

ARTICLE I: NAME

The name of this chapter shall be Rho 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

If Rho chapter is in good standing with the Fraternity, it will have the powers outlined 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, Rho chapter shall:

- 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;
- Abide by the *Constitution and Bylaws*, Ritual, and the *Policies & Procedures of Alpha Phi International Fraternity, Inc.*;
- Cooperate with Executive Office Employees and volunteers of the Fraternity;
- Meet all financial obligations;
- Remain in good standing with the university.
- If attending a social event where alcohol is present, member is not permitted to wear anything with “Alpha Phi,” “Aye Fee,” “Alpha Phrat,” or the letters “Alpha” and “Phi” on it. Drinking in letters is absolutely prohibited. If a member is found guilty of engaging in such behavior, that member is subject to a Judiciary Board hearing.

ARTICLE IV: BYLAW INTERPRETATION

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

In any cases where there may be doubt concerning the meaning or effect of a component 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

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

These bylaws may also 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:

- Proposing Amendments:
 - The Bylaws Committee or any member of the chapter who is eligible to vote may propose amendments to the bylaws.
 - Amendments proposed by members must be sent to the Bylaws Committee in writing.
- Review by Executive Council:
 - All proposed amendments are be presented to the Executive Council by the Bylaws Committee for review.
- Approval of Chapter Advisor:
 - All proposed amendments must be sent to the Chapter Advisor for approval.
 - If a proposed amendment is not approved by the Chapter Advisor, it cannot be considered by the chapter for action.
- Presentation to the Chapter:
 - Proposed amendments approved by the Chapter Advisor are then presented to the chapter by the Chair of the Bylaws Committee.
 - This must occur at least one week prior to action (vote) by the chapter and a written copy must be given to the Executive Administrator after the presentation.
 - An electronic copy of the proposed amendments should also be sent to the chapter's membership one week prior to action (vote).
- Action by Chapter:
 - The chapter votes to adopt, reject, or amend (pending approval of the Chapter Advisor) proposed amendments.
- Record in Chapter Minutes:
 - All adopted amendments shall be recorded in the official minutes by the Executive Administrator.
- Corrected Copy of the Bylaws:
 - Upon adoption of any amendment(s), the Vice Chair of the Bylaws Committee shall:
 - Correct the official copy in the bylaws notebook and all other copies, noting the date of adoption beside each new or amended bylaw;
 - Give a copy of adopted amendments to the Chapter Advisor; and
 - Distribute an electronic copy of 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.

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 shall be conducted by:

- A vote conducted via voice:
 - The Chapter President will say, “Those in favor of the motion say aye” and then says, “Those opposed, say no.”
 - The Chapter President will judge whether more people called out “aye” or “no” and announce the result of the vote.
- A vote conducted by show of hands:
 - 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.”
 - 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.
- A vote conducted by written or electronic secret ballot:
 - The Chapter President will ask each member to cast her ballot.
 - Ballots will be distributed by the Chaplain, Executive Administrator, and Chapter Advisor to all members eligible to vote.
 - The Marshall will collect the ballots from each member.
 - The Chaplain, Executive Administrator, and Chapter Advisor will count the ballots.
 - If there is a tie between candidates, the Chapter President’s ballot will be used for the tie breaker.

 - The Executive Administrator will hand the Chapter President the outcome of the vote for her to announce.

The chapter must use written or electronic secret ballots for:

- Election of officers to each office having more than one candidate;
- Removal from office;
- Controversial and disciplinary matters;
- Petition for Visitation Hours in the chapter facility (if applicable);
- Other matters as determined by the Chapter President or membership.

ARTICLE VII: MEMBERS

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

SECTION 1: COLLEGIATE MEMBER

- New Member:
 - Someone who has been extended a bid from Alpha Phi but has not yet been initiated.
- Initiated Member:
 - A member who is affiliated with a collegiate chapter.
 - 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.
- Unaffiliated Member:

- An initiated member who is attending college but not affiliated with a collegiate chapter. Examples include, but are not limited to:
 - A member who has temporarily left school;
 - A member who has transferred to a college where there is no collegiate chapter of the Fraternity;
 - A member who has transferred to a college where there is a chapter of the Fraternity, but has not affiliated with that chapter; and
 - A member who falls below full-time student requirements outlined by university or Chapter Bylaws.
- Associate Member:
 - An initiated member who is granted this status is currently unable to actively participate in collegiate chapter affairs for extraordinary reasons.
 - 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.
 - 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.
 - For further information on Associate Membership, please see the *Policies & Procedures of 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 Alpha Phi International Fraternity, Inc.* defines an alumna member as:

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

- Comply with the *Constitution and Bylaws* and the *Policies & Procedures of Alpha Phi International Fraternity, Inc.*;
- Comply with her chapter's bylaws and House/Facility Rules;
- Abstain from the use of illegal drugs or substances;
- Maintain a satisfactory scholastic record of a 2.7 cumulative GPA and 2.7 semester GPA (updated 10/2016); and
- Meet Fraternity and chapter financial obligations.

SECTION 4: MEMBERSHIP CONTRACTS

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

Every member must uphold all expectations in the following chapter contracts, regardless if they signed each individual document:

- Recruitment Contract;
- Social Media Policy;
- Social Events Contract;
- Occupancy Plan;
- Scholarship Plan;
- Risk Management Plan; and
- Points System.

ARTICLE VIII: MEMBER DISCIPLINE

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

SECTION 1: SCHOLASTIC DISCIPLINE

Collegiate members must maintain a minimum 2.7 per semester GPA and a cumulative GPA of 2.7. If a members falls below this requirement and is no longer in good standing the following disciplinary actions will be taken:

First semester under a 2.7 GPA:

- Meet with the Director of Scholarship, Vice President of Member Education and Programming and Member Education and Programming Advisor to create a scholarship plan and goals for the semester. The member is also required to attend two (2) hours of study tables each week. There will be a mid-semester check in with the Director of Scholarship to discuss progress with scholarship plan and goals. If no progress has been made **the member and Director of Scholarship will consult the member's syllabus to determine which social event the member should skip in order to improve her academic goals.**

Second semester under a 2.7 GPA:

- Meet with Director of Scholarship, Vice President of Member Education and Programming and Member Education and Programming Advisor to discuss scholarship plan and goals from previous semester. **Make changes to scholarship plan as necessary to more actively reach those goals, including two (2) hours of study tables per week and one additional academic resource of the member's choosing. The member and the Director of Scholarship will determine which events and activities interfere with the member's scholarship goals and should be skipped by the member, including social events that fall 24 hours before major academic due dates.** Candidate for full social probation

Third semester under a 2.7 GPA:

- Meet with Director of Academics, Vice President of Member Education and Programming and Member Education and Programming Advisor to discuss scholarship plan and goals from previous semester, **and the likelihood of achieving those goals in the third semester.** Candidate for termination.

SECTION 2: 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 the *Collegiate Chapter Operations Manual*.

Composition:

The Chapter President, Vice President of Risk Management, Vice President of Member Education & Programming, 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 Alpha Phi International Fraternity, Inc.* a member may be disciplined for the following:

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

SECTION 3: 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.

- An initiated or uninitiated collegiate member who has been automatically suspended shall be notified immediately of such action by the Vice President of Finance, who shall also notify the Chapter Advisor.
- 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 Vice President of Finance until the member is reinstated, her membership is terminated, or her uninitiated membership is broken.
- Reinstatement:
 - 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.
 - 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.
 - Notification of all reinstatements shall be made by the Vice President of Finance, who shall also notify the Chapter Advisor.
- Request for Membership Termination:
 - If reinstatement does not occur, termination proceedings shall begin immediately in accordance

with the *Policies & Procedures of 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 may be 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 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 Alpha Phi International Fraternity, Inc.*

ARTICLE IX: OFFICERS AND DELEGATES

SECTION 1: ELECTED OFFICERS

The elected officers of this chapter shall be:

- Chapter President
- Vice President of Risk Management
- Vice President of Member Education & Programming
- Vice President of Finance
- Vice President of Membership Recruitment
- Vice President of Marketing
- Vice President of Community Relations

Eligibility:

- Be an initiated member in good standing;
- Be a full-time student at the university;
- To be elected and to remain in the position, a member must maintain a cumulative 3.0 GPA, and have received a 2.7 semester GPA for the term preceding election (updated 10/2016);
- 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;
- Any member elected to any Vice President office shall be at least a sophomore and be initiated for one full semester at the time of installation into office unless otherwise approved by the Chapter Advisor;
- Any member elected to the presidency or as a Vice President of Risk or Finance must live in the chapter house during her term in office (updated 11/2015);
- Any member elected to Vice President of Membership Recruitment has to have had lived in the chapter house for one semester or live in the chapter house for one semester of her term (updated 11/2015); and

- If at any time during the elected term a member plans to be absent from The Ohio State University campus for more than two weeks, they may not run for an Executive Board position. They may run for a non Executive Board position with prior approval from the Chapter Advisor.

Elections:

- Election of officers shall be held annually at formal chapter meeting during the month of October or November.
- 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.
- Voting for any office having more than one nominee shall be by written or electronic secret ballot.

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

SECTION 2: APPOINTED OFFICERS

The newly elected Executive Council selects all appointed offices as soon as possible and before Officer Transition. For more information on appointing officers please see the *Collegiate Chapter Operations Manual*.

The appointed officers of this chapter shall be:

- Executive Administrator
 - Panhellenic Delegate
 - Director of Academics
 - Director of Campus Activities
 - Director of Chapter Facilities
 - Director of Community Service
 - Director of External Events
 - Director of Formal Recruitment (2)
 - Director of Internal Events
 - Director of Merchandising
 - Director of Parent & Alumnae Relations
 - Director of Philanthropy (2)
 - Director of Programming & Watchcare
 - Director of Sisterhood
 - Director of Social Media
 - Director of Target Membership Marketing
 - Assistant Vice President of Finance
 - Red Dress Chairman
 - Chaplain
 - Marshall
 - Guard
- Vice President of Finance

Eligibility:

- Be an initiated member in good standing;
- Be a full-time student at the university;
- To be appointed and to remain in the position, a member must maintain a 2.7 semester GPA and 2.7 cumulative GPA; and
- Any member elected to the Director of Chapter Facilities must live in the chapter house during her term in office (updated 11/2015)

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 Book*. The outgoing Chaplain shall be the installing officer.

SECTION 5: OFFICER TRANSITION

Officers should be transitioned in accordance with the *Officer Transition Guidebook* 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

- 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.
- Leads and directs the Executive Council.
- Leads all chapter meetings.
- Serves as Chairman of Program Council.
- Serves as Chairman of the Judiciary Board.
- Serves on the House Corporation Board or Chapter Property Committee, if applicable.
- Represents the chapter at university and Panhellenic meetings.
- Presides over initiation and ceremonies as outlined in the Ceremonies Book and Ritual.
- Acts as voting Convention delegate.
- Coordinates, in conjunction with Executive Administrator and Chapter Advisor, election of new officers.
- Completes all Alpha Phi International reports in a timely manner.

- Participates in Officer Transition upon taking office and after the completion of her term.

Executive Administrator

Appointed Position

- Reports to the Chapter President.
- Member of the Executive Council.
- Member of the Program Council.
- Serves as Chairman of the Bylaws Committee.
- Manages the chapter roster including adding new members to Officer Portal, making all updates in a timely manner.
- Manages the chapter's Points System.
- Manages the Ceremonies Team.
- Coordinates officer elections with the assistance of the Chapter Advisor and Chapter President.
- Directs and sees that all reports, records, and other information are submitted promptly and accurately, as required.
- Takes minutes and distributes such minutes at all Executive Council and Chapter Meetings.
- Responsible for all correspondence from chapter.
- Calls roll at all mandatory meetings and other events.
- Prepares schedule and oversees arrangements for all visitors.
- Participates in Officer Transition upon taking office and after the completion of her term.

Chaplain

Appointed Position

- Reports to the Executive Administrator.
- Executes Alpha Phi ceremonies as outlined in the Ceremonies Book and Ritual.
- Conducts all devotional services.
- Creates an educational program that includes Alpha Phi history, Ritual, ceremonies, songs, and any other pertinent Alpha Phi specific information, in collaboration with the Vice President of Member Education & Programming.
- Collaborates with the Director of Sisterhood to plan the chapter's new member ceremonies and Inspiration Days, ensuring that all activities are free from any and all forms of hazing.
- Maintains initiation equipment.
- Installs incoming officers in accordance with the Ceremonies Book.
- Trains the Marshall and Guard in their duties.
- Collects and preserves memorabilia and records of current events important to the history of the chapter.
- Submits Event Planner Forms in the required timeframe to the Vice President of Risk Management.
- Participates in Officer Transition upon taking office and after the completion of her term.

Marshall

Appointed Position

- Reports to the Executive Administrator.
- 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.

Guard

Appointed Position

- Reports to the Executive Administrator.
- 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.

Panhellenic Delegate

Appointed Position

- Reports to the Chapter President.
- Member of the Executive 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 modifications to chapter total or voting on extension.
- Fosters a positive relationship with the fraternity/sorority community and campus.
- Participates in Officer Transition upon taking office and after the completion of her term.

Vice President of Community Relations

Elected Position

- Leads, directs, and facilitates regular meetings of the Community Relations Department.
- Member of the Executive Council.
- Member of the Program Council.
- Implements the marketing plan, developed by the Marketing and Membership Recruitment Departments, within the events her department oversees.
- Oversees and coordinates philanthropic events.
- Oversees and coordinates community service events.
- Oversees and coordinates participation in campus activities.
- Ensures Event Planner Forms are completed and submitted to the Vice President of Risk Management in the required time frame.
- 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 Philanthropy

Appointed Position

- Member of the Community Relations Department and attends all department meetings.
- Organizes and manages all philanthropic event on behalf of the chapter.
- Submits Event Planner Forms in the required timeframe to the Vice President of Risk Management.
- Participates in Officer Transition upon taking office and after the completion of her term.

Red Dress Chairman

Appointed Position

Optional in the Officer Structure

- Member of the Community Relations Department and attends all department meetings.
- Reports to the Director of Philanthropy.
- Develops and directs Red Dress event plans.
- Participates in Officer Transition upon taking office and after the completion of her term.

Director of Community Service

Appointed Position

- Member of the Community Relations Department and attends all department meetings.
- Develops and directs community service activities for the chapter.
- Organizes chapter members to attend events.
- Maintains records of the chapter and its member's service hours.
- Reports on the service hours to Alpha Phi International and the university as required.
- Submits Event Planner Forms in the required timeframe to the Vice President of Risk Management.

- Participates in Officer Transition upon taking office and after the completion of her term.

Director of Campus Activities

Appointed Position

Optional in the Officer Structure

- Member of the Community Relations Department and attends all department meetings.
- Develops and manages all campus activities in collaboration with each individual chair of such events, if applicable.
- Submits Event Planner Forms in the required timeframe to the Vice President of Risk Management.
- Participates in Officer Transition upon taking office and after the completion of her term.

Vice President of Finance

Elected Position

- Leads, directs, and facilitates regular meetings of the Finance Department.
- Member of the Executive Council.
- Member of the Program Council.
- Oversees the financial operations of the chapter in accordance with the direction issued by the Executive Office.
- Ensures all chapter financial obligations, including to Alpha Phi International, are paid on time.
- Coordinates the budget process in collaboration with the Executive Council, and with approval of the Chapter Advisor and/or Finance Advisor.
- Prepares, distributes, and collects financial and housing agreements.
- Ensures all members are billed accurately and in a timely fashion using Billhighway.
- 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.
- Develops a financial presentation for chapter members at least once per year.
- Serves on House Corporation Board (HCB) or Chapter Property Committee (CPC), if applicable.
- Works with the HCB/CPC to ensure members are billed correctly for housing charges and that they are paid 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 Chapter Facilities

Appointed Position

Optional in the Officer Structure

- Member of the Finance Department and attends all department meetings.
- Supervises the use and maintenance of the chapter's housing facility or meeting space.
- Educates the chapter on the Occupancy Plan.
- Educates members on facility rules and expectations.
- Attends House Corporation Board (HCB) or Chapter Property Committee (CPC) meetings.
- Acts as the chapter's day-to-day liaison between the House Director and HCB/CPC.
- Participates in Officer Transition upon taking office and after the completion of her term.

Assistant Vice President of Finance

Appointed Position

Optional in the Officer Structure

- Member of the Finance Department and attends all department meetings.
- Supports the VP of Finance in overseeing the financial operations of the chapter.
- Manages the "Cash In" (member billing and following up with delinquent members) or "Cash Out" (check writing, prepaid card coding, and budget updating) functionality of Billhighway, if requested.
- Participates in Officer Transition upon taking office and after the completion of her term.

Vice President of Marketing

Elected Position

- Leads, directs, and facilitates regular meetings of the Marketing Department.
- Member of the Executive Council.
- Member of the Program Council.
- Conducts a marketing analysis of the chapter image, in collaboration with the Membership Recruitment Department.
- Develops a written strategic marketing plan, in collaboration with the Executive Council and Advisory Board.
- Ensures Event Planner Forms are completed and submitted to the Vice President of Risk Management in the required time frame.
- 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 Social Media

Appointed Position

- Member of the Marketing Department and attends all department meetings.
- Develops and directs the social media plan for the chapter.
- Establishes the chapter's Social Media Policy.
- Educates the chapter's membership on the Social Media Policy.
- Ensures member's social media complies with the brand identified by the Marketing and Membership Recruitment Departments.
- Participates in Officer Transition upon taking office and after the completion of her term.

Director of Merchandising

Appointed Position

- Member of the Marketing Department and attends all department meetings.
- 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 Vice President of Finance.
- Participates in Officer Transition upon taking office and after the completion of her term.

Director of Parent & Alumnae Relations

Appointed Position

- Member of the Marketing Department and attends all department meetings.
- Develops and directs a comprehensive communication plan that may include newsletters, social media, and website content.
- Plans and implements all parent and alumnae events.
- Submits Event Planner Forms in the required timeframe to the Vice President of Risk Management.
- Participates in Officer Transition upon taking office and after the completion of her term.

Vice President of Member Education & Programming

Elected Position

- Leads, directs, and facilitates regular meetings of the Member Education & Programming Department.
- Member of the Executive Council.
- Member of the Judiciary Board.
- Member of the Program Council.
- Implements an engaging New Member Program focused on educating new members and developing member interaction within the chapter.
- Directs the chapter's Alpha Phi centered educational programming, as well as general programming.

- Ensures Event Planner Forms are completed and submitted to the Vice President of Risk Management in the required time frame.
- 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 Sisterhood

Appointed Position

- Member of the Member Education & Programming Department and attends all department meetings.
- Plans and executes sisterhood events.
- Develops programs that increase morale and encourage member interaction.
- Plans and executes chapter retreats, working with the Vice President of Member Education & Programming to develop the retreat agenda.
- Oversees the Ivy Linker program and Big Sister/Little Sister program, including conducting matching and planning/execution of reveal with approval from Vice President of Member Education & Programming.
- Collaborates with the Vice President of Member Education & Programming to plan events for new members to become well acquainted with initiated members.
- Plans Inspiration Days, in conjunction with the Chaplain.
- Develops and executes the chapter's senior engagement programming.
- Submits Event Planner Forms in the required timeframe to the Vice President of Risk Management.
- Participates in Officer Transition upon taking office and after the completion of her term.

Director of Programming & Watchcare

Appointed Position

- Member of the Member Education & Programming Department and attends all department meetings.
- Plans and executes robust programming portions of chapter meetings.
- Educates the chapter annually, in conjunction with the Risk Management Department, on Watchcare.
- Educates the chapter annually on Alpha Phi's anti-hazing policy.
- Works with campus resources to educate the chapter on interpersonal skills, such as conflict management and communication skills.
- Assists the Vice President of Member Education & Programming in educating new members on Alpha Phi and campus policies and protective/preventive services.
- Reaches out to chapter members who haven't been attending meetings and events.
- Submits Event Planner Forms in the required timeframe to the Vice President of Risk Management.
- Participates in Officer Transition upon taking office and after the completion of her term.

Director of Academics

Appointed Position

- Member of the Member Education & Programming Department and attends all department meetings.
- Develops an engaging program encouraging academic excellence.
- Educates members on chapter's academic incentive plan.
- Notifies chapter members of scholarship opportunities and available campus resources.
- Develops a recognition program for members who excel academically
- Submits Event Planner Forms in the required timeframe to the Vice President of Risk Management.
- Participates in Officer Transition upon taking office and after the completion of her term.

Vice President of Membership Recruitment

Elected Position

- Leads, directs, and facilitates regular meetings of the Membership Recruitment Department.
- Member of the Executive Council.
- Member of the Program Council.
- Executes the strategic recruitment direction of the chapter and oversees all membership recruitment activities.
- Oversees chapter strategy, planning, and implementation of Formal Recruitment.
- Conducts a competitive analysis of Formal Recruitment, in collaboration with the Recruitment Advisor and Director of Formal Recruitment.
- Oversees the planning and implementation of all Recruitment Workshops or Polish Week activities.
- Appoints Recruitment Team members, in collaboration with the Recruitment Advisor and Director of Formal Recruitment.
- Identifies COB opportunities and develops strategy to fill vacancies.
- Oversees planning and implementation of all COB activities.
- Communicates with the Panhellenic Delegate to stay informed of 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.

Director of Formal Recruitment

Appointed Position

- Member of the Membership Recruitment Department and attends all department meetings.
- 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.
- Manages the progress and work of Recruitment Team members.
- Submits Event Planner Forms in the required timeframe to the Vice President of Risk Management.
- Participates in Officer Transition upon taking office and after the completion of her term.

Director of Continuous Open Bidding

Appointed Position

- Member of the Membership Recruitment Department and attends all department meetings.
- Develops and directs the COB program for the chapter.
- Identifies membership vacancies, in coordination with the Finance Department and Membership Recruitment Department.
- Generates Potential New Member names.
- Orchestrates and directs the COB team in implementing a COB plan to fill all vacancies, including identifying target markets, generating names, and making initial contact.
- Plans and organizes COB meetings or events.
- Extends COB bids with approval of the Vice President of Membership Recruitment.
- Transitions COB new members to New Member Education Team.
- Submits Event Planner Forms in the required timeframe to the Vice President of Risk Management.
- Participates in Officer Transition upon taking office and after the completion of her term.

Director of Target Membership Marketing

Appointed Position

- Member of the Membership Recruitment Department and attends all department meetings.
- Drives Alpha Phi's image through high school targeting, summer public relations, and on-campus marketing for membership recruitment purposes.
- Develops a 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.

Vice President Risk Management

Elected Position

- Fulfills the duties of Chapter President if the office is vacant, or the Chapter President is absent.
- Leads, directs, and facilitates regular meetings of the Risk Management Department.
- Member of the Executive Council.
- Member of the Judiciary Board.
- Member of the Program Council.
- Assesses all chapter events to evaluate safety and that the *Policies & Procedures of the Alpha Phi International Fraternity, Inc.*, Standing Rules, and Chapter Bylaws are followed.
- Ensures Event Planner Forms are completed and submitted in a timely manner.
- Oversees the development of the chapter’s Emergency Procedure Plan.
- Educates the chapter annually on Emergency Procedure Plan, Standing Rules, and Chapter Bylaws.
- Educates the chapter on the *Policies & Procedures of the Alpha Phi International Fraternity, Inc.*
- 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 Events

Appointed Position

- Member of the Risk Management Department and attends all department meetings.
- Plans and executes events with recognized external groups such as fraternities, sororities, or student organizations.
- Collaborates with the Vice President Risk Management 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.
- Submits Event Planner Forms in the required timeframe to the Vice President of Risk Management.
- Participates in Officer Transition upon taking office and after the completion of her term.

Director of Internal Events

Appointed Position

- Member of the Risk Management Department and attends all department meetings.
- Plans and executes internal social events for chapter and guests that include third party vendors.
- Collaborates with the Vice President Risk Management 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.
- Submits Event Planner Forms in the required timeframe to the Vice President of Risk Management.
- Participates in Officer Transition upon taking office and after the completion of her term.

Vice President of Finance**Vice President of Finance**Vice President of FinanceVice President of FinanceVice President of Finance
 President of Finance**Executive Administrator**Vice President of Finance

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 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:

- Chapter President
- Vice President of Risk Management
- Vice President of Member Education & Programming
- Vice President of Finance
- Vice President of Membership Recruitment
- Vice President of Marketing
- Vice President of Community Relations
- Executive Administrator
- Panhellenic Delegate

SECTION 3: DUTIES AND RESPONSIBILITIES

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

SECTION 4: MEETINGS

The purpose of each weekly Executive Council meeting is 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 should 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 for chapter meeting by the Chapter President.

- The regular weekly meeting of the Executive Council of the chapter should be held on the same day of the week throughout the academic year except during final examination periods and the week preceding.
- The Chapter President shall preside at all meetings.
 - If she must be absent, the Vice President of Risk Management will preside.
- All members of the Executive Council must be present at each meeting.
- Two-thirds of the Executive Council members eligible to vote shall constitute a quorum for the transaction of business.
- The Chapter President will share her updates followed by each member of the Executive Council based upon election order.
 - If the Executive Council has invited guests they make their updates at the end of the meeting.
 - All actions of the Executive Council shall abide by *Robert's Rules of Order, Newly Revised*.
- Minutes of all Executive Council meetings shall be taken by the Executive Administrator and submitted electronically to all Executive Council officers and the Advisory Board within 48 hours.

A member of the Advisory Board should be present at Executive Council meetings.

ARTICLE XI: CHAPTER DEPARTMENTS AND COMMITTEES

SECTION 1: CHAPTER DEPARTMENTS

Chapter departments shall be:

- Community Relations Department
- Finance Department
- Marketing Department
- Member Education & Programming Department
- Membership Recruitment Department
- Risk Management 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.

- 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.
- The Vice President shall preside at all meetings.
 - If she must be absent, the Chapter President or department advisor will preside.
- All members of the department must be present at each meeting. The department advisor should be present at each meeting when possible.
- Two-thirds of the department members eligible to vote shall constitute a quorum for the transaction of business.
- The Vice President will share her updates during the meeting to be followed by each member of her department.
- 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: SLATING COMMITTEE

The chapter will utilize a Slating Committee to prepare a slate. The slate will list one candidate for each of the seven elected officers; one nominee for each elected office. Multiple slates are not acceptable.

The Slating Committee is comprised of:

- Two members of each academic class
- Current Chapter President
- Chapter Advisor, or her designee

The class representatives will be elected by their academic class. A simple majority (more than 50%) vote is required to be elected to the committee. Members must be in good standing to serve on the committee.

Members applying for an elected position may not serve on the Slating Committee. Non-initiated members may serve on this committee when the new member class hasn't been initiated.

A Chairman will be elected from within the ranks of the committee. The sitting Chapter President is not eligible to serve as Chairman. The Chairman is responsible for:

- Leading all meetings of the Slating Committee.
- Distributing the slate to the chapter's membership and Advisory Board.
- Developing the Election Night PowerPoint.

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 Executive Administrator.

Duties and Responsibilities:

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

For further information on updating these Chapter Bylaws see the *Collegiate Chapter Operations Manual*.

SECTION 5: PROGRAM COUNCIL

The following officers shall serve on the Program Council:

- Chapter President (Chair)
- Vice President of Community Relations
- Vice President of Finance
- Vice President of Marketing
- Vice President of Member Education & Programming
- Vice President of Membership Recruitment
- Vice President of Risk Management
- Executive Administrator

Duties and Responsibilities:

- To develop a balanced chapter calendar based on the chapter's goals and priorities to strengthen overall health.
- To ensure each member has adequate time for academic achievement and personal commitments.
- To review the progress and effectiveness of the various chapter programs and events.
- 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 see the *Collegiate Chapter Operations Manual*.

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.

- The regular weekly meeting will be held on Monday evenings throughout the academic year except during final examination periods and the week preceding.
- At least one meeting each month shall be a formal chapter meeting attended only by initiated members.
- The Chapter President will preside at all regular and special meetings of this chapter. In cases when she is absent, the Vice President of Risk Management will preside.
- Attendance:
 - Initiated members must attend all formal chapter meetings and all members, new and initiated, must attend informal meetings of the chapter.
 - Only members who are ill, or have a regularly scheduled class may be excused from this responsibility.
 - Two or more unexcused absences shall be considered grounds for disciplinary action
 - All excuses must be turned in to the Executive Administrator at least 24 hours before the scheduled meeting, unless there is an emergency or illness.
 - All excuses must be approved in writing by the Executive Administrator prior to the meeting or it will be considered unexcused.
 - Only collegiate members of this chapter, Advisory Board members, or International Visitors may attend chapter meetings without an invitation.
 - One Advisory Board Member must be present for all chapter meetings.
 - Two or more unexcused absences
- Business will be conducted in accordance with *Robert's Rules of Order, Newly Revised*.
 - Two-thirds of the collegiate members eligible to vote shall constitute a quorum for the transaction of business.
 - The Chapter President should prepare the agenda consistent with prior discussion and recommendations made in Executive Council meetings.
- Minutes of all chapter meetings will be taken by the Executive Administrator. She will place a printed copy of the minutes in the official chapter minutes book.
- 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.
 - Emergency meetings of the chapter may be called without notice by the Chapter Advisor or Chapter President.
- All business of a personal or private nature transacted in chapter meetings is considered confidential.

SECTION 2: NEW MEMBER EDUCATION

Short meetings or a one-day retreat may be held by Vice President of Member Education & Programming. The total length of the New Member Program cannot exceed six weeks unless the chapter has received special 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 Alpha Phi International Fraternity, Inc.*

Attendance at these meetings shall be in accordance with the Rho chapter attendance policy for all new members unless excused by the Vice President of Member Education & Programming or her designee.

ARTICLE XIII: FINANCES

SECTION 1: FINANCIAL SYSTEM

- This chapter's financial system is under the general supervision of the Executive Director of Alpha Phi International Fraternity.
 - Collegiate chapters are not permitted to invest funds outside of the approved financial system accounts without permission of the Executive Director or her designee.

- 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.
- IRS Tax Filings:
 - 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.
- 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.
 - 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.
- No reimbursements for this chapter shall be made for any expenditure without a receipt.
- 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.

SECTION 2: INTERNATIONAL FEES

The amount, collection and remittance of International fees shall be in accordance with the *Policies and Procedures of Alpha Phi International Fraternity, Inc.*

SECTION 3: CHAPTER DUES

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

Any active member who chooses to study abroad for a semester is responsible for 25% of that semester's financial responsibility, to remain in good standing.

SECTION 4: FINES

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

- Recruitment Workshops and Polish Week activities;
- Formal Recruitment events;
- Court of Ivy; and
- Initiation.

SECTION 5: DELINQUENCY POLICY

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

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

- A Judiciary Board hearing may be held at the chapter's discretion.
- 45 Days Delinquent:
 - Member and/or Guarantor(s) are notified via email from Alpha Phi International Fraternity.
 - Additional late fees may be added to the member's statement.
 - A request for termination of membership is submitted to the Alpha Phi Executive Office and submitted for approval to the International Executive Board.
 - Account may be sent to a collection agency.
 - Proceedings to remove her from the facility may begin for members living in an Alpha Phi owned/leased facility in accordance with the member's housing contract.

SECTION 6: BUDGET

The Vice President of Finance of this chapter prepares 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 *Finance Department Manual*. The budget should 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: HOUSING CHARGES

Rent, board, parlor fees and other charges to be paid by each new member and initiated member shall be prorated in accordance with the annual budget requirements.

The annual Collegiate Chapter/House Corporation Agreement, specifying the housing charges that the House Corporation Board will receive from the chapter, is signed by the Chapter President on behalf of the chapter.

SECTION 8: 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.

- 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.
- 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.
 - This fund is not part of the operating accounts of the chapter and is not to be used to pay any current chapter expenses.
- No affiliated transfer member shall be required to pay a House/Chapter Bond to this chapter.

ARTICLE XIV: RISK MANAGEMENT

All officers of the chapter will complete an Event Planner Form for all chapter events as required in the *Policies and Procedures of Alpha Phi International Fraternity, Inc.*

Members will follow the written risk management plan established by the Risk Management Department officers. This plan will be reviewed and updated annually.

Officers will follow the chapter's written emergency procedure plan in the event of an emergency. This written plan will be reviewed on an annual basis. The Chapter President is the only member allowed to make statements on behalf of the chapter during an emergency.

ARTICLE XV: PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order, Newly Revised* will 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:

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

Bringing a motion before the chapter:

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

Consideration of the motion:

- Members debate the motion if desired.
 - Before speaking in debate, members must obtain the floor by standing and saying, "Madame President" and waiting to be recognized by the Chapter President.
 - The member who made the motion has first right to the floor.
 - All remarks are addressed to the Chapter President.
 - Debate is restricted to the merits of the motion.
 - 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.
- The Chapter President puts the question (puts it to a vote).
 - 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.
 - The Chapter President says, "The question is on the adoption of the motion that..."
 - Then proceed with a vote using the desired method.
 - The Chapter President announces the result of the vote.
 - "The ayes have it, the motion is adopted, and... (indicate the effect of the vote)" or,
 - "The noes have it and the motion is lost."

SECTION 6: AT A GLANCE GUIDE

An Alpha Phi Roberts Rules of Order At a Glance Quick Guide is available on Alpha Phi's website.

ARTICLE XVI: INITIATION AND OTHER FRATERNITY CEREMONIES

SECTION 1: INITIATION

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

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

Procedure:

- Issue a formal summons to initiation to each candidate.
- Hold Inspiration Days for all candidates during the days preceding initiation.
- 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 XVII: 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 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 and Chaplain.

ARTICLE XVIII: HOUSING

This chapter shall:

- Establish Facility Rules and an Occupancy Plan for their housing facility;
- Participate in and maintain a relationship with the local House Corporation Board;
- Respect and work with the House Director.

SECTION 1: FACILITY RULES

Visitation hours:

In chapter housing owned, rented, maintained or controlled by the Rho chapter of Alpha Phi, members have the right to privacy in their assigned sleeping/study rooms and in the upstairs (or private) area of the house.

- Male guests may only be entertained in the public areas of any chapter housing owned, maintained, or controlled by Alpha Phi between the hours of **9:00 AM and 2:00 AM** any day of the week.

- If the chapter wishes to allow individual members to entertain male visitors in member's private rooms, that chapter **must have special permission from the House Director or Chapter Advisor** but shall restrict visitation to the hours between **9:00 AM and 7:00 PM**.
- After social functions male guests are prohibited from entering the house until 9:00AM the next day, when visitation rules return to normal. Any female guests returning to the house after a social event must be approved in advance by the House Director or Chapter Advisor
- The following areas are restricted for male visitors:
 - Male guests are restricted from the women's restrooms.
 - Male guests are restricted from the laundry room area.
- General rules for all guests:
 - Female and male visitors are always restricted from the chapter room.
 - Guests must be accompanied by a chapter member at all times while in the house.
 - Guests are expected to follow all Rho chapter house rules.

Kitchen Rules:

- Lunch will be served from 10:30am-1pm; Dinner is from 5:00pm-6:30pm. Times are subject to change. Chapter dinner is on Mondays and begins at 5:30pm for in house girls and 5:45pm for out of house girls.
- The Main Kitchen will be CLOSED from 1pm-4:00pm and immediately following dinner, 6:30pm-7:00pm Monday –Thursday; this is due to the Cook needing to prepare dinner, restock kitchen, clean kitchen and for kitchen help to put dinner away and to clean the kitchen. Once the Cook or kitchen help are finished, the kitchen may be reopened.
- The Main Kitchen closes at 1pm on Fridays until Monday at 6:00am. This is subject to change per HCB.
- The Mini Kitchen and Kitchenette are open 24/7.
- There will be no lunch or dinner served on days when there are no classes in session.
- Use of the stove in Main Kitchen is prohibited unless HCB approves use.
- DO NOT leave *dirty* dishes in the sink, wash tubs, or racks. You must rinse off plates before sitting them in the wash tubs or racks. Scrape and rinse plates, place in tub, rack, or dishwasher, empty glasses and place upside down on racks.
- CLEAN UP the Main Kitchen when finished making food or drinks.
- DO NOT place empty food items back into the refrigerator or cabinets.
- "If you kill, fill it!" (i.e. Brita water container).
- DO NOT leave dirty dishes in dining room, mini kitchen or on food serving counter.
- PUT CLEAN DISHES AWAY.
- All dishes MUST be returned to the Main Kitchen. Do NOT throw them away.
- NO EQUIPMENT is to leave the Main Kitchen or other storage areas.
- If guests will be attending a meal, member must notify House Director or Cook 2 hours prior to that meal time. The cost, if any, of guest meals will be added to the member's bill.
- You may have some snacks, that you have personally purchased, stored in your room. However, these items MUST be secured in sealed containers. If Rodent problems occur this privilege will be revoked!
- Due to budget there is an allotted amount of dollars per week for food and paper products. When this allotment is reached for the week, no more food or paper products will be put out until the following week.
- It is the Chapter's responsibility to keep the Mini Kitchen and Kitchenette clean.
- All late plates from lunch and dinner will be placed downstairs in the mini kitchen refrigerator after each meal by the Cook.
- On Monday mornings, the Cook will throw away all left over food and late plates from the previous week.
- You may store food in the cabinets in the Main Kitchen, Kitchenette or the Mini Kitchen.

- You may store food in the refrigerator located in Mini Kitchen.
- The weekend prior to finals, the kitchen may be left open. This is subject to change if kitchen rules are not being followed.
- When the Chapter needs to use the main kitchen for events, the House Director must be notified by Exec. Board/Advisors no later than 1 week prior to the event. It is the Exec. Board's responsibility to clean kitchen and put everything back into its correct place.

Observance of House Rules:

The Director of Chapter Facilities is responsible for advising all members and guests about the Facility Rules. They apply to and must be observed by all new and initiated members, alumnae, and guests.

Enforcement:

The Director of Chapter Facilities is responsible for seeing that all Facility Rules not under the jurisdiction of another authority are enforced and that violations are brought to the attention of the proper committee or board.

Housing Related Meetings:

The chapter should have at least one meeting per year to discuss the chapter's House Rules. When matters concerning the use and maintenance of this chapter's housing facility need to be discussed a meeting should be called by the Director of Chapter Facilities.

SECTION 2: FACILITY OCCUPANCY PLAN

Filling the chapter facility to maximum occupancy each year is a priority for the chapter. Therefore, as a condition of membership in Alpha Phi, living in the facility will be the first priority for living on campus or in the community. There is no maximum live-in obligation.

Eight (8) juniors must live in the **chapter facility** each year ("Junior Requirement"). The chapter will first ask for volunteers to fill the Junior Requirement. If **enough chapter members do not volunteer to fulfill this requirement, names will be randomly drawn from sophomore members not currently living in the chapter facility. If, after accepting volunteers and drawing names, the Junior Requirement is still unmet, additional names will be drawn from the remaining sophomore members who currently live in the facility. Members whose names have been drawn will be required to sign a housing contract for the following academic year and move into the chapter facility in the fall. If said member refuses to comply, she will be asked to resign her membership immediately.** No member may sign a dormitory contract, lease or other campus or community residential commitment unless and until every space available in the facility is filled plus an additional 10 percent to allow for attrition. Agreements will be signed during the spring semester for the following school year and will bind the members for the entire academic year. Substitutions will be allowed only in accordance with the Housing Agreement.

Priority for living in the facility is established in the chapter's Occupancy Plan.

SECTION 3: COLLEGIATE MEMBERS OF THE HOUSE CORPORATION BOARD

Two collegiate members of this chapter will serve on the House Corporation Board. These two members shall attend all House Corporation meetings and vote on all matters before the House Corporation Board except specific employees' salaries.

SECTION 4: HOUSE DIRECTOR

A House Director shall be employed by the House Corporation Board or Alpha Phi International Fraternity or its designee and live in residence at this chapter's housing facility.

NON DISCRIMINATION STATEMENT:

Rho Chapter echoes Alpha Phi International's organizational policy: Alpha Phi prohibits behaviors that intend to be, or are reasonably foreseeable to be, undignified, threatening, intimidating, bullying, or harassing to another person or group within member activities. This behavior includes, but is not limited to lying, cheating, theft, libel, slander, or illegal activity and/or participating in activities that are discriminatory, degrading and/or demeaning to others, including but not limited to activities or events based age, race, sexual orientation, gender expression, national origin, religious preference, socioeconomic status, or personal abilities.

Alpha Phi Rho prohibits discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis.