



Bylaws of Beta Eta Chapter  
Of Alpha Phi International Fraternity

Adopted on April 3, 2018  
Amended on November 28, 2018

**SAMPLE COLLEGIATE CHAPTER BYLAWS  
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## **ARTICLE I: NAME**

The name of this chapter shall be Beta Eta Chapter of Alpha Phi International Fraternity Incorporated.

## **ARTICLE II: PURPOSE**

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

## **ARTICLE III: POWERS AND RESPONSIBILITIES**

### *SECTION 1: POWERS*

Providing Beta Eta chapter is in good standing with the Fraternity, it shall have the powers provided in the *Alpha Phi Constitution and Bylaws* and the *Policies & Procedures of Alpha Phi International Fraternity, Inc.* As long as the Beta Eta chapter is in good standing with the university, it shall follow all bylaws, policies, and procedures of the *University of Manitoba Students' Union (UMSU)* especially those found in the *UMSU Student Clubs Policies and Procedures*.

### *SECTION 2: RESPONSIBILITIES*

To remain in good standing with the Fraternity, Beta Eta chapter shall:

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

## **ARTICLE IV: BYLAW INTERPRETATION**

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

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

## **ARTICLE V: AMENDMENTS**

### *SECTION 1: METHOD OF AMENDING*

These bylaws will be brought immediately into conformity with the changes in the *Constitution and Bylaws, Polices & 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***

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

## **ARTICLE VI: VOTING REQUIREMENTS AND METHODS**

### ***SECTION 1: ELIGIBILITY***

All initiated collegiate members not under: automatic suspension, 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***

Two-thirds of the collegiate members eligible to vote shall constitute a quorum for the transaction of business. If quorum is not present, the chapter may not conduct business.

### ***SECTION 3: METHODS OF VOTING***

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

1. Viva voce (by voice) or

2. A show of hands or
3. General consent or
4. Written secret ballot which shall be used for:
  - a. Election of officers to each office having more than one candidate
  - b. Removal from office
  - c. Controversial and disciplinary matters
  - d. Petition for Visitation Hours in the Chapter Facility
  - e. Other matters as determined by the Chapter President or membership

Method of Counting Written Ballots:

1. The Chapter President shall appoint Executive Administrator to count the ballots
2. The Chaplain and Marshall shall assist
3. An advisor shall be present while ballots are being counted

**ARTICLE VII: MEMBERS**

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

Section 1: *COLLEGIATE MEMBER*

New Member

- A member who has not yet been initiated into a collegiate chapter

Initiated Member

- An initiated 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 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:
  1. A member who has temporarily left school
  2. A member who has transferred to a college where there is no collegiate chapter of the Fraternity
  3. A member who has transferred to a college where there is a chapter of the Fraternity, but has not affiliated with that chapter
  4. 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
  1. 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
- May 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 the Alpha Phi International Fraternity, Inc*

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

## *SECTION 2: ALUMNA MEMBER*

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

- 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
- Alumnae members who return to college continue to be regarded as alumnae members
- No alumna member has the right to vote in a collegiate chapter meeting
- Only collegiate members of the chapter may attend the social events of the chapter
- Alumnae may attend other collegiate events by invitation only

## *SECTION 3: GOOD STANDING*

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

1. Comply with the *Constitution and Bylaws* and the *Policies & Procedures of the Alpha Phi International Fraternity, Inc.*
2. Comply with her chapter's bylaws and House/Facility Rules
3. Maintain a satisfactory scholastic record (minimum GPA of 2.5)
4. Meet Fraternity and Chapter financial obligations; including but not limited to:
  - a) Chapter dues
  - b) Fines
  - c) Merchandise purchases

## *SECTION 4: MEMBERSHIP CONTRACTS*

Every year all members of Beta Eta 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;
- Points System

## **ARTICLE VIII: MEMBER DISCIPLINE**

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

### *SECTION 1: JUDICIARY BOARDS*

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

#### 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, or is the accused member, another officer may substitute. The chapter will use the list of officers in elected order to identify an alternate. The alternate must be approved by the Chapter Advisor. A Judiciary Board hearing may not take place without a member of the Advisory Board in attendance.

#### CAUSE

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

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

### *SECTION 2: AUTOMATIC SUSPENSION*

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

1. An initiated or uninitiated collegiate member who has been automatically suspended shall be notified immediately of such action by the VP Finance, who shall also notify the Chapter Advisor
2. The badge and certificate of membership of an initiated member or the new member pin of an uninitiated member who has been automatically suspended shall be held by the Finance Advisor or the chapter VP Finance until the member is reinstated, her membership is terminated, or her uninitiated membership is broken
3. Reinstatement:
  - a. An initiated member who has been automatically suspended shall be reinstated after payment in full of all dues, fees and other financial obligations that are owed up to and including the period of automatic suspension, providing such payment is made within the current school year and prior to the chapter's submission of the request for termination



- b. An uninitiated member may be similarly reinstated provided such payment is made within the current school year or before the end of the calendar year from the date she was pledged, whichever comes first
  - c. Notification of all reinstatements shall be made by the VP Finance, who shall also notify the Chapter Advisor
4. Request for Membership Termination:
- a. If reinstatement does not occur, termination proceedings shall begin immediately in accordance with the *Policies & Procedures of the Alpha Phi International Fraternity, Inc.*

### **SECTION 3: MEMBERSHIP TERMINATION**

#### **UNINITIATED MEMBERSHIP**

An uninitiated membership may be broken by a collegiate chapter through the Judiciary Board process, two-thirds affirmative vote of the Executive Council, or by the non-payment of dues by the initiation date, with the approval of the Chapter Advisor.

#### **COLLEGIATE MEMBERSHIP**

Termination of membership by the International Executive Board for cause maybe requested by a two-thirds affirmative vote of the chapter, a vote in the affirmative vote of the Judiciary Board or the Chapter Advisor.

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

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

## **ARTICLE IX: OFFICERS AND DELEGATES**

### **SECTION 1: ELECTED OFFICERS**

The seven elected officer roles shall be elected in the following order during the chapter's annual elections:

1. Chapter President
2. Vice President of Risk Management
3. Vice President of Member Education & Programming
4. Vice President of Finance
5. Vice President of Membership Recruitment
6. Vice President of Marketing
7. Vice President of Community Relations

In addition to the above elected positions, the following appointed positions sit are also on the Executive Council:

8. Executive Administrator
9. Panhellenic Delegate

## ELIGIBILITY

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

## ELECTIONS TIMELINE

### SECTION 1: WEEK ONE

The chapter will hold a Programming style meeting to accomplish the following three tasks:

#### 1. PLAY THE OFFICER JOB DESCRIPTION VIDEO

The chapter will play a video that outlines the key responsibilities and expectations of each of the seven elected position in the chapter. This video can be found on Chapter President resource page of Alpha Phi's website.

#### 2. REVIEW APPLICATION TEMPLATE

The Executive Administrator reviews the application template at the meeting. She will then send the application template to every member of the chapter.

Chapter members must submit a completed application to the Executive Administrator for each position for which they wish to run. Each member can submit a maximum of 2 applications.

#### 3. ELECT SLATING COMMITTEE MEMBERS

Two members from each academic class, the Chapter President, and the Chapter Advisor, or her designee, will serve on the Slating Committee.

See Article II of this chapter for information on who is eligible to be on the committee and election Requirement

### SECTION 2: WEEK TWO

One week before elections the chapter will accomplish three tasks:

#### 1. APPLICATIONS ARE DUE

After receiving the applications the Executive Administrator will send them to the Chapter Advisor so she can confirm that each applicant each applicant is in good standing: they have a sufficient grade point average, are not on probation, and are current in dues.

The Chapter Advisor or Executive Administrator will then distribute all eligible applications to the members of the Slating Committee so they can review them before they meet.

#### 2. SLATING COMMITTEE MEETS

Slating Committee members are expected to keep the all conversations had by the committee confidential. CCOM: Chapter 14 – Officer Election, Appointment, and Transition 62

The Slating Committee will meet to:

- Sign a contract to ensure complete confidentiality
  - Violation of the contract could subject the member to a judiciary board
- Review the Chapter Objectives established by the CCA, IG, or ETL to understand the chapter's priorities and the skills needed by the new officers.
- Establish a slate of one candidate for each of the seven elected officer roles.
  - The Slating Committee may slate a member who did not submit an application for a position. Before slating the member they must confirm she is willing to serve in the position and that she is eligible to be an officer. After the meeting the Chairman will email the slate of candidates to the chapter's membership and Advisory Board. The slate should be posted a minimum of 72 hours before elections.

#### 3. CREATE ELECTIONS NIGHT POWERPOINT

The Chairman of the Slating Committee will compile the slides for the Elections Night PowerPoint.

The PowerPoint includes:

- The slate of candidates.
- For each slated candidate, a slide for each containing her three qualifications and three goals from her application.

The template can be found on the Chapter President resource page on Alpha Phi's website.

### SECTION 3: WEEK THREE

The elections of officers shall be conducted at a Formal Chapter Meeting. Below are procedures each chapter should follow to elect the chapter's officers

#### 1. CALL TO ORDER

- The Chapter President calls the formal chapter meeting to order.
- The Executive Administrator will take attendance and verify a quorum has been met.
- At the Chapter Advisor's discretion, this requirement may be overridden if the chapter has made every reasonable effort to reach quorum and is unable.
- During the New Business portion of the agenda the Executive Administrator will begin the PowerPoint Presentation and assist the Chapter President.
- A member who is ineligible to vote should not receive a ballot and must abstain from voting.
- 

#### 2. ELECTION OF OFFICERS

- The Election Night PowerPoint provides a guide for all of the steps in the process described below.
- The Slating Committee Chairman presents the slate.
  - The Executive Administrator displays the slide with the slate listed.
  - The Slating Committee Chairman makes a motion to pass the slate.
    - The motion requires a second in order to continue to a vote.
  - If the motion is seconded, the chapter conducts a vote to pass the slate.
    - To pass slate, a majority of the chapter must vote in the affirmative and the Chapter Advisor must approve the slate. If the slate does not pass, the chapter will elect each officer position individually.
  - The Chapter President will review the order of elected officers.
  - Starting with the office of Chapter President, the current Chapter President will then ask if there are any candidates who wish to run from the floor.
    - If a member wishes to run from the floor, the Chapter President will ask for someone to make a motion allowing the member to run from the floor. If someone makes this motion, the Chapter President will ask for someone to second the motion.
  - The Chapter President will ask again if there are any other candidates who wish to run from the floor and follow the above process until there are no other candidates.
  - A script for this process is included in the Election Night PowerPoint.
    - A member may run from the floor twice on Election Night.
  - Candidate Speeches
    - If the slated candidate has an opponent the slated candidate's slide will be displayed and she will give a five minute long maximum speech where she discusses her three qualifications and three goals for the position.
    - Then any candidate(s) from the floor will deliver a two minute long maximum speech where she discusses her three qualifications and three goals for the position.
  - The Chapter President will ask each member eligible to vote to cast her ballot.
    - If the chapter has more than two candidates running for an office then one candidate must receive a simple majority (more than 50%) of the total number of votes to be elected to office.
  - If after the first vote one candidate does not have a simple majority, the chapter will need to hold a run-off vote.
  - The Chapter President will inform the chapter which two candidates had the highest number of votes and that they will hold a second vote for one of those two members to determine a winner.

- The chapter will then repeat the three above steps for each elected officer position

#### ANNOUNCEMENTS

- The outgoing Chapter President will announce when applications are due for Appointed Positions if applications are going to be used.
- Appointed Officers should be appointed prior to Officer Transition so they may attend

#### ELECTIONS

1. Election of officers shall be held annually at formal chapter meeting during the month of November
2. A candidate shall be elected to office by a majority vote of the members who are present and eligible to vote, provided a quorum is present
  - a. Voting for any office shall be by written secret ballot
  - b. In the event of a tie, current Chapter President breaks the vote
3. Nominations for candidates may be made the day of elections, provided the nomination is seconded, and the nominee accepts.

For further information on election procedures please see Chapter 2, Article III of the *Collegiate Chapter Operations Manual*.

#### SECTION 2: APPOINTED OFFICERS

The newly elected Executive Council shall fill all appointed offices following elections. Appointments should be made as soon as possible and before Officer Transition. For more information on appointing officers please see Chapter 2, Article III of the *Collegiate Chapter Operations Manual*.

The appointed officers of this chapter shall be:

1. Executive Administrator
2. Chaplain
3. Marshall
4. Guard
5. Panhellenic Delegate
6. Director of Philanthropy
7. Red Dress Chairman
8. Director of Community Relations
9. Director of Campus Activities
10. Director of Chapter Facilities (for housed chapters only)
11. Assistant Director of Finance
12. Director of Social Media
13. Director of Merchandising
14. Director of Parent & Alumnae Relations
15. Director of Sisterhood
16. Director of Programming & Watchcare
17. Director of Academics
18. Director of Formal Recruitment
19. Director of COB
20. Director of Target Membership Marketing
21. Director of External Events
22. Director of Internal Events

#### ELIGIBILITY

1. Be an initiated member in good standing
2. Be a full-time student at the university
3. To be appointed and to remain in the position, a member must maintain a minimum GPA of 2.5 or shown progress and have advisor's approval

### *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.

In the event an elected member graduates early, the Executive Council will fill the position as they see fit.

### *SECTION 4: INSTALLATION OF OFFICERS*

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

Officer Installation should be held in accordance with the Installation of Collegiate Chapter Officers' Ceremony which can be found in the *Ceremonies Manual*. The outgoing Chaplain shall be the installing officer, should the outgoing chaplain be appointed to a new role, the outgoing president will perform that member's ceremony.

### *SECTION 5: OFFICER TRANSITION*

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

Officer Transition must at a maximum occur within one week of the election date.

### *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 Judiciary Board.
- A tree-fourths affirmative vote of the chapter with approval form the Chapter Advisor or as necessary by the Director of Collegiate Operations of her designee.

The chapter officer who has been removed may not hold an office in the future unless she receives approval from the Chapter Advisor.

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*

Please reference the *Collegiate Chapter Operations Manual*.

## **ARTICLE X: EXECUTIVE COUNCIL**

### *SECTION 1: PURPOSE*

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

### *SECTION 2: COMPOSITION*

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

1. Chapter President
2. Vice President of Community Relations
3. Vice President of Finance
4. Vice President of Marketing
5. Vice President of Member Education & Programming
6. Vice President of Membership Recruitment
7. Vice President of Risk Management
8. Executive Administrator
9. Panhellenic Delegate

### *SECTION 3: DUTIES AND RESPONSIBILITIES*

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

### *SECTION 4: MEETINGS*

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

1. The regular weekly meeting of the Executive Council of this chapter shall be held once a week throughout the academic year except during final examination periods and the week preceding
2. The Chapter President shall preside at all meetings
  - a. If she must be absent, the Vice President of Risk Management shall preside
3. All members of the Executive Council must be present at each meeting
  - a. A member of the chapter's Advisory Board should be present at each meeting
4. Two-thirds of the Executive Council members eligible to vote shall constitute a quorum for the transaction of business
5. The Chapter President will share her updates followed by each member of the Executive Council based upon election order

- a. If the Executive Council has invited guests they make their updates at the end of the meeting.
  - b. All actions of the Executive Council shall abide by *Robert's Rules of Order, Newly Revised*
6. Minutes of all Executive Council meetings shall be taken by the Executive Administrator and submitted electronically to all Executive Council officers and the Advisory Board within 48 hours.
7. Chapter President retains the power to call an emergency executive board within a delay of 48 hours.

## **ARTICLE XI: CHAPTER DEPARTMENTS AND COMMITTEES**

### *SECTION 1: CHAPTER DEPARTMENTS*

Chapter departments shall be:

1. Risk Management Department
2. Finance Department
3. Member Education & Programming Department
4. Membership Recruitment Department
5. Marketing Department
6. Community Relations Department

#### DEPARTMENT MEETINGS

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

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

### *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.

### *SECTION 3: BYLAWS COMMITTEE*

#### COMPOSITION

At the beginning of each academic year or each semester if necessary, 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

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

For further information on updating these Chapter Bylaws, please see the Sample Collegiate Chapter Bylaws.

### *SECTION 4: PROGRAM COUNCIL*

#### COMPOSITION

The following officers shall serve on the Program Council:

1. Chapter President
2. Vice President of Risk Management
3. Vice President of Member Education & Programming
4. Vice President of Finance
5. Vice President of Membership Recruitment
6. Vice President of Marketing
7. Vice President of Community Relations
8. Executive Administrator
9. Panhellenic Delegate

#### DUTIES AND RESPONSIBILITIES

- To develop a balanced chapter calendar based on the chapter's goals and priorities to strengthen overall health
- To assure that each member has adequate time for academic achievement and personal commitments
- To review the progress and effectiveness of the various chapter programs and events



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

## SECTION 5: OTHER COMMITTEES

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

## ARTICLE XII: CHAPTER MEETINGS

### SECTION 1: WEEKLY CHAPTER MEETINGS

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

1. The regular weekly meeting shall be held on Thursdays throughout the academic year except during final examination periods.
2. At least one meeting each month shall be a formal chapter meeting attended only by initiated members
  - a. Formal chapter meeting shall follow the procedure outlined in the *Ceremonies Manual*
3. The Chapter President shall preside at all regular and special meetings of this chapter
  - a. In cases when she is absent, the Vice President of Risk Management shall preside
4. Attendance
  1. Initiated members must attend all formal chapter meetings and all members, new and initiated, must attend informal meetings of the chapter. Initiated members should attend all informal meetings unless sufficient reasoning (exam, illness, family affairs) is given to the Chapter President.
    - Notice must be given by noon the day of meeting, all other absence will be considered unexcused.
  2. Only collegiate members of this chapter, Advisory Board members, or International Visitors may attend chapter meetings without an invitation
5. Business shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*
  - a. Two-thirds of the collegiate members eligible to vote shall constitute a quorum for the transaction of business
  - b. The Chapter President shall prepare the agenda consistent with prior discussion and recommendations made in Executive Council meetings
6. Minutes of all chapter meetings shall be taken by the Executive Administrator
  - a. Following the meeting, she will send out the minutes of each meeting to all chapter members
  - b. For more information regarding chapter meeting minutes, please see the *Collegiate Chapter Operations Manual*
7. Upon posted 24-hour notice, special meetings, (either formal or informal) may be called by the Chapter President or at the request of one-third of the voting members, with attendance requirements the same as for regular meetings
  - a. Emergency meetings of the chapter may be called without notice by the Chapter Advisor or Chapter President
8. All business of a personal or private nature transacted in chapter meetings shall be considered confidential

### SECTION 2: NEW MEMBER EDUCATION

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

A collegiate chapter's new member program should not exceed six weeks, starting on Bid Day. Chapters who have special circumstances pertaining to their campus or community, may apply for permission to extend their new member program by completing a Special Permission Request Form which must be approved by the VP Member Education & Programming. The Special Permission Request Form can be located on Alpha Phi's website.

All activities must be held between the hours of 9 a.m. and 9 p.m. The program must abide by the *Constitution and Bylaws* and the *Policies & Procedures of the Alpha Phi International Fraternity, Inc.* Please reference the *New Member Program Planner* for more information on Alpha Phi's New Member Program.

Attendance at these meetings shall be in accordance with the Beta Eta chapter attendance policy for all new members unless excused by the VP Member Education & Programming.

Big Little Program:

- All eligible members who would like to become Bigs must be willing to accept anyone as a Little
  - When members sign the Big/Little contract they are abiding by this condition
  - No finite list of preferences shall be submitted from the Bigs

Big Little Committee:

- An advisor, the President, the Vice President of Membership Education and Programming and Vice President of Recruitment form a confidential committee to match the eligible Bigs to Littles
  - The committee must come to a consensus on all pairings

### *SECTION 3: STUDY HOUR REQUIREMENT/ SCHOLARSHIP PROGRAM*

Every member is required to confidentially provide her GPA at the beginning of each semester.

1. To improve our overall GPA and implement our high ideals on scholarship through the use of study hours. If you are below the GPA requirement you are asked to have 4 hours per month and if you are at or above you are asked to have 2 study hours a month as a minimum. There are 9 executive members that are study session coordinators, and in order to complete your study hours, you must study with one of these members.
  - a. Members may complete study hours via Skype session (or other video study session with an Executive Council member)
  - b. Members below the GPA of 2.5 must complete 4 study hours per month (one per week) with an Executive Council member.
  - c. Members below the GPA of 2.5 must collaborate with the VP Membership Education & Programming to create and execute a study plan. This is to be a contract between two parties, and if conditions are not met, a Judiciary Board may be called.
  - d. Members who study more than the required number of hours per month will be submitted into a prize for the end of the year (max. 1 submission per month).
  - e. Each Executive Council member will be required to provide scheduled hours that they are available upon appointment to study with any member. If they cannot make the appointment the member is requesting, they should attempt to refer them to someone else with similar availability.
2. If any member is found to be low on their study hours they will be contacted and arrangements to study with one of the coordinators will be made in order for the member to remain off of social probation.
  - a. If study hours are not completed per month, the member cannot make them up in another month. They will lose the point for this in the point system (i.e. there is no carryover of points).

3. There are multiple incentives that are offered for studying, such as a Starbucks gift card for good grades, a draw for a bag of candy for exceeding your necessary study hours, as well as multiple awards that are offered to members at formal for scholastic excellence.
  - a. Prizes will be drawn monthly for submissions of grades B or higher on anything worth 10% or more.
  - b. There will be an end of year prize for doing extra study hours (not who has done the most, but based on the entries mentioned above).

**Note:** Any member with a GPA under 2.5 (cumulative) will be subject to a Judiciary Board hearing, which could result in academic probation at the beginning of the school year and will be put on social suspension until proof has provided that grades have improved.

#### *SECTION 4: VOLUNTEER HOUR REQUIREMENT*

In order to fulfill external philanthropy expectations, each member is required to complete a minimum of two volunteer hours each month during the school year; these hours may be completed individually or as part of a chapter event.

It remains to the discretion of Vice President Community Relations as to the legitimacy of the event

### **ARTICLE XIII: PARLIAMENTARY AUTHORITY**

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

#### *SECTION 1: MAKING A MOTION*

A motion is a proposal to the members at the meeting to take 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 when acknowledgement 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, member 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 XIV: INITIATION AND OTHER FRATERNITY CEREMONIES**

### *SECTION 1: INITIATION*

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

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

#### Procedure

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

### *SECTION 2: OTHER CEREMONIES OF THE FRATERNITY*

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

## **ARTICLE XV: RECORDS AND RITUAL EQUIPMENT**

### *SECTION 1: RECORDS*

This chapter's copy of the *Ritual* of Alpha Phi, Constitution Book, New Member Book, Permanent Minutes Book, Bylaws Book, and such memorabilia deemed appropriate shall be kept in a secured location, a storage locker, 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, Chapter Advisor, and Chaplain.

## ARTICLE XVI: FINANCES

### SECTION 1: FINANCIAL SYSTEM

1. This chapter's financial system shall be under the general supervision of the Executive Director of Alpha Phi International Fraternity
  - a. Collegiate chapters are not permitted to invest funds outside of the approved financial system accounts without permission of the Executive Director or her designee.
2. The fiscal year shall be the same as that of the International Fraternity and shall begin on July 1 and end the following June 30
3. Before each fiscal year, chapter members must sign an annual financial contract that outlines the dues and fees and payment due dates for the year
  - a. Contracts should be for the academic year and not on a semester/quarterly basis, with the exception of new members who join in winter or spring term
4. No reimbursements for this chapter shall be made for any expenditure without a receipt and completion of appropriate forms (purchase request form and cheques requisition form)
  - a. All reimbursements must be made within a week of the filled out/approved form
5. All member billing and collection of payments will be done through the chapter's Billhighway account unless special permission has been granted by the Executive Director of Alpha Phi International Fraternity
  - a. The due date for chapter payments shall be by the 15<sup>th</sup> of the month in which they are due unless other arrangements have been approved by the appropriate advisor or chapter officer
6. Until payment is received, members late on payment for merchandise orders will not be considered in good standing with the chapter.

### 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.

### SECTION 4: FINES

1. A chapter is only permitted to levy fines when members are absent from the following events:
  1. Recruitment Workshops and Polish Week activities
  2. Formal Recruitment events
  3. Court of Ivy
  4. Initiation
2. Fines are outlined as follows:
  - a). Court of Ivy Ceremony \$75
  - b). Initiation \$100
  - c). Pre-Recruitment Event Unexcused Tardy \$25
  - d). Pre-Recruitment Event Unexcused Absence \$50
  - e). Recruitment Days: 1,2, or 3 Unexcused Tardy \$50
  - f). Recruitment Days: 1,2, or 3 Unexcused Absence \$100
  - g). Recruitment Day: Preference Unexcused Tardy \$100
  - h). Recruitment Day: Preference Unexcused Absence \$200
  - i). Bid Day Unexcused Tardy \$50

j). Bid Day Unexcused Absence \$100

3. A chapter member, after RSVP'ing to an event, will be held accountable to her share of the events fees, should she cancel last minute, is unable to find a replacement, or is a no show.

### *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: Your 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
- 1. 30 Days Delinquent
  - a. Member and/or guarantor(s) are notified via e-mail from Alpha Phi International Fraternity
  - b. Additional late fees may be added to the member statement
  - c. VP Finance holds delinquent member's badge and membership certificate
  - d. Member is prohibited from holding office or running for a position
  - e. Member may not order activity items (t-shirts, favors, etc.) and is not eligible to be matched with a Little Sister
  - f. Member may not vote in meetings
  - g. A Judiciary Board hearing may be held at the chapter's discretion
- 2. 45 Days Delinquent
  - a. Member and/or Guarantor(s) are notified via email from Alpha Phi International Fraternity
  - b. Additional late fees may be added to the member's statement
  - c. A request for termination of membership is submitted to the Alpha Phi Executive Office and submitted for approval to the International Executive Board
  - d. Account may be sent to a collection agency
  - e. Eviction proceedings may begin for members living in an Alpha Phi owned/leased facility in accordance with the member's housing contract.

### *SECTION 6: BUDGET*

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

VP Finance will communicate with officers regarding the individual needs to the departments. Should an answer not be received, VP Finance will follow the previous year's template.

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: MERCHANDISING*

To order any merchandise through the merchandising chair, or a chapter group order the member must:

- a. Be in good financial standing (i.e. their dues must be up-to-date or paid in full and must not owe any money to the chapter).
- b. Must exhibit appropriate social behavior while wearing letters and must not have had Martha Foote Crowe like any pictures on any social media outlet in the last month (This is to prevent girls from wearing letters while drinking or while doing something inappropriate).
- c. Billing for merchandise orders shall be billed on Billhighway only, and not to be collect by members through cash or e-transfers or any other method. Merchandise ordered and not paid for within one month of being informed of owing the money, the item can be re-sold at the merchandise chair's discretion.

## *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.

Until an Alpha Phi house is established members are only required to follow Section 8, 1

1. Full payment shall be over the term of their membership, installments of \$25.00 will be made annually. Unless special permission has been granted by the Executive Director or her designee. To request permission, the chapter must submit a Special Permission Request Form which can be located on Alpha Phi's website.
2. All House/Chapter Bond monies shall be turned over to the House Corporation Board or Chapter Property Committee (or Chapter Advisor as appropriate) as specified in the Collegiate Chapter/House Corporation Agreement
  - a. This fund is not part of the operating accounts of the chapter and is not to be used to pay any current chapter expenses
3. No affiliated transfer member shall be required to pay a House/Chapter Bond to this chapter

The amount of the chapter bond fee shall be determined by the House Corporation Board or Chapter Property Committee, as applicable, taking into account the following considerations:

- a) Chapter-Specific Considerations:
  - o In calculating the appropriate chapter bond amount the House Corporation Board or Chapter Property Committee shall first gather and evaluate the following chapter-specific data:
    - Similar fees of other groups on campus;
    - Short- and long-term plans for the chapter and campus;
    - Special needs, age, and condition of the chapter house or other meeting facility; and
    - All other relevant factors specific to the chapter, facility or campus.
- b) Fraternity-Wide Considerations
  - o Taking into account the chapter-specific considerations set forth in Subsection 1 above, the House Corporation or Chapter Property Committee shall charge a chapter bond that is similar to the chapter bond charged by other similarly-situated Alpha Phi chapters. Suggested chapter bond amounts for Alpha Phi chapters with certain common characteristics are set forth in the following table. Each chapter shall charge at least the minimum chapter bond amount set forth in the chart for a chapter with its characteristics unless special permission has been granted by the Executive Director



or her designee. If a chapter exhibits characteristics that fall within different chapter bond levels in the chart, then the highest bond level shall be used.

Suggested Chapter Bond Amount	Characteristics
\$450 - \$600	<ul style="list-style-type: none"> <li>• Debt liability &gt;\$200,000</li> <li>• Identified need or desire for imminent upgrades, expansion or acquisition</li> <li>• Major repairs/remodeling required within 1-3 years</li> <li>• 66 or more people living in</li> </ul>
\$350 - \$450	<ul style="list-style-type: none"> <li>• Debt liability \$150,001 - \$200,000</li> <li>• Established housing, sufficient savings reserved for repairs/remodeling within 3-5 years</li> <li>• 41-65 people living in</li> </ul>
\$250 - \$350	<ol style="list-style-type: none"> <li>1. Debt liability \$50,000 - \$150,000</li> <li>2. Established facility, future upgrade possible within 3-5 years but not yet identified</li> <li>3. 20-40 people living in</li> </ol>
\$100 - \$250	<ol style="list-style-type: none"> <li>a) Debt liability &lt; \$50,000</li> <li>b) Bond amount adequate to fund improvements to meeting facilities and to accumulate savings for long-term facility needs, but no upgrades, repairs or remodeling identified within 3-5 years</li> <li>c) Limited opportunity for future acquisition</li> <li>d) Unhoused or fewer than 20 people living in</li> </ol>

**ARTICLE XVII: HOUSING**

The Beta Eta chapter is not currently in the possession of a chapter house.

**ARTICLE XVIII: 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.