

Delta Phi Epsilon Constitution and By-Laws
Delta Delta Chapter Indiana University
Revised May 6, 2018

ARTICLE I. GENERAL PROVISIONS

SECTION 1. Name

The name of this organization shall be DELTA PHI EPSILON, DELTA DELTA Chapter, located at Indiana University, whose purpose is to foster and promote the ideals and principles of the DELTA PHI EPSILON Sorority, whose Constitution, By-Laws, policies, and procedures, as amended and supplemented from time to time, are hereby adopted and incorporated herein by this reference, and made a part hereof as though more fully set forth herein.

SECTION 2. Mission

Our mission is to provide a sisterhood experience rich with tradition, innovation and opportunities for growth. The newly re-chartered Delta Delta Chapter of Delta Phi Epsilon at Indiana University strives to not only uphold this mission set by Delta Phi Epsilon's headquarters, but also strives to re-foster the sisterhood and Greek experience originally set forth by our original chapter in 1946. Through exceptional programming in philanthropic, academic and operational areas, our members shall develop the values and abilities necessary to be successful within this chapter at Indiana University.

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

SECTION 3. Vision

Our Vision is that we inspire and empower our sisterhood to engage in a lifetime of leadership and service. Within our chapter we shall make it a priority to promote the importance of the aforementioned statement in all aspects of our sisterhood. Leadership and service are cornerstones of continued success that extends beyond the undergraduate membership level. With this vision in mind, our chapter members will therefore be prepared to thrive in all endeavors as a lifetime sister of Delta Phi Epsilon.

SECTION 4. Insignia

- a. Official Recognition Badge

The official recognition badge shall be worn only by members of this Sorority. It shall be used as a badge only and shall be worn in a vertical position over the heart. Replacement badges shall be purchased only through the International Headquarters.

ARTICLE II. MEMBERSHIP

SECTION 1. Good Standing

A member in good standing shall be any woman who is a duly initiated member in accordance with Article I, is of good moral character, participates regularly in Chapter activities, is in good financial standing, is in good scholastic standing with the Chapter and the DELTA PHI EPSILON Sorority (holds at least a 2.25 GPA on a 4.0 scale), maintains expectations of membership, and is in compliance with all standards of academic performance, financial responsibility, conduct, and other requirements set forth in the Constitution of this Chapter, the DELTA PHI EPSILON Sorority Constitution, By-Laws, rules, policies, and procedures as amended and supplemented from time to time.

SECTION 2. Eligibility for Membership

a. Active Membership

An active member shall be any initiated member of DELTA PHI EPSILON Sorority who is fully matriculated at Indiana University, meets the required scholarship standing and meets the Chapter of Excellence expectations of civic engagement.

b. Inactive Membership

An inactive member shall be any member may declared inactive for documented reasons including full - time internships, study abroad programs, co-op programs, student teaching, or severe illness. The decision to grant this status, based on the reasons listed above, rests with the individual Chapter Leadership Team , and it is the responsibility of the Chapter President to forward the roster bearing such information to the International Headquarters. Such status change permits good standing when the inactive member assumes payment of her own per capita fee as billed to the Chapter from the International Headquarters. No

member may be inactive for more than one semester/quarter without prior written approval from the International Governing Board or her designee.

c. Transfer/Non-Continuing Membership

Any member in good standing in her Chapter who transfers to another college or university at which there is a Chapter of DELTA PHI EPSILON must be asked to affiliate. The international organization will provide the member with Chapter information. Once the member has affiliated with the new Chapter, she is responsible to follow the new dues structure and recompense any new financial fees. A member who declines such affiliation may, nevertheless, continue as a member in good standing internationally provided that she pay her per capita fee to the International Headquarters until such time as she would have been graduated. In order to maintain her standing, the transfer member must fill out a Transfer/Non-Continuing Form and submit it with the appropriate payment of the per capita fee to the International Headquarters. The form must be submitted within thirty (30) days of her enrollment in the new institution.

d. Alumna Membership

An alumna member shall be any former active member who has graduated with at least a bachelor degree is a member in good standing with the Chapter and DELTA PHI EPSILON Sorority. All graduating seniors should participate in the Senior to Alumna Expectations of Membership and the Senior to Alumna Ritual.

e. Alumna Initiate

An alumna initiate shall be any woman who is not a member of another National Panhellenic Conference sorority and has been singled out for her contributions to DELTA PHI EPSILON Sorority or has distinguished herself to this sorority for either her academic, social, or philanthropic accomplishments or for benefactions to mankind, who has been initiated as an alumna after approval by the Delta Phi Epsilon International Governing Board.

f. Disaffiliation

Any new member who chooses not to complete her New Member Orientation or does not desire to become a member of the DELTA PHI EPSILON Sorority, shall disaffiliate. The disaffiliating new member must notify the New Member Educator

and Vice President of Membership Development. The New Member Educator or Vice President of Membership Development will submit the request to the International Headquarters by removing the member from the Dashboard. Any fees submitted to the International Headquarters prior to the disaffiliation are non-refundable.

g. Deactivation

Any active member who is no longer able or willing to be a member of the DELTA PHI EPSILON Sorority, shall deactivate. An active member who would like to deactivate must submit a signed letter stating her desire to terminate membership, Chapter affiliation, and a current email and mailing address to the International Headquarters only signed letters will be accepted. Any Chapter requesting a woman's deactivation must submit to the International Headquarters, the Standards Board material as defined in the Standards Board Manual with the Request for Deactivation Form, which will then be reviewed by the Chapter Management Team for approval. If deactivation is approved, the sisterhood badge may be purchased back by or returned to the local Chapter or its duly appointed agent in accordance with the general provisions of this sorority regarding disaffiliation. Deactivation is a permanent status change and cannot be changed at a later date.

SECTION 3. Invitation to Membership

a. Statement of Non-Discrimination

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

b. Voting System

A potential new member shall be offered an invitation to membership that is in accordance with the DELTA PHI EPSILON Sorority Constitution, By-Laws, policies & procedures, and the 0-5-10 voting system . A quorum (majority of active members in good standing plus one member) must be present at time of voting, wherein the Vice President of Recruitment and President shall tally votes.

c. Requirements

In order for a potential new member to be considered for an invitation, she must be fully matriculated at Indiana University, meet the specified grade point average, and may not be a current or prior member of any other National Panhellenic Conference.

d. Orientation

Once the invitation is accepted, the potential initiate shall be pinned with the purple new member pin, and officially be known as a new member of the DELTA PHI EPSILON Sorority. She must then complete her new member orientation, which is not to exceed six weeks in length.

e. Initiation

Once the new member fully completed the requirements of the new member orientation period, and with written permission of the International Governing Board or designee, she shall be formally initiated as a member of this Chapter of the DELTA PHI EPSILON Sorority, in accordance with the Ritual of this sorority thereby becoming a member for life provided she remains a member in good standing.

e. Financial Responsibility

All of the member bills shall be issued on the online chapter finance managing website, BillHighway. An initiate shall pay all member fees directly to the Chapter, and within the billing periods set forth by both this Chapter and BillHighway. Once a member claims her account with BillHighway, she has electronically signed a financial responsibility agreement and consents to be liable for her account with the Chapter.

f. 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 III. HAZING

Hazing is defined as an action taken or situation created, intentionally, whether on or off Sorority premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: paddling in any form; creation of excessive fatigue; physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips and other activities carried on outside or inside the confines of the chapter house, the forced wearing in public of apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with state, federal or local law, sororal law, ritual policy, or regulations and policies of the university or college.

The DELTA PHI EPSILON Sorority Alcohol, Hazing, and Risk Management Policy as set forth in the DELTA PHI EPSILON Sorority Bylaws and the policy manual of the DELTA PHI EPSILON Sorority is hereby adopted and incorporated herein as the hazing policy of this chapter.

Any member found in violation of the hazing description shown above, set forth by the International Governing Board of the DELTA PHI EPSILON Sorority, may be fined or have membership revoked.

Anti-Hazing Policy: Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may 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. ALCOHOL

The DELTA PHI EPSILON Sorority Alcohol, Hazing, and Risk Management Policy as set forth in the DELTA PHI EPSILON Sorority Bylaws and the policy manual of the DELTA PHI EPSILON Sorority is hereby adopted and incorporated herein as the alcohol policy of this chapter.

ARTICLE V. MEETINGS

SECTION 1. Order of Business

The order of business at the meetings of this Chapter, shall proceed in the following order:

1. Opening prayer
2. Roll call
3. Report from all teams
4. Old business
5. New business
6. Adjournment

SECTION 2. Attendance

Any initiated active member in good standing of this Chapter of the DELTA PHI EPSILON Sorority shall be present at Chapter meetings, as she has the right, duty, and privilege to be in attendance.

SECTION 3. Voting

a. Quorum

A quorum (majority of active members in good standing plus one member) is necessary for any action or vote to take occur.

b. Qualifications

Any initiated active member in good standing of this Chapter shall have the right to vote at all meetings.

c. Conditions

1. As a member, she shall present her vote in writing.
2. As a member, she shall only vote upon motions that are proposed and discussed.

SECTION 4. Attire

The attire for all Chapter meetings can be either formal, such as dress to pin attire, or informal, where badges need not be worn. Appearance should still be neat.

SECTION 5. Confidentiality

All Chapter meetings and rituals shall be kept confidential by the members of this Chapter. New members, advisors, and faculty members may attend at times. Failure to comply with the above statement, may lead to disciplinary action such as revocation of privileges.

ARTICLE VI. ATTENDANCE

SECTION 1. Absences

As an initiated member of this chapter, it is each woman's responsibility to be present for all events, meetings, rituals, and any other occasion considered mandatory by the Chapter. If a member cannot attend a mandatory event, she must submit an excuse to the secretary and Vice President overseeing the event, within 48 hours. Failure to comply with the aforementioned rule shall result in an unexcused absence. After three unexcused absences per member have accumulated, the member in question shall report to Standards Board for appropriate sanctions.

SECTION 2. Record

The Chapter Secretary will keep record of all absences, and will notify and forward the VPO of any excessive absences which she shall report to the Standards Board.

SECTION 3. Excused Absence

An excused absence includes, but is not limited to, any event pertaining to scholastic success, family emergencies, employment, medical emergency, or other reasons deemed acceptable by the Leadership Team.

ARTICLE VII. ELECTIONS

Elections in this Chapter shall abide by the following rules:

1. The Chapter must have a quorum (majority of active members in good standing plus one member) to elect officers and chair positions.
2. Both officer and chair elections shall be by secret ballot.
3. All officers shall be elected by the majority vote of the membership present. Proxy votes are not valid for elections.
4. Beginning Fall 2018, the minimum chair/coordinator GPA will be raised to a 2.5/4.0 and the Leadership Team GPA will be raised to a 2.8/4.0. These values will continue to increase by 0.1 per semester until the GPA for

chairs/coordinators reaches a 2.8 (Spring 2020) and the Leadership Team GPA reaches a 3.0 (Spring 2019).

5. All Leadership Team nominees must complete an application to run for their LT position. The current Leadership Team shall review the applications and check the required qualifications. In the event that a Leadership Team nominee does not meet the minimum standards, a Leadership Team Waiver to Run Form must be completed and sent to the DELTA PHI EPSILON International Sorority Headquarters for consideration, three weeks prior to the election.

6. Nominations must be presented to the Chapter at a regular meeting at least one week prior to the election meeting. At nominations, two Chapter members must second the member in order to receive a valid nomination for a position. Nominees then have one week to speak to the member currently holding the position she is up for, to prepare her speech. Failure to speak to the member currently holding the position, terminates the nomination.

7. Elections are to be held at least two months prior to the expiration of the former officers terms, to allow for an effective transition of officers.

8. The list of new officers should be reported to the Chapter Advisor(s) and International Headquarters following elections.

ARTICLE VIII. ROBERT'S RULES OF ORDER

Robert's Rules of Order shall be the authority on all questions of Parliamentary Law except such rules that may conflict with the provisions of the Constitution and the Bylaws.

ARTICLE IX. LEADERSHIP TEAM DUTIES

a. Chapter President

1. The Chapter President shall have the power and duty to:

- a. Call and preside at all meetings of this Chapter.
- b. Cast the deciding vote in the event of a tie vote.
- c. Appoint such teams as she may deem necessary for the proper conduct and administration of the Chapter's affairs.
- d. Solemnize and preside at all Ritual or ceremonies.
- e. Be a member ex-officio of all teams, except the Standards Board.
- f. Act as a liaison to the International Organization, Chapter Advisor, and Indiana University.
- g. Uphold and provide an example for all principles of this Sorority.

b. Vice President of Operations

1 . The Vice President of Operations shall supervise the positions of the Secretary, Risk Management Coordinator(s), Social Media Risk Coordinator, Greek Relations, and Director of Finance to manage the financial and administrative operations of the Chapter. In the event of the removal of the Chapter President from office or her resignation or inability to discharge the powers or duties of the office as Chapter President, Vice President of Operations shall act as Chapter President of the Chapter for the remainder of the pending term of office.

2. In the event of the removal of the President from office, her resignation or inability to discharge the powers or duties of the office of President, the Vice President of Operations will become President of the Chapter until an election can be held to fill the position.

c. Vice President of Programming

1. The Vice President of Programming shall manage the campus and community events of the Chapter. The Vice President of Programming shall oversee and coordinate the positions of ANAD Coordinator, CFF Coordinator, Education Foundation Coordinator, Fundraising Coordinator, Community Service Coordinator, Intramural Sports Coordinator, Sustainability Coordinator, IUDM Coordinator(s), and Programming Apparel Coordinator.

d. Vice President of Recruitment

1 . The Vice President of Recruitment shall manage the membership recruitment program of the Chapter. The Vice President of Recruitment oversees and coordinates the positions of Formal Recruitment Coordinator, 22 Party (open house) Coordinator, 14 Party (skit) Coordinator, 8 Party (video) Coordinator, 3 Party (preference) Coordinator, Informal Recruitment Coordinator, Recruitment Apparel Coordinator, Social Media/Public Relations Coordinator, and Public Relations Apparel Coordinator.

e. Vice President of Membership Development

1 . The Vice President of Membership Development shall manage the Chapter's membership education and membership development programs. The Vice President of Membership Development shall oversee and coordinate the positions of New Member Educator(s), Alumnae Coordinator, Senior Programming Coordinator, PEARL Coordinator, Bid Day Coordinator(s), and Website Coordinator.

f. Vice President of Academic Affairs

1. The Vice President of Academic Affairs shall manage academics and academic related programs within the Chapter. The Vice President of Academic Affairs oversees and coordinates the positions of Pan Hellenic Coordinator(s), Student Government Coordinator(s), Homecoming Coordinator, Little 500 Coordinator, Academic Programming Coordinator, Social Events Coordinator(s), and Special Events Coordinator(s).

g. Member At Large

1. Member At Large shall manage and oversee the Chapter's standards, historical record-keeping, Ritual, sisterhood programming, and the Standards Board. The Member-at-Large coordinates and oversees the positions of Ritualist, Historian, Sisterhood Programming Coordinator(s), and Sunshine Sister.

h. Vice President of House Management

1. The Vice President of House Management shall manage, in conjunction with the House Director, the chapter house and property and its upkeep, as well as room assignments, meal planning, and house duties. The Vice President of House Management shall oversee and coordinate the positions of House Beautification Coordinator(s), Meal Planning Coordinator, Maintenance and Repairs Coordinator, House Duties Coordinator, and Sustainability Chair.

i. Duties of all Leadership Team and coordinator positions as set forth in the Team Excellence Manual are hereby adopted.

j. If a member of Leadership Team fails to uphold the expectations of membership, the duties of her position as stated in the Team Excellence Manual, or is no longer in academic or financial good standing, the officer would be

referred to the Standards Board to determine if removal from her position is necessary. If the officer is removed from her position, an election must be held to fill the office.

ARTICLE X. TEAM POSITIONS AND DUTIES

a. Operations Team

- 1 . Shall be headed by the Vice President of Operations.
- 2 . Director of Finance
 - a. Operate BillHighway (online chapter finance managing website) for this Chapter.
 - b. Keep track of payment plans.
 - c. Work with the budget allocation to ensure that all of LT and team positions are staying within their budgets.
 - d. Work with IHQ on finances and payment of fees to IHQ and IU.
3. Secretary
 - a. Create agenda for Chapter meetings and take minutes (including attendance).
 - b. Forward unexcused absences to the VPO for Standards Board repercussion.
4. Risk Management Coordinator(s):
 - a. Facilitate workshops on risk management such as: underage drinking, substance abuse, image and reputation, how to approach sisters who are violating rules, etc.
 - b. Hold those members accountable who violate the Chapter's risk management policy.
 - c. Ensure that this Chapter signs the risk management policy, found on Dashboard.
5. Social Media Risk Coordinator
 - a. Facilitate workshops with the risk management coordinator(s) about proper social media etiquette.
 - b. Monitor social media outlets, to keep track that our members are following the Chapter' s social media risk management policy.

6. Greek Relations

- a. Correspond with other offices or Greek organizations (thank you cards, etc).

b. Programming Team

1. Shall be headed by the Vice President of Programming.

2. ANAD Coordinator

- a. Plan events for the chapter's ANAD week.
- b. Be knowledgeable on event planning, booking rooms, securing sponsorships and donors, marketing events, etc.
- c. Organize committee meetings for events.

3. CFF Coordinator

- a. Plan the chapter's CFF event(s).
- b. Be knowledgeable on event planning, booking rooms, securing sponsorships and donors, marketing events, etc.
- c. Organize committee meetings for events.

4. Education Foundation Coordinator

- a. Promote fundraising for the Education Foundation, ex. Dimes 4 DPhiE Campaign
- b. Tally and organize this chapter's donation progress

5. Fundraising Coordinator

- a. Work with coordinators who need to raise funds during an event.
- b. Coordinator fundraising opportunities for this Chapter.

6. Community Service Coordinator

- a. Plan opportunities for community service.
- b. Promote community service opportunities on campus.

7. Intramural Sports Coordinator

- a. Run Chapter's intramural sports teams.
- b. Organize practices.
- c. Secure coaches for each sport.
- d. Communicate with sisters for game and practice schedules.

8. Sustainability Coordinator

a. Plan sustainability and recycling opportunities for this Chapter.

9. IUDM Coordinator(s)

a. Plan and organize this Chapter's involvement for the Indiana University Dance Marathon.

10. Programming Apparel

a. Organize and design the apparel to be purchased for this Chapter when there are community service and philanthropic events.

c. Recruitment Team

1. Shall be headed by the Vice President of Recruitment.

2. Formal Recruitment Coordinator

a. Work under guidance of VPR to educate Chapter on recruitment/how to recruit and logistics of recruitment week for Formal recruitment.

b. Be knowledgeable (willingness to learn) of recruitment guidelines and rules.

3. 22 Party (Open House) Coordinator

a. Plan this Chapter's 22 party (open house) event for formal recruitment.

4. 14 Party (Skit) Coordinator

a. Plan this Chapter's 14 party (skit) event for formal recruitment.

5. 8 Party (Video) Coordinator

a. Plan this Chapter's 8 party (video) event for formal recruitment.

6. 3 Party (Preference) Coordinator

a. Plan this Chapter's 3 party (preference) event for formal recruitment.

7. Informal Recruitment Coordinator

a. Work under guidance of VPR to educate Chapter on recruitment/how to recruit and logistics of recruitment week for Informal recruitment.

b. Be knowledgeable (willingness to learn) recruitment guidelines and rules.

8. Recruitment Apparel Coordinator
 - a. Organize and design the apparel to be purchased for this Chapter when there are recruitment events.

9. Social Media/Public Relations Coordinator
 - a. Manage this Chapter's Facebook, Instagram, Twitter, and other social media outlets (blog, app, etc.)
 - b. Work with the VPR to positively promote Chapter image through the Internet.
 - c. Generate positive PR with the IU community.

10. Public Relations Apparel Coordinator
 - a. Organize and design the apparel to be purchased for this Chapter when there are PR events.
- d. Membership Development Team
 1. Shall be headed by the Vice President of Membership Development.

 2. New Member Educator(s)
 - a. Plan and facilitate new member process (meetings, events, etc.)
 - b. Be a positive role model for new members.
 - c. Work with I HQ co follow new member orientation deadlines and guidelines.
 - d. Plan big/little events (meet n' greets, matching, etc.)

 3. Alumnae Coordinator
 - a. Plan Senior to Alumnae Ritual.
 - b. Plan events to engage alumnae.
 - c. Keep communication with alumnae (newsletters and email updates).

 4. Senior Programming Coordinator
 - a. Conduct workshops to prepare seniors to transition into post-grad (resume building, interview skills, etc.)
 - b. Plan a senior send-off (with the alumnae coordinator).

 5. PEARL Coordinator
 - a. Provide Chapter with PEARL opportunities.
 - b. Conduct workshops or events within Chapter for PEARLs.
 - c. Keep track of PEARLs (PEARL Princess, etc.)

 6. Bid Day Coordinator(s)
 - a. Plan and organize bid day activities (especially for new members) for this Chapter.

7. Website Coordinator
 - a. Manage the Chapter's website.
- e. Academic Affairs Team
 1. Shall be headed by the Vice President of Academic Affairs.
2. Panhellenic
 - a. Attend Pan hellenic Council meetings and report back to the LT and Chapter.
 - b. Shall voice the concerns of the Chapter and stand by votes during PC meetings, when appropriate.
 - c. Upholds positive relationships with other Greek organizations on campus.
3. Student Government
 - a. Attend Student Government meetings and report back to the LT and Chapter.
4. Homecoming
 - a. Plan Homecoming details for the Chapter.
 - b. Works closely with the VPAA on the Homecoming events.
5. Little 500
 - a. Plan Little 500 events for the Chapter.
 - b. Works closely with the VPAA to promote morale and a positive image for the Chapter.
6. Academic Programming Coordinator
 - a. Plan workshops to promote scholastic advancement.
 - b. Celebrate sisters who achieve academic success.
7. Social Events Coordinator(s)
 - a. Plan and runs socials with other organizations.
 - b. Creates a positive relationship with other organizations.
8. Special Events Coordinator(s)
 - a. Plans and runs large scale events such as formal, family events, etc.
 - b. Work with VPO team to ensure adherence to policies and guidelines.
- f. Member At Large Team
 1. Shall be headed by the Member At Large.

2. Ritualist

- a. Maintain all Ritual items in appropriate condition (does not run Rituals).
- b. Plans Rituals during appropriate times.
- c. Conduct activities and plan workshops to discuss Ritual and how it applies to daily life.

3. Historian

- a. Capture pictures and video footage of Chapter events.
- b. Create Chapter scrapbooks (for recruitment and other events).

4. Sisterhood Programming Coordinator(s)

- a. Plan sisterhood outings and events (retreats, sisterhood events, etc.) to develop the Chapter's sisterhood.

5. Sunshine Chair

- a. Spreads sisterhood spirit in fun and creative ways.

6. Standards Board

- a. The provisions for the Standards Board and for the imposition of sanctions upon chapter members as set forth in the DELTA PHI EPSILON International Bylaws and the policy manual of the DELTA PHI EPSILON International Sorority. These provisions are hereby adopted and incorporated herein as the provisions for Standards Board and for the imposition of sanctions upon chapter members of this chapter.

g. House Management Team

1. Shall be headed by the Vice President of House Management

2. House Beautification Coordinator

- a. Coordinates any incidental redecorating such as plants, pictures, artwork, etc.

3. House Duties Coordinator

- a. Coordinates house duty assignments, posts the duty schedule, and monitors completion

4. Maintenance and Repairs Coordinator

- a. Arranges for and conducts unannounced fire drills, and submits a Fire Drill Report once a semester/quarter with the International Office

b. Maintains a list of all repair service firms in conjunction with the House Director

5. Meal Planning Coordinator

- a. Coordinates the meal planning process for the chapter, involving chapter members
- b. Arranges for late plates, special meals, and bag lunches as necessary, with the approval of the house director
- c. Creates and keeps a current catalog of menus and their preparation
- d. Keeps records of the menu, what was ordered to produce the meal, and the final cost for feeding "x" number of women
- e. Sets up a system for sign-up, reporting, and billing meal guests with the Director of Finance and the House Director

6. Sustainability Chair

- a. Attends IU Panhellenic Meetings and reports back to the VPHM with meeting minutes
- b. Coordinates and manages sustainability efforts within the chapter house in cooperation with the house director

h. If a member of Leadership Team fails to uphold the expectations of membership, the duties of her position as stated in the Team Excellence Manual, or is no longer in academic or financial good standing, the officer would be referred to the Standards Board to determine if removal from her position is necessary. If the officer is removed from her position, an election must be held to fill the office.

ARTICLE XI. AMENDMENTS

1. No amendment, alteration, or revision of the provisions of the By-Laws shall be made without Chapter approval, according to the voting regulations of this Chapter. Any alteration of the By-laws must be immediately reported to the Chapter Advisors and the International Headquarters.

2. These By-Laws shall be amended or altered at any time by the Chapter, should it become necessary.

3. A By-Laws committee shall be appointed to revise and renew these By-Laws once a year.