



**CONSTITUTION & BYLAWS FOR
DELTA PHI LAMBDA SORORITY, INC.
UNIVERSITY OF GEORGIA ALPHA CHAPTER**

Last Amended June 9, 2019

CONSTITUTION

FORWARD

The constitution is the basic principles and laws of an organization's operations. It is only changed in rare situations and only when majority members agree to a change.

ARTICLE I: NAME

Section 1. *Official National Name & Nicknames*

1. *Name* - The official name of this organization shall be Delta Phi Lambda Sorority, Incorporated, hereafter referred to as Delta Phi Lambda, the Sorority, or the National.

2. *Nickname* - The sorority shall also be recognized under the nicknames DPhiL and DFL.

Section 2. *Official Chapter Name & Nicknames*

1. *Name* - The official name of this chapter shall be Delta Phi Lambda Sorority, Inc. Alpha Chapter at the University of Georgia.

2. *Nickname* - The chapter shall also be hereafter referred to as Alpha Chapter, or the Chapter.

ARTICLE II: PURPOSE

Section 1. *Objective* - The primary purpose of Delta Phi Lambda is to promote Asian Awareness through sisterhood within the University and surrounding community while exemplifying a close knit sisterhood that nurtures the talent of its sisters, encourages the creation of an environment of mutual respect for all cultures, and also engages in philanthropic activities to better the community.

Section 2. *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 3. *Mission 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. *Vision Statement* – Delta Phi Lambda Sorority, Inc. advocates Asian awareness and empowers women leaders through its values-based programs and everlasting Sisterhood

Section 5. *Virtues* – Loyalty, Honesty, Respect, Dedication, Integrity, Discipline, Academic Excellence

ARTICLE III: MEMBERSHIP

Section 1. *General* – The membership of Delta Phi Lambda Sorority, Inc. is open to any regularly enrolled female undergraduate student of a college or university for which there is an established chapter of Delta Phi Lambda.

1. She may become a member of the Sorority provided:
 - a. She is not a member of any similar sorority or association except an interest group seeking charter as a chapter of Delta Phi Lambda
 - b. She completes the education process normally proscribed by the chapter proposing to initiate her
 - c. The chapter to which her name is proposed shall express confidence in her character and

qualification

- d. She is formally initiated into the chapter
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2. No individual shall be extended a bid or initiated until she has demonstrated her interest in working toward the goals of the Sorority and has met the scholastic requirements of the Sorority, her chapter, and the institution at which the initiating chapter is located.

Section 2. National Membership - All women of Delta Phi Lambda are considered members after the completion of their education process. Refer to the bylaws for further membership requirements.

Section 3. Chapter Membership - All members of Alpha Chapter are considered active after the completion of their education process. Members are required to pay semester dues and uphold the sorority conduct. Refer to the bylaws for further membership requirements.

ARTICLE IV: FINANCE

Section 1. General – All finances are handled by the Vice President of Finance.

Section 2. Dues – The Chapter is required to pay national dues each semester. Its members also have individual dues to pay each semester. Refer to the bylaws for further information.

ARTICLE V: EXECUTIVE OFFICERS

Section 1. General – Executive officers are members who are in good standing with the chapter. They completed the assistantship position beforehand and were voted into position by majority vote. They will serve a one-year term. Refer to the bylaws for further qualifications and requirements.

Section 2. Executive Board Responsibilities – The following are the responsibilities of the Executive Board. Refer to the bylaws for further qualifications and duties.

1. *President* – Responsible for overseeing all operations and activities of the Chapter.
2. *Vice President of Internal Affairs* – Responsible for maintaining relationships with organizations on campus.
3. *Vice President of External Affairs* – Responsible for maintaining relationships with organizations outside of campus.
4. *Vice President of Records* – Responsible for all the records of the Chapter.
5. *Vice President of Finance* – Responsible for all the finances of the Chapter.
6. *Vice President of New Membership* – Responsible for the Affiliate Member Education of all affiliate classes.

7. *Assistantships* – Responsible for shadowing Executive Officers so they transition into the position seamlessly.

ARTICLE VI: CHAIR POSITIONS

Section 1. General – Chairs are members who are in good standing with the chapter and were voted into position by majority vote. They will serve a one-semester term. Refer to the bylaws for further qualifications and requirements.

Section 2. Chair Responsibilities – The following are the responsibilities of Chair Positions. Refer to the bylaws for further qualifications and duties.

1. *Recruitment Chair* – Responsible for overseeing all recruitment events.
2. *Sisterhood Chair* – Responsible for providing activities for sisters to connect for the betterment of Everlasting Sisterhood.
3. *Philanthropy Chair* – Responsible for providing events to raise awareness of the sorority's national philanthropy, Osteoporosis Awareness.
4. *Fundraising Chair* – Responsible for providing events to raise donations for chapter expenses.
5. *Academic Chair* – Responsible for coordinating academic activities to ensure sisters maintain good academic standing.
6. *Historian* – Responsible for recording all sorority activities to maintain a log of our history.
7. *Webmistress* – Responsible for maintaining and promoting chapter activities.
8. *Creative Director* – Responsible for providing visionary direction for all sorority materials.
9. *Greek Council Delegate* – Responsible for representing the chapter on their respective Greek Council.
10. *Policy Chair* – Responsible for ensuring all policies and practices are followed by members.
11. *Alumnae Liaison* – Responsible for maintaining relations with alumnae members.
12. *Stroll Mistress* – Responsible for coordinating all performances that chapter participates in.
13. *Assistantships* – Responsible for shadowing Chairs so they transition into the position seamlessly.

ARTICLE VII: ADVISORS

Section 1. General – Advisors guide and support members to develop skills to successfully carry out the mission of the organization. Each Chapter has a University and Alumnae Advisor. Refer to the

bylaws for further qualifications and requirements.

ARTICLE VIII: AD HOC COMMITTEES

Section 1. General – Ad hoc committees shall be formed to carry out internal and external events for the sorority with the approval of the chapter. Ad hoc committees should be overseen by the chair of the committee within the respective area that committee falls under.

Section 2. Ad Hoc Committees Types – Ad hoc committees shall include but not be limited to Recruitment Committee, DPhiL Week Committee, Philanthropy Week Committee, etc.

ARTICLE IX: QUORUM

Section 1 - The number of collegiate members that shall compose Delta Phi Lambda at any given time shall be determined by the entire sorority.

Section 2 - The decision of when and how many recruits Delta Phi Lambda considered for intake shall be determined by the voting members of said sorority.

Section 3 - For a monetary transaction to take place, if the person does not hold a chair position with a specified budget, or is spending money not for their specified chair position, they must obtain permission from the VP of Finance.

Section 4 - In order to conduct a business meeting, 75% of the active house must be present.

ARTICLE X: AMENDMENTS

Section 1. Review – The constitution will be reviewed by the Policy Chair annually.

Section 2. Amending Process – The formal process for amending the Constitution shall be as follows:

1. Proposed amendments shall be submitted to the Policy Chair in writing at the end of each year
2. All proposed amendments should be presented to chapter during the first summer chapter
3. Members then have one week to make recommendations but not alterations to the proposed amendments
4. Members are then given at one week to cast their anonymous vote to any proposed changes
5. Proposed amendments are considered to be adopted by a majority $\frac{3}{4}$ vote of all members in the active chapter

Section 3. Approved Amendments – Once Chapter has approved an amendment, the Policy Chair shall formally update the Constitution

BYLAWS

FORWARD

The bylaws are a set of policies and procedures that expand upon an organization's constitution to provide specific information that members can refer to in day-to-day business. This is easily and regularly revised.

ARTICLE I: OPERATIONS

Section 1. *Glossary of Terms* - In order to keep consistent wording, spelling, capitalization and abbreviation, a list of general terms have been provided:

1. Delta Phi Lambda Sorority, Inc. Alpha Chapter at the University of Georgia. - title used for Legal and Governing Documents
2. UGA Alpha Chapter, Alpha Chapter or Chapter - titles used Internally
3. UGA DPhiL Alpha Chapter - title used Externally
4. Collegiate Chapter - adopted national terminology for an undergraduate chapter
5. alumnae - addressing graduated sisters, only capitalize if it is within a title
6. Executive Board - title of chapter leadership
7. Annual Report - title of official document/report
8. active house - addressing all undergraduate members in Chapter, excluding those on membership hold

Section 2. *Powers & Scope of Authority*

1. National Powers & Authority

- a. 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.
- b. 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 National Board shall execute actions that are for the betterment and longevity of the sorority.

2. Chapter Powers & Authority

- a. Powers – The Executive Board of Delta Phi Lambda Sorority, Inc. Alpha Chapter has the power to formulate any policies necessary to regulate Chapter matters and administer/enforce/amend the constitution and bylaws established by the Chapter.
- b. Authority - The Executive Board of Delta Phi Lambda Sorority, Inc. Alpha Chapter shall be the governing body that oversees the Alpha Chapter of Delta Phi Lambda Sorority,

Inc. All members of the Executive Board shall legislate, administer and advise its chapter members. Decisions made by the National Board shall supersede decisions made by individual chapters and all national rules and regulations must be followed by each chapter. The Executive Board shall oversee that the rules of the Multicultural Greek Council, Greek Life, and the University of Georgia are abided.

Section 3. General Sorority Policies

1. *Sorority Code of Conduct* – The sisters of Delta Phi Lambda Sorority, Inc. will conduct themselves in the following manner:
 - a. Sisters will live up to the oath and the values of the sorority.
 - b. Sisters will practice the virtues of Delta Phi Lambda daily.
 - c. Sisters will remain loyal to Delta Phi Lambda and always keep the best interests of the sorority in mind.
 - d. 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.
 - e. Sisters will meet the financial obligations to the sorority.
 - f. Sisters will respect all members, young or old, and only speak of and treat other Sisters with the highest regard.
 - g. Sisters should be dedicated to service while as an undergraduate member and for a lifetime as an alumna member.
 - h. 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.
 - i. Sisters will stay disciplined to the mission and vision of the sorority by constantly self-educating and educating others about APIA issues.
 - j. Sisters will strive for academic excellence and graduate from their university with a GPA above a 2.70.
 - k. Sisters will neither 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.
 - l. Sisters will be held accountable and hold sisters accountable by this code and confront any sister who violates any part of the code.
2. *Membership in Certain Societies Forbidden* – No collegiate member of any chapter shall accept or retain membership in any such intercollegiate or social sorority. If any collegiate member of any chapter shall accept membership in such intercollegiate or social sorority the ED with approval of the National Executive Board may drop the name of such member from the roll of the sorority.
3. *Unrecognized Groups* – 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

4. *Transportation*

- a. 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.
- b. 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. 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.
- c. 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.
- d. Use of personal vehicles shall be strictly voluntary and the sole responsibility of the vehicle owner/operator. Financial-responsibility laws generally impose responsibility or liability and provide no insurance to drivers or owners of vehicles for accidents or injuries, or for any damages to vehicles not owned by the Sorority that may be used in conjunction with Sorority activities.
- e. Any individual who drives or provides transportation in conjunction with Sorority activities shall obey all applicable motor vehicle laws, including, but not limited to, those concerning vehicle safety, vehicle operation, financial responsibility and/or insurance, and the transportation and consumption of alcoholic beverages. Operators shall ensure that vehicles are properly maintained, not overloaded, and are operated in a safe manner. Rental vehicles shall be operated in accordance with rental contracts.
- f. Chapter participation in a designated driver program implemented by the university or other organizations for non-Delta Phi Lambda events is prohibited.

5. *Sexual Abuse & Harassment* – The sorority will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. Legal liability is a reality in incidents, situations or occurrences of sexual abuse. Victims of sexual assault may be able to sue the perpetrator, even though criminal charges are not filed or are dismissed. The chapter, chapter officers, and others may be named in a lawsuit if an incident of sexual abuse occurs at an event or function that can be associated with the chapter.

- a. A chapter will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions that are demeaning to men or women, ranging from assault to harassment or the objectification of individuals.
- b. A chapter will not sponsor or participate in any activity, including competitive games, community service or philanthropic endeavors, activities associated with recruitment, social events, or events related to activities such as homecoming that are abusive or demeaning to human beings.

- c. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.
6. *Political Neutrality* – 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.
7. *Non-Discrimination* – 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 and transgender persons who identify themselves as women without regard to race, color, national origin, age, religion, marital status, citizenship, sexual orientation, or disability. Males are excluded from seeking membership, as provided by Title IX, 20 U.S.C. §1681(a)(6)(A), which pertains to social fraternities and sororities. However, membership status will not be affected for initiated members who have transitioned and identify as trans-masculine or gender non-conforming. 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.
 - A. Membership and all privileges, including voting and officer positions, must be extended to all students without regard to race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status.
 - B. Membership and all privileges, including voting and officer positions, must be extended to all students as stated in the [University of Georgia Non-Discrimination and Anti-Harassment Policy](#). *Title VI* of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance. *Title IX* states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.
8. *Alcohol Policy* – The University of Georgia Greek Life Alcohol Policy represents an effort to take a more responsible position on alcohol related events.
 - a. Delta Phi Lambda shall abide by this policy as well as all local, state, and university

- laws and policies concerning the serving and consumption of alcohol
- b. Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age.
9. *Hazing* – No chapter, colony, member or alumna 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.”
- a. 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 which 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. 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. Quests, treasure hunts, scavenger hunts, or any other such activities carried on outside or inside of the confines of the chapter house;
 - vi. Wearing of public apparel which is conspicuous and not normally in good taste;
 - vii. Engaging in public stunts and buffoonery
 - viii. Forced confinement to certain areas, rooms, buildings, residences
 - ix. Forced consumption and dietary restrictions
 - x. Calisthenics including but not limited to : push-ups, sit-ups, plank, wall sits, etc.
 - xi. Mandatory participation in road trips
 - xii. Forcing or requiring the violation of the chapter's respective university policies, federal, state or local law.
 - b. 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 an activity notwithstanding.

Section 4. *Google Drive Repository* – The chapter records drive is maintained by the Vice President of Records, but all members have access to the information inside.

Section 5. *Meetings* – Meetings provide the forum in which the chapter operates. They are an important aspect of chapter organization and communication.

1. General Meetings / Chapter Meetings

- a. Agenda – All chapter meetings are conducted with a carefully planned agenda. Prior to each meeting, the Executive Board and Chairs establish the agenda of the most

important points.

- i. President distributes the minutes of the preceding chapter meeting ahead of time in order to keep the business of the chapter moving. 24 hours after the meeting, the VP of Records sends out a finalized agenda with updated notes.
- ii. Agenda must include Call to Order, Preamble, Reports from the National Board, Reports from the Executive Board, Reports from the Chairs, Miscellaneous Business, Adjournment
- b. Frequency – Chapter meetings are to be held weekly in-person unless otherwise agreed on by chapter, on the the day designated by chapter, with the exception of school holidays, i.
 - i. Summer chapters are held every two weeks. The day and time will be decided by the active house at the retreat held in the Spring semester.
- c. Attendees – All members with the exception of Suspended Collegians, Affiliates, and Alumnae members are required to attend
 - i. Absence shall be excused if VP of Records is notified by designated time of the day of chapter if unable to attend chapter with legitimate reason. Active members are allowed 2 excused absences per semester.
 - ii. Absence shall be not be excused if failure to notify VP of Records by designated time of the day of chapter if unable to attend. Failure to provide secretary of legitimate reason for being unable to attend will result in a fine.
 - iii. Tardiness shall be excused if VP of Records is notified by noon the day of chapter if they are coming 5 or more minutes late. Members late by 7 minutes or more without notifying the secretary will receive a \$2 fine. Members not present for more than 1 hour of chapter will only be considered for half attendance
- d. Voting – 75% of the active house must be in attendance at a business meeting in order for any voting to occur.

2. *Executive Board Meetings*

- a. Executive Board shall meet before a general meeting to discuss important matters when called by the President.

3. *Chair Meetings*

- a. Chairs shall meet with an Executive Board member once a semester to discuss goals for the upcoming year.

4. *Ad Hoc Committee Meetings*

- a. Committees shall be form as needed with the appropriate Chair overseeing the agenda.
- b. All committee meetings should be recorded and send to Vice President of Records

5. *Circle Time Meetings*

- a. The President reserves the right to call special/emergency meetings with a 24hour notice.
- b. To request a circle time meeting, the process goes as follows:
 - i. Send a formal email to the President requesting an initial meeting with the Executive Board to discuss the issue with them. The Chapter Advisor may also be requested to sit in on the initial meeting.

- ii. If the issue cannot be resolved with the Executive Board first, or if the Executive Board deems the issue important for the overall chapter to discuss, the President will notify members of the impending circle time meeting.
- c. Circle time meetings are to be led by the President or Chapter Advisor only. An agenda will be created to address the overall issue to avoid “personal attacks”

Section 6. Elections

1. Process - Executive and chair members shall only be nominated for elections among the Collegiate members present.

- a. Timeline
 - i. Elections for executive positions shall be held at the end of each academic year in April.
 - ii. Elections for chairs shall be held at the end of each semester in November to hold office in the spring and in April to hold office over the summer and in the fall.
- b. Guidelines
 - i. Nominations shall be open during the regularly scheduled chapter meeting held at least three weeks before the end of the term in either November or April.
 - ii. All candidates are required to present a speech per nominated position explaining why they are running for this position to include their qualifications.
- c. Voting
 - i. Elections shall be conducted through secret voting after speeches are made and discussion is held.
 - ii. If a tie between candidates occurs, a run-off shall be held between the two candidates.
 - iii. If a tie results from the run-off, the current President votes to break the tie.
- d. Transition
 - i. Newly elected officers and chairs take office on the last chapter meeting of the term, which is the week prior to final exams.

2. Vacancies

- a. Process
 - i. Vacancies shall be announced during a chapter meeting.
 - ii. The assistant of the vacant position shall be the replacement and a new assistant shall be elected.
 - iii. In the event of a vacancy in office without an assistant, an election shall take place
 - iv. In the event that persons who are qualified for the position wish not to take the vacant position, the President has the authority to appoint a member with the approval of the general body
- b. Resignations

- i. If an officer or chair fails to maintain the requirements of holding office, she shall immediately resign.
 - ii. If the President is removed or resigns, the Vice President of Internal Affairs will serve as the Acting President in the interim. If any other officer or chair holder is removed or resigns, the President will take her place in the interim. Normal elections procedures will be conducted to fill any vacancies at the next regularly scheduled meeting.
- c. Impeachments
- i. Impeachments shall be announced during a chapter meeting and only affects officers and chairs.
 - ii. Elected officers and chairs shall be subject to impeachment consistent with violation of any Article of the Constitution including:
 - 1. Absence of more than half of the required meetings
 - 2. Failure to perform duties of the position that she has undertaken
 - 3. Refusal to comply with rules and regulations of Delta Phi Lambda
 - iii. Any member of Delta Phi Lambda may bring an officer or chair up for impeachment via the following procedure:
 - 1. Alleged violations of the Constitution must be presented in writing to the Policy Chair who will in turn notify the Executive Board
 - 2. All members are notified in writing of the alleged charges, the officer or chair accused and the date and time of the complaint
 - 3. The members will convene and formally hear the accusations of the member and rebuttal of the officer or chair
 - 4. There must be a $\frac{3}{4}$ vote by members to remove the officer if impeached
- d. Sanctions
- i. Elected officers and chairs shall be under discussion for sanctioning if any of the following violations occur:
 - 1. Absence of half or more of the required meetings
 - 2. Failure to perform the duties of her elected position
 - 3. Refusal to comply with all rules and regulations of Delta Phi Lambda
 - ii. Any member of Delta Phi Lambda may bring up an officer or chair up for a sanction by the following movements:
 - 1. Alleged violation must be presented in writing to the President
 - 2. President notifies Executive Board of written allegations of the accused with the date, time and details of such allegation
 - 3. The President shall call a special meeting with all of Executive Board , the accused and the accuser to hear the argument presented to them
 - iii. If the accused member is found responsible by a unanimous vote from the

Executive Board (not including the accused member), the sanctions may fall under one of the following:

1. Immediate removal from office
2. Probation or suspension status and further review of violation
3. Fines (to be determined by the Executive Board based on each offense)
4. Community service hours
5. Any combination of the above options

ARTICLE II: MEMBERSHIP

Section 1. *General Expectations*

1. Uphold the Sorority Code of Conduct
2. Live up to the Sorority Virtues

Section 2. *National Membership Statuses*

1. *Collegiate Member* – All members of Delta Phi Lambda are considered a collegiate member until she graduates from the college or university at which her chapter is established.
2. *Alumnae Member* – An alumna member is a member of the Sorority who has graduated from the college or university at which her chapter is established. Has become an alumna member by designation of the National Board. Has an active membership in the Alumnae Association. Has transferred to a university other than the chapter in which she was initiated.
3. *Inactive Member* – An Inactive Member at the collegiate level is a member of the Sorority who has requested temporary membership hold for the possible following reasons:
 - a. Has financial hardships and cannot pay her membership fees for the semester, at the given due date at which her chapter is established.
 - b. Has an academic commitment such as study abroad or internships or co-ops away from the college or university at which her chapter is established.
 - c. Withdrawal from the college or university at which her chapter is established.
 - d. Inactive Membership may be granted to a member only if the chapter president certifies in writing that the chapter has approved the temporary inactive status of that member, specifies how the member qualifies for such status and certifies that the member is not paying the chapter any type of dues or fees for the period of inactive status or participating in any other sorority activities, and the temporary inactive status is approved in writing by the Regional Governor.
4. *Suspended Member* – A suspended member is a member of the Sorority whose rights and privileges have been suspended for a specific period of time as a result of a disciplinary

proceeding with the National Board. At the end of the period of suspension, the member's status returns to the status she had prior to suspension.

Section 3. Chapter Membership Statuses

1. *The Active House is comprised of members who are in good standing and*
2. *Collegian in Good Standing* – All members of Delta Phi Lambda are considered active after the completion of their education process. The following are expectations and eligibilities for this status:
 - a. Member must live up to the oath and the virtues of Delta Phi Lambda
 - b. Member must maintain an average GPA of 2.70 or above.
 - c. Member must attend all chapter meetings.
 - d. Member must attend **all required** planned events. This includes Cultural, Social, Philanthropy, Affiliate Member Education, Recruitment, Sisterhood, and any other type of Sorority event.
 - e. Member must pay for all applicable chapter dues and fees.
 - f. Member is able to vote in chapter affairs.
 - g. Member is eligible to live at designated house if chosen in “Housing Lottery” (See Housing Lottery Process for more information)
 - h. Member is eligible to serve in any Executive or Chair position.
 - i. Member is eligible to serve on national committees.
 - j. Member is eligible to be a Big Sister candidate in regards to Charter Member Education.
 - k. Member is 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.
3. *Collegian on Probation* – These members are those who have been placed on probationary status by the Chapter or National Office.
 - a. The following are the different probation classifications:
 - i. Financial Probation – Members on financial probation are members who are not current on chapter financial dues.
 1. Members are unable to attend sorority financed events. i.e. Internal Events, Sisterhoods, Recruitment, etc.
 - a. Members must make up requirements for these events in other areas for the chapter.
 2. Member is not eligible to vote in sorority affairs.

- ii. Social Probation – Members are only allowed to attend closed sisterhood events.
- iii. Academic Probation - Members who do not meet the required 2.70 GPA requirement.
 - 1. Members will be required follow the guidelines set forth by the Academic Chair.
- iv. Other probation - Members may be placed on a unique probation as a result of any constitutional violations. This probation is to be written out by the Policy Chair and approved by the Executive board or current Judiciary Committee.
- b. The following are expectations and eligibilities for this status:
 - i. Member must live up to the oath and the virtues of Delta Phi Lambda
 - ii. Member must attend all chapter meetings.
 - iii. Member MUST PAY for all applicable national and chapter dues and fees
 - iv. Member is NOT eligible to serve in any Executive position.
 - v. Member is NOT eligible to be a Big Sister candidate in regards to Charter Member Education.
 - vi. Member is NOT eligible to be a Big Sister candidate in regards to Affiliate Member Education at the chapter, unless the Affiliate Member Educator bypasses this restriction.
 - 1. If sisters who are on probation are allowed to be a Big Sister candidate, this must be approved by the chapter.

4. *Collegian on Membership Hold* – These members are those who are considered inactive once approved from National Office. They are required to sign an inactive members must sign an inactive/membership hold contract. The following are expectations and eligibilities for this status:

- a. Member must live up to the oath and the virtues of Delta Phi Lambda
- b. Member is excused from attending all chapter meetings
- c. Member is excused from attending all planned events. This includes Cultural, Social, Philanthropy, Affiliate Member Education, Recruitment, Sisterhood, and any other type of Sorority event.
- d. Member MUST PAY for all applicable national and chapter dues and fees
- e. Member is not eligible to vote in sorority affairs.
- f. Member is NOT eligible to live at designated house during “Housing Lottery” (See Housing Lottery Process for more information)
- g. Member is NOT eligible to serve in any Executive or Chair position.

- h. Member is NOT eligible to serve on national committees.
 - i. Member is NOT eligible to be a Big Sister candidate in regards to Charter Member Education.
 - j. Member is NOT 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.
5. *Collegian on Suspension* – These members are those who are considered suspended with the duration up to the Judicial Committee’s discretion (ex. 3 months, 1 semester, etc.) The following are expectations and eligibilities for this status:
- a. Member must live up to the oath and the virtues of Delta Phi Lambda
 - b. Member is NOT eligible to attend all chapter meetings
 - c. Member is NOT eligible to attend all planned events. This includes Cultural, Social, Philanthropy, Affiliate Member Education, Recruitment, Sisterhood, and any other type of Sorority event.
 - d. Member is NOT eligible to represent the sorority in any event, program, team, etc. sponsored or not sponsored by Delta Phi Lambda. i.e. Greek Council.
 - e. Member MUST PAY for all applicable chapter dues and fees
 - f. Member is not eligible to vote on sorority affairs.
 - g. Member is NOT eligible to live at designated house during “Housing Lottery” (See Housing Lottery Process for more information)
 - h. Member is NOT eligible to serve in any Executive or Chair position.
 - i. Member is NOT eligible to serve on national committees.
 - j. Member is NOT eligible to be a Big Sister candidate in regards to Charter Member Education.
 - k. Member is NOT 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.
6. *Alumni* – Alumni members are those who have graduated from the University of Georgia. Alumni members are divided into two categories:
- a. Active Alumni
 - i. Choose to continue to support the sorority via monetary donations, attendance at open sorority functions and/or by other contributions which

- assist in the promotion of the sorority's philosophy.
 - ii. Shall be permitted to attend closed sorority functions with the permission of the chapter
 - b. Inactive Alumni
 - i. Choose not to actively participate in sorority functions
 - ii. Are not barred from public sorority functions but their privileges and functions will be limited
 - iii. Shall not be permitted to attend closed sorority functions

Section 4. Terminated Membership Statuses – These are members 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. *Blackballing* - The status of a sister who is found to be guilty of an extreme offense. Blackballing is not a voluntary act and once a member has been blackballed, they are under no circumstance able to reaffiliate themselves with Delta Phi Lambda. The chapter must contact National Board for permission to begin the blackball process. In no circumstance may a chapter begin the process without consulting National Board. The following are possible offenses:
 - a. Revealing sorority secrets to non Delta Phi Lambda persons
 - b. Enlisting membership in another social sorority
 - c. Violating Delta Phi Lambda's constitution to an extreme extent
 - d. Physically assaulting or harassing another sister to an extreme extent
 - e. Placing another sister in a potentially dangerous situation
 - f. Allowing an individual who is not a member of Delta Phi Lambda to wear any articles of clothing with the Greek letter insignia of Delta Phi Lambda
 - g. Disrespecting the sorority letters to an extreme
 - h. Purposely damaging, destroying and/or stealing property of Delta Phi Lambda
 - i. Any other form of conduct or offense deemed punishable by blackballing by National Board

2. *Disaffiliation* – The status of individuals who choose to dissolve any and all bonds with Delta Phi Lambda, its responsibilities, and privileges. These individuals are removed from all public sorority documents such as the chapter website, rosters and histories and is no longer allowed to participate in sorority activities; as well as not be allowed to be reinstated as a member of Delta Phi Lambda. Individuals who choose to disaffiliate shall go through the following procedure:

- a. Discuss the matter the VP of Records of National Board and go through the necessary evaluation process set forth by National Board.
- b. If the individual chooses to disaffiliate, she must return all materials pertaining to Delta Phi Lambda in her possession to her chapter (lettered gear, documents, bid letter, pledge materials, etc.).
- c. Individuals who have disaffiliated are not allowed to attend any private sorority functions, including but not limited to mixers, formals, or sisterhood events.

Section 5. Status Change – Status changes may only be requested during the first and last three weeks of each Fall/Spring semester. Members must submit a written request to the President if they desire a status change and must follow the following procedures:

1. Present before chapter explaining the reasons for the desired status change.
2. Chapter must approve the status change.
3. Status change is effective immediately.

Section 6. Sorority Housing Process – To maintain a central location for sorority business, a group of 4 members must create a “Delta House” out of their residence for one academic school year. The following are the policies set forth:

1. A request for volunteers will be asked to all members first, if all 4 housing spaces are not filled a randomly drawn lottery will take place to fill missing spaces with eligible members.
2. Eligible members include any sister that has crossed into the sorority and been active for one full semester (i.e. not the newly crossed members).
3. Once all 4 housing spaces have been filled, each resident will be required to sign a contract.
4. As incentive, those who fill the house for the current year will be exempt to participate in the lottery the following year.

Section 7. Member Discipline –The discipline of a member by a Chapter or by the National Executive Board will be conducted using either the Informal or Formal Procedure as herein provided. Failure to perform one or more requirements of this chapter may be excused on appeal if the accused has received substantial justice. The Chapter or the National Executive Board may establish additional rules of procedure for itself provided these rules are consistent with the requirements provided herein.

1. *Jurisdiction of the Chapter* – Each chapter shall have jurisdiction over all of its members, whatever their status in the following cases:
 - a. Removal of officers
 - b. Membership Violations
 - c. Constitutional violations

- d. Inability to pay dues
- e. Revealing sorority secrets to non Delta Phi Lambda persons

2. *Jurisdiction of the National Executive Board* – The National Executive Board shall have jurisdiction in the following cases:

- a. All cases of discipline of individuals no longer collegiate members
- b. Discipline of a member where charges are filed against such member by a general officer or the National Executive Board
- c. In all cases of discipline primarily reserved to the chapters in which the chapter fails, neglects or refuses, upon request of the majority of the National Executive Board, to institute and pursue disciplinary action promptly to conclusion.
- d. All other cases not herein provided for.

3. *Discipline Procedures*

- a. Establishment of Procedure - Chapter and the National Executive Board must establish a procedure to be used to conduct the discipline of members over which it has jurisdiction.
- b. When Used - The Procedure must be used in all cases except the following:
 - i. In cases involving possible expulsion or suspension of the Accused for more than one year.
 - ii. In cases in which the Accused is no longer in school or her whereabouts are unknown.
 - iii. In cases in which the Accused request to be tried under the formal procedure established below.
 - iv. in cases where the constitution is violated to a severe extent.
Reference....Blackballing.
- c. Creation of Judicial Review Board - Rather than conducting disciplinary matters directly, a Chapter or the National Executive Board may establish an ad hoc review board to conduct disciplinary questions. The board may also hear appeals made to the National Executive Board's disciplinary decisions. The board will investigate cases and make a recommendation to the Chapter or National Executive Board upon which the Chapter or National Executive Board will vote to adopt, modify, or reject the recommendation, unless the matter is in regards to an appeal to the National Executive Board's disciplinary decision. In such case, the judiciary review board may act as the disciplinary body.
- d. Minimum Requirements of the Procedure - The Procedure adopted by a Chapter or by the National Executive Board should, at a minimum, establish a method by which a disciplinary matter can be conducted informally with due regard to fairness and justice

with the purpose of restoring a member to the full confidence of her fellow members of Delta Phi Lambda.

- e. The procedure should provide a way for the Accused to know the charge against her and the time and date of hearing. At the hearing the Accused can hear all evidence against her, question witnesses and present evidence on her own behalf. The procedure should also provide a way for the Accused and the Chapter or National Executive Board to enter into an agreement to settle the charge in a way agreeable to both sides.
- f. In the event the Accused is suspended from the sorority for more than thirty days, notice of the suspension must be sent to the within 5 days after the penalty is imposed.

4. *Discipline Offenses/Cases*

- a. Inability to pay dues

- i. Reasonings

- 1. Lack of communication with the treasurer
 - 2. Uncooperative
 - 3. Refusal of alternatives

- ii. Procedure Steps

- 1. Financial Probation

- a. Must do extra concessions outside of the required amount set forth by the Fundraising Chair until dues are paid off
 - b. Will not be allowed to have stole upon graduation
 - c. Will not be allowed to have a roast
 - d. Will not be allowed to pick up a little for the semester/following semester

- 2. Failure to pay dues continuation:

- a. Suspension until dues are paid off
 - b. Will be banned from attending social events including but not limited to:

- i. Parties

- ii. Official Socials

- 1. “Official” is defined as promoted through various social media outlets

- iii. Probates/Reveals

- iv. Taste of Diversity/

- b. Revealing of Secrecy

- i. Procedure Steps

- 1. First Offense: Warning

- a. Violators will receive a verbal and/or written warning in the offense of breaking secrecy. Exec members must have valid and solid proof including any of the following:
 - i. Testimony(ies) of sister(s)
 - ii. Recording of the incident
 - iii. Screenshots of incident
 - iv. verbal and or written confession
 - b. If reported:
 - i. The person reporting must have a written report of the incident
 - c. Depending on severity of first offense:
 - i. 6 hours of community service
 - ii. 2 extra concessions
 - iii. \$50 Fine
2. Second Offense: Membership Review/Probation
- a. Violators will receive a verbal and written warning in the offense of breaking secrecy. Exec members must have valid and solid proof incl.:
 - i. Recording of the incident
 - ii. Screenshots of incident
 - iii. verbal confession
 - iv. written confession
 - b. If reported:
 - i. The person reporting must have a written report of the incident
 - ii. Circle Time can be held
 - c. Depending on severity of first offense:
 - i. 6 hours of community service
 - ii. 2 extra concessions
 - iii. \$50 Fine
3. Third Offense: Blackball
- a. Violators will receive a verbal and written warning in the offense of breaking secrecy. Exec members must have valid and solid proof incl.:
 - i. Recording of the incident
 - ii. Screenshots of incident
 - iii. verbal confession
 - iv. written confession

- b. If reported:
 - i. The person reporting must have a written report of the incident
 - ii. Circle Time can be held
- c. Depending on severity of first offense:
 - i. 6 hours of community service
 - ii. 2 extra concessions
 - iii. \$50 Fine

Section 8. Member Demerits –The demerit system is put into place to ensure Chapter members complete the Membership Requirements and maintain their status without any sanctions or holds.

1. *Demerit Distribution* – Members according to the offense accumulate demerits below:

a. Attendance Commitment	Unmet	1
b. Chapter Meeting	Absence	2
c. Event Attendance	Unmet	3

2. *Demerit Guidelines* – Demerits are given based on the following guidelines:

- a. Demerits are given per tardiness/absence of chapter meetings.
 - i. Tardiness is defined as arriving no more than ten minutes after the chapter meeting has come to order. Three tardiness are equivalent to one absence.
 - ii. Absence is defined as not attending chapter meeting or arriving more than ten minutes after the chapter meeting has come to order.

- b. According to the Bylaws, members must attend a certain percentage of events. In the case these membership requirements are unmet, members are given Demerits to compensate for each event absence.
 - i. For attendance to be granted, members must attend at least half of the event duration.
 - ii. If member commits to attending an event, and she can no longer attend, she must find another member to attend.
 - iii. If member can no longer attend an event and cannot find another member to go in her place, she will receive one demerit.
 - iv. Members have until the chapter the week before the event to notify the Executive Board if they can no longer attend an event in order to not receive a demerit.

3. *Demerit Appeal System*

- a. If a member receives a demerit for missing chapter or missing an event, and she

believes that she has a legitimate excuse for missing said event, she can appeal her demerit to the Executive Board

- b. Members must notify the Executive Board 24 hours after the offense
- c. Executive Board will vote on whether or not to dismiss the demerit
- d. A 2/3 vote is required to dismiss the demerit

4. *Penalties*

- a. Members may choose between community service hours or penalty fees or a combination of both.
- b. 1 Demerits = 1 Community Service Hours = \$20 Penalty Fees
- c. Community service hours and/or payment of penalty fees must be completed within the next semester by March 15 of the Spring semester, October 15 of the Fall semester, or upon graduation for members in their last semester.

5. *Failure to Complete Penalties*

- a. Member who fails to complete the penalties by the deadlines will automatically be given penalty fees/late fees assessed by Vice President of Finance for the remaining Demerits accumulated in the previous semester.

6. *Additional Demerits*

- a. Members who violate the university's policies, Sorority policies, and/or the university student Code of Conduct may be subject to Demerits determined by the Executive Board

ARTICLE III: RECRUITMENT

Section 1. *Official Term* - Recruitment is the official term Delta Phi Lambda designates to the period in which sisters get better acquainted with individuals who are interested in learning more about the sorority. These interested individuals may possibly become a member.

Section 2. *Recruitment Period* - The time period officially deemed for the recruitment events is between two to three weeks. The chapter is responsible for hosting a series of events that educate individuals about Delta Phi Lambda and getting to know interested undergraduates. Sisters are responsible for attending the required number of events per week. This requirement may change by semester but will always be set by the recruitment chair.

Section 3. *Recruitment Events* – The following are required events

1. The First and Second Informational Session
2. Two events with other Greek organizations
3. Two events with only sisters present

4. Sisterhood sleepover
5. Interview between recruit and sister
6. Bid Dinner

Section 4. *Extending Bids* - At the end of the recruitment period, chapter shall vote to extend a bid to interested undergraduates.

1. *Requirements* – Interested recruits should complete the following criteria:
 - a. Attend 2/3 of the available events. Exceptions will be up to the discretion of the chapter.
 - b. Meeting the required national GPA.
 - c. Must be 18 or older to be eligible for a bid.
2. *Process* – If interested recruits complete the required criteria, they are extended a bid.
 - a. Those voted by chapter shall be invited to a Bid Dinner which is to be known only by the chapter and to those extended a bid.
 - b. Once given a bid, the option should be given to accept, decline or defer the bid
 - i. Accept: To formally accept the invitation to join our sorority
 - ii. Decline: To formally reject the invitation to join our sorority
 - iii. Deferring: To push the invitation to another semester.
 - c. Receiving a bid does not give the recruit an automatic bid for the next semester.
 - d. A bid cannot be given to someone who is a member of any similar sorority or association.

ARTICLE IV: EXECUTIVE OFFICER GUIDELINES

Section 1. *General Responsibilities*

1. Establish the Chapter's framework and policies in support of its mission, vision and values
2. Set the Chapter's direction with goals and initiatives and create a formal annual strategic plan
3. Facilitate the Chapter's daily operations, finance, membership, alumnae relations, events and communications by evaluating impact and regularly measuring performance and effectiveness
4. Approve the Chapter's annual budget
5. Act as the legally responsible individuals for the Chapter

Section 2. *General Expectations*

1. Maintain the position for a one academic year
2. Check officer email accounts at least twice a week
3. Attend all retreats & meetings (i.e. operations, board, committee); 2 absences permitted
4. Attend national events where the Chapter's attendance is required (i.e. National Convention)
5. Review the agenda and supporting materials prior to meetings
6. Uphold the Sorority Code of Conduct
7. Keep information confidential
8. Remain fair and impartial during organizational decision making processes
9. Work with and respect the opinions of those serving on the board with you

Section 3. *Eligibility Requirements*

1. Member shall be in good standing with the chapter
2. Member should have served in the assistantship position
3. Member shall be a full-time student at the University of Georgia

Section 4. Elections

1. Executive Officer positions shall be chosen by majority member vote
2. Elections for Executive Officers shall be held at the end of one academic year

Section 5. Officer Transitions – Old and new officers must come up with a suitable date, time, and location to hold a strategic planning retreat. This retreat must be held no later than June 30.

Section 6. Duties of Executive Officers – The following are the duties and responsibilities of Executive Officers:

1. *President*
 - a. Presides over all chapter meetings
 - b. Votes only in the case of a tie
 - c. Oversees all chapter functions and operations
 - d. Coordinates all elections
 - e. Reserves the right to call ad-hoc committees
 - f. Reserves the right to call special/emergency meetings with a 24 hour notice
 - g. Serves as a Liaison with National Board of Directors and Regional Governors
2. *Vice President of Internal Affairs*
 - a. Assumes the duties of the President in her absence
 - b. Coordinates all chapter social events on campus
 - c. Serves as liaison between Alpha Chapter and other organizations on campus
 - d. Serves as DPhiL Week Chair
 - e. Performs all duties as assigned by the President
3. *Vice President of External Affairs*
 - a. Assumes the duties of the President in her and the VP of Internal Affairs' absence
 - b. Coordinates all chapter social events off campus
 - c. Serves as liaison between Alpha Chapter and other Delta Phi Lambda chapters
 - d. Performs all duties as assigned by the President
4. *Vice President of Records*
 - a. Maintains a repository of all pertinent chapter records
 - b. Notifies members of upcoming meetings within 12-48 hours
 - c. Maintains accurate minutes of proceedings at all chapter meetings and presents them to through listserv within 24-hours
 - d. Maintains attendance at all chapter meetings
 - e. Maintains an accurate and up to date roster of all chapter members
 - f. Reserves all meeting rooms
 - g. Completes submissions of Chapter Excellence Program.
 - h. Performs all duties as assigned by the President

5. *Vice President of Finance*

- a. Keeps an accurate account of all monies received and expended
- b. Prepares and maintains a budget for all chairs each semester
- c. Collects semester dues from all members
- d. Permits fines and penalties, if needed
- e. Provides receipts for all monetary transactions on behalf of Delta Phi Lambda
- f. Presents a monthly financial report to chapter
- g. Performs all duties as assigned by the President

6. *Vice President of New Membership*

- a. Be the Affiliate Member Educator of all affiliate classes
- b. Be responsible for maintenance of the most current affiliate manual
- c. Organize all ceremonies regarding the process
- d. Maintain relations with the National Affiliate Member Educator
- e. Perform all duties as assigned by the President

7. *Assistantships*

- a. In the event there is an assistantship for any of the above positions, they shall perform all duties assigned to them by their respective chairs and the president.

ARTICLE V: CHAIR POSITION GUIDELINES

Section 1. *General Responsibilities*

1. Guide the Chapter's weekly activities in support of its mission, vision and virtues
2. Set the Chapter's activities with goals and initiatives

Section 2. *General Expectations*

1. Maintain the position for a one academic semester
2. Check chair email accounts at least twice a week
3. Attend all retreats & meetings (i.e. operations, board, committee); 2 absences permitted
4. Send in agenda updates prior to meetings
5. Uphold the Sorority Code of Conduct
6. Keep information confidential
7. Remain fair and impartial during organizational decision making processes
8. Work with and respect the opinions of those serving with you

Section 3. *Eligibility Requirements*

1. Member shall be in good standing with the chapter
2. Member shall be a full-time student at the University of Georgia

Section 4. *Elections*

1. Chair positions shall be chosen by majority member vote
2. Elections for Chairs shall be held at the end of each academic semester

Section 5. *Officer Transitions* – Old and new officers must come up with a suitable date, time, and location to hold a strategic planning retreat. This retreat must be held no later than June 30.

Section 6. Duties of Chairs – The following are the duties and responsibilities of Chairs:

1. *Recruitment Chair*
 - a. Coordinates and plans all recruitment events
 - b. Attends all recruitment events
 - c. Maintains relations with all rushes
 - d. Aids chapter in voting on bids
 - e. Performs all duties as assigned by the President

2. *Sisterhood Chair*
 - a. Coordinates all sisterhood events
 - b. Maintains a special events calendar for birthdays, graduations, weddings, etc.
 - c. Coordinates sister awards at formal & convention
 - d. Performs all duties as assigned by the President.

3. *Philanthropy Chair*
 - a. Coordinates all chapter philanthropy projects
 - b. Coordinates national philanthropy week project
 - c. Monitors members philanthropy requirements
 - d. Maintains contact with the national philanthropy chair
 - e. Performs all duties as assigned by the President

4. *Fundraising Chair*
 - a. Coordinates all fundraising projects
 - b. Sets and meet the minimum fundraising requirements of the chapter
 - c. Performs all duties as assigned by the President

5. *Academic Chair*
 - a. Coordinates all academic study sessions & chapter's academic programming.
 - b. Regulates and ensure that each sister maintains good academic standing
 - c. Maintains and update a notes/test bank
 - d. Performs all duties as assigned by the President

6. *Historian*
 - a. Be responsible for recording all sorority activities through photographs, audiovisual equipment and/or literature
 - b. Maintains and update the chapter sorority scrapbook
 - c. Maintains and update chapter family tree; the original family tree poster must be kept safe and must not be destroyed
 - d. Perform all duties as assigned by the President

7. *Webmistress*
 - a. Maintains and updates the chapter website as well as all other social media platforms
 - b. Promotes and publicize chapter programs on the website
 - c. Maintaining awareness of the Graphic Standards set by National
 - d. Performs all duties as assigned by the President

8. *Creative Director*

- a. Designs items required for promotional purposes such as flyers, banners, tshirts, etc.
- b. Performs all duties as assigned by the President

9. *MGC Delegate*

- a. Attends weekly MGC meetings
- b. Updates chapter on ongoings of MGC
- c. Votes on behalf of Delta Phi Lambda regarding MGC matters
- d. Performs all duties as assigned by the President

10. *Policy Chair*

- a. Serves as a parliamentarian of all chapter, national, and university policies and practices, and ensures that all policies and practices are being followed
- b. Preserves order within the chapter by being the checks and balance for the EB
- c. Maintains an updated version of the Chapter, National, MGC, and University constitutions
- d. Reserves the power to edit the language of changes to the Constitution and Laws enacted by the membership at the General Meeting in order to assure that the enacted language properly expressed the intended change
- e. Performs all duties as assigned by the President
- f. Specific Requirements for this position:
 - a. Cannot be a member on the executive board
 - b. Must have completed at least two active semesters in their current chapter before taking this position

11. *Alumnae Liaison*

- a. Keeps an updated contact list of sisters who have graduated from the University
- b. Plans semester events designed for Alumni
- c. Maintains the Alumni listserv
- d. Informs Alumni of Delta Phi Lambda related events
- e. Performs all duties as assigned by the President

12. *Stroll Mistress*

- a. Coordinates & choreograph all performances that the chapter participates in
- b. Keeps chapter informed with what they are doing.
- c. Performs all duties as assigned by the president.

13. *Assistantships*

- a. In the event there is an assistantship for any of the above positions, they shall perform all duties assigned to them by their respective chairs and the president.

ARTICLE VI: ADVISOR GUIDELINES

Section 1. General Responsibilities

1. Guides and supports members to develop skills to successfully carry out the mission of the organization.

Section 2. *General Expectations*

1. Maintains the position for a one academic year
2. Checks advisor email accounts at least twice a week
3. Attends retreats & meetings, as requested
4. Review the agenda and supporting materials prior to meetings
5. Uphold the Sorority Code of Conduct
6. Keep information confidential
7. Remains fair and impartial during organizational decision making processes
8. Work with and respect the opinions of members

Section 3. *Eligibility Requirements*

1. *University Advisor* - A full- or part-time member of the University faculty, staff, or administration.
2. *Alumnae Advisor* – An active alumnae in good standing.

Section 4. *Elections*

1. Shall be voted upon by the voting members of Delta Phi Lambda and shall be approved by a majority vote.
2. Each elected advisor is reviewed at nominations each spring term, in April, to determine if chapter would like to continue with the advisors. In order to maintain the current elected advisors, a majority vote is necessary.
 1. If the advisor is not fulfilling his or her responsibilities during his or her term, his or her termination may be subject to review. The Executive Board shall meet with the advisor to discuss an appropriate plan of action. If the advisor resigns, then nominations and voting process must proceed immediately. A majority vote is needed to fill the vacancy.

Section 5. *Position Details*

1. *University Advisor*
 - a. An elected faculty advisor must be a full time professor at the University of Georgia
 - b. If an advisor chooses to not continue with his or her appointed position or he or she leaves the University of Georgia, then nominations for faculty advisor must occur at the next regularly scheduled meeting. A majority vote is needed to make any nominated professor an advisor. The professor must agree to this position or nomination and voting processes must be repeated.
 - c. Delta Phi Lambda, Inc. at the University of Georgia must have a faculty advisor at all times in order to comply with university and SAO policies.
 - d. The elected faculty advisor must sign all required paperwork provided by the university or the National Board of the Sorority, must support the university and the Sorority policies, and must meeting with the President or other Executive Board member at least once per semester.

2. *Alumnae Advisor*

- a. In compliance with National Board policies, an elected alumnae advisor must hold alumnae membership from the Purdue chapter of the Sorority.
- b. Alumnae Advisors must be appointed with the mutual agreement of both the chapter and National Board.
- c. Alumnae Advisor is to meet with the chapter President at least once per month to be updated on and discuss the current state of the Sorority.

ARTICLE VII: FINANCE

Section 1. *General* – All finances are to be handled by the Vice President of Finance.

Section 2. *National Dues* - Every individual sister shall be responsible for paying the national chapter dues on time through national board's financial system.

1. All active sisters must register through national board's financial system.
2. If active member does not pay dues for two consecutive semesters, the process of disaffiliation will commence.

Section 3. *Chapter Dues* - Each member shall be responsible for paying their semester dues.

1. Sorority house residents shall pay \$50 less than their active status requirement.
2. All inactive sisters must pay dues of the amount that covers their individual insurance charge from National Board.
3. Collegiate members must pay any applicable fees that are deemed necessary by chapter.
4. Dues shall be paid in full within four weeks from the beginning of the term unless a sister obtains permission from the President and Vice President of Finances to have an extended amount of time to pay.
5. Applicable fees must be paid in full by one month from the approval vote.
6. All outstanding debts must be paid by the end of the term.
7. Any debt that is not paid by the end of the term will result in probation or suspension status, community service or other sanction deemed necessary by the Executive Board unless permission to pay at a later date is granted prior to the end of the term.

Section 4. *Active House Finances*

1. The sorority shall pay the percentage of the utility bills that is equal to an additional person in the house. i.e. If there are 4 sisters in the house, chapter will pay 20% of the utility bills (water, electric, and gas (if applicable) only) as if it were a fifth person.
2. Chapter will pay half of the above amount during the summer session of school.
3. Sorority house residents shall pay \$50 less for dues than their active status requirement

Section 5. Budget – The Vice President of Finances shall prepare a budget accounting for all income and expenses for the upcoming semester by the end of the previous semester. The budget shall be discussed during retreat.

Section 6. Reimbursement – Collegiate members may be reimbursed with the approval from the President and Vice President of Finances. Reimbursements may not be guaranteed or may not be guaranteed to be one-hundred percent of the original value.

1. The following events or categories may be reimbursed if an itemized receipt is presented:
 - a. Recruitment
 - b. Affiliate Member Education
 - c. Supplies for hosted events such as social, philanthropy, or sisterhood
 - d. Certain travel expenses for required sorority events
 - e. Other events or categories deemed appropriate by the President and the Vice President of Finances

Section 7. Reports – The Vice President of Finances shall keep track of all withdrawals and deposits the Sorority makes via a spreadsheet. There shall be a completed treasury report for fall and spring semesters. These reports will be submitted for aspirations in a timely manner.

ARTICLE VIII: EVENTS

Section 1. Scheduling of Events

1. *National Events* - No event shall be scheduled which directly conflicts with national convention or national midyear leadership conference.
2. *Regional Events* - No event shall be scheduled which directly conflicts with mandatory regional events or major events held by other chapters in the region.
3. *MGC & Other Mandated University Events* - No event shall be scheduled which directly conflicts with major events held by the Multicultural Greek Council or mandatory university sponsored events.

Section 2. Aspirations

1. *Guidelines*
 - a. Must meet a minimum point value of 2450 to remain a good standing chapter
 - b. Must report cultural, educational, fundraising, philanthropy, Affiliate Member Education, sisterhood, social, treasury, and recruitment events
 - c. Educational and Affiliate Member Education events are not mandatory for meeting the minimum aspiration points.
 - d. Attendance must be met in order for the aspiration to be valid. Minimum attendance requirement is determined by National Board.

2. *Requirements*

- a. Chapter must host or participate in the following type and number of events to meet the minimum number of aspiration points per academic year:
 - i. Two (2) National Events
 - ii. Six (6) Philanthropy Events
 1. One (1) must be a closed philanthropy event
 - iii. Ten (10) Community Service Hours
 1. Five (5) hours per semester
 - iv. Four (4) Academic Events
 1. Restricted to sisters only
 - v. Ten (10) Recruitment Events
 - vi. Four (4) Fundraising Events
 - vii. Four (4) Sisterhood
 - viii. Two (2) treasury reports; one per semester

ARTICLE IX: AMENDMENTS

Section 1. *Review* – The bylaws will be reviewed by the Policy Chair semesterly.

Section 2. *Amending Process* – The formal process for amending the Constitution shall be as follows:

1. Proposed amendments shall be submitted to the Policy Chair in writing at the end of each year
2. All proposed amendments should be presented to chapter during the first summer chapter
3. Members then have one week to make recommendations but not alterations to the proposed amendments
4. Members are then given at one week to cast their anonymous vote to any proposed changes
5. Proposed amendments are considered to be adopted by a majority $\frac{3}{4}$ vote of all members in the active chapter

Section 3. *Approved Amendments* – Once Chapter has approved an amendment, the Policy Chair shall formally update the Constitution

ARTICLE X: VIOLATIONS

Section 1. *General* – Any member violating any of the articles of Constitution or Bylaws shall be subject to penalties. The penalties and time frame in which they are to be completed will be determined by the Executive Board. Reports of violations submitted to the National Board shall be subject to judicial review by the national Judicial Committee. The following are violation penalties:

1. Voting rights revoked for a specific period of time.
2. Suspension from Sorority activities for a specified period of time.
3. A fine appropriate to the violation.
4. Community service.
5. Submission of an official report detailing the violation to the National Board.

6. Any combination of the above.