

CONSTITUTION

OHIO STATE
Delta Phi Lambda Sorority, Inc.

ARTICLE I. IDENTITY

The name of the organization shall be Delta Phi Lambda Sorority, Incorporated The Ohio State University - Phi Chapter. Delta Phi Lambda Sorority, Incorporated may be referred to as “Delta Phi Lambda” or “D-Phi- L” or “DFL”.

ARTICLE II. THE PURPOSE

SECTION 1: PREAMBLE

We, the Sisters of Delta Phi Lambda pledge to wholly dedicate our mind, body, and spirit to the completion of our mission. We will seek to improve the image of the Asian-American. We will achieve this by acknowledging and spreading our unique Asian heritage. The bond between the Sisters will set an example for others in the Asian community. We will set this example by displaying the virtues of loyalty, honesty, respect, dedication, integrity, discipline, and academic excellence. We hold these virtues to be true and will execute them in every venture the sorority will undertake. Delta Phi Lambda will remain strong through unity and our legacy will live on through the works of the Sisters.

SECTION 2: MISSION STATEMENT

Delta Phi Lambda Sorority, Inc. advocates Asian awareness and empowers women leaders through its values-based programs, and forges Everlasting Sisterhood through diverse shared experiences.

SECTION 3: VISION STATEMENT

Delta Phi Lambda will be the sorority that is recognized by universities and among the greater fraternal community for its progressive initiatives that aim to develop women into strong, independent leaders.

SECTION 4: CHAPTER MISSION STATEMENT

Delta Phi Lambda Sorority, Inc. at The Ohio State University encourages female leaders to advocate for marginalized communities while fostering an inclusive environment through altruism, authenticity, sisterhood, and self-compassion.

SECTION 5: CHAPTER VISION STATEMENT

Delta Phi Lambda Sorority, Inc. at The Ohio State University will be the organization recognized

for its endeavors to promote cultural awareness and diversity as well as Everlasting Sisterhood through robust programming and inspiring confidence in our Dedicated Female Leaders.

ARTICLE III: POWERS AND SCOPE OF AUTHORITY

SECTION 1: POWERS

The National Board of Delta Phi Lambda Sorority, Inc. has the power to make decisions on behalf of the sorority, collect dues from chapters, mediate between chapters and execute any and all actions for the betterment of the organization.

SECTION 2: AUTHORITY

The National Board of Delta Phi Lambda Sorority, Inc. shall be the governing body that oversees all chapters of Delta Phi Lambda Sorority, Inc. All members of the National Board shall execute actions that are for the betterment and longevity of the sorority.

ARTICLE IV. MEMBERSHIP

The membership of Delta Phi Lambda is open to any female who is willing to commit to the organization. Membership in Delta Phi Lambda includes Collegiate Members, Affiliate Members, and Alumnae Members.

SECTION 1: MEMBERSHIP

Memberships are split into the following categories:

1.1. COLLEGIATE MEMBERS

- I. May be referred to as Collegian.
- II. An undergraduate member enrolled as a full-time student at The Ohio State University.
- III. Shall have completed the Affiliate Member Education under the guidance of the Vice President of New Member Services. .
- IV. Shall maintain a grade point average in adherence to MGC's Grade Point requirement up to a 2.7 cumulative. Proof of grade point average (GPA) will be given to the president at the end of each semester.
- V. Shall have the right to vote in elections and any matter pertaining to the sorority.

REQUIREMENTS

- I. Members must attend all chapter meetings.
- II. Members must attend enough events to satisfy their point requirements. This includes Cultural, Social, Philanthropy, Affiliate Member Education, Recruitment, Sisterhood,

- Retreat, and any other type of Sorority event.
- III. Members are eligible to serve in any Executive or Chair position.
 - IV. Members are eligible to serve on national committees.
 - V. Members are eligible to be a Big Sister candidate in regards to Charter Member Education.
 - VI. Members are eligible to be a Big Sister candidate in regards to Affiliate Member Education at the chapter, with the exception of the Affiliate Member Educator of the Affiliate Member class.
 - VII. Members are responsible for all applicable chapter fees.

1.2. ALUMNAE MEMBERS

- I. May be referred to as Alumnae
- II. Members who have graduated from The Ohio State University
- III. Do not have the privilege of voting on sorority matters.

1.3. AFFILIATE MEMBERS:

- I. May be referred to as Affiliates
- II. Shall attend all Affiliate member meetings and study sessions
- III. Shall not be permitted to attend chapter meetings
- IV. Adhere to paying all national dues/fees
- V. Shall not have the right to vote on sorority matters
- VI. Shall maintain Delta Phi Lambda's National Grade Point requirement at least a 2.75 cumulative.

1.4 ACADEMIC PROBATION MEMBERS:

- I. Collegians on Probation are those who have been placed on probationary status by the chapter or National Office.
- II. Must adhere to the guidelines established.

REQUIREMENTS

- I. Members must attend all chapter meetings.
- II. Members must attend enough events to satisfy their point requirements. This includes Cultural, Social, Philanthropy, Affiliate Member Education, Recruitment, Sisterhood, and any other type of Sorority event.
- III. Members are not eligible to serve in an Executive position.
- IV. Members are not eligible to be a Big Sister candidate in regards to Charter Member Education.
- V. Members are not eligible to serve on a national committee.
- VI. Members are not eligible to be a Big Sister candidate in regards to Affiliate Member

- Education at the chapter.
- VII. Members are not eligible to serve in a Chair position.
 - VIII. Members are responsible for all applicable chapter fees.
 - IX. Members are required to attend all study sessions.

1.5 COLLEGIAN WITH MEMBERSHIP HOLD

Collegians with a Membership Hold are those who have been granted a hold from the National Office to excuse them from attending and participating in chapter and national functions.

- I. Members are excused from attending chapter meetings.
- II. Member is excused from attending all planned Sorority events
- III. Members are not eligible to be a Big Sister candidate in regards to Charter Member Education.
- IV. Members are not eligible to serve on a National committee.
- V. Members are not eligible to be a Big Sister candidate in regards to Affiliate Member Education at the chapter.
- VI. Members are not eligible to serve in an Executive or Chair position.
- VII. Members are responsible for all applicable chapter fees.
- VIII. Members do not have voting privilege related to sorority matters.
- IX. Members are not allowed to come to closed rituals, excluding initiation.
- X. Attendance is limited to three AME sessions, excluding initiation.
- XI. Members are still held to all chapter regulations and national regulations.
- XII. Members are excluded from attending semester chapter retreat.

1.6 COLLEGIAN ON SUSPENSION

Collegians on Suspension are those who have been placed on suspended status by the National Office.

- I. Members may not participate in any Sorority chapter or national functions in any manner.
- II. Members are responsible for all applicable chapter fees.

1.7 EXPELLED OR RESIGNED MEMBERS

Expelled or resigned members are ones who are no longer affiliated with Delta Phi Lambda. These individuals have gone through the process and procedures to dissolve all bonds and privileges with the Sorority.

1.8 INACTIVE MEMBERS

A collegian who has decided to become inactive, after the approval and review of the chapter. Inactive status is recognized on a chapter level but not recognized by the National Office. Inactive status is granted on a first come first serve basis for the following semester. Up to 20%

of the chapter can be inactive per semester.

- I. Sisters wishing to go inactive must prepare a presentation in front of the chapter.
- II. Inactive status lasts for one semester.
- III. Inactive members can petition up to twice and may remain inactive for a year.
- IV. Members are still responsible for National dues.
- V. Members are not required to pay Chapter dues.
- VI. Members are not required to adhere to the point system.
- VII. Members cannot hold internal positions.
- VIII. Members do not have voting privilege related to sorority matters.
- IX. Members cannot pick up littles.
- X. Member can stroll, attend Charterversary, and attend open events (excluding recruitment)
- XI. Members are not required to attend official sorority events.
- XII. Members are allowed to attend AME & rituals **starting with the Big/Little ceremony.**

SECTION 2: RECRUITMENT

Recruitment is the official term of Delta Phi Lambda designates to the period in which sisters get better acquainted with individuals who are interested in learning more about the Sorority and may possibly become a member.

- I. The time period officially deemed for the recruitment events shall not exceed three weeks.
- II. Recruitment events must satisfy the requirements set by the Aspirations guidelines.
- III. The chapter is responsible for hosting a series of events that educate individuals about Delta Phi Lambda.
- IV. Sisters are responsible for attending events and answering questions potential members may have.
- V. At the end of the recruitment period, the current Affiliate Member Educator shall present the details of bid invitations. Potential members are presented with three options if they are offered a bid invitation to become a member of Delta Phi Lambda:
 - a. Accept - Accept the invitation to enter the Affiliate Member Education program at the first available opportunity.
 - b. Defer - Defer the invitation to enter the Affiliate Member Education program at the next available opportunity.
 - c. Decline - Decline the invitation to enter the Affiliate Member Education program.

ARTICLE V. VOTING

SECTION 1:

Voting will take place in the spring semester. Executive Board positions will be voted on in early March with the current active house. Chair positions will be voted on towards the end of the semester with future active house. New members will be required to run for at least two positions. Majority vote will be decided through a Google Form.

If there is a position with no one running, sisters will be nominated and we will re-vote for those positions.

Neos will get half a vote at chair position elections and Eboard elections. Graduating sisters will get no votes. Inactive sisters becoming active will have a full vote.

SECTION 2:

Required positions include President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Finance, Vice President of Records, Vice President of New Member Services, Risk Management Chair, Alumnae Chair, Academics Chair, Social Chair, Recruitment Chair, Fundraising Chair, Philanthropy Chair, Sisterhood Chair, Assistant Affiliate Member Educator, Policy Chair, Stroll Mistress, and Creative Director.

SECTION 3:

Elections for Chair Positions will be held after each semester. E-board positions are year-long. At the twelfth week of classes during the Fall Semester, the election for Chair Positions will be held and the twelfth week of classes during the Spring Semester, elections for Chair positions will be held. Executive Board positions will be held on the 9th week of classes during the Spring Semester.

ARTICLE VI. EXECUTIVE BOARD OFFICERS AND CHAIR POSITIONS

SECTION 1: LIST OF EXECUTIVE BOARD OFFICERS AND CHAIR POSITIONS

1.1. EXECUTIVE BOARD OFFICERS

Executive board officers for Delta Phi Lambda are President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Finance, Vice President of Records, and Vice President of New Membership.

1.2. CHAIR POSITIONS

Chair Positions for Delta Phi Lambda are Alumnae Chair, Academics Chair, Greek Social Chair, University Social Chair, Recruitment Chair, Fundraising Chair, Philanthropy Chair, Sisterhood Chair, Assistant Affiliate Member Educator (AAME), Policy Chair, Stroll Mistress, Webmistress, Risk Management and Creative Director.

SECTION 2: REQUIREMENTS:

In order to run for office in Delta Phi Lambda, one must be a Collegiate member and maintain a cumulative GPA at or above the standard university's requirements. While in office, the officer and chair holder must maintain a cumulative GPA at or above the standard university's requirements. Officers must be enrolled as a student of the university and be in good standing with the university.

- I. Each Executive Board Officers and Chair Position must be registered for at least twelve semester hours of credit at The Ohio State University.
- II. Each Executive Board Officer must carry a minimum cumulative GPA of 2.9 and be in good standing.
- III. Each Chair Position Officer must carry a minimum cumulative GPA of 2.7 and be in good standing.
- IV. The positions of Executive Board, with the exception of Vice President of New Member Services, shall serve a term of one calendar year unless re-elected.
- V. Vice President of New Member Services and AAME, and chairs shall serve a term of one academic semester unless re-elected.
- VI. Vice President of New Member Services must have been active for at least one semester and held/hold a chair position in order to be eligible to run for these positions.
- VII. Vice President of New Member Services and AAME must meet the *11* session requirement.
- VIII. If there are no other eligible/or willing chapter sisters then only an Alum may run.
- IX. Advisors may not run for any AME positions.
- X. President may not run for VPNMS.
- XI. At least one member of the AME team must attend AME Training at the most recent national event (Fall educators will only be trained during the Convention, Spring educators will be trained in January).

- XII. The elected AME and AAME must meet national GPA requirements of at least 2.7 cumulative GPA on a 4.0 scale or local university requirements if GPA requirement is higher.
- XIII. The elected AME and AAME must be in financial good standing and not have any outstanding balances to their chapter or the sorority.
- XIV. All members of the AME team and Chapter Advisor must receive a passing score on the AME Certification Exam.
- XV. In order to be eligible to run for President position, the member must have at least two semesters as an active member in Delta Phi Lambda.
- XVI. Officers, who, during the term of their offices, cease to be a Collegiate member, or fail to maintain their status as an enrolled undergraduate student maintaining a cumulative GPA at or above the standard university's requirements, in good academic and disciplinary standing with their respective college, shall be removed from their office.
- XVII. Should a chair position become vacant during the semester, their respective vice president will temporarily assume the duties of that chair. The chapter will hold an election for that position at the following chapter meeting. Should an executive position become vacant, the chapter will hold an election for that position at the following chapter meeting. Only the chairs under that Vice President, or the President herself, may be eligible to be elected to this vacancy.

SECTION 3: VACANCIES AND RESIGNATION OF CHAIR POSITIONS

3.1 OFFICER AND CHAIR RESIGNATION

If an Officer or Chair fails to maintain the requirements for holding office, she shall resign immediately.

3.2 RESIGNATION OF PRESIDENT

If the President is removed or resigns, the Vice President of Internal Affairs will take her place in the interim. If any Officer or Chair other than the President is removed or resigns, the VP with the help of the President will take her place in the interim. Regular election procedures will be followed to elect any vacant positions during the next meeting.

3.3 SANCTIONING OF OFFICERS AND CHAIRS

Elected Officers and Chairs shall be subject to sanctions consistent with the violation of any article of Constitution or Bylaws including:

- I. The absence of required meetings.
- II. Failure to perform duties of the position that she has undertaken.

- III. Refusal to comply with rules and regulations of Delta Phi Lambda.
- IV. Lack of required gpa.
- V. Any member may bring an Officer or Chair up for sanction via the following procedure:
- VI. Alleged violations of the Constitution or Bylaws must be presented in writing.
- VII. The Executive Board is notified in writing of the alleged charges, the Officer or Chair accused and the date and time of the complaint.
- VIII. Violation of any chapter procedures will result in sanctions determined by the Executive Board.
- IX. The Executive Board will convene and formally hear the accusations of the member and rebuttal of the Officer or Chair charged. Sanctions for the accused Officer if found responsible by a unanimous vote by the Executive Board, not including the one charged shall be:
 - a. Removal from office.
 - b. Probation and review.
 - c. Fines (which will be determined per severity of the offense).
 - d. Community service
 - e. Any combination of above.

4.1 REQUIREMENTS

SECTION 4: ADVISORS

- I. A full-time The Ohio State University faculty or staff member will serve as a Faculty Advisor to the organization and an Alumna member shall serve as an Alumna Chapter Advisor to the chapter.
- II. Within two weeks of vacancy, nominations for the Faculty and Alumna Chapter Advisor will take place within the Executive Board. The Executive Board will choose the advisors by a majority vote, and invite them to serve as the chapter advisor for the next academic year. Alumna Chapter Advisors may be appointed only by the mutual consensus of the chapter and National Board.
- III. During Spring Officer elections, the organization will vote on whether to continue the Faculty Advisor and Alumna Chapter Advisor appointment or not. The vote must be the majority of those voting in order to retain the advisors for the next academic year.
- IV. The duties of Advisors include: meeting with organization Officers, reviewing the yearly budget, signing all required paperwork and advising on issues of risk management, organization leadership, Sorority policy, and university policy.
- V. The Advisors can be removed for not carrying out the duties and expectations as defined in this document. Any member can bring concerns to the Executive Board. The Executive Board will meet with the Advisor to discuss the concerns. After this meeting, the Executive Board will vote on whether to remove the Advisors. If there is a majority vote, then the Advisors will be removed.
- VI. If an Advisor resigns, re-appointment is not continued, or is removed, the Executive

- Board will follow the process stated in Article VI, Section 3.1, subsection II
- VII. The Alumna Chapter Advisor is to meet the President at least once a month to review or discuss the state of the chapter.

SECTION 5: RESPONSIBILITIES OF POSITIONS

PRESIDENT

- I. Preside over chapter and executive board meetings.
 - a. This includes writing in an agenda 48 hours in advance and conducting weekly chapter meetings
- II. Enforce the Constitution of Delta Phi Lambda.
- III. Check and oversee the duties of Policy Chair and Greek Council Delegate
- IV. Enforces the policies and regulations set forth by the organization, university, and state and federal laws
- V. Call special/emergency meetings within 48-hour notification.
- VI. Serve as the official spokesperson for Delta Phi Lambda.
- VII. Serve as the official representative for Delta Phi Lambda to the appropriate board and council.
- VIII. Acts as liaison for the chapter on university matters.
- IX. Approve all withdrawals and any other transactions regarding Delta Phi Lambda bank account.
- X. Oversees bank account with the Vice President of Finance
- XI. Act as main contact between chapter and National Board
- XII. Signs contracts pertaining to Delta Phi Lambda
- XIII. Calls for and attends executive board meetings when needed.
- XIV. Works with sisterhood chair to plan retreat.

POLICY CHAIR

- I. Ensure that all national and university policies are being followed
- II. Reviews the Constitution, By-Laws, and risk management policies every semester
- III. Maintain and enforce the etiquette packet.
- IV. Creates risk management policies as necessary
- V. Keeps track of points and corresponding consequences.
- VI. Reports points to the Executive Board weekly.
- VII. Reports to the President
- VIII. Performs other duties assigned by the President
- IX. Preserve all policies within the chapter

RISK MANAGEMENT CHAIR

- I. Ensuring all national related exams are completed on time.

- II. Create presentations or hosting workshops to educate new and current sisters.
- III. Coordinate and plan public statements alongside President.
- IV. Enforcing policies during AME
- V. Creating a safe space for survivors
- VI. Ensuring education for sisters on:
 - A. bystander effect
 - B. toxic culture
 - C. supporting others
- VII. Reports to the President
- VIII. Performs other duties assigned by the President

VICE PRESIDENT OF INTERNAL AFFAIRS

- I. Assumes the duties of the President in her absence.
- II. Serves as a liaison between the President and Sisterhood Chair, Ritual Chair, Academic Chair, and Alumnae Chair.
- III. Reports all internal chapter correspondence at chapter meetings.
- IV. Coordinate all chapter social events on campus.
- V. Enforces the Constitution and by-laws of Delta Phi Lambda Sorority, Inc.
- VI. Reports on all internal chapter affairs to the President.
- VII. Performs other duties assigned by the President.

ACADEMIC CHAIR

- I. Regulate and ensure that each sister maintains good academic standing.
- II. Collects transcripts when needed.
- III. Set up mandatory on-campus study sessions whenever necessary.
- IV. Coordinate all academic study sessions & chapter's academic programming.
- V. Maintain communication pertaining to sister academics.
- VI. Reports to the VP of Internal Affairs.
- VII. Perform all duties as assigned by VP of Internal Affairs and the President.

ALUMNAE CHAIR

- I. Keep an updated contact list of sisters who have graduated from the University.
- II. Provides a medium of communication between the Alumnae Association members and undergraduate chapters.
- III. Keeps the alumnae informed of the current news, OSU DPhiL events and growth of Delta Phi Lambda.
- IV. Maintains a roster of all alumnae.
- V. Coordinate and plan all activities regarding the participation of alumnae.
- VI. Maintains a roster of all alumnae.

- VII. Coordinate and plan all activities regarding the participation of alumnae.
- VIII. Maintain the Alumni listserv.
- IX. Create Alumni listserv.
- X. Reports updates to the VP of Internal Affairs.
- XI. Perform all duties as assigned by VP of Internal Affairs and the President.

RITUAL CHAIR

- I. Maintains all ritual materials.
- II. Educates members on Sorority ritual and ensures that the ritual ceremonies are conducted appropriately and correctly.
- III. Responsible for graduation stole for graduating sisters.
- IV. Responsible for storing and keeping account of all ritual objects for the chapter.
- V. Reports updates to the VP of Internal Affairs.
- VI. Performs other duties as assigned by VP of Internal Affairs and the President.

SISTERHOOD CHAIR

- VII. Coordinate all sisterhood events
- VIII. Organize events exclusive to sisters of Delta Phi Lambda.
- IX. Plans the end of the year Banquet
- X. Maintain a special events calendar for birthdays, graduations, weddings, etc.
- XI. Collects nominations for sister of the month
- XII. Coordinates sister awards at formal & convention.
- XIII. Coordinates the number of sisterhood events that meet aspirations
- XIV. Required to review secrets, rituals, and chapter rituals with active members each semester (Refer to bylaws for chapter traditions)
- XV. Report a budget proposal for Sisterhood Events to Vice President of Finance.
- XVI. Mediates between National Board and hosting chapter the responsibilities of hosting national events such as convention and midyear.
- XVII. Releases national details to members nationwide.
- XVIII. Reports updates to the VP of Internal Affairs.
- XIX. Perform all duties as assigned by VP of Internal Affairs and President.
- XX. Works with President to plan Retreat

VICE PRESIDENT OF EXTERNAL AFFAIRS

- I. Oversee all external programming
- II. Maintain good relations with other organizations
- III. Report on all external correspondence on behalf of the chapter

- IV. Act as liaison between The Ohio State University Colony chapter and other Delta Phi Lambda chapters
- V. Report any budget proposals for external events to the Vice President of Finance
- VI. Oversee the duties of the external chairs
- VII. Perform all duties assigned by the President

SOCIAL CHAIR

- I. Coordinate all social projects and events
- II. This includes reserving accommodations for these events when necessary and budget proposals to the Vice President of Finance
- III. Meet the minimum of events as required by the Standards of Excellence
- IV. Serve as a liaison between Delta Phi Lambda and other organizations
- V. Maintain good relations with outside organizations
- VI. Report back to the Vice President of External Affairs
- VII. Perform all duties assigned by the President

PHILANTHROPY CHAIR

- I. Coordinate all chapter philanthropy projects and community service events
- II. Coordinate Philanthropy Week for our National Philanthropy: Osteoporosis
 - a. This includes reporting a budget proposal to the Vice President of Finance if necessary
- III. Monitor members philanthropy requirements
- IV. Insures that members have 10 hours of community service
- V. Report back to the Vice President of External Affairs
- VI. Perform all duties assigned by the President

CREATIVE DIRECTOR

- I. Organize all promotional material for public events hosted by the chapter
- II. Ensure all promotional material is approved by the Chapter
- III. Ensure all promotional material is publicized
- IV. Report budget proposal for any promotional materials to Vice President of Finance if necessary
- V. Report back to the Vice President of External Affairs
- VI. Perform all duties assigned by the President

Stroll Mistress

- I. Make one new stroll every semester.
- II. Ensure all sisters adhere stroll guidelines.
- III. Responsible for teaching strolls to all sisters.
- IV. Organize and plan events for sisters to participate strolling in.
- V. Report back to the Vice President of External Affairs.

- VI. Perform all duties assigned by the President.

VICE PRESIDENT OF FINANCE

- I. Serves as a liaison between the President and Fundraising Chair.
- II. Handles all financial exchanges.
- III. Creates and maintains the Sorority budget.
- IV. Presents a financial report at each meeting.
- V. Collect semester dues from all members.
- VI. Permits fines and penalties if needed.
- VII. Performs all duties as assigned by the President.

FUNDRAISING CHAIR

- I. Coordinate and promote all national fundraising projects and projects for the Chapter.
- II. Report back to VP of Finance
- III. Perform all duties as assigned by the VP of Finance and the President
- IV. Sets and meets the minimum fundraising requirements of the national board and chapter.
- V. Maintains the fundraising budget
- VI. Creates fundraising reports after each fundraiser and gives to VP of Finance one week after fundraising event
- VII. Coordinates and promotes all fundraising projects.

VICE PRESIDENT OF RECORDS

- I. Keep track of meeting minutes . Has 24 hours after the meetings to share them
- II. Attend all meetings as possible
- III. Attend mandatory meetings with Greek life office when possible
- IV. Notify sisters about the chapter meetings
- V. Reserve meeting rooms
- VI. Take care of email and mailbox
- VII. Keeps track of attendance sheets for events, AME sessions, and chapter meetings
- VIII. Maintains chapter roster
- IX. Oversee historian and webmistress
- X. Reports to the President
- XI. Performs all other duties assigned by the President
- XII. Checks transition documents of each position as the semester ends.

HISTORIAN

- I. Attend all events and take pictures or any other form of record keeping
- II. Organize a chapter scrapbook that includes the main events and the successful

ones

- III. Have a page for each class ie: charter class, alpha class...
- IV. The scrapbook should be consistent in color, patterns, fonts...
- V. Upload the good pictures on a folder in the google drive so that the webmistress has access to them.
- VI. Have the Chapter scrapbook completed by the end of the semester in time for the semesterly check.
- VII. Have all pictures uploaded 24 hours after the event
- VIII. Pictures will be uploaded into the google drive
- IX. In case of emergency or can't perform task within the required period, contact the Vice President of Records
- X. Reports to Vice President of Records
- XI. Perform all other duties assigned by the President

WEBMASTER

- I. Update events on the website after full planning.
- II. In case of emergency or can't perform a task within the required period, contact Vice President of Records
- III. Update the website monthly
- IV. Upload sister of the month
- V. Update our calendar monthly
- VI. Update roster
- VII. Reports to the Vice President of Records
- VIII. Performs all other duties assigned by the President

VICE PRESIDENT OF NEW MEMBER SERVICES

- I. Check and oversee all intake activities, including overseeing Recruitment Chairs and the Assistant Affiliate Member Educators.
 - a. Check transition binders of respective positions
- II. Serves as the Affiliate Member Educator for all prospective members unless extenuating circumstances arise, which are reviewed by the chapter.
- III. Notify all sisters the schedule of the AME process.
- IV. Ensures that affiliates adhere to all rules and regulations in accordance to the affiliate member rules.
- V. Educates affiliate members in a constructive way.
- VI. Operates Affiliate Member Education with Assistant Affiliate Member Educator and Ritual Chair.
- VII. Delegates responsibilities to the Assistant Affiliate Member Educator.
- VIII. Adheres to guidelines set in the Affiliate Member Education manual and University Member Intake policy.
- IX. Responsible for handling all affiliate member education forms in correspondence with the Office of Sorority and Fraternity Life as well as DFL National Director of New Member Services.

- X. Perform all duties assigned by the President.

RECRUITMENT CHAIR

- I. Coordinate and plan all recruitment events for the semester after the election. (Fall election means plan for Spring recruitment, vice versa)
- II. Complete an itinerary and agenda of recruitment week.
- III. Submit these to the Vice President of New Member Services as well as the Director of New Membership.
- IV. Works in accordance with Creative Director to develop promotional material for recruitment.
- V. Maintain relations with all undergraduates who show interest in joining the sorority.
- VI. Send a budget form for Recruitment Week to the Vice President of Finance.
- VII. Report a budget proposal for any recruitment materials to Vice President of Finance.
- VIII. Reports to the Vice President of New Member Services.
- IX. Performs all other duties assigned by the VP of New Member Services.

ASSISTANT AFFILIATE MEMBER EDUCATOR

- I. Serve as an assistant to the Affiliate Member Educator
- II. Is responsible for maintenance of the Affiliate Member Education manual and for keeping all other members informed of any changes made during chapter meetings.
- III. Keep sisters informed of the progress of Affiliates during chapter meetings.
- IV. Train to become future Affiliate Member Educator.
- V. Reports to the Vice President of New Member Services.
- VI. Perform all other duties assigned by the VP of New Member Services.

ARTICLE VII. POINTS SYSTEM

The points system ensures that members of Delta Phi Lambda complete the Membership Requirements and maintain her status without any sanctions or holds.

SECTION 1: POINTS DISTRIBUTION

Only Policy chair and Executive Board have the power to bring up potential situations regarding the addition or subtraction of points for an action. Points have been predetermined before each semester, and each sister is required to reach a certain quota of points to be considered good standing each semester.

The purpose of the points system is to reduce the penalty incurred for missing events. Using the points system allows good standing to be maintained; absences from required events such as chapter and AME sessions can be substituted with attendance to all other events. Points may be deducted and added as appropriate for each sister individually.

The table below shows the distribution of points.

Event	+/-	Points
Chapter Attended	+	1
Chapter Attended, Dress Code correct	+	0.5
Chapter Absence (no excuse)	-	3
Attending Sorority Events	+	2
Sorority Event Absence	-	2
Attending External Events (e.g., MGC, AAA, reveals)	+	1
Recruitment Event Attendance	+	2
Missed Session (Overall Attendance)	-	2
Attended Ritual	+	1
Missing Initiation	-	4
Satisfactory Academic Hours	+	3
Satisfactory Volunteering	+	3
Additional Volunteering hours (capped at 10 hours)	+	0.5

Event Tardiness	Strike
5-10 min late	1
11-15 min late	2

>16 min late	3
No Show	5

Fine Scale:	5 Strikes
Fine 1	\$5
Fine 2	\$5
Fine 3	\$10
Fine 4	\$15
Fine 5	\$20
Fine 6 or >	\$25

SECTION 2: POINT GUIDELINES

CHAPTER ATTENDANCE

- A. Every chapter is required. Two absences with no excuse are allowed with no penalty.
- B. Every additional chapter that is missed results in a \$5 fine per chapter missed.

TIMELINESS

- A. Tardiness to chapter is defined as being more than fifteen minutes late to the start of the meeting. Policy chair must be notified in order to avoid a penalty.
- B. Three uninformed tardies result in one chapter absence.

RECRUITMENT:

- A. Active Sisters must attend 4 out of 6 recruitment events.
- B. A \$5 will be assessed for every session missed below the requirement.

AFFILIATE MEMBER-RELATED EVENTS

- A. Active Sisters must attend 7 sessions. Reveal counts as a session.
- B. In order to be considered for becoming a Big/Educator, must attend 11 sessions. Reveal counts as a session.
- C. Reveal practice can be redeemed once for missing a session.
- D. A \$5 fine will be assessed for each session below the requirement.
- E. Tardiness does not apply to AME sessions.

EVENT ATTENDANCE:

- A. Sisters must attend at least one of each type of event (Academic, Sisterhood, Fundraising, etc.) per semester.
- B. All events are required. Sisters must notify the Policy Chair in order to have excused absence.
- C. All uninformed absences will result in a \$5 fine.
- D. Any Sister that misses a requirement will incur a \$5 per requirement missed.

STANDARDS OF EXCELLENCE

- A. Active Sisters must complete one of each SOE (Risk Reduction, Member Development, and Inclusive Excellence)
- B. Sisters will incur a \$5 fine per SOE requirement missed.

GOOD STANDING

- A. Satisfactory GPA of 2.70, as required by the university
- B. Satisfactory volunteering hours of five per semester
- C. Satisfactory event and chapter attendance
- D. Satisfactory academic hours (10 hours)
- E. Satisfactory SOE attendance (3 events)
- F. Satisfactory AME attendance (7 sessions)

SECTION 3: PENALTIES

- I. Details on assessment of fines stated above.
- II. Fines will be assessed at the end of the semester. All Sisters have access to the Policy Chair's point system and can keep track of individual requirements.

SECTION 4: FAILURE TO COMPLETE PENALTIES

Members who fail to complete the penalties by the deadlines will be subjected to a social probation.

ARTICLE VIII. FINANCES

SECTION 1: BUDGET

A projected budget will be presented at retreat each semester by each respective chair. Budgets will be discussed and agreed on by the chapter, and a finalized budget will be created by the end of each semester in preparation for the upcoming semester. Vice President of Finance will be accountable for tracking expenses throughout the semester.

SECTION 2: CHAPTER DUES AND FEES

Chapter dues will be subject to change each semester. Chapter dues may be paid in full or in installments, and the member assumes full responsibility to communicate their payment plan to the Vice President of Finance within two weeks following the first chapter. Chapter dues must be paid by a date agreed on by the executive board.

SECTION 3: CONVENTION DISCOUNT

If a sister attends a national convention or mid-year conference, the Sorority will make every effort to cover their expenses. However, the member must be prepared to utilize their own funds for this expenditure.

ARTICLE IX: CHAPTER EXCELLENCE PROGRAMMING

Chapter Excellence Programming (CEP) is a program that the National Board has created to help track the progress of chapters by monitoring the events each chapter participates in and/or hosts. Individual chapter events are tracked through the submission of reports to the National Board. Each individual report tracks events at each chapter.

SECTION 1: EVENT REQUIREMENTS

In order to successfully meet the requirements of CEP, chapters must host the following minimum amount of events each academic semester with the correct number of actives and associates attending as set forth in the CEP bracket system:

- I. National Events (2) - An national event, for the purpose of CEP, is the annual national convention and mid- year conference at AFLV.
- II. Fundraising Events (2) - A fundraising event, for the purposes of CEP, shall be defined as any event which has the sole purpose of generating funds for the chapter. The event may be held in conjunction with another organization, but the chapter must receive no less than half of all funds that are generated in order for it to be reported in Aspirations.
- III. Philanthropy Events (3) - A philanthropy event, for the purposes of CEP, shall be defined as any event which serves a charitable cause. Events shall not include venues in which funds are generated for the chapter's organizational uses. Events benefiting our national cause, osteoporosis, are strongly encouraged. At least one philanthropy event per academic year must benefit our national cause.
- IV. Academic Events (2) - An academic event, for the purpose of CEP, shall be defined as any event advancing the academic career of a sister. The event may include a closed or open study session, a speaker, or a professional workshop.
- V. Sisterhood Events (3) - A sisterhood event, for the purposes of CEP, shall be defined as any event which is attended only by sisters and is meant to strengthen the bonds between our organization's members. Sisterhood events may be held either at a single chapter or in conjunction with one or more chapters
- VI. Recruitment Events (6) - A recruitment event, for the purpose of CEP, shall be defined as any event which has the intent of bringing individuals into the sisterhood. Each chapter is required to hold a minimum of two info sessions, two events with other organizations, two events with only sisters present and one bid dinner.
- VII. Programming (2) - A programming event, for the purpose of CEP, in any event that highlights education about a particular ethnic/cultural group on the campus, in the community of the chapter (e.g., Asian- American, African-American, Hispanic, etc.), or education about issues and topics affecting current society. Each academic year, the Chapter is required to host a week of events for each semester, respectively.
 1. Fall semester: Chapter must host Founders Week, a week dedicated to Delta Phi Lambda. This week must consist of four events pertaining to programming, philanthropy, social, and sisterhood.
 2. Spring semester: Chapter must host 3C's Week, a week consisting of programming activities that represent Collaboration, Cooperation, and Celebration for Asian-Americans.

SECTION 2: MISCELLANEOUS REQUIREMENTS

Aside from the event requirements, the chapter must complete the following:

- I. Submission to two treasury reports documenting the expenditures and balances of the chapter treasury per academic year.
- II. The inclusion of supporting documentation if requested by the National Board.

ARTICLE X: HAZING

No chapter, colony, member or alumnae of Delta Phi Lambda Sorority, Inc. ("D Phi L") shall condone hazing in any form and defines hazing as "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule".

Activities included in this definition are:

- I. Any morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.
- II. Any action or situation that recklessly or intentionally endangers the mental or physical health and/or safety of an individual for the purpose of initiation or admission into or association with D Phi L.
- III. Any brutality of a physical nature such as whipping, paddling, beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquor, drug or other substance; or other forced elements; or other forced activity which could adversely affect the mental or physical health or safety of the individual.
- IV. Any activity that could subject the individual to mental or physical stress such as sleep deprivation, forced exclusion from social contact, forced contact which could result in embarrassment, or any other activity that could adversely affect the mental or physical health or dignity of the individual.
- V. Wearing of public apparel which is conspicuous and not normally in good taste;
- VI. Engaging in public stunts and buffoonery.
- VII. Forcing or requiring the violation of the chapter's respective university policies, federal, state or local law.
- VIII. Any activity, as described above, upon which the initiation or admission into or association with D Phi L may be directly or indirectly conditioned, shall be presumed to be a "forced" activity, the willingness of an

individual to participate in such activity notwithstanding.

ARTICLE XI: OTHER POLICIES

SECTION 1: SORORITY CODE OF CONDUCT

All members of Delta Phi Lambda regardless of status are expected to adhere to the Sorority Code of Conduct.

- I. Sisters will live up to the oath and the values of the sorority.
- II. Sisters will practice the virtues of Delta Phi Lambda daily.
- III. Sisters will remain loyal to Delta Phi Lambda and always keep the best interests of the sorority in mind.
- IV. Sisters will stay honest to the duties outlined by their chapter and national office by attending and being on time to sorority events and meetings.
- V. Sisters will meet the financial obligations to the sorority.
- VI. Sisters will respect all members, young or old, and only speak of and treat other Sisters with the highest regard.
- VII. Sisters should be dedicated to service while as an undergraduate member and for a lifetime as an alumnae member.
- VIII. Sisters will maintain the integrity of Delta Phi Lambda and conduct themselves in the most professional manner for personal behavior is a reflection upon the entire sorority.
- IX. Sisters will stay disciplined to the mission and vision of the sorority by constantly self-educating and educating others about APIA issues.
- X. Sisters will strive for academic excellence and graduate from their university with a GPA above the MGC's average.
- XI. Sisters will not abuse nor support the abuse or misuse of alcohol or drugs and understand that they are responsible for their actions when under the influence of any substance.
- XII. Sisters will be held accountable and hold sisters accountable by this code and confront any sister who violates any part of the code.

SECTION 2: UNRECOGNIZED GROUPS POLICY

Delta Phi Lambda, while respecting the First Amendment rights of individuals at public and private institutions to associate, supports the discretion of host institutions to recognize or to suspend recognition of Greek letter organizations. Chapters of Delta Phi Lambda Sorority, Inc. are not permitted to affiliate with an organization, chapter, or member of an organization or chapter that is not recognized by their respective university. This includes organizations, chapters, or members that may be at a nearby university of a Delta Phi Lambda Chapter and applies to any event that an observer would associate with Delta Phi Lambda. Chapters or groups of individual members who violate this policy will be referred to the National Executive Board for investigation.

SECTION 3: RISK MANAGEMENT POLICY

Delta Phi Lambda Sorority, Inc. abides by the most current FIPG Risk Management Policy. The Risk Management Policy of FIPG, Inc. includes the provisions, which follow and shall apply to all fraternity entities and all levels of fraternity membership.

SECTION 4: POLITICAL NEUTRALITY POLICY

It is the policy of Delta Phi Lambda Sorority, Inc. to remain neutral on any political topic and candidate. The essential functions of the Sorority require strict institutional neutrality, integrity, and independence regarding partisan political activities. The Sorority shall not provide material support, whether monetary or otherwise (including the publishing or distribution of statements), concerning any particular government, administrative agency, government official, political party, politician, political campaign, political movement, insurgent group, terrorist entity, or political agenda. This policy is to protect the neutrality of the Sorority in the course of political activities that involve members of the organization.

SECTION 5: NONDISCRIMINATORY POLICY

Delta Phi Lambda is fully committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices or procedures and complies with the Civil Rights Act and section 504 of the Rehabilitation Act of 1983. In the selection of our members, we offer this opportunity to all women without regard to race, color, national origin, age, religion, marital status, citizenship, sexual orientation, or disability; nor are the women who meet such membership requirements subjected to discrimination because of race, color, national origin, age, religion, marital status, citizenship, sexual orientation, or disability. Our organization will be mindful of each potential member's personal situations that may conflict with Sorority activities provided that these situations are communicated in a timely manner with the current members of our organization and as such, those potential members will not be barred from the opportunity for membership due to those circumstances beyond their control.

As an organization that strives for Asian awareness through sisterhood, we exemplify and appreciate the value of diversity and express respect for each individual for what they offer.

SECTION 6: TRANSPORTATION POLICY

When transporting members to and from Delta Phi Lambda events, the use of appropriate safety precautions is required, including using such modes of transportation where the driver has not been consuming alcohol.

In addition to complying with all state laws, university regulations, and local ordinances, members of legal drinking age who choose to consume alcoholic beverages must do so safely and responsibly. A common carrier, such as taxis, buses, and university or hotel transportation, is the preferred method of transportation to and from all Delta Phi Lambda events.

If a designated driver program is coordinated by the chapter for a chapter event, all participants must comply with the chapter's designated driver guidelines and responsibilities.

Chapter coordination of transportation to or from a non-Delta Phi Lambda event is prohibited.

Chapter participation in a designated driver program implemented by the university or other organizations for non-Delta Phi Lambda events is prohibited.

SECTION 7: CONTRACT POLICY

All contracts must be reviewed prior to signing by the Regional Governors. Only the President or Vice President of Finance may sign contracts on behalf of the chapter. Other Officers or members who sign contracts may be personally liable.

SECTION 8: SANCTIONS POLICY

Delta Phi Lambda Sorority is a private, self-governed, single-sex organization. The national organization's policies are binding on all chapters, Affiliate, Collegiate, and Alumnae Members of Delta Phi Lambda. This section specifically addresses violations of the organization's policies.

ARTICLE XII: VIOLATIONS

SECTION 1: PENALTIES

Any member violating any of the articles of Constitution shall be subject to the following penalties according to the severity of the violation:

- I. Voting rights revoked for a specific period of time.
- II. Suspension from Sorority activities for a specified period of time.
- III. A fine appropriate to the violation.
- IV. Community service.
- V. Submission of an official report detailing the violation to the National Board.
- VI. Any combination of the above.

The penalties and time frame in which they are to be completed will be determined by the Executive Board.

SECTION 2: REPORTS

Reports of violations submitted to the National Board shall be subject to judicial review by the national Judicial Committee.

ARTICLE XIII: AMENDMENTS

SECTION 1.

These Bylaws will be reviewed per month by the chapter, and new versions will be updated as necessary.

SECTION 2.

The formal process for amending these Bylaws is as follows:

- I. Proposed amendments to the Bylaws must be submitted to the Executive Board for review.
- II. Executive Board may make recommendations but may not alter the proposed amendment.
- III. The President will present the proposed amendment to all members first through email and formally at the proceeding chapter.
- IV. Voting of the amendment will occur anonymously through polling. Proposed amendments will be considered adopted by a majority vote.