CONSTITUTION AND BYLAWS
OF THE
ALPHA PHI INTERNATIONAL FRATERNITY, INC.

As adopted at the 62\textsuperscript{nd} Biennial Convention
July 1998

Amended at the 69\textsuperscript{th} Biennial Convention
June 2012
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PREAMBLE

We, the sisters of Alpha Phi, in Convention Assembled, accept the Constitution and Bylaws in honor of ten young women who, with high purpose and glad hearts, entered into the bonds of fraternal association that together they might better seek to develop the highest type of womanhood.
Article I

NAME

The name of this Fraternity shall be Alpha Phi International Fraternity, Incorporated.

Article II

OBJECTS

The objects of our Fraternity are the promotion of growth in character, unity of feeling, sisterly affection and social communion among our members. In all that we do, we try to obey God’s principles of justice and right. We have banded ourselves together to improve our minds and hearts, and we seek to aid each other through a constant watchcare always given in love. We believe ourselves to be sincere searchers for truth.

We seek the highest ideal of womanhood, and we try to gain this ideal by cultivating not only the power and passion for seeking intellectual development, but also the spirit of love and charity. And we who are thus united are under a solemn pledge to lend a helping hand to one another.

Article III

PHILOSOPHY

An Alpha Phi shall conduct herself morally, intellectually and physically in a manner which bespeaks pride in self and respect for the goals and ideals of Alpha Phi International Fraternity. In pursuit of the highest ideal of womanhood, each Alpha Phi member shall be a positive influence as a Greek, campus and community leader.

Alpha Phi has, since inception, encouraged each member to strive for self-respect and self-knowledge in an effort to foster the personal development of each member. Alpha Phi supports the concept of equality and is committed to building a society where human judgments are based on merit, without regard to gender, race, religious preference, or disability. Alpha Phi firmly repudiates actions and statements that negate the concepts of self-respect, personal development, equality and dignity.
Article IV

ORGANIZATION

Alpha Phi International Fraternity, Incorporated, founded in 1872 and originally incorporated as The Michaelanean Society in the city of Syracuse, Onondaga County in the state of New York on March 20, 1874, is a fraternal and benevolent corporation organized for purposes other than pecuniary profit. Our membership is composed of undergraduate women affiliated with collegiate chapters at accredited colleges and universities, and alumnae members, individually or as members of alumnae chapters. Membership in Alpha Phi is a lifelong association.

Article V

GOVERNMENT

The general government of this Fraternity shall be vested in The Convention. The International Executive Board shall serve as fiduciaries and shall be responsible for governance decisions, including but not limited to planning, evaluation, and policy setting. The Fraternity, its members and chapters, The Convention, and all officers shall be governed by the Constitution and Bylaws of the Alpha Phi International Fraternity, Inc. (Constitution and Bylaws) and by the Policies & Procedures of the Alpha Phi International Fraternity, Inc. (Policies & Procedures).

Article VI

MEMBERSHIP

Membership in this Fraternity shall be open to qualified women and shall be attained only by election and initiation in accordance with the Constitution and Bylaws and the prescribed Ritual of the Fraternity. Membership is traditionally rooted in the collegiate experience and continues after college or university as alumna membership. Membership may also commence as an alumna initiate (one who is invited to membership outside the collegiate organization).
Article VII

THE CONVENTION

SECTION 1  POWERS

The Convention shall be the general legislative body of the Fraternity and shall have the following powers:

A. To act upon all Fraternity matters except those for which exclusive authority is otherwise delegated in the Constitution and Bylaws;

B. To approve changes in the Ritual;

C. To adopt amendments to the Constitution and Bylaws;

D. To receive the biennial reports of the International Executive Board and other officers or chairs as deemed appropriate;

E. To establish a range of the amount of dues and fees; and

F. To elect members to serve on the International Executive Board.

SECTION 2  COMPOSITION

A. Voting Body

The powers of The Convention shall be vested in the voting body of The Convention, which shall be comprised of the following members entitled to vote upon all matters before The Convention:

1. Chapter Delegates

   a. One delegate or her alternate from each collegiate chapter of the Fraternity in good standing. Good standing includes all chapter dues and fees paid at least 10 days prior to Convention.

   b. One delegate or her alternate in good standing with the Fraternity from each chartered alumnae chapter that is in good standing with the Fraternity. Good standing includes alumnae dues and fees paid at least 10 days prior to The Convention.
2. **Ex-Officio Delegates**

   a. Voting members of the International Executive Board (except the International President, who shall vote only to make or break a tie vote of The Convention);

   b. National Panhellenic Conference Delegate;

   c. Members of the Alpha Phi Foundation Board of Directors;

   d. Two volunteer members from each Regional Team (or the equivalent organizational structure as determined by the International Executive Board), one of whom will be the Regional Manager (or the equivalent organizational structure leader). The Regional Manager (or the equivalent organizational structure leader), in consultation with the Team with which she works, shall select another team delegate. If the Regional Manager (or the equivalent organizational structure leader) is unable to attend The Convention, in consultation with the Team with which she works, she shall select another volunteer member of the Team to serve as a delegate; and

   e. Chapter Advisors, or her designate from the Advisory Board.

3. An individual delegate may cast one (1) vote only. Proxies are inadmissible.

**B. Requirements**

1. All members of the voting body shall be members of the Fraternity in good standing.

2. No chapter which is in default as to payment of its dues or other financial obligations to the General Treasury Fund or which is otherwise disqualified under provisions of the *Constitution and Bylaws* shall be entitled to a voting delegate at The Convention.

**C. Alternate Delegates**

Any chapter may send, in addition to its official delegate, an alternate delegate to The Convention. An alternate delegate may represent her chapter as a voting delegate at any session at which her chapter’s official delegate is not in attendance.
D. Other Members in Attendance

Any member of the Fraternity in good standing may attend The Convention. After accreditation by the Credentials Committee, a member shall be eligible for admission to all sessions of The Convention and shall have the privilege of speaking, but may neither vote nor make motions; provided, however, that Committee Chairs who are not members of the voting body but are required to report to The Convention on their committees’ activities shall have the privilege of making motions, proposing resolutions, and moving their adoption on matters pursuant to their reports.

SECTION 3 TIME AND PLACE OF MEETING

The Convention shall meet biennially (accounting from the year 1894), except as otherwise provided in this Article, upon a date and at a place approved by the International Executive Board.

SECTION 4 NOTICE OF MEETING

The Executive Director shall notify the officers and each collegiate and alumnae chapter in writing at least thirty (30) days in advance of the time and place of the next meeting of The Convention. Such notice shall also be published in the Alpha Phi Quarterly and on the Alpha Phi International Fraternity’s official Web site.

SECTION 5 DElegates

A. Selection of Chapter Delegates

1. Collegiate Delegate

The president of each collegiate chapter shall be her chapter’s delegate to The Convention. She may be excused from this responsibility only upon the written consent of the Chapter Advisor. In such cases the chapter shall elect another of its members to serve as its delegate, with the other major elected officers being given first consideration.
2. Alumnae Delegates

The Convention delegate shall be chosen from the paid membership of the alumnae chapter.

B. Credentials

Chapter delegates and alternates shall be furnished with credentials by their chapters in the form prescribed by the International Executive Board. Such credentials shall be presented to, and all chapter delegates shall be accredited by, the Credentials Committee before the delegate is entitled to be seated at The Convention. Ex-officio delegates shall be automatically accredited by virtue of their office.

C. Responsibilities of Chapter Delegates

1. Attendance

Each delegate is expected to attend every event, business and social, scheduled on The Convention program.

2. Reports

Each chapter delegate shall give a Convention report at the next regularly scheduled meeting of her chapter following The Convention.

SECTION 6  PRESIDING OFFICER

The International President shall be the presiding officer of The Convention. In the absence of the International President, the Vice-President shall act as temporary presiding officer.

SECTION 7  COMMITTEES OF THE CONVENTION AND PARLIAMENTARIAN

A. Before each Convention the International President shall appoint a Parliamentarian and the following administrative Committees of The Convention:

1. Committee on Credentials

2. Committee on Resolutions
3. Other Committees deemed necessary to facilitate the business of The Convention

B. Before each Convention, the International Executive Board shall appoint the Elections Committee as described in the Policies & Procedures.

SECTION 8  PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the proceedings of The Convention in all cases where they are applicable and in which they are consistent with the Constitution and Bylaws and other official regulations of the Fraternity. Should there be a conflict between Robert’s Rules of Order Newly Revised and Alpha Phi International Fraternity’s Constitution and Bylaws, Alpha Phi’s Constitution and Bylaws will be followed.

SECTION 9  ORDER OF BUSINESS

The International President shall determine the order of business, which shall conform as nearly as practicable to the current edition of Robert’s Rules of Order Newly Revised. In addition, a Service of Remembrance shall be included in The Convention Program.

SECTION 10  RULES OF THE CONVENTION

The rules of The Convention shall be printed in the official Convention program given to each member upon registration and shall be adopted, upon a two-thirds affirmative vote of the delegates present and voting, at the opening business session of each Convention and before any other business may be transacted.

SECTION 11  QUORUM

Two-thirds of the delegates registered and voting at any Convention shall constitute a quorum for the transaction of business.
SECTION 12  VOTING

A. Requirement for Action

Unless otherwise specified herein, the vote of a majority of delegates present and voting, provided a quorum be present, shall constitute the action of The Convention.

B. Weighted Vote

Each chapter delegate and ex-officio delegate present shall be entitled to one (1) vote on all questions arising at The Convention, if EITHER:

1) the total number of alumnae delegates and ex-officio delegates present and voting exceeds the total number of collegiate delegates present and voting; OR

2) the total number of collegiate delegates present and voting exceeds the total number of alumnae and ex-officio delegates present and voting,

Then, in either case, the vote shall be weighted so that it is equal.

The International President, as Chair of The Convention, shall vote only to make or break a tie.

At the beginning of each session of Convention Assembled, the Chair shall receive a report from the Credentials Committee. The total number of voting delegates shall include delegates and ex-officio delegates who are personally present during each session of Convention Assembled.

C. Methods of Voting

At all meetings during The Convention the vote on any question, unless otherwise provided, in the rules of The Convention, shall be:

1. Viva Voce, or
2. Roll call, or
3. Standing vote, or
4. Written ballot at the request of the presiding officer, or
5. Written ballot upon the request of ten or more members of the voting body.
SECTION 13  UNCONVENED CONVENTIONS

In any year in which a biennial Convention cannot be convened because of a national emergency or when the International Executive Board, by a unanimous vote, has decreed that circumstances prevent a meeting of The Convention, the business which was to come before such a Convention shall be submitted to and determined by the ballot of the members who would have been entitled to vote at such Convention. Said ballots are to be issued and cast by mail or technological equivalent at a time which shall be no later than December first of the year in which The Convention would have been convened, and in the manner determined by the International Executive Board, to constitute the action of The Convention as effectively as if authorized by a duly convened meeting.

SECTION 14  SPECIAL CONVENTIONS

Special Conventions may be called at a time and place to be determined by the International Executive Board upon the requests of two-thirds of the collegiate chapters or two-thirds of the alumnae chapters. The Executive Director shall give thirty (30) days written notice to the ex-officio delegates and the President of each collegiate and alumnae chapter. She shall include in such notice the reason(s) for and the business to be presented at the Special Convention. Special Conventions shall be governed by the rules applying to biennial Conventions except as may be otherwise provided in this Article, and no business shall be transacted except what is mentioned in the notice.

SECTION 15  CONVENTION MINUTES

Minutes of The Convention proceedings shall be submitted by the Executive Director to the International Executive Board for approval within one year following any Convention, Unconvened Convention or Special Convention. It is the responsibility of the presiding International President at the time of Convention to ensure that the Minutes are published or distributed (either in print or via electronic means) to Convention delegates and full-time attendees at or before the next regularly convened Convention.

SECTION 16  PRIVACY

All business of a personal and private nature transacted at The Convention shall be considered confidential.
Article VIII

INTERNATIONAL EXECUTIVE BOARD

SECTION 1  COMPOSITION

The International Executive Board shall be composed of seven to nine members that shall include an International President and six to eight Board Members-at-large. In addition, there shall be two specific ex-officio, non-voting representatives; Alpha Phi’s National Panhellenic Conference delegate, appointed by the International Executive Board, and the Chair of the Alpha Phi Foundation Board of Directors. The Executive Director shall serve as an ex-officio non-voting member of the International Executive Board. There may be additional non-voting appointees named to the International Executive Board by a majority vote of its members. Each member of the International Executive Board shall be a member of Alpha Phi in good standing.

SECTION 2  CORPORATE OFFICERS

In accordance with the Articles of Incorporation, the corporate officers of Alpha Phi International Fraternity, Incorporated, shall be the International President, who shall be elected by The Convention voting body for a maximum of two consecutive terms; and a Vice President, a Secretary-Treasurer, and two additional Board members who shall be elected by the International Executive Board from within their ranks for renewable two-year terms.

An Assistant Secretary-Treasurer may be appointed to perform those legal and support tasks needed during or between meetings of the International Executive Board. Responsibilities for all Corporate Officers are included in the Policies & Procedures.

SECTION 3  TERM AND TENURE

Except as set forth below with respect to the International President, all members of the International Executive Board shall be elected to serve for one two-year term, shall assume office at the close of each Convention, and shall be eligible for re-election for up to two additional consecutive two-year terms. In the case in which terms are not consecutive, an International Executive Board member may serve no more than six total years within any period of ten consecutive years.
The International President may serve two consecutive two-year terms in addition to the maximum number of terms for an International Executive Board member-at-large set forth above.

SECTION 4  VACancies

A. Unexpired terms may be filled by the International Executive Board after consultation with the Committee on Leadership. An unexpired term is defined as any amount of time remaining in the applicable two-year term. The International Executive Board has the power to decide not to fill an unexpired term as long as the total number of members of the International Executive Board does not fall below the required minimum.

B. An appointment and/or any elected service which constitutes more than fifty percent of a regular term shall be considered a full term for purposes of contiguous service.

SECTION 5  Powers and responsibilities

The International Executive Board shall be the governing and policy-making body of the Fraternity in the interim between Conventions and shall exercise general fiduciary responsibility for the Fraternity’s business and affairs. The International Executive Board shall have full and final authority over, and the responsibility for, the activities and operations of the Fraternity and shall have the power to do and perform all such acts as may be done by the Fraternity. The International Executive Board is limited in this respect by Convention actions and the provisions of the Constitution and Bylaws, and other governing documents of the Fraternity.

Each member of the International Executive Board is in a position of trust and confidence and is vested and charged with the duties prescribed by the governing documents of the Fraternity. She has a fiduciary relationship to the members and is expected to devote the time necessary as reasonably required. Without limitation on the generality of the foregoing or on the specific authority granted elsewhere in the Constitution and Bylaws, the International Executive Board shall:

A. Annually approve a program plan and oversee its progress and revisions;

B. Oversee the administration of all rules, regulations and policies of the Fraternity and the provisions of the Constitution and Bylaws;
C. Approve all financial affairs and investments of Alpha Phi International Fraternity, Incorporated;

D. Adopt an annual budget based on the financial planning and budgeting policies outlined in the Policies & Procedures. These policies shall be reviewed each biennium and include requirements for budget formulations, expected financial performance, and systematic review of the actual financial performance;

E. Operate with credibility and free from conflicts of interest or the appearance of same;

F. Ensure legal compliance with all necessary government filing(s);

G. Establish the Executive Office and authorize all major expenditures relative to its structure and facilities;

H. Hire the Executive Director and terminate such employment as necessary;

I. Reinstatement former members;

J. Assume responsibility for content and authorize the publication of all handbooks, manuals, and other Fraternity publications;

K. Approve the editorial policies of the Alpha Phi Quarterly;

L. Approve the location, program and time of Convention and other International Seminars;

M. Approve the extension policies and activities of the Fraternity and adopt standard procedures for colonizing and installing new collegiate chapters;

N. Actively protect Alpha Phi International Fraternity, Inc., from undue liability exposure through a regularly updated risk management policy and communicate this policy to all chapters, officers, advisors, staff, and members;

O. Exercise disciplinary authority over members and chapters;

P. Approve the volunteer organizational structure;

Q. Possess the authority to remove from office any member of the International Executive Board whom fails to fulfill her sworn responsibilities;
R. Appoint or approve the appointment of:
   - Four members of the Committee on Leadership
   - Regional Managers (or organizational structure equivalent)
   - International Governors
   - Extension Team Leads
   - Standing, Special and Administrative Committees

S. Appoint the National Panhellenic Conference delegation and outline its responsibilities;

T. Enact and amend policies and procedures related to Fraternity operations, including, but not limited to, program delivery, public relations, financial management, and Board governance; and

U. Support the Alpha Phi Foundation privately, and publicly encourage others to support the Foundation through charitable contributions.

SECTION 6 MEETINGS

A. Regular Meetings

   The International Executive Board shall hold at least two regular meetings annually at a time and place determined by the International President. In addition, there shall be a meeting of all retiring and newly elected members of the International Executive Board.

B. Special Meetings

   Special Meetings of the International Executive Board may be called by the International President.

C. Telephone Conference

   Meetings may be conducted by telephone conference with 24 hours notice.

D. Actions by Mail or Technological Equivalent

   A vote by mail or technological equivalent including any electronic text transmission method may be taken when necessary, and a unanimous vote of the entire membership of the International Executive Board shall be necessary to decide the question. Actions taken by mail or techno-logical equivalent including any electronic text transmission method shall be verified and made a part of the
Minutes of the next session of the International Executive Board. Any issue not passed by unanimous consent of the International Executive Board, when voting by mail or technological equivalent, may be discussed at the next regularly scheduled meeting or conference call with the opportunity to re-vote at that time.

E. **Notice**

At least ten (10) days notice by mail or technological equivalent including any electronic text transmission method of the time and place of any regular or special meeting of the International Executive Board shall be given by the Executive Director as directed by the International President.

F. **Minutes**

Minutes of all Board meetings shall be kept and distributed as authorized by the International Executive Board. A copy shall be kept as part of the permanent record of the Fraternity.

**SECTION 7   QUORUM AND VOTING**

A. **Quorum**

At any meeting of the International Executive Board a majority shall constitute a quorum and the vote of the majority of those present and voting, if a quorum is present at such time, shall be necessary to constitute the action of the International Executive Board.

B. **Participation of Board Member Who is Not Present**

Any one or more members of the International Executive Board may participate in a meeting by means of telephone, conference call or other electronic means and shall be considered present at the meeting. The minutes of the meeting shall designate how participation was made for each Board member present.
Article IX
COMMITTEES

SECTION 1  COMMITTEES

The Alpha Phi International Executive Board shall appoint the committees named herein and any additional committees as deemed necessary or appropriate to ensure the forward progress of the Fraternity. Under the direction of the International Executive Board, committees may conduct analysis and evaluation, recommend policy, and make recommendations to fulfill the goals and objectives of the Fraternity. The composition of these committees shall be determined by the International Executive Board and shall include members of the Fraternity who are not members of the International Executive Board. There will be two types of International Executive Board committees: Standing and Special Committees.

SECTION 2  STANDING COMMITTEES

All Standing Committees shall be composed of at least two current members of the International Executive Board. Additional members are appointed by the International President from the general membership, as deemed necessary by the International Executive Board.

A. Finance and Audit Committee

This committee shall be appointed by the International Executive Board to review and guide decisions related to prudent fiduciary oversight of the assets of the corporation, the annual Fraternity budget, proposed allocations and appropriations of funds, all investments and chapter loans, and the annual audit and monthly financial statements. The Finance and Audit Committee shall include members with professional background and expertise in corporate finance, accounting and auditing, and/or investments. This committee shall also include at least three members who are not on the International Executive Board, and also be comprised of member(s) with prior “institutional knowledge” of the Fraternity’s financial structure.

B. Housing Strategy Committee

The Housing Strategy Committee shall be appointed by the International Executive Board to guide strategic decisions related to collegiate chapter facilities. The Housing Strategy Committee shall
include at least two members of the International Executive Board. The Housing Strategy Committee shall include members with facilities-related professional expertise and/or prior institutional knowledge of the needs of the Fraternity related to chapter facilities.

SECTION 3 SPECIAL COMMITTEES

Special Committees may be established by the International Executive Board and shall perform a time-limited or specific task as charged by the International Executive Board. The following two special committees shall be created each biennium:

A. Constitution Committee

1. This committee shall be composed of a chair and at least two other members; one of whom shall have been a member of the International Executive Board. This committee shall be appointed by the International President with the approval of the International Executive Board. The International President shall charge this committee with its duties.

2. The chair of this committee shall be responsible for directing all actions and/or recommendations of her committee to the proper authority.

3. This committee shall consider and report, with recommendations to the International Executive Board and The Convention, proposed amendments to the Constitution and Bylaws.

B. Committee on Leadership

1. Composition

The Committee on Leadership (hereafter “COL”) shall include four volunteer alumnae representatives elected in accordance with Section 2 below; four volunteer alumnae representatives appointed by the International Executive Board; and for nominations functions only, two volunteer collegiate members. The collegiate members shall be chosen via an application process managed by the elected and appointed members of the COL. If a member of the COL accepts employment with or is employed by Alpha Phi International Fraternity or the Alpha Phi Foundation, she will need to surrender her role on the COL. Members shall be ineligible to serve on the COL and the International Executive Board simultaneously.
2. **Election**

The four elected volunteer alumnae members of the COL shall be elected at Convention Assembled. All members in good standing in attendance at Convention shall be eligible to vote.

3. **Tenure**

a. All members of the Committee on Leadership shall serve for one two-year term and shall be eligible for selection for one additional consecutive two-year term. In the case in which terms are not consecutive, a COL member may serve no more than four total years within any period of six consecutive years.

b. If a member of the COL is unable at any time to fulfill her term, a new member shall be appointed by the International Executive Board to fill her vacancy.

4. **Duties**

The Committee on Leadership shall:

a. Promote awareness of and participation in the COL and the nominations process;

b. Educate the membership regarding the nominations and elections process;

c. Solicit nominations from the membership and identify candidates for the International Executive Board;

d. Receive and consider recommendations from the membership for International Executive Board candidates;
e. Announce candidates to the entire membership at least six months prior to Convention;

f. Actively solicit feedback and recommendations in any form from the entire membership on the complete list of candidates;

g. Evaluate all candidates objectively;

h. Announce slate of candidates at least 90 days prior to Convention to the membership;
i. Prepare a report to be distributed to membership and Convention delegates about the slated candidates at least 30 days prior to The Convention;

j. Report to Convention Assembled including a description of how the COL engaged the membership in the election process;

k. Evaluate its work at the close of its term and make recommendations to the incoming COL; and

l. Perform other duties pertaining to leadership development as requested by the International Executive Board.

C. Other Special Committees

Other Special Committees deemed necessary may be established by the International Executive Board. The composition and duties of these committees shall be determined by the International Executive Board and shall include non-members of the International Executive Board whenever possible.

Article X

NOMINATIONS AND ELECTIONS

SECTION 1 NOMINATIONS

A. Each biennium the Committee on Leadership shall consider for nomination and present for election an International Executive Board of seven to nine candidates based on the projected needs for the ensuing biennium. The International Executive Board shall determine an appropriate number of members in advance of the nomination process and communicate such to the Committee on Leadership.

B. One candidate shall be slated for International President. All other candidates shall be slated as Board Members-at-large. The number of nominees shall equal the number of positions available.

C. After the Committee on Leadership announces its slate of candidates, members may nominate other members or themselves to run against the slated candidates. To do so, the member must submit a written application to the Elections Committee within thirty (30) days after the slate is announced. The Elections Committee, the Committee on Leadership and the Executive Office staff will coordinate to
distribute information on all candidates to Convention delegates at least thirty (30) days prior to The Convention.

D. Committee on Leadership members, staff members of Alpha Phi International Fraternity, Incorporated and staff members of Alpha Phi Foundation are ineligible to be nominated for the International Executive Board.

SECTION 2 ELECTIONS

A. Voting shall be by The Convention voting body. There shall be weighted voting. The weighted vote shall be calculated to reflect a fifty percent collegian - fifty percent alumna ratio.

B. The election of the International President and the International Executive Board shall be made at Convention Assembled in accordance with the Alpha Phi Constitution, Article VII.

1. The election should be scheduled early during The Convention to maximize transition time but allow adequate time for candidate forums prior to the election.

2. The Committee on Leadership will move its slate of candidates to be approved by The Convention. If approved by a majority vote, the slate of candidates will be duly elected.

3. If the COL’s slate does not receive a majority of votes, a ballot is given to each delegate.

4. A majority of the votes received for the office of International President shall constitute election of the International President.

   a. In the event that no candidate is elected, another ballot shall be taken. Ballots shall continue to be taken until an International President is elected.

   b. On any ballot, the candidate receiving the lowest number of votes and any candidate receiving less than ten percent (10%) shall not proceed to the next ballot.

5. A plurality of the votes received for the offices of Board members-at-large shall constitute election of the International Executive Board members-at-large.
Article XI

ORGANIZATIONAL STRUCTURE

Collegiate and alumnae chapters shall be organized for the purpose of effective oversight and management. The composition and number of groupings shall be determined by the International Executive Board as recommended by the Executive Office staff.

Article XII

CHAPTERS

SECTION 1  COLLEGIATE CHAPTERS

A. Membership

Collegiate chapters shall be comprised of new and initiated collegiate members.

B. Establishment

Collegiate chapters shall be established by a four-fifths vote of the International Executive Board at accredited colleges and universities, by the granting of a charter to a petitioning local group of regularly registered students or by the colonization of a chapter at such colleges and universities.

C. Good Standing

A collegiate chapter shall be considered in good standing when it meets its responsibilities as a collegiate chapter, upholds the standards of the Fraternity, and fulfills its obligations in accordance with the Constitution and Bylaws and Policies & Procedures of the Fraternity.

D. Withdrawal of Charter

The charter of a collegiate chapter may be withdrawn by a four-fifths vote of the International Executive Board in accordance with the Policies & Procedures.
E. Appeals Process

A collegiate chapter shall have the right to appeal the withdrawal of its chapter charter in accordance with the Constitution and Bylaws.

F. Chapter Advisor

The Chapter Advisor is the key volunteer responsible for providing leadership, guidance and support to collegiate chapters, ensuring the chapter’s strong health and continued growth. She acts as a spokesperson on behalf of Alpha Phi International Fraternity to the collegiate chapter, to alumnae chapters in the area, and to the college or university and local communities. The Chapter Advisor shall be appointed and removed in accordance with the Policies & Procedures.

SECTION 2 ALUMNAE CHAPTERS

A. Purpose

The purpose of alumnae chapters shall be to strengthen interest and promote participation in Alpha Phi Fraternity on the part of all members and to educate members about the programs of the Alpha Phi Foundation and the importance of annual giving.

B. Membership

Any alumna member of the Fraternity in good standing shall be eligible for membership in an alumnae chapter.

C. Establishment

Alumnae chapters shall be established by vote of the International Executive Board.

D. Chapter in Good Standing

A chartered alumnae chapter shall be considered in good standing when it meets its responsibilities as an alumnae chapter, upholds the standards of the Fraternity, and fulfills its obligations in accordance with the Constitution and Bylaws, and Policies & Procedures of the Fraternity.
E. **Withdrawal of Charter**

The charter of an alumnae chapter may be withdrawn by a four-fifths vote of the International Executive Board in accordance with the *Policies & Procedures*.

F. **Appeals Process**

An alumnae chapter shall have the right to appeal the withdrawal of their alumnae chapter charter in accordance with the *Constitution and Bylaws*.

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**Article XIII**

**HOUSE CORPORATIONS**

**SECTION 1  PURPOSE**

House Corporations are established for Alpha Phi collegiate chapter facilities, and all members, directors and officers will be subject to the guidelines set forth for such Corporations in Alpha Phi Fraternity’s *Policies & Procedures*.

**SECTION 2  GENERAL STATUS**

House corporation boards are affiliated with Alpha Phi International Fraternity, Inc. They are governed by this *Constitution and Bylaws*, the *Policies & Procedures*, and all other regulations and policies of Alpha Phi International Fraternity, Inc. House corporation boards are responsible for insuring that the property the House Corporation maintains for the benefit of a chapter complies with all national, state or provincial and local laws or ordinances. They shall enter into contracts, debts or obligations only in the name of the house corporation.
Article XIV

MEMBERS

SECTION 1  CLASSIFICATION OF MEMBERS

A. Collegiate Members

1. Uninitiated

Women who have been invited to membership and have accepted the invitation to join but have not yet been initiated shall be regarded as new (uninitiated) members.

2. Initiated

Members who have been initiated into the Fraternity and are attending college or university shall be regarded as initiated members as outlined in accordance with Policies & Procedures and other governing documents of the Fraternity. No collegiate initiated member shall be a member of an alumnae chapter or have the right to vote therein unless she has achieved alumna status as outlined in Article XV, Section 1, (B)(1)(c).

a. Affiliated — Members who are attending college or university and are participating in a collegiate chapter shall be regarded as affiliated collegiate members.

b. Unaffiliated — Members who are attending college or university but are not affiliated with a collegiate chapter shall be regarded as unaffiliated collegiate members

c. Associate — Members who are prevented from active participation in collegiate chapter affairs for cause.

B. Alumnae

1. The following shall be regarded as alumnae members whether or not affiliated with an alumnae chapter:

a. Collegiate members of the Fraternity who have graduated from college or university;

b. Collegiate members of the Fraternity who have permanently left college or university in good standing;
c. Collegiate members who have been granted alumnae status by the International Executive Board;

d. Alumnae initiates;

e. Graduate, fifth-year or married students who cannot or do not wish to remain affiliated with their chapters;

f. Alumnae members who return to college or university.

2. No alumnae member shall have the right to vote in a collegiate chapter.

SECTION 2 QUALIFICATIONS FOR MEMBERSHIP

Candidates shall be willing and able to commit themselves to uphold the standards and ideals of the Fraternity, to accept the principle that membership in the Fraternity is for life, and to cooperate to the utmost in the responsibilities pertaining thereto.

No one who is, or has been, an initiated member of any other Fraternity belonging to the National Panhellenic Conference shall be eligible for membership in the Fraternity.

A. Collegiate

1. Candidates for membership in the Fraternity shall be regularly enrolled female students pursuing a prescribed program for a degree at the institution in which a chapter of the Fraternity is established. Special students may be invited to membership in the Fraternity only at the request of the collegiate chapter and with the approval of the Chapter Advisor.

2. An invitation to membership in the Fraternity shall be issued only to those invited by the initiated members of a chapter and in accordance with the membership policies of the Fraternity; or in accordance with the policies and procedures for establishing a colony of the Fraternity.

B. Alumnae

Women not meeting the aforementioned criteria may be eligible for alumnae initiation in accordance with the Policies & Procedures.
SECTION 3  MEMBERS IN GOOD STANDING

To maintain her position of good standing a member shall:

A. Comply with the Constitution and Bylaws, Policies & Procedures, and other governing documents of the Fraternity.
B. Meet Fraternity and chapter financial obligations, including payment of International alumnae dues for alumnae members.

SECTION 4  MEMBERSHIP TERMINATION

The International Executive Board shall have the authority to terminate a Fraternity membership in accordance with the process established in the Policies & Procedures. An affirmative vote of four-fifths of the International Executive Board shall be necessary to terminate a membership.

Article XV

FRATERNITY FUNDS

SECTION 1  GENERAL

All Fraternity funds shall be administered under the oversight of the International Executive Board and shall be designated as either General or Operating Treasury Funds, Permanent Funds or Special Segregated Funds.

SECTION 2  GENERAL OR OPERATING TREASURY FUNDS

A. The sources of these funds shall be the dues, fees, and all other revenues received by the Fraternity except those specified in this Constitution.

B. The monies in these funds shall be used to defray operating and program expenses.

SECTION 3  PERMANENT FUNDS

A. Permanent Funds shall be those funds in the Fraternity Investment
Portfolio and all outstanding housing loan balances, both of which shall be managed under the guidance of the Investment Fund Manager.

B. The principal of the Permanent Funds may not be expended except as authorized by The Convention, with the following exceptions, each requiring an official International Executive Board motion:

1. To fund special projects in any given biennium, the International Executive Board is authorized to spend up to 20% of the balance of the investment portfolio, as determined by the balance at the end of the prior biennium;

2. To fund collegiate chapter housing loans.

C. Permanent Funds shall be invested in accordance with the Fraternity’s Investment Policies as outlined in the Polices & Procedures.

D. Loan principal repayments and excess operating income based on the prior fiscal year financial statement shall be transferred to the Permanent Funds at least once per fiscal year.

E. The income, net of expenses, generated by the Investment Portfolio shall be automatically reinvested in the portfolio as additional principal.

SECTION 4 SPECIAL SEGREGATED FUNDS

A. The Chapter Assets Held Account records the final net assets of any chapter that has ceased to exist. If the chapter is reinstated, the booked amount shall be applied to the reinstatement.

B. The Set Aside Fund is maintained by separate recordkeeping as authorized by the Internal Revenue Code. The Set Aside funds are comprised of the amounts of investment income and royalty income set aside by resolution of the International Executive Board annually to be used for scholarships, student loans, local chapter housing loans, leadership training, and other educational and charitable purposes.
Article XVI

DUES AND FEES

SECTION 1 ESTABLISHMENT OF DUES AND FEES

A. Fraternity Dues and Fees

All Fraternity dues and fees are payable to the General Treasury Fund. Fraternity fees shall be limited to a New Member Fee, Initiation Fee, Badge Fee, Collegiate Annual Fee, Annual Alumnae Dues, Alumnae Initiation Fee and Founders’ Day Pennies.

1. Setting of Fees

All dues and fees will be reviewed annually by the Executive Director and recommendations for changes will be subject to the approval of the International Executive Board. Dues and fees shall remain competitive with those of other National Panhellenic Conference member groups.

2. Notice of Fees

All chapters shall receive notice of amount of dues and fees, and time and manner of payment no later than March 1 of the fiscal year prior to the fiscal year in which the dues and fees will be assessed.

B. Local Dues

1. Collegiate Chapters

Collegiate chapters may establish local dues in accordance with the Policies & Procedures. Such dues must be competitive with the other National Panhellenic Conference sororities on its campus.

2. Alumnae Chapters

Alumnae chapters may establish local dues.

SECTION 2 NEW MEMBER FEE

A. The Fraternity new member fee shall not exceed seventy dollars ($70.00) payable to the General Treasury Fund at the time of pledging.
B. The collegiate chapter shall forward all new member fees to Alpha Phi International Fraternity, Incorporated within thirty (30) days after pledging, along with the official new member form.

SECTION 3  FRATERNITY UNDERGRADUATE FEES

A. Initiation Fee

The one-time initiation fee for collegiate members shall not exceed two hundred dollars ($200.00) payable at the time of initiation. The Chapter shall be responsible for the payment of the initiation fees of its members. The collegiate chapter shall remit the initiation fees to Alpha Phi International Fraternity, Inc. within two weeks after initiation. Special situations may be referred to the Chapter Advisor for resolution.

B. Badge Fee

The fee for an official Alpha Phi badge for all newly initiated collegiate members shall be set by the International Executive Board on March 1 of each year. Acquisition of an official Alpha Phi badge shall be required at the time of initiation.

C. Annual Fee

Each initiated member shall pay an annual fee not to exceed one hundred dollars ($100.00) and not to exceed an increase of $5.00 of the previous year’s annual fee. This fee is due on October 15 of each year.

SECTION 4  ALUMNAE DUES AND FEES

A. Alumnae Initiation Fee

The Fraternity initiation fee for alumnae members shall not exceed one hundred fifty dollars ($150.00) and shall be payable prior to initiation and remitted to Alpha Phi International Fraternity, Inc. by the initiate’s alumna sponsor within two weeks preceding the date of initiation. The initiation fee shall be paid to the General Treasury Fund.

B. Annual Alumnae Dues

Each alumna member shall pay International alumnae dues. Alumnae have the choice of paying annual alumnae dues or multi-year alumnae
dues. Each are payable either directly to the Alpha Phi International Fraternity, Inc. or through the Alumnae Chapter Treasurer.

1. **Annual Alumnae Dues**

   Annual International alumnae dues shall not exceed fifty dollars ($50.00). Members of Alpha Phi who are 50 year members of the Fraternity or over may choose to pay fifty percent (50%) of the International annual dues. The term of the alumnae dues year shall be that of the fiscal year of the Fraternity.

2. **Multi-Year Alumnae Dues**

   Multi-year International alumnae dues shall not exceed five hundred dollars ($500.00). The term of the alumnae dues shall be that of the advertised length of time.

**SECTION 5   GENERAL SUPERVISION**

The financial operations of collegiate and alumnae chapters shall be under the general supervision of the International Executive Board.

**SECTION 6   FISCAL YEAR**

The fiscal year of the Fraternity shall begin on July 1 and end on June 30.

**Article XVII**

**EXECUTIVE OFFICE AND STAFF**

**SECTION 1   EXECUTIVE OFFICE**

An Executive Office for the conduct of the detailed and routine business of the Fraternity shall be established and located at such a place as the International Executive Board shall designate by an affirmative vote of four-fifths of the entire International Executive Board.
SECTION 2 PROFESSIONAL STAFF

The Executive Director shall be the chief administrative officer of the Fraternity, shall be subject to the directional control of the International Executive Board, shall be responsible for the staff and is charged with its selection and termination. The Executive Director shall supervise the entire staff, shall perform such duties as may be delegated by the International Executive Board and all other duties pursuant to such office.

Article XVIII

RITUALS AND CEREMONIES

SECTION 1 RITUAL

The initiation Ritual of the Fraternity shall be that adopted and in use at present, with such amendments as may be approved by a two-thirds vote of the delegates present and voting at any Convention or Special Convention. The power to amend the initiation Ritual shall rest solely and exclusively with The Convention. Proposed amendments to the Ritual must be in writing, accompanied by a full statement of the reasons therefore, and submitted to the International Executive Board by January 1 of The Convention year. In such event the International Executive Board shall appoint a Special Committee of at least three members, one of whom shall be a collegiate member, to review such proposals. Those proposals deemed appropriate by the Special Committee shall be presented to The Convention for consideration.

SECTION 2 PRIVACY

A. The Ritual and ceremonies of the Fraternity and the equipment thereof shall be considered confidential, and no member shall give any information or impression of the Ritual or ceremonies of the Fraternity to the uninitiated.

B. The Ritual shall contain certain secret words, and all references to these words shall be omitted from all public documents.
Article XIX

EMBLEMS AND INSIGNIA

SECTION 1 THE EARLY BADGE

Alpha Phi, being the first women’s Fraternity to use Greek letters as its emblem, has many quaint, beautiful and unique early badges. Members of the Fraternity shall be permitted to continue wearing such pins as may have been at any time the Fraternity’s official badge.

SECTION 2 THE BADGE

A. The official badge of the Fraternity shall be an unjeweled monogram of gold, showing the symbol of Alpha superimposed on the symbol of Phi, inscribed with secret insignia.

B. The jeweled badge shall be the same as the official badge but set with white stones.

C. Honor badges may be worn as proscribed by the International Executive Board.

SECTION 3 OWNERSHIP AND POSSESSION OF THE BADGE

A. The final ownership of the badge shall remain with the Fraternity, except in the case of antique, honor, or other badges with historical significance to Alpha Phi. The Fraternity grants ownership of all such badges to the Foundation for the purpose of maintaining Alpha Phi history.

B. The member for whom it is purchased shall retain possession for life unless her membership has been resigned, suspended or terminated.

C. The badge, including honor badges, of a deceased member is the property of the Fraternity, but may be retained by the deceased member’s family, given to her original chapter or to another member of the Fraternity.
SECTION 4  NEW MEMBER PIN

The new member pin of the Fraternity shall be a small ivy leaf of gold or silver inscribed with the Greek letters “Alpha” and “Phi.” The ivy leaf new member pin is the emblem of the uninitiated member. It shall be owned by the chapter and, unless purchased by the initiated member, shall be returned to the chapter president upon:

A. The initiation of an uninitiated member, or

B. The expiration or termination of an uninitiated membership.

SECTION 5  FRATERNITY COLORS, FLOWERS AND MOTTO

A. The colors of the Fraternity shall be silver and bordeaux.

B. The flowers of the Fraternity shall be the ivy leaf, the forget-me-not, and the lily of the valley.

C. The public motto of the Fraternity shall be “Union Hand-in-Hand.”

SECTION 6  INSIGNIA

A. The design or representation of the Badge, Crest, Greek Letters or name or other trademark of the Alpha Phi Fraternity shall not be created, produced, used or offered for sale by any person or company except as authorized in writing by the International Executive Board or its designee.

B. Members of the Fraternity shall obtain items of official Alpha Phi insignia, and any items or products bearing a designation or representation of the Badge, Crest, Greek Letters, name or other trademark of Alpha Phi International Fraternity only from those persons or companies authorized by the International Executive Board or its designee.
Article XX

PANHELLENIC

SECTION 1  MEMBERSHIP

A. The Fraternity shall be a member of the National Panhellenic Conference.

B. Collegiate chapters of the Fraternity shall belong to their respective college Panhellenic organizations.

C. Alumnae chapters of the Fraternity shall be represented in alumnae city Panhellenic groups, if possible, according to local regulations.

SECTION 2  DELEGATES TO PANHELLENIC

A. The Fraternity shall be represented in the National Panhellenic Conference by the NPC Delegate and by alternate NPC Delegates as deemed advisable. The International Executive Board shall appoint the National Panhellenic Conference Delegate and Alternates.

B. Delegates to college Panhellenic organizations shall be chosen by the collegiate chapters according to national and local Panhellenic requirements.

C. Representatives of alumnae chapters in alumnae city Panhellenic groups shall be chosen according to national and local Panhellenic requirements.

SECTION 3  PANHELLENIC OBLIGATIONS

A. The Fraternity shall subscribe to the Panhellenic Creed and uphold the Unanimous Agreements of the National Panhellenic Conference.

B. Members and chapters of the Fraternity shall cooperate in all possible ways to develop cordial and mutually helpful Panhellenic relations.
Article XXI

ALPHA PHI FOUNDATION

The Alpha Phi Foundation shall be the Fraternity’s philanthropic partner. Members should support the Alpha Phi Foundation annually at the level they are able, both through philanthropic events and personal donations.

Article XXII

INTERPRETATION

In any case where there may be doubt concerning the meaning or effect of a provision in the Constitution and Bylaws, the question shall be referred in writing to the International Executive Board through the Executive Director. The opinion, given in writing from the International Executive Board, after consultation with the Constitution Committee, and with legal counsel if needed, shall be final and binding upon all members of the Fraternity.

Article XXIII

CHOICE OF LAW

Alpha Phi International Fraternity, Inc., shall be governed by the laws of the State of New York.

Article XXIV

INDEMNIFICATION

The directors, officers, employees, agents and servants of Alpha Phi International Fraternity, Incorporated shall be indemnified for any costs, expenses or liabilities incurred as a result of the performance of their duties as provided in the Not for Profit Corporation Law of the State of New York.
Article XXV

DISSOLUTION

In the event of dissolution of Alpha Phi International Fraternity, Incorporated, by vote of The Convention, the property remaining after satisfying and discharging all of the Fraternity’s obligations and liabilities shall be distributed to the Alpha Phi Foundation or its successor if then in existence, and if not, to a charitable or educational organization(s), or foundation(s), with 501(c)(3) designation and recognized as a public charity. The selection of such organization(s) or foundation(s) shall be by a two-thirds affirmative vote of the International Executive Board.

Article XXVI

SAVING CLAUSE

If any part of the Constitution and Bylaws shall be found to be illegal or invalid, such illegal or invalid part shall be disregarded and the remainder of the Constitution and Bylaws shall remain in full force and effect.

Article XXVII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Fraternity in all cases to which they are applicable and in which they are consistent with the Constitution and Bylaws and other official regulations of the Fraternity.

Article XXVIII

AMENDMENTS

SECTION 1   METHODS OF AMENDING

A. The Constitution and Bylaws may be amended by any Convention or Special Convention by a two-thirds affirmative vote of the delegates present and voting.
B. In any year in which a Convention cannot be held because of war or other emergency, the Constitution and Bylaws may be amended by a two-thirds affirmative vote of the members who would have been entitled to vote. Proposed amendments shall be submitted on a ballot to be issued and cast by mail, email or fax at a time, which shall be no later than December 1 of that year, and in the manner determined by the International Executive Board.

C. In the interim between Conventions, the Constitution Committee, after consultation with the International Executive Board, may adopt amendments to the Constitution and Bylaws to eliminate ambiguities or inconsistencies and to carry out the intent of the Constitution and Bylaws.

SECTION 2 PROCEDURES FOR PROPOSING AMENDMENTS TO THE CONVENTION

A. Amendments Proposed Prior To The Convention

1. The Constitution Committee or any member of the Fraternity may propose amendments to the Constitution and Bylaws prior to any Convention or Special Convention. Amendments proposed by members shall be in writing, accompanied by a full statement of the reasons therefore, and shall be filed with the Executive Director by February 15 prior to The Convention year. Proposed amendments to be voted upon at a Special Convention shall be filed with the Executive Director ninety days prior to The Convention.

2. Amendments proposed by members shall be reviewed by the Constitution Committee and, if approved, put into appropriate form and sent, accompanied by any amendments the committee may be proposing, to the International Executive Board for feedback not less than seventy-five (75) days before Convention. The Executive Director shall then use mail or technological equivalent including any electronic text transmission method to send the proposed amendments, accompanied by any recommendations of the International Executive Board and/or the Constitution Committee, to all delegates and registered Convention attendees at least thirty (30) days prior to The Convention.

3. These proposed amendments shall be presented to The Convention or Special Convention upon motion duly made and seconded and shall be voted upon by The Convention. The Convention may adopt,
reject or amend any of these amendments.

4. Proposed amendments to the amendments should be presented in writing to the Constitution Committee, accompanied by a full statement of the reasons therefore, fifteen (15) days prior to The Convention.

B. Amendments Proposed at The Convention

1. Only amendments relating to those proposed prior to The Convention shall be introduced on the floor of The Convention.

2. The Constitution Committee, or any delegate present and voting, may propose amendments to the Constitution and Bylaws at any Convention or Special Convention. Amendments proposed by delegates present and voting shall be submitted in writing to the Constitution Committee, accompanied by a full statement of the reasons therefore. The committee shall put these proposed amendments into appropriate form and present them, together with any amendments the committee may be proposing, to the International Executive Board for review.

3. After review by the International Executive Board, the proposed amendments shall be presented in writing to The Convention. A resolution to consider the proposed amendments shall be introduced by a member of the Constitution Committee. The Convention shall agree to consider the proposed amendments if the resolution is passed by a three-fourths affirmative vote of the delegates present and voting.

4. Proposed amendments, which The Convention has agreed to consider, shall be presented to The Convention or Special Convention upon motion duly made and seconded and shall be voted upon by The Convention. The Convention may adopt, reject or amend any of these amendments.