



Bylaws of Zeta Delta Chapter
Of Alpha Phi International Fraternity

Adopted on November 16, 2014

**ZETA DELTA CHAPTER OF ALPHA PHI BYLAWS
TABLE OF CONTENTS**

Article I: Name	4
Article II: Purpose	4
Article III: Powers and Responsibilities	4
<i>Section 1: Powers</i>	4
<i>Section 2: Responsibilities</i>	4
Article IV: Bylaw Interpretation	4
Article V: Amendments	4
<i>Section 1: Method of Amending</i>	4
<i>Section 2: Procedure for Amending by Chapter Vote</i>	5
Article VI: Voting Requirements and Methods	5
<i>Section 1: Eligibility</i>	5
<i>Section 2: Quorum</i>	5
<i>Section 3: Methods of Voting</i>	6
Article VII: Members	6
<i>Section 1: Collegiate Member</i>	6
<i>Section 2: Alumna Member</i>	7
<i>Section 3: Good Standing</i>	7
<i>Section 4: Membership Contracts</i>	8
Article VIII: Member Discipline	8
<i>Section 1: Judiciary Boards</i>	8
<i>Section 2: Automatic Suspension</i>	8
<i>Section 3: Membership Termination</i>	9
Article IX: Officers and Delegates	9
<i>Section 1: Elected Officers</i>	9
<i>Section 2: Appointed Officers</i>	10
<i>Section 3: Term of Office</i>	11
<i>Section 4: Installation of Officers</i>	11
<i>Section 5: Officer Transition</i>	11
<i>Section 6: Removal from Office and Vacancies</i>	11
<i>Section 7: Payment for Service</i>	12
<i>Section 8: Officer Job Descriptions</i>	12
Article X: Executive Council	23
<i>Section 1: Purpose</i>	23
<i>Section 2: Composition</i>	23
<i>Section 3: Duties and Responsibilities</i>	23
<i>Section 4: Meetings</i>	23
Article XI: Chapter Departments and Committees	24
<i>Section 1: Chapter Departments</i>	24
<i>Section 2: Nominations Review Committee</i>	24
<i>Section 3: Bylaws Committee</i>	25
<i>Section 4: Program Council</i>	25
<i>Section 5: Other Committees</i>	26
Article XII: Chapter Meetings	26
<i>Section 1: Weekly Chapter Meetings</i>	26
<i>Section 2: New Member Education</i>	27
Article XIII: Parliamentary Authority	27
<i>Section 1: Making a Motion</i>	27
<i>Section 2: Debating a Motion</i>	27
<i>Section 3: Amending Motions</i>	27
<i>Section 4: Postponing and Referring Motions to a Committee</i>	28
<i>Section 5: Abbreviated Summary of Handling a Main Motion</i>	28
<i>Section 6: At a Glance Guide</i>	28

Article XIV: Initiation and Other Fraternity Ceremonies	28
<i>Section 1: Initiation</i>	28
<i>Section 2: Other Ceremonies of the Fraternity.....</i>	29
Article XV: Records and Ritual Equipment	29
<i>Section 1: Records</i>	29
<i>Section 2: Ritual Equipment</i>	29
<i>Section 3: Removal of Records or Ritual Equipment</i>	29
Article XVI: Finances	29
<i>Section 1: Financial System</i>	29
<i>Section 2: International Fees.....</i>	30
<i>Section 3: Chapter Dues</i>	30
<i>Section 4: Fines.....</i>	30
<i>Section 5: Delinquency Policy.....</i>	30
<i>Section 6: Budget</i>	31
<i>Section 7: House/Chapter Bond.....</i>	31
Article XVII: Iowa State Policies	31

ARTICLE I: NAME

The name of this chapter shall be Zeta Delta Chapter of Alpha Phi International Fraternity Incorporated

ARTICLE II: PURPOSE

The purpose of this chapter is the promotion of growth in character, of unity of feeling, of sisterly affection and of social communion among its members. And we who are thus united are under a solemn pledge to lend a helping hand to one another.

ARTICLE III: POWERS AND RESPONSIBILITIES

SECTION 1: POWERS

Providing Zeta Delta chapter is in good standing with the Fraternity, it shall have the powers provided in the Alpha Phi *Constitution and Bylaws* and the *Policies & Procedures of Alpha Phi International Fraternity, Inc.*

SECTION 2: RESPONSIBILITIES

To remain in good standing with the Fraternity, Zeta Delta chapter shall:

1. Conduct itself in a manner that contributes to the welfare and good repute of the Fraternity by supporting and properly maintaining the standards of conduct befitting a chapter of the Fraternity;
2. Abide by the *Constitution and Bylaws, Ritual, and Policies & Procedures of Alpha Phi International Fraternity, Inc.*;
3. Cooperate with officers of the Fraternity;
4. Meet all financial obligations;
5. Remain in good standing with the university.

ARTICLE IV: BYLAW INTERPRETATION

These bylaws and any future amendments thereof shall be consistent with and no less restrictive than the *Constitution and Bylaws* and *Policies & Procedures of the Alpha Phi International Fraternity, Inc.* and shall be in conformity with all other regulations and policies of the Fraternity.

In any cases where there may be doubt concerning the meaning or effect of a provision of these bylaws, the question shall be referred to the Executive Council. The decision of the Executive Council, after consultation with the Bylaws Committee and the Chapter Advisor, shall be final and binding upon all members of this chapter.

ARTICLE V: AMENDMENTS

SECTION 1: METHOD OF AMENDING

1. Automatic
 - a. The bylaws shall be brought immediately into conformity with the changes in the *Constitution and Bylaws, Policies & Procedures of the Alpha Phi International Fraternity, Inc.*, and directives issued by the International Executive Board.
 - b. Such amendments shall be automatic and do not require a chapter vote.
2. Chapter Vote

- a. The bylaws may be amended by two-thirds affirmative vote of the eligible members present at any chapter meeting, provided a quorum is present.

SECTION 2: PROCEDURE FOR AMENDING BY CHAPTER VOTE

The Bylaws Committee will follow the following steps annually:

1. Proposing Amendments:
 - a. The Bylaws Committee or any member of the chapter who is eligible to vote may propose amendments to the bylaws.
 - b. Amendments proposed by members shall be in writing and sent to the Bylaws Committee.
2. Review by Executive Council:
 - a. All proposed amendments shall be presented by the Bylaws Committee to the Executive Council for review.
3. Approval of Chapter Advisor:
 - a. All proposed amendments shall be sent to the Chapter Advisor for approval.
 - b. If a proposed amendment is not approved, it will not be considered by the chapter for action.
4. Presentation to the Chapter:
 - a. Proposed amendments approved by the Chapter Advisor shall be presented to the chapter by the Chair of the Bylaws Committee.
 - b. This must occur at least one week prior to action by the chapter and a written copy given to the Director of Administration.
5. Action by Chapter:
 - a. The chapter may adopt, reject, or amend (pending approval of the Chapter Advisor) any proposed amendment.
6. Record in Chapter Minutes:
 - a. All adopted amendments shall be recorded in the official minutes by the Director of Administration.
7. Corrected Copy of the Bylaws:
 - a. Upon adoption of any amendment(s), the Vice Chair of the Bylaws Committee shall:
 - i. Correct the official copy in the bylaws notebook and all other copies, noting the date of adoption beside each new or amended bylaw.
 - ii. Give a copy of adopted amendments to the Chapter Advisor.
 - iii. Distribute the amended bylaws to all members of the chapter.

ARTICLE VI: VOTING REQUIREMENTS AND METHODS

SECTION 1: ELIGIBILITY

All initiated collegiate members not under: automatic suspension (30+ days past due on finances), probation, associate status, or otherwise restricted and who have met the scholastic requirements of the chapter during the preceding academic period, shall be eligible to vote.

Members who are ineligible to vote are should still attend chapter meetings; when a vote is taken they will abstain from voting. If written ballots are utilized ineligible members will not be given a ballot.

SECTION 2: QUORUM

In order to conduct substantive business like vote on motions, elect officers, or amend bylaws a quorum must be present. This chapter requires two-thirds of the members who are eligible to vote be present to constitute a quorum. If members leave the meeting before it is concluded and another vote is called, the chapter should ensure that quorum still exists.

SECTION 3: METHODS OF VOTING

At all meetings, the vote on any question, unless otherwise provided in these bylaws, shall be conducted by:

1. For a vote conducted via voice:
 - a. The Chapter President will say, "Those in favor of the motion say aye" and then says, "Those opposed, say no."
 - b. The Chapter President will judge whether more people called out "aye" or "no" and announce the result of the vote.
2. For a vote conducted by show of hands:
 - a. The Chapter President will say, "Those in favor of the motion raise their right hand. (pause) Lower your hands. Those opposed of the motion raise their right hand. (pause) Lower your hands."
 - b. Without actually counting, the Chapter President will judge whether more people raised their hands for the affirmative or the negative and announce the result of the vote.
3. For a vote conducted by written secret ballot:
 - a. The Chapter President will ask each member to cast her ballot.
 - b. Ballots will be distributed by the Chaplain, Director of Administration, and Chapter Advisor to all members eligible to vote.
 - c. The Marshall will collect the ballots from each member.
 - d. The Chaplain, Director of Administration, and Chapter Advisor will count the ballots.
 - i. If there is a tie between candidates, the Chapter President's ballot will be used for the tie breaker.
 - e. The Director of Administration will hand the Chapter President the outcome of the vote for her to announce.

The chapter must use written secret ballots for:

1. Election of officers to each office having more than one candidate;
2. Removal from office;
3. Controversial and disciplinary matters;
4. Petition for Visitation Hours in the chapter facility;
5. Other matters as determined by the Chapter President or membership.

ARTICLE VII: MEMBERS

Membership in Zeta Delta chapter shall be comprised of new and initiated collegiate members in accordance with the Members section of the *Policies & Procedures of the Alpha Phi International Fraternity, Inc.*

There are two general classifications of membership in Alpha Phi: collegian and alumna. The categories of each classification are listed below. Each classification carries with it responsibilities and privileges and is further described in the *Policies & Procedures of the Alpha Phi International Fraternity, Inc.*

SECTION 1: COLLEGIATE MEMBER

1. New Member:
 - a. A member who has not yet been initiated into a collegiate chapter.
2. Initiated Member:
 - a. An initiated member who is affiliated with a collegiate chapter.
 - b. Fifth-Year Members.

- i. If a full-time student has completed four academic years and wishes to remain affiliated with her collegiate chapter, such affiliation must be approved by both a majority vote of the chapter Executive Council and by the Chapter Advisor.
- 3. Unaffiliated Member:
 - a. An initiated member who is attending college but not affiliated with a collegiate chapter. Examples include, but are not limited to:
 - i. A member who has temporarily left school;
 - ii. A member who has transferred to a college where there is no collegiate chapter of the Fraternity;
 - iii. A member who has transferred to a college where there is a chapter of the Fraternity, but has not affiliated with that chapter;
 - iv. A member who falls below full-time student requirements outlined by university or Chapter Bylaws.
- 4. Associate Member:
 - a. An initiated member who is granted this status is currently unable to actively participate in collegiate chapter affairs for extraordinary reasons.
 - i. Unless otherwise authorized by the Chapter Advisor, only members who have completed at least two semesters, two trimesters, or three quarters as initiated collegiate members shall be eligible to petition for Associate Membership.
 - b. Can only be granted by the Chapter Advisor by sending a written petition stating the reasons for her request and the areas in which she feels she can no longer participate.
 - c. For further information on Associate Membership, please see the *Policies & Procedures of the Alpha Phi International Fraternity, Inc.*

Former members, both those who resigned and have had their membership terminated, may not attend social events of a collegiate chapter.

SECTION 2: ALUMNA MEMBER

The *Policies & Procedures of the Alpha Phi International Fraternity, Inc.* defines an alumna member as:

1. A member is automatically considered to be an alumna after she has completed four years of college;
2. Collegiate members of the Fraternity who have permanently left college in good standing with the Fraternity;
3. Collegiate members who have been granted alumnae status by the International Executive Board;
4. Alumnae initiates;
5. Graduate, married students, or students who have completed four academic years who cannot or do not wish to remain affiliated with their chapters;
6. Alumnae members who return to college continue to be regarded as alumnae members.

No alumna member has the right to vote in a collegiate chapter meeting. Only collegiate members of the chapter may attend the social events of the chapter. Alumnae may attend other collegiate events by invitation only.

SECTION 3: GOOD STANDING

To maintain her position of good standing in Alpha Phi, each initiated and new member must:

1. Comply with the *Constitution and Bylaws* and the *Policies & Procedures of the Alpha Phi International Fraternity, Inc.*;
2. Comply with her chapter's bylaws and House/Facility Rules;
3. Maintain a satisfactory scholastic record of a 2.5.
4. Meet Fraternity and chapter financial obligations.

SECTION 4: MEMBERSHIP CONTRACTS

Every year all members of Zeta Delta will sign a Membership/Financial Contract and uphold all of its expectations.

Members are also expected to uphold all expectations in the following chapter contracts:

1. Anti-Hazing Contract;
2. Recruitment Contract;
3. Social Media Policy;
4. Social Events Contract;
5. Scholarship Plan.

ARTICLE VIII: MEMBER DISCIPLINE

The chapter will hold members accountable for their actions and behavior.

SECTION 1: JUDICIARY BOARDS

The Judiciary Board shall consider allegations of serious disciplinary matters within the chapter and shall follow the requirements and guidelines set forth in the *Policies & Procedures of Alpha Phi International Fraternity* and the *Judiciary Board Guidebook*. The business of the Judiciary Board is confidential. All actions of the Judiciary Board require a three-fourths affirmative vote. The decision of the Judiciary Board is final and may not be appealed to the collegiate Judiciary Board.

For further information on Judiciary Boards, please reference the *Judiciary Board Guidebook* and Chapter 10 of the *Collegiate Chapter Operations Manual*.

COMPOSITION

The Chapter President, Vice President of Risk Management, Vice President of Chapter Operations, and the Chapter Advisor (or another member of the Advisory Board) comprise the chapter's Judiciary Board. If one of the above-referenced collegiate officers is not available, is the accused member, or is a witness, another officer may substitute. The chapter will use the list of officers in elected order to identify an alternate. The alternate must be approved by the Chapter Advisor. A Judiciary Board hearing may not take place without a member of the Advisory Board in attendance.

CAUSE

In accordance with the *Policies & Procedures of the Alpha Phi International Fraternity, Inc.* a member may be disciplined for the following:

1. Failure to comply with college or Fraternity rules, regulations or standards;
2. Failure to meet scholastic standards;
3. Failure to meet Fraternity and/or chapter financial obligations;
4. Conduct unbecoming of a member of the Fraternity;
5. Disloyalty to the Fraternity, including, but not limited to, the divulging of *Ritual* related information to any non-affiliated persons;
6. Conduct tending to injure the good name of the Fraternity, disturb its well-being, or hamper its work.

SECTION 2: AUTOMATIC SUSPENSION

An initiated or uninitiated collegiate member shall be automatically suspended from Fraternity membership when her dues or any other financial obligations remain unpaid for a period of 30 days unless excused by three-fourths affirmative vote of the chapter and with the approval of both the Chapter Advisor and Finance Advisor.

1. An initiated or uninitiated collegiate member who has been automatically suspended shall be notified immediately of such action by the Director of Finance, who shall also notify the Chapter Advisor.
2. The badge and certificate of membership of an initiated member or the new member pin of an uninitiated member who has been automatically suspended shall be held by the Finance Advisor or the chapter Director of Finance until the member is reinstated, her membership is terminated, or her uninitiated membership is broken.
3. Reinstatement:
 - a. An initiated member who has been automatically suspended shall be reinstated after payment in full of all dues, fees and other financial obligations that are owed up to and including the period of automatic suspension, providing such payment is made within the current school year and prior to the chapter's submission of the request for termination.
 - b. An uninitiated member may be similarly reinstated provided such payment is made within the current school year or before the end of the calendar year from the date she was pledged, whichever comes first.
 - c. Notification of all reinstatements shall be made by the Director of Finance, who shall also notify the Chapter Advisor.
4. Request for Membership Termination:
 - a. If reinstatement does not occur, termination proceedings shall begin immediately in accordance with the *Policies & Procedures of the Alpha Phi International Fraternity, Inc.*

SECTION 3: MEMBERSHIP TERMINATION

UNINITIATED MEMBERSHIP

An uninitiated membership may be broken by a collegiate chapter through the Judiciary Board process or by a three-fourths affirmative vote of the chapter with the approval of the Chapter Advisor.

COLLEGIATE MEMBERSHIP

Termination of membership by the International Executive Board for cause maybe requested by a three-fourths affirmative vote of the chapter, a three-fourths affirmative vote of the Judiciary Board, the Chapter Advisor, or the Director of Collegiate Operations or his/her designee.

Once the request has been submitted to the Executive Office, termination procedures in the *Policies & Procedures of the Alpha Phi International Fraternity, Inc.* will be followed. During the interim between a request for termination of membership and action by the International Executive Board, the badge and certificate of membership of such a member will be held by the Chapter President, her membership will be suspended, and she may not attend Alpha Phi sponsored functions.

For additional information on membership termination proceedings please see the *Policies & Procedures of the Alpha Phi International Fraternity, Inc.*

ARTICLE IX: OFFICERS AND DELEGATES

SECTION 1: ELECTED OFFICERS

The elected officers of this chapter shall be:

1. Chapter President
2. Vice President of Risk Management
3. Vice President of Chapter Operations
4. Vice President of Programming and Education
5. Vice President of Membership Recruitment
6. Vice President of Marketing
7. Vice President of Campus Affairs
8. Director of New Member Education
9. Director of Finance
10. Director of Administration
11. Panhellenic Delegate

ELIGIBILITY

1. Be an initiated member in good standing.
2. Be a full-time student at the university.
3. To be elected and to remain in the position, a member must maintain a 2.5 GPA.
4. The member elected to the office of Chapter President shall be at least a Junior at the time of installation into office unless otherwise approved by the Chapter Advisor.

ELECTIONS

1. Election of officers shall be held annually at formal chapter meeting during the month of October or November.
2. A candidate shall be elected to office by a majority vote of the members who are present and eligible to vote, provided a quorum is present.
 - a. Voting for any office having more than one nominee shall be by written secret ballot,

For further information on election procedures please see Chapter 14 of the *Collegiate Chapter Operations Manual*.

SECTION 2: APPOINTED OFFICERS

The newly elected Executive Council shall fill all appointed offices following elections. Appointments should be made as soon as possible and before Officer Transition. For more information on appointing officers please see Chapter 14 of the *Collegiate Chapter Operations Manual*.

The appointed officers of this chapter shall be:

1. Director of Chapter Events – External
2. Director of Chapter Events – Internal
3. Director of Watchcare
4. Director of Chapter Programming
5. Director of Sisterhood
6. Director of Academics
7. Big Sister Program Chairman
8. Ivy Linker Chairman
9. Director of Ceremonies
10. Chaplain
11. Music Chairman
12. Historian
13. Guard
14. Marshall
15. Director of Formal Recruitment

16. Day Chairman
17. Statistics Chairman
18. Hospitality Chairman
19. Director of COB/COR
20. Director of Target Membership Marketing
21. Director of Alumnae Relations
22. Director of Parent Relations
23. Director of Public Relations and Advertising
24. Social Media Chairman
25. Merchandising Chairman
26. Director of Philanthropy
27. Red Dress Chairman
28. Director of External Philanthropy
29. Director of Community Service
30. Director of Campus Activities
31. Director of Chapter Facilities

ELIGIBILITY

1. Be an initiated member in good standing.
2. Be a full-time student at the university.
3. To be appointed and to remain in the position, a member must maintain a 2.5 GPA.

SECTION 3: TERM OF OFFICE

All officers shall hold office for one year or until their successors are installed, except in cases of resignation, academic ineligibility, or removal from office.

SECTION 4: INSTALLATION OF OFFICERS

All elected and appointed officers shall be installed at the formal collegiate chapter meeting immediately following Officer Transition.

Officer Installation should be held in accordance with the Installation of Collegiate Chapter Officers' Ceremony which can be found in the *Ceremonies Manual*. The outgoing Chaplain shall be the installing officer.

SECTION 5: OFFICER TRANSITION

Officers should be transitioned in accordance with the *Officer Transition Manual* and shall assume all duties upon the completion of Officer Transition.

SECTION 6: REMOVAL FROM OFFICE AND VACANCIES

Any officer of the chapter may be removed from office upon a three-fourths affirmative vote of the chapter with approval from the Chapter Advisor or as necessary by the Director of Collegiate Operations or his/her designee. The chapter officer who has been removed may not hold an office until she receives approval from the Chapter Advisor.

A member must be in good standing to remain an officer. Therefore, if the member receives probation terms she becomes ineligible to hold office.

The Executive Council may fill temporary vacancies by interim appointment. Vacancies of elected positions shall be filled by election of the chapter at any regular meeting. Appointed officer vacancies shall be filled by the Executive Council.

SECTION 7: PAYMENT FOR SERVICE

No officer shall receive payment for her service.

SECTION 8: OFFICER JOB DESCRIPTIONS

Chapter President

Elected Position

- Leads and directs the Executive Council
- Leads all chapter meetings
- Serves as Chairman of Program Council
- Serves as Chairman of the Judiciary Board
- Presides over initiation and ceremonies as outlined in the Ceremonies Book and Ritual
Responsible for the general supervision and health of the chapter
- Coordinates chapter affairs in accordance with established programs and policies Sets strategy for achieving chapter goals and objectives in collaboration with the Chapter Advisor
- Establishes and perpetuates the culture of the chapter
- Represents the chapter at university and Panhellenic meetings
- Voting Convention delegate
- Serves on the House Corporation Board or Chapter Property Committee
- Completes all Alpha Phi International reports in a timely manner
- Participates in Officer Transition upon taking office and after the completion of her term

CAMPUS AFFAIRS DEPARTMENT

Vice President of Campus Affairs

- *Elected Position*
- Leads and directs the Campus Affairs Department and holds regular meetings
- Serves on the Executive Council
- Serves on Program Council
- Implements the marketing plan developed by the Marketing and Membership Recruitment Departments within her department and events
- Oversees and coordinates both community service and campus activities for the chapter
- Ensures Event Planner Forms are completed and submitted to the Vice President of Risk Management in a timely manner
- Completes all Alpha Phi International reports in a timely manner
- Participates in Officer Transition upon taking office and after the completion of her term

Director of External Philanthropy

Appointed Position

- Reports to the Vice President of Campus Affairs
- Serves on the Campus Affairs Department
- Collaborates with other recognized fraternities and sororities to coordinate Alpha Phi participation in their philanthropy events
- Organizes chapter members to attend events
- Completes and submits Event Planner Forms in a timely manner to the Vice President of Campus Affairs
- Participates in Officer Transition upon taking office and after the completion of her term

Director of Community Service

Appointed Position

- Reports to the Vice President of Campus Affairs
- Serves on the Campus Affairs Department
- Develops and directs community service activities for chapter
- Communicates with chapter membership regarding events
- Organizes chapter members to attend events
- Completes and submits Event Planner Forms in a timely manner to the Vice President of Campus Affairs
- Participates in Officer Transition upon taking office and after the completion of her term

Director of Campus Activities

Appointed Position

- Reports to the Vice President of Campus Affairs
- Serves on the Campus Affairs Department
- Develops and plans all campus activities in collaboration with each individual chair of such events
- Communicates with chapter membership regarding campus events
- Organizes chapter members to attend campus events
- Completes and submits Event Planner Forms in a timely manner to the Vice President of Campus Affairs
- Participates in Officer Transition upon taking office and after the completion of her term

CHAPTER OPERATIONS DEPARTMENT

Vice President of Chapter Operations

Elected Position

- Leads and directs the Chapter Operations Department and holds regular meetings
- Serves on Executive Council
- Serves on the Judiciary Board
- Serves on Program Council
- Serves as Chairman of the Bylaws Committee
- Oversees the financial and administrative operations of the chapter
- Serves on House Corporation Board or Chapter Property Committee
- Completes all Alpha Phi International reports in a timely manner
- Participates in Officer Transition upon taking office and following the completion of her term

Director of Finance

Elected Position

- Reports to the Vice President of Chapter Operations
- Serves on the Chapter Operations Department
- Serves on Executive Council
- Serves on Program Council
- Operates under the supervision of, and in accordance with the direction issued by, the International Executive Office
- Coordinates the budget process in collaboration with the Executive Council and with approval from the Chapter Advisor and Operations and/or Finance Advisor
- Ensures all members are billed accurately and in a timely fashion using Billhighway
- Works closely with the appropriate housing volunteer to ensure all members are billed appropriately for all housing charges and that the House Corporation Board or Chapter Property Committee receive their funds in a timely manner
- Provides weekly financial reports to the Executive Council regarding member accounts receivable and year-to-date revenue and expense as compared to the chapter's budget.
- Ensures new member information is entered in Officer Portal

- Ensures all chapter financial obligations, including those to Alpha Phi International, are paid on time
- Prepares and distributes letters outlining members' financial obligations to new members, initiated members and parents
- Prepares, distributes and collects Member Financial Agreements
- Develops a financial presentation for chapter members at least once per year
- Completes all Alpha Phi International reports in a timely manner
- Participates in Officer Transition upon taking office and after the completion of her term

Assistant to the Director of Finance

Appointed Position

- Reports to the Director of Finance
- Serves on the Chapter Operations Department
- Assists the Director of Finance with the billing and collection of dues and fees and/or check writing and budget management
- Performs other duties assigned by the Director of Finance
- Participates in Officer Transition upon taking office and after the completion of her term

Director of Administration

Elected Position

- Reports to the Vice President of Chapter Operations
- Serves on the Chapter Operations Department
- Serves on Executive Council
- Serves on Program Council
- Serves as Vice Chairman of the Bylaws Committee
- Directs and sees that all reports, records, and other information are submitted promptly and accurately, as required
- Takes minutes at all Executive Council and Chapter Meetings
- Distributes minutes to Executive Council, Chapter, and Advisors
- Responsible for all correspondence from chapter
- Takes charge of the records of the chapter
- Calls roll at all mandatory meetings and other events
- Manages the chapter's Points System
- Prepares schedule and oversees arrangements for all visitors
- Participates in Officer Transition upon taking office and after the completion of her term

Director of Chapter Facilities and Meals

Appointed Position

- Reports to the Vice President of Chapter Operations
- Serves on the Chapter Operations Department
- Supervises the use and maintenance of the chapter's meeting rooms
- Educates members on meeting room rules and expectations
- Acts as day-to-day liaison between the meeting location and chapter
- Orders weekly chapter meals for meeting
- Works with VPCO to create a chapter occupancy plan
- Other duties as assigned as housing progress is made
- Participates in Officer Transition upon taking office and after the completion of her term

MARKETING DEPARTMENT

Vice President of Marketing

Elected Position

Leads and directs the Marketing Department and holds regular meetings

- Serves on the Executive Council
- Serves on Program Council
- Develops a written strategic marketing plan in collaboration with the Executive Council and Advisory Board
- Conducts a marketing analysis of the chapter image in collaboration with the Membership Recruitment Department
- Oversees and coordinates public relations, publicity, and philanthropic fundraising for the chapter
- Ensures Event Planner Forms are completed and submitted to the Vice President of Risk Management in a timely manner
- Completes all Alpha Phi International reports in a timely manner
- Participates in Officer Transition upon taking office and following the completion of her term

Director of Alumnae Relations

Appointed Position

- Reports to the Vice President of Marketing
- Serves on the Marketing Department
- Develops and directs a comprehensive communication plan that may include newsletters, social media and website content
- Plans and implements alumnae events for local and chapter alumnae including Founders' Day and Homecoming activities
- Completes and submits Event Planner Forms in a timely manner to the Vice President of Marketing
- Participates in Officer Transition upon taking office and after the completion of her term

Director of Parent Relations

Appointed Position

- Reports to the Vice President of Marketing
- Serves on the Marketing Department
- Develops and directs comprehensive family communication plan that may include newsletters, social media and website content
- Plans and implements family events including Parents' Weekend and other related events
- Completes and submits Event Planner Forms in a timely manner to the Vice President of Marketing Participates in Officer Transition upon taking office and after the completion of her term

Director of Public Relations and Advertising

Appointed Position

- Reports to the Vice President of Marketing
- Serves on the Marketing Department
- Directs the Public Relations and Advertising Team
- Develops all public relations material and ensures it reflects the brand determined by the Marketing and Membership Recruitment Departments
- Participates in Officer Transition upon taking office and after the completion of her term

PUBLIC RELATIONS AND ADVERTISING TEAM

Social Media Chairman

Appointed Position

- Reports to the Director of Public Relations and Advertising
- Member of the Marketing Department
- Develops and directs the social media plan for the chapter
- Ensures all social media complies with brand identified by the Marketing and Membership Recruitment Departments

- Ensures that all chapter members sign the Social Media Policy and oversees the policy
- Participates in Officer Transition upon taking office and after the completion of her term

Merchandising Chairman

Appointed Position

- Reports to the Director of Public Relations and Advertising
- Member of the Marketing Department
- Designs all Alpha Phi merchandise ensuring the design complies with the brand identified by the Marketing and Membership Recruitment Department
- Places orders for all merchandise with licensed vendors after receiving approval from the Vice President of Marketing and Director of Finance
- Participates in Officer Transition upon taking office and after the completion of her term

Director of Philanthropy

Appointed Position

- Reports to the Vice President of Marketing
- Serves on the Marketing Department
- Develops and implements internal philanthropic events for the chapter
- Educates chapter on the importance of the Alpha Phi Foundation and its mission
- Completes and submits Event Planner Forms in a timely manner to the Vice President of Marketing
- Participates in Officer Transition upon taking office and after the completion of her term

Red Dress Chairman

Appointed Position

- Reports to the Director of Philanthropy
- Member of the Marketing Department
- Develops and directs Red Dress event plans
- Participates in Officer Transition upon taking office and after the completion of her term

MEMBERSHIP RECRUITMENT DEPARTMENT

Vice President of Membership Recruitment

Elected Position

- Leads and directs the Membership Recruitment Department and holds regular meetings
- Serves on the Executive Council
- Serves on Program Council
- Executes the strategic recruitment direction of the chapter
- Oversees all membership recruitment activities
- Oversees chapter strategy, planning and implementation of Formal Recruitment
- In collaboration with the Recruitment Advisor and Director of Formal Recruitment conducts a competitive analysis of Formal Recruitment
- In collaboration with the Recruitment Advisor and Director of Formal Recruitment appoints all Day Chairs, Stats Chair and any other Recruitment Team members
- Identifies COB/COR opportunities and develops strategy to fill vacancies
- Oversees planning and implementation of all COB activities
- Oversees the planning and implementation of all Recruitment Workshops or Polish Week activities
- Communicates with the Panhellenic Delegate to stay informed as to Panhellenic changes

- Completes all Alpha Phi International reports in a timely manner
- Participates in Officer Transition upon taking office and following the completion of her term

Panhellenic Delegate

Elected Position

- Reports to the Vice President of Membership Recruitment
- Serves on the Membership Recruitment Department
- Serves on the Executive Council
- Serves on Program Council
- Represents Alpha Phi at all college Panhellenic meetings
- Reports weekly to chapter regarding Panhellenic business
- Casts Alpha Phi's vote on behalf of the chapter after consultation with the appropriate Executive Council officer, Chapter Advisor and/or Recruitment Advisor
- Contacts the Executive Office if Panhellenic is considering modification to chapter total, average chapter size or voting on extension
- Participates in Officer Transition upon taking office and after the completion of her term

Director of Formal Recruitment

Appointed Position

- Reports to the Vice President of Membership Recruitment
- Serves on the Membership Recruitment Department
- Manages the progress and work of the Recruitment Team that includes Day Chairs, Stats Chair, and Hospitality Chair
- Architect of the Formal Recruitment Plan
- Manages the implementation of all Formal Recruitment activities
- Participates in the competitive analysis of Formal Recruitment
- Plans and implements Formal Recruitment activities
- Manages the implementation of all Polish activities
- Participates in Officer Transition upon taking office and after the completion of her term

FORMAL RECRUITMENT TEAM

Day Chairman

Appointed Position

- Reports to the Director of Formal Recruitment and Vice President of Member Recruitment
- Implements Formal Recruitment party plans with the approval of the Director of Formal Recruitment, Vice President of Membership Recruitment and Recruitment Advisor
- Participates in Officer Transition upon taking office and after the completion of her term

Stats Chairman

Appointed Position

- Reports to the Director of Formal Recruitment and the Vice President of Membership Recruitment
- Responsible for organizing and entering recruitment statistics during parties
- Organizes all recommendations and legacy introduction forms
- Sends thank you notes to the authors of recommendations and legacy introduction forms
- Participates in Officer Transition upon taking office and after the completion of her term

Hospitality Chairman

Appointed Position

- Responsible for assisting the Director of Formal Recruitment in implementing the logistical plan behind recruitment which may involve organizing food and beverages, general housekeeping, or hosting guests
- Reports to the Director of Formal Recruitment and the Vice President of Membership Recruitment
- Participates in Officer Transition upon taking office and after the completion of her term

Director of Continuous Open Bidding/Continuous Open Recruitment (COB/COR)

Appointed Position

- Reports to the Vice President of Membership Recruitment
- Serves on the Membership Recruitment Department
- Serves on Program Council
- Develops and directs the COB/COR program for the chapter
- Identifies membership vacancies in coordination with the Chapter Operations Department and Membership Recruitment Department
- Generates Potential New Member names
- Orchestrates and directs the COB/COR team in implementing a COB/COR plan to fill all vacancies, including identifying target markets, generating names, and making initial contact
- Plans and organizes COB/COR meetings or events
- Extends COB/COR bids with approval of the Vice President of Member Recruitment
- Transitions COB/COR new members to New Member Education Team
- Participates in Officer Transition upon taking office and after the completion of her term

Director of Target Membership Marketing

Appointed Position

- Reports to the Vice President of Membership Recruitment
- Serves on the Membership Recruitment Department
- Drives Alpha Phi's image through high school targeting, summer public relations, and on-campus marketing for membership recruitment purposes
- Develops marketing plan based upon target markets identified by the Marketing and Membership Recruitment Departments
- Participates in Officer Transition upon taking office and after the completion of her term

PROGRAMMING AND EDUCATION DEPARTMENT

Vice President of Programming and Education

Elected Position

- Leads and directs the Programming and Education Department and holds regular meetings
- Serves on the Executive Council
- Serves on Program Council
- Directs the chapter's Alpha Phi educational programming, as well as non-Alpha Phi programming
- Collaborates with officers in her department to help plan and execute educational programs and events
- Ensures Event Planner Forms are completed and submitted to the Vice President of Risk Management in a timely manner
- Completes all Alpha Phi International reports in a timely manner
- Participates in Officer Transition upon taking office and following the completion of her term

Director of Chapter Programming

Appointed Position

- Reports to the Vice President of Programming and Education

- Serves on the Programming and Education Department
- Serves on Program Council
- Plans and executes robust programming portions of chapter meetings
- Completes and submits Event Planner Forms in a timely manner to the Vice President of Education and Programming
- Participates in Officer Transition upon taking office and after the completion of her term

Director of Sisterhood

Appointed Position

- Reports to the Vice President of Programming and Education
- Serves on the Programming and Education Department
- Serves on Program Council
- Plans and executes chapter sisterhood events
- Charged with developing programs that increase morale and encourage member interaction
- Plans and executes chapter retreats, working with specific officers for the overall program of the retreat
- Develops and executes the chapter's senior engagement programming
- Completes and submits Event Planner Forms in a timely manner to the Vice President of Education and Programming
- Participates in Officer Transition upon taking office and after the completion of her term

Director of Academics

Appointed Position

- Reports to the Vice President of Programming and Education
- Serves on the Programming and Education Department
- Develops an engaging program encouraging academic excellence
- Educates members on chapter's academic incentive plan
- Notifies chapter members of scholarship opportunities and campus resources available
- Completes and submits Event Planner Forms in a timely manner to the Vice President of Education and Programming
- Participates in Officer Transition upon taking office and after the completion of her term

Director of New Member Education

Elected Position

- Reports to the Vice President of Programming and Education
- Serves on the Programming and Education Department
- Serves on Executive Council
- Serves on Program Council
- Directs the New Member Education Team including weekly meetings of the team
- Implements an engaging New Member Program focused on educating new members and member interaction within the chapter
- Completes and submits Event Planner Forms in a timely manner to the Vice President of Education and Programming
- Participates in Officer Transition upon taking office and after the completion of her term

NEW MEMBER EDUCATION TEAM

Big Sister Program Chairman

Appointed Position

- Reports to the Director of New Member Education
- Member of the New Member Education Team
- Oversees the Big Sister/Little Sister program
- Educates potential Big Sisters on duties and responsibilities

- Conducts Big Sister/Little Sister matching with approval from the Director of New Member Education
- Plans and executes Big Sister/Little Sister revealing
- Collaborates with the Director of Sisterhood in planning events for new members to become well acquainted with initiated members
- Completes and submits Event Planner Forms in a timely manner to the Vice President of Education and Programming
- Participates in Officer Transition upon taking office and after the completion of her term

Ivy Linker Program Chairman

Appointed Position

- Reports to the Director of New Member Education
- Member of the New Member Education Team
- Oversees the Ivy Linker program
- Coordinates assignment of Ivy Linkers and new members each week of the New Member Period
- Participates in Officer Transition upon taking office and after the completion of her term

Assistant to the New Member Educator

Appointed Position

- Reports to the Director of New Member Education
- Member of the New Member Education Team
- Assists the Director of New Member Education with new member meetings, events and programs
- May be asked to oversee a smaller group of new members to help with education during new member meetings
- Participates in Officer Transition upon taking office and after the completion of her term

Director of Ceremonies

Appointed Position

- Reports to the Vice President of Programming and Education
- Serves on the Programming and Education Department
- Directs the Ceremonies Team
- Oversees the chapter's Ritual and Ceremonies program
- In collaboration with the Vice President of Programming and Education creates an educational program that includes Alpha Phi history, Ritual, ceremonies, songs, and any other pertinent Alpha Phi specific information
- Collaborates with the Director of New Member Education to plan the chapter's new member ceremonies and Inspiration Days, ensuring that all activities are free from any and all forms of hazing
- Participates in Officer Transition upon taking office and after the completion of her term

CEREMONIES TEAM

Chaplain

Appointed Position

- Reports to the Director of Ceremonies
- Serves on the Ceremonies Team
- Conducts all devotional services
- Executes Alpha Phi ceremonies as outlined in the Ceremonies Book and Ritual
- Maintains initiation equipment
- Installs incoming officers in accordance with the Ceremonies Book

- Trains the Marshall and Guard in their duties
- Participates in Officer Transition upon taking office and after the completion of her term

Music Chair

Appointed Position

- Reports to the Director of Ceremonies
- Serves on the Ceremonies Team
- Educates the chapter on Alpha Phi songs
- Ensures that Alpha Phi songs are incorporated into appropriate chapter events, programs, and activities
- Participates in Officer Transition upon taking office and after the completion of her term

Historian

Appointed Position

- Reports to the Director of Ceremonies
- Serves on the Ceremonies Team
- Educates the chapter on chapter-specific history
- Collects and preserves records and items of current events important to the history of the chapter
- Creates memorabilia that chronicle the chapter's year while she is in office
- Preserves previous years' memorabilia
- Participates in Officer Transition upon taking office and after the completion of her term

Guard

Appointed Position

- Reports to the Director of Ceremonies
- Serves on the Ceremonies Team
- Executes Alpha Phi ceremonies as outlined in the Ceremonies Book and Ritual
- Participates in Officer Transition upon taking office and after the completion of her term

Marshall

Appointed Position

- Reports to the Director of Ceremonies
- Serves on the Ceremonies Team
- Executes Alpha Phi ceremonies as outlined in the Ceremonies Book and Ritual
- Participates in Officer Transition upon taking office and after the completion of her term

RISK MANAGEMENT DEPARTMENT

Vice President Risk Management

Elected Position

- Fulfills the duties of Chapter President if the office is vacant or the Chapter President is absent
- Leads and directs the Risk Management Department and holds regular meetings
- Serves on the Executive Council
- Serves on the Judiciary Board
- Serves on Program Council
- Directs the chapter's risk management program to ensure all chapter events are safe and follow the Policies & Procedures of the Alpha Phi International Fraternity, Inc., Standing Rules, and Chapter Bylaws

- Guides the Director of Chapter Events-External, Director of Chapter Events-Internal, and Director of Watchcare to plan and execute events
- Ensures Event Planner Forms are completed and submitted in a timely manner to the Chapter Advisor
- Oversees the development of the chapter's Emergency Procedure Plan
- Educates the chapter annually on Emergency Procedure Plan, Standing Rules, and Chapter Bylaws, specifically focusing on aspects that put the chapter or the individual member at risk
- Completes all Alpha Phi International reports in a timely manner
- Participates in Officer Transition upon taking office and after the completion of her term

Director of Chapter Events-External

Appointed Position

- Reports to the Vice President of Risk Management
- Serves on the Risk Management Department
- Serves on Program Council
- Plans and executes the social events for the chapter
- Coordinates and plans events with recognized external groups such as fraternities, sororities, or student organizations
- Collaborates with the Vice President Risk Management and the Risk Management Department to ensure all external events are safe and conform to the Policies & Procedures of the Alpha Phi International Fraternity, Inc., Standing Rules, and Chapter Bylaws
- Completes and submits Event Planner Forms in a timely manner to the Vice President of Risk Management
- Participates in Officer Transition upon taking office and after the completion of her term

Director of Chapter Events-Internal

Appointed Position

- Reports to the Vice President of Risk Management
- Serves on the Risk Management Department
- Serves on Program Council
- Plans and executes the internal social events for the chapter
- Plans and executes internal social events for chapter and guests that include third party vendors
- Collaborates with the Vice President Risk Management and the Risk Management Departments to ensure all internal events are safe and conform to the Policies & Procedures of the Alpha Phi International Fraternity, Inc., Standing Rules, and Chapter Bylaws
- Completes and submits Event Planner Forms in a timely manner to the Vice President of Risk Management
- Participates in Officer Transition upon taking office and after the completion of her term

Director of Watchcare

Appointed Position

- Reports to the Vice President of Risk Management
- Serves on the both the Risk Management and the Education and Programming Department
- Directs the chapter's Watchcare program
- Educates chapter annually on Watchcare in collaboration with the Vice President of Education and Programming
- Advises fellow Risk Management Department officers in planning safe events
- Educates the chapter annually on Alpha Phi's anti-hazing policy in collaboration with the Vice President of Education and Programming
- Oversees the chapter's development and adoption of the Standards of Excellence

- Directs the education of the chapter on the Standards of Excellence
- Participates in Officer Transition upon taking office and after the completion of her term

ARTICLE X: EXECUTIVE COUNCIL

SECTION 1: PURPOSE

The Executive Council is charged with establishing chapter goals and priorities to strengthen overall health. It is also charged with ensuring the chapter abides by Alpha Phi's *Constitution and Bylaws*, the *Policies & Procedures of the Alpha Phi International Fraternity, Inc.*, and all university policies.

SECTION 2: COMPOSITION

The Executive Council shall be composed of the following officers, all of whom shall be entitled to vote in its meetings:

1. Chapter President
2. Vice President of Risk Management
3. Vice President of Chapter Operations
4. Vice President of Programming and Education
5. Vice President of Membership Recruitment
6. Vice President of Marketing
7. Vice President of Campus Affairs
8. Director of New Member Education
9. Director of Finance
10. Director of Administration
11. Panhellenic Delegate

SECTION 3: DUTIES AND RESPONSIBILITIES

1. Maintain the chapter's position of good standing with the Fraternity and ensure the chapter's good health.
2. Conduct discussion of chapter matters and make recommendations for chapter action.
3. Appoint:
 - a. Members to the appointed offices following the annual chapter election;
 - b. Members of the Bylaws Committee at the beginning of the academic year;
 - c. Other committees as needed.

SECTION 4: MEETINGS

The purpose of each weekly Executive Council meeting shall be to discuss chapter and Fraternity business, the state of the chapter's finances, upcoming events, roster management, and other issues impacting the chapter. All conversations shall be guided by the chapter's goals and priorities to strengthen its overall health. An agenda should be prepared at the conclusion of this meeting by the Chapter President for chapter meeting that week.

1. The regular weekly meeting of the Executive Council of the chapter shall be held on the same day of the week throughout the academic year except during final examination periods and the week preceding.
2. The Chapter President shall preside at all meetings.
 - a. If she must be absent, the Vice President of Risk Management shall preside.
3. All members of the Executive Council must be present at each meeting.
 - a. A member of the chapter's Advisory Board should be present at each meeting.

4. Two-thirds of the Executive Council members eligible to vote shall constitute a quorum for the transaction of business.
5. The Chapter President will share her updates followed by each member of the Executive Council based upon election order.
 - a. If the Executive Council has invited guests they make their updates at the end of the meeting.
 - b. All actions of the Executive Council shall abide by *Robert's Rules of Order, Newly Revised*.
6. Minutes of all Executive Council meetings shall be taken by the Director of Administration and submitted electronically to all Executive Council officers and the Advisory Board within 48 hours.

The Chapter Advisor or another member of the Advisory Board shall be present at all meetings of the Executive Council.

ARTICLE XI: CHAPTER DEPARTMENTS AND COMMITTEES

SECTION 1: CHAPTER DEPARTMENTS

Chapter departments shall be:

1. Risk Management Department
2. Chapter Operations Department
3. Programming and Education Department
4. Membership Recruitment Department
5. Marketing Department
6. Campus Affairs Department

DEPARTMENT MEETINGS

Each department is required to hold weekly department meetings. The purpose of each weekly department meeting shall be to discuss department and chapter business, brainstorm ideas, discuss roadblocks, and update the Vice President on the progress of projects. An agenda should be prepared prior to the meeting by the Vice President.

1. A regular weekly meeting of each department of this chapter shall be held throughout the academic year except during final examination periods and the week preceding.
2. The Vice President shall preside at all meetings.
 - a. If she must be absent, the Chapter President or department advisor shall preside.
3. All members of the department must be present at each meeting.
 - a. The department advisor should be present at each meeting when possible.
4. Two-thirds of the department members eligible to vote shall constitute a quorum for the transaction of business.
5. The Vice President will share her updates during the meeting to be followed by each member of her department.
6. Minutes of all department meetings shall be taken by the Vice President and submitted electronically to the department officers and the department advisor weekly within 48 hours.

SECTION 2: NOMINATIONS REVIEW COMMITTEE

The chapter will utilize a Nominations Review Committee (NRC) to obtain applicants for elected positions that no one applied for and to ensure that the chapter has enough qualified applicants for each elected position.

COMPOSITION

One member from each academic class and the Chapter President, Director of Administration, and Chapter Advisor, or her designee will serve on the NRC. The Director of Administration will serve as the chair of the committee.

The class representatives will be elected by their academic class. A simple majority vote is required to be elected to the committee. Members must be in good standing to serve on the committee. Non-initiated members may serve on this board where the new member class hasn't been initiated.

SECTION 3: BYLAWS COMMITTEE

COMPOSITION

At the beginning of each academic year, the Executive Council appoints one initiated member from each academic class to serve on the Bylaws Committee. The committee is chaired by the Vice President of Chapter Operations, and the Director of Administration serves as the vice chair. The Director of Administration shall serve as the secretary of the committee and update the Chapter Bylaws for distribution once the amendments are passed.

DUTIES AND RESPONSIBILITIES

1. To bring the Chapter Bylaws into conformity with any changes in the *Constitution and Bylaws* adopted at the Convention and the *Policies & Procedures of the Alpha Phi International Fraternity, Inc.* and notify the chapter of such changes.
2. To review these Chapter Bylaws annually and, when deemed necessary and after review by the Executive Council and approval of the Chapter Advisor, submit proposed amendments to the chapter for final action.
3. To see that these Chapter Bylaws are discussed in chapter meeting at least once per year.

For further information on updating these Chapter Bylaws, please see Chapter 1, Article II of the *Collegiate Chapter Operations Manual*.

SECTION 4: PROGRAM COUNCIL

COMPOSITION

The following officers shall serve on the Program Council:

1. Chapter President (Chair)
2. Vice President of Risk Management
3. Vice President of Chapter Operations
4. Vice President of Programming and Education
5. Vice President of Membership Recruitment
6. Vice President of Marketing
7. Vice President of Campus Affairs
8. Director of Administration
9. Director of Finance
10. Panhellenic Delegate
11. Director of New Member Education
12. Director of Chapter Events – External
13. Director of Chapter Events – Internal
14. Director of Chapter Programming
15. Director of Sisterhood
16. Director of COB/COR

DUTIES AND RESPONSIBILITIES

1. To develop a balanced chapter calendar based on the chapter's goals and priorities to strengthen overall health.
2. To assure that each member has adequate time for academic achievement and personal commitments.
3. To review the progress and effectiveness of the various chapter programs and events.
4. Research the calendars of the sororities and fraternities on campus and ensure that the chapter's calendar is competitive.

For further information on Program Council, please see Chapter 7, Article I of the *Collegiate Chapter Operations Manual*.

SECTION 5: OTHER COMMITTEES

The Executive Council may appoint any other committee as they are deemed necessary.

ARTICLE XII: CHAPTER MEETINGS

SECTION 1: WEEKLY CHAPTER MEETINGS

The purpose of each weekly meeting shall be to conduct chapter business and discuss Fraternity business.

1. The regular weekly meeting shall be held on Sunday throughout the academic year except during final examination periods and the week preceding.
2. At least one meeting each month shall be a formal chapter meeting attended only by initiated members.
 - a. Formal chapter meeting shall follow the procedure outlined in the *Ceremonies Book*.
3. The Chapter President shall preside at all regular and special meetings of this chapter.
 - a. In cases when she is absent, the Vice President of Risk Management shall preside.
4. Attendance:
 - a. Initiated members must attend all formal chapter meetings and all members, new and initiated members, must attend informal meetings of the chapter. Only members who are ill, who have a regularly scheduled class, or who are required to attend a university sponsored varsity athletic event may miss a chapter meeting.
 - b. Only collegiate members of this chapter, Advisory Board members, or International Visitors may attend chapter meetings without an invitation.
5. Two-thirds of the collegiate members eligible to vote shall constitute a quorum for the transaction of business.
6. Business shall be conducted in accordance with *Robert's Rules of Order, Newly Revised* and in conformity with the Order of Business outlined in the *Ceremonies Book*.
 - a. The Chapter President shall prepare the agenda consistent with prior discussion and recommendations made in Executive Council meetings.
7. Minutes of all chapter meetings shall be taken by the Director of Administration.
 - a. She will place a printed copy of the minutes in the official chapter minutes book.
 - b. For more information regarding chapter meeting minutes, please see Chapter 5, Article IV of the *Collegiate Chapter Operations Manual*.
8. Upon posted 24-hour notice, special meetings, (either formal or informal) may be called by the Chapter President or at the request of one-third of the voting members, with attendance requirements the same as for regular meetings.
 - a. Emergency meetings of the chapter may be called without notice by the Chapter Advisor or Chapter President.

9. All business of a personal or private nature transacted in chapter meetings shall be considered confidential.

SECTION 2: NEW MEMBER EDUCATION

Short meetings (or a one-day retreat may be substituted) of the new members of this chapter may be held by Director of New Member Education. The total length of the New Member Program cannot exceed six weeks unless the chapter has received permission from the Executive Director of Alpha Phi International Fraternity or her designee.

All activities must be held between the hours of 9 a.m. and 9 p.m. The program must abide by the *Constitution and Bylaws* and the *Policies & Procedures of the Alpha Phi International Fraternity, Inc.*

Attendance at these meetings shall be in accordance with the Zeta Delta chapter attendance policy for all new members unless excused by the Director of New Member Education or her designee.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order, Newly Revised*, shall govern this chapter in all cases to which they are applicable and in which they are not inconsistent with the bylaws and other official regulations of the Fraternity. Each chapter should own a copy of *Robert's Rules of Order, Newly Revised*. Below is an abbreviated summary of how to handle a motion:

SECTION 1: MAKING A MOTION

A motion is a proposal to the members at the meeting to take a certain action.

A member should raise her hand and wait to be acknowledged by the Chapter President. When the Chapter President calls on her, she states: "I move that... (state motion)." She only states the motion, not why she thinks it should be passed.

The motion must be seconded before the chapter may discuss it. Another member, who didn't make the motion, must state: "I second the motion."

SECTION 2: DEBATING A MOTION

The Chapter President will ask the member who made the motion to start the discussion. Any member who wishes to state her opinion may raise her hand and wait to be acknowledged by the Chapter President.

When called upon, the member must speak to the motion. She should start by saying, "I want to speak in favor of the motion because..." or "I want to speak against the motion because..."

SECTION 3: AMENDING MOTIONS

After a motion has been made, a member can suggest an amendment, or change, to the original motion.

An amendment can add, delete or change parts of the original motion. The amendment may not go completely against the main motion. Members who do not support the original motion may vote against the motion.

To make changes to the motion the member shall raise her hand and when acknowledged by the Chapter President state, "I move to amend the motion to read..." If this motion is seconded, it will be discussed and voted on. Note that this vote is only on whether or not to make the amendment, not on the main motion itself.

SECTION 4: POSTPONING AND REFERRING MOTIONS TO A COMMITTEE

Any member of the chapter can make a motion to postpone discussion on the main motion until a certain time. For example, she can raise her hand and state, "I move to postpone the question to the next meeting."

If a member feels a department or committee of the chapter should study the issue and report recommendations back to the membership, she can state, "I move to refer the question to a committee." The department or committee would then report back its findings to the chapter at a future meeting and the chapter could then vote on the motion.

SECTION 5: ABBREVIATED SUMMARY OF HANDLING A MAIN MOTION

Obtaining the floor:

1. A member stands and addresses the Chapter President, "Madam President."
2. The Chapter President recognizes the member by announcing her name or by nodding to them.

Bringing a motion before the chapter:

1. The member states the motion, "I move that..." and then sits down.
2. Another member, without standing, seconds the motion by saying, "I second the motion."
3. The Chapter President states the question: "It is moved and seconded that..."

Consideration of the motion:

1. Members debate the motion if desired.
 - a. Before speaking in debate, members must obtain the floor by standing and saying, "Madame President" and waiting to be recognized by the Chapter President.
 - b. The member who made the motion has first right to the floor.
 - c. All remarks are addressed to the Chapter President.
 - d. Debate is restricted to the merits of the motion.
 - e. Debate can be closed only by order of the assembly (2/3 vote) or by the Chapter President if no one seeks the floor for further debate.
2. The Chapter President puts the question (puts it to a vote).
 - a. The Chapter President asks, "Are you ready for the question?" If no one then rises to claim the floor, the Chapter President proceeds to put the question.
 - b. The Chapter President says, "The question is on the adoption of the motion that..."
 - c. Then proceed with a vote using the desired method.
3. The Chapter President announces the result of the vote.
 - a. "The ayes have it, the motion is adopted, and... (indicate the effect of the vote)" or,
 - b. "The noes have it and the motion is lost."

SECTION 6: AT A GLANCE GUIDE

Every chapter member has access to *Alpha Phi Roberts Rules of Order At a Glance Quick Guide* that they can bring to all chapter meetings.

ARTICLE XIV: INITIATION AND OTHER FRATERNITY CEREMONIES

SECTION 1: INITIATION

This chapter shall initiate new members when they meet the following qualifications for initiation:

1. She accepts the lifetime commitment, responsibilities and obligations of Alpha Phi membership;
2. She has participated in and successfully completed a program of new member orientation unless otherwise authorized by the Chapter Advisor or her designee;
3. She has paid the full initiation fee, badge fee, new member fee, and chapter dues.

PROCEDURE

1. Issue a formal summons to initiation to each candidate.
2. Hold Inspiration Days for all candidates during the days preceding initiation.
3. Initiate candidates in accordance with the *Ritual* of Alpha Phi, as approved by the Convention of the Fraternity.

SECTION 2: OTHER CEREMONIES OF THE FRATERNITY

All other ceremonies shall be conducted in accordance with the *Ceremonies Book*.

ARTICLE XV: RECORDS AND RITUAL EQUIPMENT

SECTION 1: RECORDS

This chapter's copy of the *Ritual* of Alpha Phi, Constitution Book, New Member Book, Permanent Minutes Book, Bylaws Book, and such memorabilia deemed appropriate shall be secured in a special strongbox when not in use.

Please see Chapter 5, Article V of the *Collegiate Chapter Operations Manual* for further information on chapter records and ritual equipment.

SECTION 2: RITUAL EQUIPMENT

This chapter's insignia, ritual and ceremonial equipment shall be kept in readiness between each use and secured in a place inaccessible to non-members.

SECTION 3: REMOVAL OF RECORDS OR RITUAL EQUIPMENT

No records or ritual equipment shall be taken to the rooms or homes of members or away from their habitual place of safekeeping without the consent of the Chapter President and Chapter Advisor.

ARTICLE XVI: FINANCES

SECTION 1: FINANCIAL SYSTEM

1. This chapter's financial system shall be under the general supervision of the Executive Director of Alpha Phi International Fraternity.
 - a. Collegiate chapters are not permitted to invest funds outside of the approved financial system accounts without permission of the Executive Director or her designee.
2. The fiscal year shall be the same as that of the International Fraternity and shall begin on July 1 and end the following June 30.
3. IRS Tax Filings:
 - a. The chapter ensures that its information is provided to the Alpha Phi International Tax Preparer for its 990 tax form so that it can be filed on time each year.
4. Before each fiscal year, chapter members must sign an annual financial contract that outlines the dues and fees and payment due dates for the year.

- a. Contracts should be for the academic year and not on a semester/quarterly basis, with the exception of new members who join in winter or spring term.
- 5. No reimbursements for this chapter shall be made for any expenditure without a receipt.
- 6. All member billing and collection of payments will be done through the chapter's Billhighway account unless special permission has been granted by the Executive Director of Alpha Phi International Fraternity.
 - a. The due date for chapter payments shall be the 15th of the month in which they are due unless other arrangements have been approved by the appropriate advisor or chapter officer.

SECTION 2: INTERNATIONAL FEES

The amount, collection and remittance of International fees shall be in accordance with the *Constitution and Bylaws*.

SECTION 3: CHAPTER DUES

Regular chapter dues shall be determined in accordance with the annual budget for the next fiscal year.

SECTION 4: FINES

A chapter is only permitted to levy fines when members are absent from the following events:

- 1. Recruitment Workshops and Polish Week activities;
- 2. Formal Recruitment events;
- 3. Court of Ivy;
- 4. Initiation.

SECTION 5: DELINQUENCY POLICY

All members shall follow the Alpha Phi International Fraternity 15/30/45 day delinquency policy as outlined below:

- 1. 15 Days Delinquent:
 - a. Member and/or guarantor(s) are notified via email from Alpha Phi International Fraternity.
 - b. A 3% late fee is automatically assessed by Billhighway (Note: The chapter may charge an additional late fee at its discretion).
 - c. Member is no longer in good standing and may not attend chapter social events.
 - d. Member may not order any activity items (t-shirts, favors, etc.).
 - e. Member is not eligible to be matched with a Little Sister.
- 2. 30 Days Delinquent:
 - a. Member and/or guarantor(s) are notified via e-mail from Alpha Phi International Fraternity.
 - b. Additional late fees may be added to the member statement.
 - c. Director of Finance holds delinquent member's badge and membership certificate.
 - d. Member is prohibited from holding office or running for a position.
 - e. Member may not order activity items (t-shirts, favors, etc.) and is not eligible to be matched with a Little Sister.
 - f. Member may not vote in meetings.
 - g. A Judiciary Board hearing may be held at the chapter's discretion.
- 3. 45 Days Delinquent:
 - a. Member and/or Guarantor(s) are notified via email from Alpha Phi International Fraternity.
 - b. Additional late fees may be added to the member's statement.
 - c. A request for termination of membership is submitted to the Alpha Phi Executive Office

- and submitted for approval to the International Executive Board.
- d. Account may be sent to a collection agency.
 - e. Eviction proceedings may begin for members living in an Alpha Phi owned/leased facility in accordance with the member's housing contract.

SECTION 6: BUDGET

The Director of Finance of this chapter shall prepare the annual chapter budget with the assistance of the Executive Council and Finance Advisor and with input from a member of the House Corporation Board or Chapter Property Committee (if applicable), following the outline in the *Chapter Operations Department Manual*. The budget shall then be presented to the chapter and posted to the chapter's Billhighway account by May 1 of each fiscal year for the following fiscal year.

After the budget is adopted by the chapter, the chapter is expected to operate within its budget. If changes are needed to the budget, they should be discussed at an Executive Council meeting and approved by an advisor.

In addition to the usual budgetary items, there shall be funds budgeted for the chapter delegate(s) and advisor(s) to attend Convention and Leadership Conference every year.

SECTION 7: HOUSE/CHAPTER BOND

This chapter shall have a House/Chapter Bond as determined by the House Corporation Board or the Chapter Property Committee. In the case of a colony, bond will be determined by the Executive Office staff. This fund is reserved for building, purchasing, maintaining, or furnishing a chapter house, lodge, suite, room or for the future benefit of the chapter.

1. Full payment shall be made by each member to her original chapter within one year from the date of her bid acceptance unless special permission has been granted by the Executive Director or her designee. To request permission, the chapter must submit a Special Permission Request Form which can be located on Alpha Phi's website.
2. All House/Chapter Bond monies shall be turned over to the House Corporation Board or Chapter Property Committee (or Chapter Advisor as appropriate) as specified in the Collegiate Chapter/House Corporation Agreement.
 - a. This fund is not part of the operating accounts of the chapter and is not to be used to pay any current chapter expenses.
3. No affiliated transfer member shall be required to pay a House/Chapter Bond to this chapter.

ARTICLE XVII: IOWA STATE POLICIES

SECTION 1: STATEMENT OF COMPLIANCE

Alpha Phi abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Alpha Phi agrees to annually complete President's Training, Treasurer's Training and Adviser Training (if required).

SECTION 2: NON-DISCRIMINATION STATEMENT

Iowa State University and Alpha Phi do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

SECTION 3: ADVISORS

ADVISOR DUTIES

The Chapter Advisor is a key volunteer responsible for providing leadership, guidance, and support to the collegiate chapter ensuring the chapter's strong health and continued growth. She assists the officers in establishing the chapter's goals and priorities to strengthen overall health. She works with the chapter's Executive Council and:

1. Performs all duties as prescribed in the Policies & Procedures of Alpha Phi International Fraternity, Inc.;
2. Chairs the Advisory Board;
3. Appoints and trains other advisors on the Advisory Board;
4. Ensures the Executive Council's goals are aligned with achieving all areas of chapter health;
5. Is responsible for scheduling advisor attendance at chapter, new member, and Executive Council meetings;
6. Completes reports in a timely manner; and
7. Attends Panhellenic meetings as needed.

APPOINTMENT AND REAPPOINTMENT

Chapter Advisors are appointed, or reappointed, for a one year term by the chapter's Extension Team Lead. The Extension Team Lead may provide informal or formally documented feedback at any point during the year, but the official appointment process occurs each spring.

The appointment/reappointment process is based on data from a self-evaluation completed by the Chapter Advisor and the observances of the Extension Team Lead throughout the year. It is a collaborative process that allows feedback from multiple sources to ensure 360 degrees of feedback. It is meant to provide guidance and direction on how a Chapter Advisor can improve her performance. As a result, a Chapter Advisor may be:

1. Reappointed;
2. Not reappointed or removed from the position; or
3. Placed on an educational plan.

VACANCY

If a vacancy is to occur, the Extension Team Lead will identify a new advisor.