

# Alpha Delta Pi Chapter Bylaws

## Bylaws of the Gamma Eta Chapter of Alpha Delta Pi

### Article I. Name

The name of this chapter, hereinafter referred to as the chapter, shall be Gamma Eta as designated by the Grand Council of Alpha Delta Pi.

### Article II. Authority

The chapter shall be governed by the International Bylaws of Alpha Delta Pi; by the rules and regulations adopted by Grand Council as printed in the *Chapter Operations Book* and other official manuals of Alpha Delta Pi; by the Bylaws of Gamma Eta Chapter; and by the rules and regulations of the National Panhellenic Conference and the Panhellenic Council of University of Memphis. In the event of a conflict between the International Bylaws of Alpha Delta Pi Sorority and the Bylaws of Gamma Eta Chapter, the International Bylaws of Alpha Delta Pi Sorority shall control.

### Article III. Membership

**Section 1 - Classes of Membership** . There shall be three classes of membership: Alpha member, Delta member, and alumna (Pi member). The definition, privileges, and responsibilities of each are listed in the Chapter Operations Book.

**Section 2 - Qualifications for Initiation.** An Alpha member qualifies for Initiation if she has:

1. Completed the Alpha Member Education Program.
2. Attended all Alpha Member Education Sessions and required chapter activities.
3. Paid all financial obligations in full.
4. Passed the Initiation Exam with a score of no less than 85%.
5. Signed the Standards Code of Alpha Delta Pi and is considered a member in good standing.
6. Adhered to the chapter Scholarship Program.
7. The University of Memphis further requires that all new members or associate members of any Greek organization have a cumulative high school G.P.A of 2.5 or a cumulative college G.P.A of 2.75, whichever is most current, and be enrolled

for at least twelve (12) semester hours, to be eligible for initiation into their respective inter/national organizations.

**Section 3 - Fifth-Year Students.** A fifth-year student may continue to maintain Delta membership status with the chapter upon approval of her application to the Executive Board. The request should be made in writing to the Executive Board during the semester prior to her fifth year.

**Section 4 - Emergency Financial or Medical Leave Membership Status.** Any member granted Emergency Financial or Medical Leave Membership Status by Executive Board is prohibited from participating in regular chapter activities, including meetings. The member may attend limited social events, such as Founders' Day or special chapter celebrations, but only at the formal invitation of the chapter and with approval of the Executive Board. If the member does attend any event, she is expected to pay her portion of the expense.

**Section 5 - Affiliation of Transfer Members.** An initiated member, who transfers from another chapter may be affiliated by a majority vote of this chapter, provided all procedural requirements listed in the Chapter Operations Book have been satisfied. Each transfer student that is affiliated with this chapter shall be assigned a sponsor within the chapter to help her learn about the chapter.

### **Section 6 - Participation.**

**(a) Chapter Activities.** All collegiate members are expected to attend and support the following chapter activities: Chapter Meetings, Recruitment Workshops, Spirit Week, Recruitment, Chapter Retreat, Philanthropy Events, TME Workshops, COR Workshops, Bid Day, Alpha Member Ceremony, MSS, Black Diamond Ceremony, and Initiation.

**(b) Campus and Community Activities.** All members are encouraged to participate in two activities outside the sorority each term.

### **Section 7 - Dues and Fees.**

**(a) Alpha Member Fees.** The Alpha Member Fee is composed of the annual membership fee, liability insurance assessment, technology fee and housing/facility fund fee. The amount shall be established by Alpha Delta Pi. This fee must be paid prior to the Alpha Member Ceremony.

**(b) Initiation Fee.** The Initiation Fee must be paid before Initiation is held. The amount shall be established by Alpha Delta Pi.

**(c) Badge Fee.** Every Alpha member is required to purchase a badge and guard prior to initiation.

**(d) Delta Member Fee.** The Delta Member Fee is composed of the annual membership fee, liability insurance assessment, convention travel fund fee, anniversary fee, technology fee and housing/facility fund fee. The amount shall be established by Alpha Delta Pi. This annual fee is paid by each initiated collegiate member beginning the school year after which she became a member.

**(e) Chapter Dues.** All Alpha and Delta members shall pay semesterly dues of \$295 for Alphas and \$405 for Deltas. If an Alpha member joins within the last 8 weeks of her semester her dues will be lowered to \$225.

**(f) Panhellenic Dues.** *(If applicable)* Each member shall pay \$10.00 each year for Panhellenic dues and is subject to change upon the decision of the Panhellenic Council.

**(g) Recruitment Counselor Fees.** *(If applicable)* Each member who chooses to serve as a recruitment counselor (Gamma Chi) will be assessed the Gamma Chi fee charged by the University. The recruitment counselor fee is subject to change upon the decision of the University.

**(g) House Fees.** *(If no House Corporation exists)* Each chapter member shall be required to pay a House Fee of \$60.00. This fee is kept in a separate savings account. This fee is used for decoration, redecoration, furnishings, or housing exclusively.

## **Article IV. Officers**

### STANDARD CHAPTER OFFICER STRUCTURE

**Section 1 - Elected Officers and Duties.** This chapter of Alpha Delta Pi shall elect the following officers: President, Executive Vice President, Membership Education Vice President, Recruitment and Marketing Vice President, Finance Vice President, Recording Secretary, Corresponding Secretary, Historian, New Member Coordinator, Guard, Leadership Chair, Formal Recruitment Chair, Philanthropy Chair, Alumnae Relations Chair, Public Relations Chair, Finance Assistant, Property Manager, Merchandise Chair, Chaplain, Spirit Chair, Intramural Chair, RMHC Chair, Sisterhood

Chair, and Music Chair. These officers shall perform the duties prescribed in the *Chapter Operations Book* and other such duties as the chapter may assign.

**Section 2 - Appointed Officers and Duties.** This chapter of Alpha Delta Pi shall appoint the following officers: Director of Standards and Ethics, Director of Social Enrichment, Panhellenic Delegate, Scholarship Chair, and Recruitment Information Manager. These officers shall perform the duties prescribed in the *Chapter Operations Book* and other such duties as the chapter may assign.

**Section 3 - Eligibility for Election and Maintaining an Office.** The eligibility requirements to run for and maintain an office shall be those listed in the *Chapter Operations Book* .

**Section 4 - Nomination Procedures, Time of Elections.** The Nominating Committee shall consist of members of the Advisory Board and seniors who are currently on the Executive Committee and shall perform the duties as prescribed in the *Chapter Operations Book* . The time of elections shall be in accordance with the guidelines as prescribed in the *Chapter Operations Book* .

**Section 5 - Eligibility to Vote in Elections.** All members must take and pass the International Exam with a score of at least 85% and be in good financial standing with the chapter in order to be eligible to vote in chapter elections.

**Section 6 - Ballot Election, Term of Office.** The officers shall be elected by ballot unless there is but one candidate, in which case the member is instated into the office. Officers shall serve one year or until a successor is elected. The term of office shall begin at the close of the officer installation ceremony.

**Section 7 - Submission of Grades.** Each member shall submit her mid-term grades to the Scholarship Chair each semester.

## **Article V. Meetings**

**Section 1 - Chapter Meetings** . This chapter shall meet regularly and weekly during the academic school year at a time decided by the chapter.

**Section 2 - Authority to Postpone Meetings.** The President shall have the authority to postpone regular meetings with the approval of the Executive Committee and the CPD.

**Section 3 - Emergency Meetings.** The President shall have the power to call an emergency meeting with the approval of the Executive Committee and the CPD.

**Section 4 - Quorum.** A majority of qualified members of the chapter shall constitute a quorum for the transaction of business at any meeting.

**Section 5 - Required Attendance.** All members are required to attend all regular or emergency meetings of the chapter. Any member who fails to attend meetings without being excused is liable for a fine and/or disciplinary action.

**Section 6 - Unauthorized Activity in Business Meeting.** Any activity not recognized on the floor, such as talking, will be out of order and called such by the Guard. In the event of a second reprimand, the Guard will have the authority to dismiss the member in question resulting in an unexcused absence.

**Section 7 - Reports at Meetings.** Any officer, committee chair, or member who wishes to make a report at a Chapter Meeting, must submit a written summary of the report to the Executive Vice President by the date determined by the current Executive Vice President and make the Executive Vice President aware that she will be presenting a report to the Executive Committee.

## **Article VI. Executive Committee**

**Section 1 - Composition of the Executive Committee.** The Executive Committee shall consist of the following officers: President, Executive Vice President, Director of Standards and Ethics, Finance Vice President, Membership Education Vice President, Recruitment and Marketing Vice President, Panhellenic Delegate, and the Director of Social Enrichment.

**Section 2 - Executive Committee Duties.** The duties of the Executive Committee shall be to provide tactical direction for the chapter and to perform all other such duties as are prescribed in the *Chapter Operations Book* .

**Section 3 - Executive Committee Meetings.** The Executive Committee shall meet regularly and weekly during the academic school year at a time established by the committee. Attendance at Executive Committee Meetings is required of Executive Officers. The President may call emergency meetings of the Executive Committee.

**Section 4 - Quorum.** A majority shall constitute a quorum for the transaction of business at any meeting of the Executive Committee.

## **Article VII. Executive Board**

**Section 1 – Composition of the Executive Board.** The Executive Board shall consist of all officers of Executive Committee and the Alumnae Advisory Board.

**Section 2 - Executive Board Duties.** The duties of the Executive Board shall be to provide strategic direction for the chapter and to perform all other such duties as are prescribed in the *Chapter Operations Book* .

**Section 3 - Executive Board Meetings.** The Executive Board shall meet at least once a month during the academic school year at a time established by the board. Special meetings of the Board may be called by the President and shall be called upon the written request of any three members of the Executive Board. Except in special cases, at least three-day's notice shall be given.

**Section 4 - Quorum.** A majority shall constitute a quorum for the transaction of business at any meeting of the Executive Board.

## **Article VIII. Teams and Committees**

**Section 1 - Standing Teams and Committees.** The chapter shall have the following teams and committees: Chapter Administrative Team, Chapter Membership Education Team, Chapter Finance Team, Chapter Recruitment and Marketing Team, Chapter Panhellenic Team, Chapter Social Enrichment Team, Chapter Standards and Ethics Team, Risk Management Committee, Recruitment Management Committee, Tabulating Committee, Nominating Committee, Philanthropy Committee, Alumnae Relations Committee, Bylaws Committee, Photography Committee, and Scholarship Committee.

**Section 2 - Duties.** The duties of the committee/team chairs, teams, and committees shall be those listed in the *Chapter Operations Book* and any others the chapter may assign.

**Section 3 - Other Committees, President's Ex-Officio Committee Membership.** Other committees, standing or special, shall be appointed, as the chapter or Executive Board deem necessary. The President shall be an ex-officio member of all committees except for the Nominating Committee.

## **Article IX. Standards**

**Section 1 - Standards Code.** All members will observe the Standards Code of Alpha Delta Pi. A member whose behavior is inconsistent with the Standards Code will be given notice of a Standards Council meeting in accordance with the procedures set forth in the *Chapter Operations Book* .

**Section 2 - Hazing.** Hazing in any form is absolutely prohibited in Alpha Delta Pi. Alpha Delta Pi members will not haze, nor allow themselves to be hazed. Hazing is any situation, which creates mental or physical abuse, discomfort, embarrassment, ridicule or harassment, whether on or away from sorority property. Any member suspected to be in violation of the hazing policy will be given written notice of a Standards Council meeting in accordance with the procedures set forth in the *Chapter Operations Book* .

### **Article X. Housing**

**Section 1 - House Rules.** The Property Manager will maintain and distribute a list of house rules which are developed in cooperation with the House Corporation Board.

**Section 2 - Housing Requirements.** All members shall be required to live in the chapter facility unless it is full. In the case that room(s) are not filled, the cost of the empty room(s) will be split and assessed to any chapter members who have not yet lived in the house.

### **Article XI. Scholarship Program**

**Section 1 - Chapter Scholarship Program.** There shall be a chapter scholarship program and scholarship requirements, which are determined by Alpha Delta Pi bylaws.

**Section 2 - Minimum GPA.** All members are expected to attain a minimum GPA of 2.50 (on a 4.0 scale). Executive Committee members are expected to attain a minimum GPA of 2.75 (on a 4.0 scale).

**Section 3 - Failure to Achieve Minimum GPA.** When a member fails to make the minimum GPA, she must attend an Individual Scholarship Meeting with the Scholarship Chair and Standards Advisor, and together they will develop a program individualized to her scholastic needs. This will be followed by a Standards Council meeting in which the member will commit to the individual program by signing a probation agreement. In addition, the member must submit a Weekly Status Report to the Scholarship Chair and Standards Advisor.

**Section 4 - Failure to Achieve the Minimum GPA for a Third Term.** The third term a member makes below the minimum GPA, regardless if the terms are consecutive, the Executive Board may vote to recommend cancellation of her membership as a result of a Formal Hearing, if there is evidence that the member failed to comply with the terms of her scholarship probation, such as failure to attend class, refusal to complete study hours or refusal to seek help.

## **Article XII. Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the chapter in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the chapter may adopt.

## **Article XIII. Chapter Status**

Should the chapter cease to exist, all remaining assets, after satisfying the chapter's liabilities and expenses, shall be transferred to Alpha Delta Pi Sorority, a non-profit corporation chartered in the state of Georgia, at 1386 Ponce de Leon Ave NE, Atlanta, Georgia 30306.

## **Article XIV. Interpretation and Amendments**

**Section 1 - Interpretation.** In case of doubt as to the meaning of these Bylaws, the same shall be taken to the Executive Board for interpretation. Appeals may then be made to the Collegiate Province Director, the District Team Director, and the International Vice Presidents of Collegiate Membership for final decision.

**Section 2 - Amendments.** These Bylaws may be amended at any regular meeting of the chapter by a two-thirds vote of the eligible members present and voting, where a quorum is present, providing that the intended amendment has been presented in the meeting at least one week prior to the vote.

Date of Revision: March 25, 2018 ( *chapter meeting date bylaws were approved* )