokesperson for the chapter at public speaking events;
- d. Conduct all chapter meetings;
- e. Responsible for creating and distributing the chapter agendas;
- f. Ensure that members are active members of the sorority chapter and campus community;
- g. Set an example for the chapter members to follow;
- h. Vote on chapter issues/proposals only in cases of a tie;
- i. Submit President reports/letter in monthly packets to Vice President;
- j. Liaison for all university/campus activities and responsibilities;
- k. And all other tasks as assigned by the National Board of Directors.



Section 2.2: Director of Membership

The Director of Membership is responsible for the following:

- a. Set up date, time, and location for informational events for interested women;
- b. Obtain chapter materials of accomplishments, events, and photos for membership events;
- c. Request flyer from public relations chair for all recruitment events;
- d. Send invitations for membership events;
- e. Organize social events and discussion groups for interested women;
- f. Act as the sole contact person for prospective members;
- g. Collect semester reports from all official interests;
- h. Act as a liaison between prospective members, chapter members, and Nationals;
- i. Use attendance sheet at all membership events;
- j. Collect and file all prospective member contracts and forms from Co-Membership Educators;
- k. Responsible for submitting all pre-intake forms to Student Life and Learning Office;
- l. And all other tasks as assigned by chapter president and/or the National Board of Directors.

Section 2.3: Director of Programming

The Director of Programming is responsible for the following:

- a. Develop relationships with campus organizations, campus administrators, faculty members, and community contacts;
- b. Develop and execute programming ideas for forums and social events;
- c. Develop contacts on and off-campus for speaking engagements and events with other organizations;
- d. Supervise all sorority committees (i.e. Week of Illumination) and monitor their activities;
- e. Organize chapter parties;
- f. Book rooms for meetings, forums, parties, tabling, etc.;
- g. Create and execute contracts for sorority events involving monetary or provisional agreements;
- h. Responsible for co-sponsor at least one event program with a non-Greek organization each year;
- i. And all other tasks as assigned by chapter president and/or the National Board of Directors.



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Section 2.4: Treasurer

The Treasurer is responsible for planning and administrating all work pertaining to the management of the financial resources of the chapter, as well as participating in the activities of the Executive Board of the chapter. The Treasurer is responsible for the following:

- a. Maintain financial ledger and bank account for chapter funds;
- b. Maintain daily treasury transactions using IU Credit Union;
- c. Produce monthly financial reports for monthly packets;
- d. Maintain positive operating balance in the chapter treasury;
- e. Monitor chapter expenses including event committee and community service budgets;
- f. Monitor chapter membership financial activity including, but not limited to chapter and council dues;
- g. Notify members of corresponding fines via email after each weekly chapter meeting;
- h. Collect intake fees from intake members, and send to National Board of Directors;
- i. Collect sister chapter dues at the first chapter of every semester and add to chapter funds;
- j. Send yearly chapter dues to the National Board of Directors;
- k. Prepare a general fund budget and present it at the beginning of the academic year;
- l. Manage the Payment Plan for each chapter member who owes money, Section 8.3 and insure all fines are paid on time;
- m. And all other tasks as assigned by chapter president and/or the National Board of Directors.



Section 2.5: Duties of Chapter Chairpersons

Section 2.5.1: Vice President

The role of the Vice President is to serve as the secondary representative of the chapter and to support the President in organizing the quality of work efforts of the rest of the chapter officers. The Vice President is responsible for ensuring that all chapter members understand their role within the chapter and their responsibilities to the roles they hold:

- a. Uphold and represent sorority goals at all times;
- b. Take on the responsibilities of the chapter president in any situation where she cannot be present or reached within reasonable time relevant to situation;
- c. Collect and send materials for monthly reports/packets to Regional Vice President;
- d. Must be a representative at MCGC delegate meetings or designate an appropriate proxy;
- e. And all other tasks as assigned by chapter president and/or the National Board of Directors.

Section 2.5.2: Community Service Chair

The Community Service Chair is responsible for the following:

- a. Responsible for scheduling three community service activities for the chapter in adherence with national requirements per semester (in addition to cleaning the trail three times per semester);
- b. Serve as a contact person for community organizations;
- c. Responsible for ensuring that each chapter member is participating in at least 60% of chapter community service events per semester; If a sister is a Membership educator for that semester she is required to only participate in 30% of chapter community service events.
- d. Ensuring every member does a minimum of 10 hours per semester; If a sister is a Membership Educator that semester, she is only required to do 4 hours of community service.
- e. Responsible for ensuring that at least 3 hours of required individual community service are related to national philanthropies;
- f. And all other tasks as assigned by chapter president and/or the National Board of Directors.

Section 2.5.3: Academic Chair

The Academic Chair is responsible for the following:

- a. Ensuring all members send transcripts in a timely manner;
- b. Monitors academic progress of members
- c. Schedule and spearhead semester study tables for members as well as three minimum open

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- study tables.
- d. And all other tasks as assigned by chapter president and/or the National Board of Directors.

Section 2.5.4: Fundraising Chair

The Fundraising Chair is responsible for the following:

- a. Spearheading a minimum of two fundraising events each semester;
- b. Setting a fundraising goal per semester;
- c. Responsible for sending money to the chapter Treasurer from fundraising events;
- d. And all other tasks assigned by chapter president and/or the National Board of Directors.

Section 2.5.5: Sisterhood Chair

The Sisterhood Chair is responsible for the following:

- a. Spearheading an annual Chapter Retreat for all members of the chapter. In the event that Regional Retreat is hosted at Indiana University, Sisterhood Chair is not required to plan/hold chapter retreat that year;
- b. Responsible in planning Chappy (an informal chapter meeting in addition to sister bonding activities) at the end of every month.
- c. Maintaining peace and respect among members. If there is to be conflict or tension between members within the chapter that cannot be resolved in a reasonable amount of time, it is the responsibility of Sisterhood Chair to call a meeting in order to help facilitate in resolving any issues.
- d. And all other tasks assigned by chapter president and/or the National Board of Directors.

Section 2.5.6: Public Relations Chair

The Public Relations Chair is responsible for the following:

- a. Create flyers and promotional materials for all chapter events and endeavors through individual or campus resources;
- b. Responsible for updating all campus and sorority communications platforms, Instagram, Facebook, etc.;
- c. Submit all promotional materials for approval to National Director of Public Relations three weeks prior to event (cc RVP);
- d. Update informational materials regarding the sorority and the chapter i.e. pamphlets, PowerPoints, and social media accounts etc.;
- e. Distribute promotional materials/flyers;
- f. Responsible for creating and maintaining Omega Phi Beta brand for our promotional materials;
- g. Responsible for e-mailing regarding large-scale events to region or national server,

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- as applicable;
- h. And all other tasks as assigned by chapter president and/or the National Board of Directors.

Section 2.5.7: Herstorian

The Herstorian is responsible for the following:

- a. Record all chapter activities in adherence with the national requirements set by the National Director of Herstory and Archives;
- b. Maintain photo Herstory of the chapter and sorority activities;
- c. Keep track of personal information of new, current, and alumnae members of the chapter, such as phone number, address, occupation, etc.
- d. Organize gatherings/celebrations to commemorate chapter landmarks i.e. anniversaries, birthdays, etc.;
- e. And all other tasks as assigned by chapter president and/or the National Board of Directors

Section 2.5.8: Secretary

The role of the Secretary is to prepare for and schedule meetings, as well as participating in the activities of the Executive Board of the chapter. The Secretary is responsible for the following:

- a. Responsible for recording accurately and distributing the minutes of all chapter meetings;
- b. Report minutes to members who have missed meetings;
- c. Keep official record of meeting attendance to track inactivity of members;
- d. Prepare monthly minutes packet for Vice President to create monthly report;
- e. Maintain a monthly calendar of chapter events;
- f. Develop and employ an effective system in which to file all sorority documents;
- g. Communicate meeting logistics to chapter members (date, time, location, etc.);
- h. And all other tasks as assigned by chapter president and/or the National Board of Directors.

Section 2.5.7: Parliamentarian

The Parliamentarian is responsible for the following:

- a. Responsible for updating chapter Risk Management forms submitted to student life and learning;

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- b. Ensures that responsible parties complete Risk Management Training every semester (Neophyte Retreat);
- c. Ensures that members are aware of and abide by the Indiana University Bloomington crisis management and risk management procedure plans;
- d. Responsible for knowledge of chapter and national policies (i.e. standing rules, constitution, etc.);
- e. And all other tasks as assigned by chapter president and/or the National Board of Directors.

Section 3: Vacancies

Vacancies on the chapter Executive Board, Chairpersons, or other necessary positions shall be filled by appointment made by the chapter President. Each person so appointed to fill a vacancy shall remain an Officer until her successor has been elected by the members of this Chapter, who may make such election at their next annual meeting or at any special meeting duly called for that purpose and held prior.

Section 4: Removal from Office

In case of the failure and neglect of any elected officer to perform her duties, the charges against her shall be drafted by the President, or if the President is the subject of the charges, by the Vice President. The officer charged shall be notified thereof in writing. The President, or in her failure to do so within fifteen (15) days, thereof, the Vice President shall call a special meeting of the Chapter Officers upon fifteen (15) days written notice specifying the time and place of the special meeting, to the person charged and to the other Chapter Officers to hear the charges. If the charges are established by a preponderance of evidence, and the party charged thereupon fails to resign, the Chapter, by a two-thirds majority vote, shall remove such officer from office. The Chapter shall then appoint her successor to serve until the completion of the term of office of the officer who was removed from office.

Section 5: Regular Chapter Meetings

Meetings of Chapter Officers shall take place once per week in order to conduct the general business of the chapter. Attendance shall be taken at each meeting and recorded in the meeting minutes. Meeting schedules can be altered by the Chapter President during holidays and recesses scheduled by the college or university of the chapter.

Section 5.1: Special Chapter Meetings

Special meetings may be called by the Chapter President or three-chapter officers given forty-eight (48) hours' notice. Members are allowed two excused, missed special chapter meeting without being fined.

Section 5.2: Quorum of Members

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A majority of active members entitled to vote shall constitute a quorum at any meeting of the members for the transaction of Sorority business.

Section 5.3: Attendance

All members must attend the weekly chapter meetings. Members will only be excused if they contact the President or Vice President within forty-eight (48) hours of the chapter meeting. Unless it is an emergency, each excused member must submit a reason for her absence. Members are only allowed to miss two excused chapter meetings per semester without being fined or under the discretion of the executive board.

Section 5.3.1: Unexcused Absence

Unexcused absences include not telling the President or Vice President forty-eight (48) hours prior to the chapter meeting, not saying anything at all, not having a legitimate reason, missing most of the meeting, etc. The President may use discretion to evaluate each case. Unexcused absence is fined as stated in Section 8.2.

Section 5.3.2: Tardiness

No tardiness is acceptable without prior written notification to President. Members should be there five minutes before starting time.



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Section 6: Annual Meeting “Convention”

A national annual meeting to be known as a Convention shall be held during the month of August [Article II Section 4] and the place shall be designated by the previous Convention or by the National Board of Directors.

Section 6.1: Attendance

Required attendance at Convention includes at least two delegates from each collegiate chapter. The Treasurer may use discretion to evaluate each case to provide financial assistance for members.

Section 7: Membership Dues and Fees

Section 7.1: Dues and Fees

Section 7.1.1: Individuals

- a. Candidates for membership shall pay such National dues and fees as shall be required by the National Board of Directors and set forth in the Membership Education Manual and National Board Standing Rules, and chapter fees as are required by the Chapter Standing Rules.
- b. The National dues for newly initiated members are paid in full only for the first year of membership based on having paid their full membership education fee prior to initiation.
- c. Individual members shall pay such National dues and fees as shall be required by the National Board of Directors, set forth in the National Board Standing Rules, and such other dues and fees as may be required by these Chapter By-Laws.
- d. New members of chapters or new members of colonies shall be required to pay the National membership dues if not a newly initiated member.

Section 7.1.2: Chapter

- a. Chapter shall pay such National dues and fees to the National Treasury as shall be required by the National Board of Directors of this Sorority and set forth in the Rules, Regulations & Procedures, and

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such other dues and fees as may be required by these Chapter By-Laws.

a. Members shall pay such Chapter dues and fees to the Treasurer as shall be required and set forth in the Chapter By- Laws by the second meeting of every semester, with the exception of summer. Chapter dues will be \$20.00 each semester.

- Members who earn a 3.0 or higher in the semester term GPA (not cumulative) will only pay \$15.00 for the next semester.

b. Members of the Chapter shall adhere to the guidelines in Section 8.2 and/or fines and shall pay such charges to the chapter treasurer within two weeks of the initial penalty unless the member is under the Payment Plan.

Section 7.2: Fines

Event	Fine
Missed Chapter Meeting (unexcused)	\$10
Late to Chapter Meeting (unexcused)	\$5
Leaving a Chapter Meeting Early w/o notification and approval	\$5
Missed Official Meeting (unexcused)	\$5
Late Official Meeting (unexcused)	\$2
Uncompleted Chapter Transition Guides/Training	\$25
Late Chapter Monthly Report	\$5
No Chapter Report	\$10
Missed Chapter Community Service (unexcused)	\$5
Late to Chapter Community Service (unexcused)	\$2
Missed Chapter Fundraising/ Promotional Event (unexcused)	\$5
Late Chapter Fundraising/ Promotional Event (unexcused)	\$3
Missed Chapter Informational, LIB, and/or Recruitment event (unexcused)	\$10
Late to Chapter Informational, LIB, and/or Recruitment event (unexcused)	\$5
Missed Chapter sponsored program/event (unexcused)	\$7
Late to Chapter sponsored program/event (unexcused)	\$3
Late to National/Regional Meeting (unexcused)	\$10
Late Payment Charge	\$2
Violation of Chapter designated dress code	\$2
Profanity during Chapter Meeting (per instance) \$	2
Missed Agenda Submissions	\$5
Late Agenda Submissions	\$2

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Missed Official Chapter Task Not Completed By Designated Deadline	\$5
Late Official Chapter Task Not Completed By Designated Deadline	\$2
Unfinished Chapter Community Service	\$2 per hr.

1. One will hand in their agenda submission report by 24 hours before a meeting to be incorporated into the agenda. Each Board member must email out an electronic copy of their executive report, agenda, and/or minutes to the scheduled meeting that is already formatted for the Board of Directors for the monthly report. A Board member will only be excused if:

A. She has contacted someone twenty-four (24) hours before the meeting and sets a legitimate time and place for the exchange.

B. Major emergency.

2. An agenda submission report will be deemed late if not submitted 24 hours before the appointed meeting. If it does not comply with the regulation said member will be charged \$2.00 for every uncompleted report. If more than 24 hours late the regulation set forth under section b.1 will apply.

3. The President will email the agenda at least 24 hours in advanced.

4. Members will wear business casual attire to all chapter/collective meetings. No open toed shoes.

5. One can be absent for a meeting if one contacts the President or Vice President eighteen (18) hours in advance. Reasons for this must be:

A. Academic conflict i.e. class, exam at the same time, need to study for upcoming exam next day;

B. Another work/organization's time conflicts;

C. One can be excused for lateness if said person has an extenuating circumstance the President or Vice President should be notified.

6. For informational and membership programming, members must be dressed in professional attire for the program.

Section 7.3: Payment Plan

Members in financial difficulty are responsible for contacting the Treasurer to arrange a payment plan as outlined below. Members are bound to the promissory note/payment plan and must abide by its conditions in order to proceed with active status until the

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debt is cleared. The Treasurer will use her discretion to determine the down payment, monthly payment, and final deadline.

Section 7.3.1: Payment Plan

- a. Members are required to submit an initial down payment towards their debt to the Treasurer within seven days of initial communication. Members are expected to consistently make monthly payments in order to be considered financially active.
- b. If members do not fulfill the conditions of the promissory note/payment plan, they are subjected to losing financial active status and further consequences.

Section 8: Recruitment Standing Rules

Section 8.1: Legacy

A legacy is defined as the mother, daughter, granddaughter, aunt, or sister of an initiated member. As such, she is considered a special potential member and will automatically be extended an invitation to the second round of recruitment events, provided she meets the minimum requirements for the membership intake process (i.e., minimum GPA, participated in activities, etc.). Should the Chapter decide to extend or not to extend an application, the Chapter Membership Chair will contact the legacy's relative/OPBSI Sister and advise that an application has or has not been extended.

Section 8.2: Selection Rules

The Chapter shall meet to discuss membership intake candidates and to make decisions during each step of the selection process including who will receive an application, an interview, and a bid. Discussion, led by the Chapter Membership Chair, of a membership intake candidate will be limited to three (3) minutes per member present. For more information, please refer to the Membership Intake Protocol and the Collegiate Membership Intake Manual.

Section 8.3: Character Concerns

A Chapter member may only discuss character concerns regarding a membership intake candidate during a closed setting. Discretion is to be strictly exercised at all times.

Section 8.4 Intake Presence Policy

A Chapter's membership intake class shall not be subjected to the involvement of non-members or males during the intake process. Chapter members in violation of this policy will be subjected to judicial consequences. A chapter shall comply with all Indiana University regulations, and local, state and federal laws. Hazing is strictly prohibited.

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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

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Section 9: Academics

All grades will be reported to the Academic Chair in a timely order according to when the grades are received. If the Academic Chair deems necessary, then strict study hours will be needed for those not doing well in any class. All members of the chapter will follow a program instituted by National Director of Academic Development and Academic Chair.

Section 10: Campus Involvement

In order to become active members of school and the community at large, the following has been implemented by the chapter in order to have successful programs, support our peers, and better network with the community.

1. Every event will have a required “Point of Contact” for said event. This “Point of Contact” is responsible for delegating various tasks deemed necessary for the event.
2. For every program that this chapter sponsors or co-sponsors, sisters will have to be present an hour before the program is scheduled to begin unless otherwise discussed.
3. Letters will be worn every Wednesday in a tasteful manner.
4. Each member will be involved with one organization outside of Omega Phi Beta Sorority, Inc. Exceptions will be made on a case by case basis.
5. Chapter co-sponsors or attends at least one large university program each year.

Section 11: Community Service

As a community service-oriented organization, it is important to remember to give to the community and help those who need it.

1. There will be at least one community service a month.
2. To sponsor or co-sponsor at least one (1) event each year with at least 60% attendance from chapter members that is designed to raise money philanthropic for a community agency.
3. Ensure participation in Indiana University large-scale community service projects, i.e. MLK Day of Service, IUDM, and service projections involved with La Casa.

Section 12: Other Member Expectations/Requirements

1. Each member should be familiar with the Informational PowerPoint presentation as well as additional information for the presentation. Each member will be assigned specific slides to have for the duration of the semester. Accommodations will be made for sisters who are unable to attend an informational meeting.

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2. There will be no arguments, disrespecting, or anything of that nature, between sisters in public and/or in front of others outside of the chapter.
3. Personal problems with one another should be addressed and not interfere with OPBSI work. Before every executive meeting everyone will “check their baggage” in order to remove one’s mind from wandering.
4. In order to maintain organization, each member is expected to complete tasks and assignments on time.

Section 13: Program Planning

In an effort to better-organize the planning for each program the Program Planning Initiative has been implemented to avoid last-minute planning. The following will be used to plan each program.

1. There will be deadlines with each group and program which are as follows:
 - a. Every week there will be weekly updates sent to the Director of Programming on the standing of each event.
2. Chapter will sponsor, co-sponsor, or attend (60%) at least two membership development programs each year. i.e. alcohol and drug education, leadership development, fraternal values and gender relations.
3. Must host Gallery Walk annually.

Section 14: Annual Review

These Standing Rules shall be reviewed by the Chapter at the Chapter Retreat of each term and shall be signed by all Chapter members at the Chapter Retreat. The Chapter President is responsible for ensuring that the annual review is completed and implemented. A majority vote of the Chapter is required to implement any revisions to the existing Standing Rules. The Regional Vice President shall have a copy of the approved Chapter Standing Rules.

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Signatures of all Chapter Members:

Marisela Salazar

(Parliamentarian, Fundraising Chair)

Xochitl Haro

(President)

Jessica Gutierrez

(Director of Programming, Secretary)

Joselin Lucas-Rojas

(Treasurer)

Veronica Mendez

(Vice President, Director of Membership)

Elizabeth Niño

(Herstorian)

Pandora Ward

(Community Service Chair, Sisterhood Chair, Public Relations Chair)

Ixchel Mendez-Elizondo

Emely Mendez

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