

Bylaws of the Epsilon Phi Chapter of Alpha Sigma Alpha

Article I:

Name

The name of this organization shall be the Epsilon Phi Chapter of Alpha Sigma Alpha.

Article II:

Aim

The aim of the sorority shall be to establish a sisterhood that shall have for it four-fold purpose the intellectual, physical, social, and spiritual development of its members.

Article III:

University Policies

Section 1: Statement of University Compliance

Alpha Sigma Alpha shall comply with all Indiana University regulations, and local, state, and federal laws.

Section 2: Anti-Hazing Policy

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

Section 3: Personal Gain Clause

Alpha Sigma Alpha, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to the 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.

Section 4: Statement of Non-Discrimination

Participation in Alpha Sigma Alpha must be without regard to arbitrary consideration of characteristics such as age, color, disability, ethnicity, marital status, national origin, race, religion, sexual orientation, or veteran status.

Article IV:

Membership

Section 1: Qualifications

Membership shall include any student that identifies as a woman in good standing with Indiana University who has been duly elected to membership in the Epsilon Phi Chapter, complied with all requirements set forth in the National Bylaws of Alpha Sigma Alpha, and who has met one of the following criteria:

- A. A woman who has completed one term as a registered full-time student at a college or university must have obtained a collegiate grade point average of 2.8 on a 4.0 scale to be eligible for membership in this sorority.

Section 2: Holding Office and Voting

- A. Any member whose previous academic semester average falls below a 2.8 GPA is excluded from voting and holding office until her term and cumulative GPA is once again a 2.8.
- B. Any member who holds office as an Executive Board Member must maintain a 3.0 or above term and cumulative GPA. Any member who holds an officer position must maintain a 2.8 or above term and cumulative GPA. Failure to do so will result in loss of office.
- C. Any member interested in holding office must be in good standing as a member of the sorority during the term in which elections are held. Members interested in holding office must not plan to study abroad or go on status during their term in office.
- D. All members must be paid in full by the first chapter meeting of every semester or up to date with a payment plan created by the standards committee and the treasurer in order to be in good standing with the sorority.
- E. All members **are required** to serve on one or more committee(s).

Section 3: Membership Termination

- A. An individual's membership shall be reviewed for termination in accordance with Article XVIII, Section 3 of the National Bylaws of Alpha Sigma Alpha.
- B. Epsilon Phi Chapter shall follow the procedures for requesting termination of membership according to the Bylaws, Policies, and Procedures: Governing Documents of Alpha Sigma Alpha.
- C. Individuals who terminate their membership will still be held responsible for any financial obligations from their time of membership.

Section 4: Attendance

- A. All members are required to have at least an 85% attendance grade per the point system unless on a status that specifies otherwise.
- B. All members not on Internship Status, Student Teaching Status, or Special Status are required to attend Sanctuary Degree, Recruitment, and specific Epsilon Phi service events.

Article V: Government

Section 1: Officers

- A. Elected officers who comprise the executive board are as follows: President, Vice President of Programming and Ritual, Vice President of Alumnae and Heritage, Vice President of Public Relations and Recruitment, Vice President of Membership Education, Secretary, and Treasurer.
- B. Additional officers elected by the chapter are: Standards Chairman, Social External Chairman, Sisterhood Chairman, Public Relations Chairman, Panhellenic Delegate, Service and Giving Chairman, Philanthropy Chairman, Housing Chairman, Risk Chairman, Historian, Ritual Chairman, Parliamentarian, **Scholarship Chairman**, and Apparel Chairman.

The officer is responsible for the duties of their office in full. If these duties are not fulfilled they will be sent to standards for possible removal from office. Please refer to the *Collegiate Officers' Handbook* for full descriptions of officer duties.

Section 2: Officer Duties

- A. The PRESIDENT shall preside at all chapter and executive board meetings. She shall authorize all drafts on the treasury for bills allowed by the chapter. She shall exercise a general supervision over the work and confer with the chapter advisor(s). President shall follow *Collegiate Officers' Handbook* section regarding executive board meetings and committee procedure. She shall supervise the Risk Chairman.
- B. The VICE PRESIDENT OF PROGRAMMING AND RITUAL shall serve as chairman of the program committee, which plans educational programs and activities stressing sisterhood and the heritage of Alpha Sigma Alpha. She shall supervise the Scholarship Chairman, Service and Giving Chairman, Philanthropy Chairman, Ritual Chairman, Standards Chairman, External Social Chairman, and Sisterhood Chairman. She shall prepare the chapter's semester calendar. She shall assume the responsibilities of the president in the event of the absence or disability of the president.
- C. The VICE PRESIDENT OF ALUMNAE AND HERITAGE shall promote lifetime membership, goodwill and cooperation between alumnae and collegiate members, and supervise the maintenance of the chapter's heritage. She shall send out an alumnae newsletter each semester. She shall plan Founders' Day and family weekend both semesters. She shall supervise the Editor/Historian.
- D. The VICE PRESIDENT OF PUBLIC RELATIONS AND RECRUITMENT shall promote the image of the sorority. She shall coordinate all membership recruitment activities. With the approval of the executive board, she shall appoint the membership recruitment committee and serve as that committee's chairman. She shall attend all Panhellenic recruitment meetings. She shall supervise the Public Relations Chairman, and the Panhellenic delegate.
- E. The VICE PRESIDENT OF MEMBERSHIP EDUCATION shall provide leadership and direction as it pertains to member education. She shall see that an effective new

- member education program consistent with the national lifetime membership education program is carried out by the chapter. She shall make sure all components of the national lifetime membership education program are implemented. She shall plan one membership retreat per semester. She shall organize bid day.
- F. The SECRETARY shall take minutes and keep records of the chapter and executive board meetings. She is responsible for all chapter correspondence. Also, she shall take attendance at all mandatory events and if she is unable to attend shall appoint another officer to do so. She shall supervise the Parliamentarian the following special committees during their time of service: nominating committee and bylaws committee.
 - G. The TREASURER shall maintain accurate and complete financial records for the chapter, collect dues and prepare the chapter's annual operating budget with the assistance of the finance committee. With the approval of the executive board, she shall appoint the finance committee and shall serve as the committee's chairman. She shall supervise the Housing Chairman.
 - H. The PUBLIC RELATIONS CHAIRMAN shall aid in the development and execution of the public relations plan. She shall report to the Vice President of the Public Relations and Recruitment.
 - I. The PANHELLENIC DELEGATE shall represent Alpha Sigma Alpha as the voting delegates on the college Panhellenic and work to promote cooperation with other fraternities and sororities. She must attend all meetings, if unable to attend member must find a proxy. She shall report to the Vice President of Public Relations and Recruitment.
 - J. The EDITOR/HISTORIAN shall submit information regarding chapter activities to The Phoenix as well as record the chapter history. She is also responsible for creating the annual scrapbook. She shall report to the Vice President of Alumnae and Heritage.
 - K. The SCHOLARSHIP CHAIRMAN shall promote a scholarly attitude toward learning and encourage the chapter to strive for high academic standards. She shall implement a scholarship plan. She shall report to the Vice President of Programming and Ritual.
 - L. The SERVICE AND GIVING CHAIRMAN shall coordinate community service and charitable giving endeavors. She shall provide monthly service opportunities to the chapter. She is responsible for coordinating service opportunities during Alpha Sigma Alpha's DOT Days. She shall organize all chapter activities pertaining to Indiana University Dance Marathon and is responsible for providing fundraising opportunities for members for IUDM. She shall also be responsible for reporting our chapter service hours to Alpha Sigma Alpha Nationals. She shall report to the Vice President of Programming and Ritual.

- M. The PHILANTHROPY CHAIR shall be responsible for coordinating A Season For Change in the fall semester and the Polar Plunge in the spring semester. She shall be responsible for assembling a committee to assist with planning communication, and execution of these events. She shall also be responsible for coordinating all philanthropic requirements from IU Panhellenic. She shall report to the Vice President of Programming and Ritual.
- N. The RITUAL CHAIRMAN shall be responsible for the special arrangements required for all ritual services. She shall provide the chapter with a schedule of all ritual services at the beginning of each semester. She shall provide devotion at each chapter meeting. She shall report to the Vice President of Programming and Ritual.
- O. The STANDARDS CHAIRMAN shall promote the aims and ideals of Alpha Sigma Alpha by encouraging the women of the chapter to live as women of poise and purpose. She shall preside over the standards board meetings . With the approval of the executive board, she shall appoint the members of the standards board subject to the requirements of Article VI, Section 1 of these bylaws. She will also be in charge keeping track of all members' attendance and hold them accountable for their actions. She shall report to the Vice President of Programming and Ritual.
- P. The PARLIAMENTARIAN shall prepare necessary changes to the chapter bylaws and submit them to the national organization for approval; she is responsible for submitting a complete copy of Epsilon Phi Chapter's bylaws to the national organization annually. She shall instruct the chapter in correct parliamentary procedure. She shall hold sisters accountable for remaining attentive and engaged during chapter, ritual, and at other times deemed necessary by the officers. She shall report to the Secretary.
- Q. The HOUSING CHAIRMAN shall be responsible for making room reservations as needed for chapter operations, contacting maintenance if an issue arises, building security during chapter and sisterhood events, assigning shifts to clean the chapter space, and distributing keys to our space to members. She shall also assist sisters with housing accommodations if needed. She shall keep supplies needed for the chapter space stocked and maintain the organization of the storage space. She shall report to the Treasurer.
- R. The SOCIAL EXTERNAL CHAIRMAN shall plan all events with other Greek organizations. She must follow all risk management and FIPG guidelines. She shall create a calendar for these social events before each semester, but the calendar is subject to change. She shall report to the Vice President of Programming and Ritual.
- S. The SISTERHOOD CHAIRMAN shall plan and coordinate social programs and activities for the chapter stressing on the importance of sisterhood and Alpha Sigma Alpha's heritage. She will advise and organize the chapter for all intramural activities. She shall promote health and wellness opportunities to the chapter. She shall also aid members in any personal or external issues they face and communicate any extreme

issues of concern to an advisor. She shall report to the Vice President of Programming and Ritual.

- T. The RISK CHAIRMAN shall be responsible for any risk related activity that our members participate in. She shall coordinate with the Risk Chairman from the partnered organization to assure our policies align with theirs. She must follow all risk management policies created by Indiana University, Alpha Sigma Alpha, and FIPG guidelines. She shall assure there are a proper amount of sober monitors at each event and coordinate a calendar for sober shifts. If any sensitive or extreme issues arise she shall inform an advisor or executive board member. She shall report to the President.
- U. The APPAREL CHAIRMAN shall organize apparel design and distribute apparel to members of the chapter. If she is unable to distribute she may appoint another officer or members of her committee to do so. She must get approval from Alpha Sigma Alpha Nationals and/or Indiana University when necessary. She also must collaborate with other chairman in creating apparel for special events. She shall report to the Vice President of Public Relations and Recruitment.

Section 3: Election Timing

Regular officer elections will be held once a year in the month of November. Special elections may be held as needed under the conditions listed in Section 5.

Section 4: Election and Installation of Officers Procedures and Officer Transitions

Prior to October Fifteenth of each year, the president shall appoint a special election committee of three to six members to nominate candidates for the offices for the coming year. The president shall select a nomination committee chair to assist in creating mock slate and leading the nomination committee through the nomination process. The committee shall follow the collegiate election procedure as outlined in the *Collegiate Officers' Handbook*, in addition to having a chapter discussion about the mock slate. Should any positions not have applicants, the nomination committee should release a mock slate containing a place for written suggestions to fill those positions. The nomination committee should also release a document containing the platforms of all applicants along with the mock slate. During the nomination discussion, should any position have multiple applications the Secretary should ensure that names are removed from those applications prior to the nomination committees' initial discussion of candidates. Officer transition for all elected officers must take place within fourteen days following elections.

Section 5: Special Elections

In the event of an officer's absence from campus for an eight-week period, or any other condition that makes her unable to fulfill her responsibilities, a call will be made for a special election to be held. All interested members shall inform the Executive Board and the Standards Chairman of their intent to run and submit a platform, and a vote should be held by the chapter the following week.

Section 6: Evaluation of Elected Officer's Performance

The standards board, following the standards resolution procedures, may bring an elected officer before the standards board with an advisor present for a review of her performance of her duties. If an advisor is not available, the region facilitator shall be consulted. The standards board shall utilize the standards resolutions procedure to remove the officer from her position.

Article VI:
Committees

Section 1: Standing Committees

- A. The following chapter committees will be appointed: Executive, Finance, Bylaws, Heritage, Member Education, Panhellenic, Service and Giving, Philanthropy, Public Relations and Social Media, Recruitment, Scholarship, Standards, Sisterhood, and Apparel.
- B. The purpose of the standing committees shall be as follows:
1. The EXECUTIVE COMMITTEE shall oversee administrative details of the chapter, including bylaws and colony meetings.
 2. The FINANCE COMMITTEE shall develop the chapter budget.
 3. The BYLAWS COMMITTEE shall assist the Parliamentarian in updating the chapter bylaws.
 4. The HERITAGE COMMITTEE shall plan Founders' Day and create two scrapbooks of the chapter experience. They shall form connections with alumnae, and they will plan events for parent relations.
 5. The MEMBER EDUCATION COMMITTEE shall assist in the implementation of membership education and planning the sisterhood retreat.
 6. The PANHELLENIC COMMITTEE shall rotate attendance to gavel each week and keep the chapter up to date on Panhellenic events.
 7. The SERVICE AND GIVING COMMITTEE shall plan and implement chapter community service and charitable giving events for Girls on the Run, Special Olympics, and the S. June Smith Center.
 8. The PHILANTHROPY COMMITTEE shall assist in the planning and execution of A Season For Change and the Polar Plunge.
 9. The PUBLIC RELATIONS and SOCIAL MEDIA COMMITTEE shall promote the image of the sorority.

10. The RECRUITMENT COMMITTEE shall coordinate all membership recruitment activities.
11. The SCHOLARSHIP COMMITTEE shall develop and implement the chapter's scholarship plan, and they shall assist the Scholarship Chairman in conducting study hours.
12. The SISTERHOOD COMMITTEE shall assist in the planning of sisterhood events for the chapter as well as other tasks needed by the Sisterhood Chairman.
13. The STANDARDS COMMITTEE shall develop the chapter's standards policy and serve as the standards board.
14. The RITUAL COMMITTEE shall assist the Ritual Chairman in ritual readings, set up, tear down, providing feedback, and any other related ritual tasks requested by the Ritual Chairman.
15. The APPAREL COMMITTEE shall aid in the distribution of apparel and offer feedback to the Apparel Chairman regarding design.

Section 2: Special Committees

Any elected officer may request the appointment of a special committee. The chapter officer shall appoint special committees as deemed necessary. Duties will be specified prior to appointment.

Article VII: Standards Board

Section 1: Membership

The standards board shall consist of the standards chairman plus five members, one from each academic class. No member may serve on the standards board while serving on the executive board. The chairman is elected according to Article IV, Section 1. The standards chairman, with approval of the executive board, appoints five members.

Section 2: Confidentiality Agreement

Each member of the standards committee must sign an agreement before attending their first standards meeting. If a member breaches the code of confidentiality they will lose their position on standards board and be brought before the board for consequences of their actions.

Section 3: Meetings

The standards chairman shall call standards board meetings at least once per month. The membership commitment advisor or another advisor must be in attendance.

Section 4: Duties

The duties of the standards board shall be to encourage high morale in the chapter, to review morale, financial, scholastic, and other deficiencies to stated policies of its members as they might arise, to administer and monitor the point system and to follow the National Bylaws and National Policies and Procedures of Alpha Sigma Alpha in matters of membership conduct, status and policy.

Section 5: Authority

In carrying out its duties the standards board may take action to remove a member's voting privileges, assign study hours, require members to consult with a subject matter expert, schedule additional reviews, limit social function attendance or other appropriate measures which expressly remedy the member's deficiency.

Article VIII: Meetings

Section 1: Regular Meetings

Epsilon Phi Chapter shall hold regular business meetings on a weekly basis with day, location, and time determined.

Section 2: Special Meetings

Special meetings may be called by the president as needed.

Section 3: Executive Board Meetings

Executive board meetings shall be held weekly.

Section 4: Absences

The standards board, in accordance with the point system, shall review all absences.

Article IX: Dues and Fees

Section 1: National Dues

The following three fees shall be paid in accordance with Article XI, Section 1 of the National Bylaws of Alpha Sigma Alpha.

The initiation dues of this chapter shall be:

- A. New member fees as determined by the national sorority.
- B. Initiation fees as determined by the national sorority.
- C. Fall and Spring collegiate dues as determined by the national sorority.

Section 2: Local Dues

The local dues of this chapter shall be determined by the finance committee and presented by the treasurer to be voted on by membership.

Section 3: Donations

Donations from alumnae and other sources shall be deposited to the general chapter account to be used as needed except where use is specified by the donor.

Article X:**Parliamentary Authority**

The current edition of Robert's *Rules of Ordered Newly Revised* shall govern all matters not covered by the National Bylaws of Alpha Sigma Alpha and the Bylaws of the Epsilon Phi Chapter.

Article XI:**Amendments**

These bylaws may be amended by two-thirds of the voting chapter membership. The national organization must approve the before they become effective.