

Chapter Bylaws and Standing Rules

Each collegiate chapter shall be governed by the Constitution, policies and procedures of Delta Gamma Fraternity and shall adopt bylaws and standing rules in accordance with Model Bylaws and Standing Rules for Collegiate Chapters. Bylaws and amendments thereto must be approved by the Regional Collegiate Specialist/Council Appointed Coordinator as provided in the Fraternity Constitution before the chapter vote can be taken. Refer to Section 4: *Delta Gamma Fraternity Constitution*, Article XVI, Section 4. Refer to Section 6: **Bylaws and Standing Rules**.

ATTENTION CHAPTER PRESIDENT and VICE-PRESIDENT: COMMUNICATIONS:

1. The following document is required by the Delta Gamma Fraternity Constitution and Fraternity policies and procedures.
2. The gray fields should be filled according to the needs of the chapter. Only sections that may be modified (i.e., where verbatim language is not required) are accessible for change. Additional fields are available following each area and at the conclusion of the standing rules to include chapter specific issues not covered in the model. Several fields, including chapter name, school name, fines and specific GPA requirements will be entered once and will be auto-filled for the rest of the document.
3. **After** approval by the Regional Collegiate Specialist/Council Appointed Coordinator, bylaws and standing rules must be adopted or amended by a two-thirds vote of the chapter, provided notice has been given at a previous chapter meeting. 2017-18 BL/SR must be approved prior to end of spring 2017 term.
4. Bylaws and standing rules and amendments should be dated and a copy should be included with the bound chapter minutes. A copy of the approved chapter bylaws and standing rules shall be sent to the Regional Collegiate Specialist/Council Appointed Coordinator.
5. The approved bylaws and standing rules shall be posted on the Fraternity approved Accounting System for member online access.
6. All members, new members and advisers shall have access to the chapter's current bylaws and standing rules.
7. Collegiate chapter bylaws and standing rules shall NOT be shared with nonmembers. (Model bylaws may be shared with the section regarding voting removed.)

Delta Gamma Chapter Bylaws

BYLAWS OF Gamma Sigma CHAPTER

ARTICLE I. – NAME

The name of this chapter shall be Gamma Sigma chapter of Delta Gamma Fraternity.

ARTICLE II. – OBJECTS

The objects of this chapter shall be those expressed in the Constitution of Delta Gamma Fraternity, “to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility, and to develop in them the best qualities of character.”

ARTICLE III. - MEMBERSHIP

Section 1: This chapter may pledge a woman if she meets the requirements as provided in the Constitution.

Section 2: As provided in the Constitution, to be eligible for pledging, a candidate must receive the approval of the chapter members in the manner selected by the chapter as stated in the bylaws of the chapter. Negative votes that are unsupported by reasons deemed adequate by the Evaluating Committee may be reconsidered. No candidate may have her name proposed for the final vote more than twice during a recruitment period.

Section 3: Only female students registered in University of Houston who have been initiated into membership in Delta Gamma Fraternity in accordance with the provisions of Article V of the Fraternity Constitution may be members of this chapter. The scholastic Initiation requirement for this chapter shall be 2.8 GPA if college grades have not yet been established (*the woman is a freshman without college grades*) and 2.35 GPA cumulative if college grades are available. (*Note: The Constitutional scholastic requirement for Initiation into Delta Gamma is a minimum of a “C” (2.0 on a 4.0 scale) college grade point average or a minimum of a 2.5 grade point average on a 4.0 scale from secondary school if college grades are not available. The Constitution does not require a minimum number of credit hours.*)

Section 4: Every unmarried undergraduate member of the Fraternity taking work leading to a degree at University of Houston who has been initiated by this chapter shall be a collegiate member thereof with the exception of fifth year undergraduate students who have been granted alumna status by the advisory team chairman or students who have been granted early alumna status by Council.

Section 5: A member in good standing lives by the high standards and ideals of sisterhood of the Delta Gamma Fraternity, attends all required meetings and events, meets the chapter scholastic requirements, meets her financial obligations and abides by the chapter’s housing policies.

Section 6: A married undergraduate member registered in an institution where a Delta Gamma chapter is located may continue to be a collegiate member if she is in good standing and she signifies that choice in writing to the chapter president. She must complete the Married Collegiate Status Request form which is available from Executive Offices or from the chapter president. Otherwise, she is automatically considered an alumna member. If she elects to remain a collegiate member, she assumes all the privileges and responsibilities of membership.

Section 7: A graduate student registered in an institution where a Delta Gamma chapter is located may continue to be a collegiate member if she requests annually that choice in writing to the chapter president. Members should be in good standing at the conclusion of their undergraduate career. With approval from the ATC, the member assumes all the privileges and responsibilities of membership. She must complete the Graduate Student Collegiate Status Request form which is available from Executive Offices or from the chapter president.

Section 8: A transfer student may affiliate and become a collegiate member of this chapter provided that she has met the scholastic requirement for good standing for this chapter; and that the president, the vice-president: finance, and the Regional Collegiate Specialist/Council Appointed Coordinator of her chapter of Initiation attest to her good standing financially as a member of Delta Gamma Fraternity. (*Note: University and/or Panhellenic regulations must permit affiliation.*)

Section 9: Each new member must sign and date a Statement of Obligation the second week of the New Member Pursuit.

Section 10: An expelled new member or expelled member shall not be eligible to repledge Delta Gamma and shall never be initiated into Delta Gamma Fraternity. Once Council has cancelled a pledge of a new member via new member expulsion, that woman may never be initiated into the Fraternity.

ARTICLE IV. – DUES AND FEES

Section 1: Each new member shall pay an Initiation fee as invoiced to Executive Offices to meet the Fraternity Initiation fee required by the Constitution. Each new member shall pay an additional fee as determined by approved chapter budget to be allocated to chapter treasury.

Section 2: Each new member shall pay a one-time new member fee as invoiced to Executive Offices to meet the Fraternity new member fee required by the Constitution. Each new member shall pay an additional fee as determined by approved chapter budget to be allocated to chapter treasury.

Section 3: Each member and new member shall pay annual dues as determined by approved chapter budget. (*Note: The amount of chapter dues must be the same for every member and new member and should be sufficient to cover the needs of the chapter.*) Fraternity per capita dues shall be collected yearly for each member and new member and paid prior to November 1 or prior to the Initiation of a new member.

Section 4: Each member shall pay a house corporation fee as determined by the approved house corporation and chapter budget. It shall be collected before the end of the school year.

ARTICLE V. – MEETINGS

Section 1: Formal chapter and the monthly business meeting shall be held on Monday at 7:00 o'clock pm during the academic year. The president may change the time of a business meeting under special circumstances, provided notice is given to the membership.

Section 2: The annual meeting for the election of officers shall be the third Monday in November . (*Note: should be formatted as the first/second/third chapter meeting day in Nov/Dec. The election must be held prior to December 15th.*)

Section 3: If notice has been given to each member, special meetings may be held on call of the president, or may also be called on written request of 65% % of the members.

Section 4: 45 % of the members shall constitute a quorum at all meetings. (*Note: A safe quorum should be based on one-half of the average attendance.*)

ARTICLE VI. – OFFICERS AND DUTIES

Section 1: The officers of this chapter shall be president (presiding officer), vice-president: social standards, vice-president: finance, vice president: communications, vice-president: programming, vice-president: member education, vice-president: membership, vice-president: Panhellenic, vice-president: Foundation; Honor Board junior class member, Honor Board sophomore class member, and Honor Board member-at-large.

Section 2: The duties of the officers shall be those outlined in the *Delta Gamma Fraternity Constitution*, the *Collegiate Chapter Officers Manual* and the chapter bylaws and standing rules.

ARTICLE VII. – ELECTION, TERM AND VACANCIES

Section 1: The officers shall be elected in the manner outlined in the *Collegiate Chapter Officers Manual*, *Changing of the Tides* and the chapter election standing rules.

Section 2: The officers shall be elected for a term of one calendar year. Directors shall be appointed for a term of one calendar year. No officer or director may serve in the same capacity for more than two consecutive years.

Section 3: All officers and directors shall be in good standing. Good scholastic standing to hold an office is a 2.5 GPA cumulative. Officers and directors are expected to be on campus throughout their terms of office.

Section 4: Should an officer vacancy occur, including that of the presidency, it shall be filled by election at the next meeting following the announcement of the vacancy, the candidate having been previously approved by the advisory team chairman. If three or fewer months of the officer's term remain when the vacancy occurs, it may be filled by Chapter Management Team appointment, the appointee having been approved by the advisory team chairman.

Section 5: Upon installation, each officer and director shall take the following oath, to be administered by the president of the chapter: "I do solemnly promise to discharge to the best of my ability, with fidelity and promptness, and in conformity with the Constitution, policies and procedures of Delta Gamma Fraternity, and the bylaws and standing rules of this chapter, the duties of the office to which I have been elected or appointed."

ARTICLE VIII. - GOVERNING BOARDS

Section 1: The Chapter Management Team shall consist of the president, who shall act as chairman; vice-president: social standards; vice-president: finance; vice-president: communications; vice-president: programming; vice-president: member education; vice-president: membership; vice-president: Panhellenic; vice-president: Foundation.

Section 2: The Honor Board shall consist of the vice-president: social standards, who shall act as chairman; president, junior class member, sophomore class member and member-at-large. (*Note: In chapters with no*

initiated sophomore members, a second at-large member will be elected to fulfill the responsibilities of the sophomore member.)

Section 3: The jurisdiction and duties of the governing boards shall be as outlined in the *Collegiate Chapter Officers Manual* and the *Honor Board Handbook*.

Section 4: The Chapter Management Team will hold weekly meetings; the Honor Board will hold weekly meetings. Attendance is compulsory. Minutes shall be kept of all meetings. A majority of the members shall constitute a quorum, with the exception of Honor Board hearings *when four-fifths (4/5) of all members must be present.*

Section 5: Each collegiate chapter shall have an Evaluating Committee consisting of the president, vice-president: membership, director: recruitment/COB, director: recruitment records, advisory team chairman and membership adviser. They shall act in accordance with the responsibilities stated in the Recruitment Confidential and the chapter bylaws and standing rules.

Section 6. Each collegiate chapter shall have a nominating committee consisting of the following officers: president (who shall act as chairman); vice-president: social standards; vice-president: finance; vice-president: programming; director of scholarship; and sophomore and junior members-at-large. The sophomore and junior members-at-large may be elected at the beginning of the fall term. All members must be in good standing to serve. No other officers or members may be added to this committee. The advisory team chairman will attend all meetings of this committee.

ARTICLE IX. - DIRECTORS/CREWS

Section 1. The number of appointed directors and crews will be determined by chapter size and is subject to the approval of the Regional Collegiate Specialist/Council Appointed Coordinator.

Section 2. The choice of director/crew titles and duties will be determined by the president and advisory team chairman, subject to the approval of the Regional Collegiate Specialist/Council Appointed Coordinator six weeks before elections. Each collegiate chapter's organization must include the following directors: rituals, scholarship, social events, recruitment records, and house management (if chapter has housing) and the following crews: rituals, scholarship, social events, member education and recruitment/COB. Additional directors and crews for this chapter include: directors of activities, purchasing, electronic communications, lectureship, senior programming/pursuits, alumnae relations, crews, foundation, programming, panhellenic, social events, member education, rituals, recruitment, scholarship, recruitment records, new members, and fundraising.

Section 3. The president may appoint special committees and assistants as the business of the chapter requires.

Section 4. The president and/or the director of crews assign members/new members to crews and reviews requests for reassignment.

Section 5. Each member is expected to serve the chapter as an officer, director or crew member. Officers and directors shall also be assigned to specific crews most nearly related to their area of responsibility.

ARTICLE X. - PARLIAMENTARY AUTHORITY

The current parliamentary writings of *Robert's Rules of Order* shall be the authority in all cases not otherwise provided for in the Fraternity Constitution, policies and procedures or these bylaws.

ARTICLE XI. – AMENDMENTS

These bylaws, except for those provisions that are contained in the Fraternity Constitution and policies and procedures, may be amended by a two-thirds vote provided that the approval of Regional Collegiate Specialist/Council Appointed Coordinator has been obtained and that notice of the approved amendment has been given at the previous regular meeting.

If any changes in the Fraternity Constitution, Fraternity handbooks or policies and procedures shall at any time necessitate amending these bylaws, such amendments shall take place automatically without being voted upon by the chapter. Notice of the said change or amendment shall take place at the next regular meeting.

ARTICLE XII. - STANDING RULES

This chapter shall have standing rules for attendance and participation, election procedures, finance, house, recruitment, scholarship and other areas as needed by the chapter.

ARTICLE XIII. – REVIEW

The bylaws and standing rules shall be reviewed annually by the officers no later than the month of April. Regional Collegiate Specialist/Council Appointed Coordinator approval and chapter adoption shall occur prior to end of spring term.

_____ Date approved by Regional Collegiate Specialist/Council Appointed Coordinator

_____ Date – chapter vote of approval

Carolina Barron President (electronic signature). Please upload approved BL/SRs to Fraternity approved Accounting System.

Delta Gamma Chapter Standing Rules

STANDING RULES OF Gamma Sigma CHAPTER

ATTENDANCE AND PARTICIPATION

Section 1: **PARTICIPATION:** Only members and new members enrolled at University of Houston, chapter advisers, Fraternity advisers and special invited guests may attend chapter meetings, events and activities.

If a member who has been granted Academic Professional Status (APS) attends chapter events and activities, she is expected to follow chapter rules and will be charged for the event if it is not already included in her reduced fee schedule (such as a chapter Formal or other social event).

Section 2: **REQUIRED ATTENDANCE:** All members must attend weekly programming and activity events, formal chapter, business meetings, recruitment, ritual and Founders Day activities; and other anchored events (*list these*) retreats, workshops, awareness activities, fundraising activities, any event signed up to participate in, and lectureship as designated on the calendar. New members must also attend new member meetings. The only acceptable excuses for anchored events are documented illness, direct class conflict and unavoidable family commitments. A class may not be taken on the night of the formal chapter and business meetings unless it is a requirement for graduation, is not offered at any other time, and is approved by the advisory team chairman.

Policy: Members and new members may not be required to attend any collegiate function where alcohol is available.

Section 3: **EXCUSED ABSENCE:** A member who is unable to attend anchored events must submit a written excuse to the vice-president: communications 7 days(s) prior to the missed meeting/event. The vice-president: communications will review the excuses with the CMT, who will decide if the member is excused. The vice president: communications will advise the member if she will be excused.

If a member needs to be excused due to a sensitive/personal issue, she should give the excuse to the vice president: social standards, who will review the excuse with the Honor Board. The vice president: social standards will advise the member if she will be excused.

Section 4: **EXTENDED ABSENCE:** Members wishing to be excused from anchored events for an extended period of time should submit a request to the vice president: communications. The vice-president: communications will review the request with the CMT, who, with the approval of the ATC, will decide if the member is excused. The vice president: communications will advise the member if she will be excused.

Section 5: **UNEXCUSED ABSENCE/NEW MEMBER:** A new member who has two unexcused absences from meetings will have a Statement of Obligation Review completed by the vice-president: member education or director of new members and submitted to the Honor Board.

Section 6: **UNEXCUSED ABSENCE/MEMBER AUTOMATIC PROBATION:** A member who has two unexcused absences from meetings and anchored events will be placed on automatic probation via the Automatic Probation Notification form and notified by the vice-president: communications or the vp:

social standards.

Section 7: **OFFICER ATTENDANCE:** Officers are required to attend the applicable team/board meetings as outlined in their officer duties and responsibilities. Panhellenic or inter-sorority council (ISC) representatives are required to attend all designated Panhellenic/ISC meetings.

Section 8: **UNEXCUSED ABSENCE/ OFFICER/AUTOMATIC PROBATION:** An officer who has two unexcused absences from the team or board meetings to which she is responsible will be placed on automatic probation via the Automatic Probation Notification form and notified by the vice-president: communications or vp: social standards. The officer will automatically forfeit her office.

Section 9: **FINES:** Work duties may be assigned to a member/new member by the officer responsible for the event in lieu of a fine if projects are available and approved by the Chapter Management Team. A member/new member must perform 1 hours of work for each \$10 in fines. The following fines will be assessed for unexcused absences: *(Note: Each chapter shall develop fines appropriate to the chapter.)*

<u>Event</u>	<u>Fine</u>
Human Dignity Workshop	<u>\$10</u>
Formal Pi Alpha Ceremony	<u>\$25</u>
Inspiration	<u>\$50</u>
Initiation	<u>\$50</u>
Initiation Practice	<u>\$10</u>
Founders Day (plus additional chapter cost if excuse form wasn't sent prior)	<u>\$50</u>
Recruitment Retreats/Preparation Workshops (per day)	<u>\$75</u>
Pre-Recruitment Workshop (per day)	<u>\$50</u>
Recruitment Practices	<u>\$50</u>
Recruitment Events (per day)	<u>\$100</u>
Membership Selection (per day)	<u>\$100</u>
Recruitment Roll Call (tardy)	<u>\$20</u>
<u>Anchored Event Roll Call (tardy-up to 15 min late)</u>	<u>\$10</u>
<u>Bid Day</u>	<u>\$100</u>
Anchor Splash®, Games and Events	<u>\$50</u>
<u>Required Raffle Ticket Sale</u>	<u>\$50</u>
<u>Lectureship</u>	<u>\$50</u>
Formal Chapter and Business Meetings	<u>\$25</u>
Programming and Activity Meetings	<u>\$15</u>
New Member Meetings	<u>\$10</u>
CMT, HB Meetings	<u>\$20</u>
New Member Events	<u>\$20</u>
Officer Slating and Elections	<u>\$20</u>
Officer Transition	<u>\$30</u>
Chapter Cleaning Duties	<u>\$10</u>
Other Anchored Events	<u>\$20</u>
Chapter Retreat	<u>\$50</u>
Midterm Grade Report	<u>\$20/week</u>
Dress Code Violation	<u>\$10</u>
eOps+ Task Late	<u>\$5/week/task</u>
Study Hours	<u>\$5/week/hour</u>
CDC Required Event Participation	<u>\$20</u>
Philanthropy Service Event	<u>\$20</u>
T-Shirt Donation	<u>\$10</u>

Sisterhood/Informal Anchored Event

\$5

Section 10: **ACTIVITY INVOLVEMENT:** Each member and new member shall be required to be involved in 1 activities (*amount to be determined by chapter, but should be at least one*) in addition to Delta Gamma, with an emphasis on campus activities and organizations.

Section 11: **PARTICIPATION/VOLUNTEER WORK:** Each member and new member shall be required to complete no less than 10 hours of volunteer Foundation work per academic year directly related to Service for Sight. (Note: The 10 hours per academic year should be divided equally between semesters or quarters). Members must also complete 1 hour in participation in any Panhellenic event as well as 1 hour in participation of a campus hosted event (examples include a Student Program Board event, Metropolitan Volunteer Program event, or any event outside of the Greek community).. An explanation of work must be written and submitted for approval by the vice-president: Foundation.

Section 12: **INCOMPLETE FOUNDATION SERVICE HOURS/MEMBER AUTOMATIC PROBATION :** A member who fails to complete Foundation service hour requirements by the deadline on the chapter calendar will be placed on automatic probation via the Automatic Probation Notification form and notified by the vice-president: Foundation or the vp: social standards.

Section 13: **PARTICIPATION/LITTLE SISTER ORGANIZATION:** Members and new members are discouraged from affiliating with a little sister organization of any fraternal group per the National Panhellenic Conference Resolution.

Section 14: **PARTICIPATION/POINT SYSTEM:** Points will be awarded for participation and involvement in the following meetings/events:

<u>Event</u>	<u>Points</u>
• Social Events	2 points
•Panhellenic Meeting/Events	1.5 point per hour
•Programming Event (non-anchored)	1 point per hour
•Community Service Hours (outside of requirements, 10 MAX)	1 point per hour
•Foundation Hour (outside of requirements, 10 MAX)	1.5 point per hour
•Involvement on Campus (outside of requirements)	2 points per organization
•Taking a Little Sister (on semester taken)	1 point per little
•Holding a CMT Position	2 points
•Holding a JCMT Position	1 point
•Holding a Panhellenic Position	2 point
•Holding a Recruitment Day Chair Position	1 point
•Living in the House	2 points
•Cumulative GPA:	
•3.5 - 4.0	3 points
•3.49 - 3.0	2 points

•2.99 - 2.49

1 point

• < 2.49

0 points

(Note: Each chapter is encouraged to expand the meetings/events and modify the point system to meet the chapter's needs.) No member or new member may attend any Delta Gamma sponsored formal or date party without earning at least 60 % of available points. Deadlines for earning the points prior to the formal event will be determined by the vice-president: communications at the beginning of the term. The vp: Social Standards, vp: Communications, and vp: Panhellenic, vp: Foundation (*officer title*) will be responsible for the tabulation of members' and new members' points.

Section 15: **ATTENDANCE POOR STANDING:** The vice-president: communications, with the assistance of the vice-president: social standards, will inform the president of members and new members in attendance poor standing for voting and participation purposes.

Section 16: **TRANSPORTATION:** All new members and members agree to arrive and depart all chapter-sponsored events by the approved chapter transportation. If transportation is not provided, new members and members agree to arrive and depart by one of the following: cab, walking or public transportation.

Section 17:

CHAPTER SPECIFIC STANDING RULES:

VOLUNTEER HOURS: In addition to completing 5 Foundation volunteer hours per semester, chapter members and new members must also complete 5 non-Foundation volunteer hours each semester with one event being a philanthropy event of another organization. If both Foundation and non-Foundation hours are not completed, members and new members will not be allowed to attend any end-of-the-semester DG sponsored date parties or formals. Volunteer hours must be due to the vp Foundation before being allowed to attend Delta Gamma formal in the Fall and before our chapter's major event in the Spring. Date for these two events will be provided on the Master Calendar.

For Foundation volunteer hours: Eyeglasses will not be accepted for hours. Members and new members can only complete a maximum of 1 Foundation volunteer hour by completing puff paint coloring pages. 15 pages = 1 hour

DRESS CODE: The director of rituals will publish a dress code for meetings at the beginning of each semester. If a chapter member or new member does not follow the policy established, the member or new member will be fined accordingly.

FRONTIER FIESTA/HOMECOMING PARTICIPATION: If the chapter votes to participate in Frontier Fiesta or Homecoming, then every member and new member will be required to participate in Frontier Fiesta and Homecoming.

HOMECOMING: Members will expected to participate by completing 1 hour of participation.

FRONTIER FIESTA: Members will only be expected to participate by completing 5 volunteer hour at the UH warehouse site or by working for 5 hour on backdrops or participating in the show/dance(s).

However, as UH states that 20 hours must be completed at the warehouse sit for Frontier Fiesta, then at least 20 members must do their 1 hour at the site.

CAMPUS EVENTS:

If a member signs up to participate in an event (such as another fraternity/sorority philanthropy event,

service project, etc.), then that event is considered anchored for that member. If the event is missed, the member will incur a fine of \$20.

ATTENDANCE:

If a member misses roll call she is considered absent from meeting. If a member is sick day of meeting, she has 24 hours to submit an excuse form. After that time the absence will be considered an unexcused absence.

CDC VISITATION:

Every member is required to participate in at least one CDC event or will be fined \$20.

NEW MEMBER BASKET FEE:

Every member getting a little must pay the specified fee for their little's new member basket.

T-SHIRT DONATION

Every member must donate one t-shirt a semester for new member baskets.

DISCIPLINARY PROCEDURES

Section 1:**MEMBERS ON PROBATION:** When a member fails to meet her membership responsibilities, she may be placed on Probation. Probation must always include the following terms:

- Forfeiture of elected or appointed office
- Forfeiture of vote in business meetings with the exception of vote to initiate
- Loss of social privileges with the exception of anchored events
- Must attend all anchored events
- Probation must be a minimum thirty (30) days
- Probation due to academics is a minimum of one semester/term

Section 2:**NOTICE OF RIGHTS:** Members may appeal a probation status by contacting the vice president: social standards.

ELECTION PROCEDURES

Section 1: **NOMINATING COMMITTEE:**

A. It shall be the duty of the nominating committee to form the chapter slate based on input from the chapter members' officer interest forms, recommended slates and officer candidate evaluations.

B. Immediately after elections, the nominating committee will reconvene to appoint directors based on election results, chapter members' officer interest forms, recommended slates, officer candidate evaluations, choices submitted by new officers and member preference.

C. Following the announcement of directors, the incoming president and director of crews, if applicable, will appoint all chapter members and new members to crews based on crew application forms and member/new member preference.

Section 2: **SLATING FORMS:** The chapter president will distribute the forms necessary for slating: the Officer Interest Form and the Recommended Slate/Officer Candidate Evaluation.

Section: 3: **OFFICER INTEREST FORM FOR CHAPTER OFFICERS:** Members interested in holding office or being appointed to a director position will complete and submit an Officer Interest

Form, indicating those offices for which they would like to be considered. Officer Interest Forms will be made available to members and the nominating committee.

Section 4: **RECOMMENDED SLATE:** Members nominate their choices for officers by completing a Recommended Slate form that is submitted to the chapter president.

Section 5: **OFFICER CANDIDATE EVALUATION:** Members evaluate the leadership capabilities of those members running for chapter office by completing an Officer Candidate Evaluation which is collected by the president. The president and/or the advisory team chairman will tabulate the results for each candidate. All forms are confidential and are to be destroyed after tabulation.

Section 6: **FINAL SLATE:** The nominating committee and the advisory team chairman will meet to consider all member-submitted interest forms, slates and evaluations, and to formulate a final slate. Discussion is objective, positive and confidential. Nominating committee can slate members who did not originally indicate an interest in the office, especially in the case where the member appears on recommended slates completed by the chapter membership.

Section 7: **SLATE POSTING:** The president will post the slate online after ascertaining the willingness of each nominee to permit her name to appear on the slate for the designated position. Only officer positions will be posted on the final slate.

Section 8: **PROCEDURE FOR CHALLENGES TO THE SLATE:** The president will post the procedure for challenges to the slate. Members may nominate an eligible member from the floor within a 3 day designated time period by writing in the name of the nominee (with her permission) and her own initials. Following this initial challenge period, a member who is slated and challenged may challenge for another position *only* if she has originally indicated interest in the office on the Officer Interest Form. These challenges must be completed within 24 hours **AFTER** the chapter challenge period has ended. The advisory team chairman must approve all proposed nominations from the floor before they may be presented for vote.

Section 9: **ELECTION:** Officers are elected by secret ballot with the majority of the members present. Voting must be done in person and may not be done via e-mail or online survey. Members absent from elections including members abroad will have no vote. If there are no additions (challenges to the slate) to the original posted slate, the slate may be elected by a single vote. If there are additional nominations, officers are elected individually, following the order on the slate beginning with the president.

Section 10: **GENERAL ELECTION MEETING RULES:** Members will be seated alphabetically. There shall be no eating, cell phone/computer use or any other distracting activity allowed. Only those members recognized by the chair will be allowed to speak. Discussion on a candidate will be limited to three minutes. Only positive comments are allowed. The ditto system will be used to indicate agreement.

Section 11: **SELECTING DIRECTORS:** Immediately following elections, the nominating committee will reconvene to determine who the directors will be. These names shall be announced at the next chapter meeting, but before the end of the term.

Section 12: **ASSIGNING CREWS:** The incoming president and the director of crews, if applicable, will appoint all chapter members and new members to crews based on crew application forms and member/new member preference. These assignments will be announced at the first meeting of the next term. Signup lists will be posted at the beginning of the semester to be completed by a certain deadline. All who have not signed up by deadline will be assigned a crew.

Section 13: **SPECIAL ELECTIONS:** If a vacancy in an office occurs when there are more than three months remaining in the term, the vacancy shall be announced at the first chapter meeting and/or activity. Interested candidates must contact the advisory team chairman for approval within a week following the announcement and, if approved, may speak on why they wish to serve at the next meeting just prior to the election. If a vacancy in a director position occurs, the same procedure will be followed, but the Chapter Management Team will meet to appoint a replacement. If a vacancy occurs in an officer or director position and fewer than three months remain in the term, the Chapter Management Team will meet to appoint a replacement with approval of the advisory team chairman.

Section 14:**OFFICER TRANSITION:**

A. Part One of the officer transition will occur before the end of the fall term. Outgoing officers will meet with incoming officers and directors to confer individually.

B. Part Two of the officer transition will occur before the first meeting of the winter/spring term. All outgoing officers, incoming officers and directors will meet together to set chapter goals. Outgoing officers may then be excused. The remaining officers and directors will be instructed on leadership, risk management, policies and procedures, problem solving, communications skills, the crew system, etc.

C. It will be the outgoing president's responsibility to see that this procedure is strictly followed and that all officers and directors are present.

D. It will be the incoming president's responsibility to schedule and finish any officer transition which has not been completed by a new officer's predecessor.

Section 15:

CHAPTER SPECIFIC STANDING RULES:

ELECTRONIC VOTE: If a vacancy occurs during break and there are more than three months remaining in the term, the chapter, in special circumstance, may use email to announce, vote and elect the new officer. This is granted only under special circumstances and must be approved by the Regional Collegiate Specialist prior to the election. The procedure is outlined below:

- a. The ATC communicates the opening to the chapter.
- b. Members have seven (7) days after the announcement to express interest in the office to the ATC.
- c. The ATC distributes names of eligible candidates to the membership.
- d. Members submit vote via email to ATC within a ten (10) day period outlined in the electronic vote message.
- e. Quorum is needed.

FINANCIAL STANDING RULES

Section 1: **NEW MEMBER CONTRACTS:** Each new member is required to sign and date the Statement of Obligation and a Dues and Fees Contract no later than Week 2 of the New Member Period. Failure to do so will disqualify the new member from Initiation.

Section 2: **MEMBER CONTRACTS:** Each member is required to sign and date an annual Dues and Fees Contract within 10 days of issue. Failure to sign and date a Dues and Fees Contract by the deadline will result in automatic probation. Member will be notified by vice-president: finance or vice

president: social standards.

Section 3: **DUES:** Member dues will be established by the Dues and Fees Contract available for online signature in the Fraternity accounting system following the approval of the chapter budget. New member dues will be established by the Dues and Fees contract available for online signature in the Fraternity accounting system following the approval of the chapter budget. Member and new member dues must be equal in amount. (*Note: The amount of chapter dues should be sufficient to cover the needs of the chapter.*)

Section 4: **DUES FOR MEMBER TEMPORARILY OFF CAMPUS OR WHO HAVE RECEIVED ACADEMIC PROFESSIONAL STANDING (APS):** Any member who temporarily leaves campus for study abroad, the taking of online classes at the university, internship, student teaching or undergraduate/graduate programs shall pay chapter dues as determined by the approved chapter budget for the semester/term she is not on campus plus any additional dues or fees that the chapter pays on behalf of the member. (*Note: Each chapter must have some minimum payment of chapter dues for members temporarily off campus, plus all fees paid by the chapter on behalf of the member to cover the cost of non-discretionary fees such as per capita dues, Panhellenic dues, web fee, etc. as designated by the fixed expense sheet as well as fees required by the Annual Agreement with House Corporation.*) A member who is present on campus, but is taking the majority or all of her classes online is considered on campus for all purposes and shall pay the applicable dues and fees associated with an on campus member.

Section 5: **EARLY PAYMENT OF DUES:** A \$\$30.00 or _____% early payment discount on dues and board charges will be offered if the entire bill for the semester (*choose semester, quarter or year*) is paid in full by check directly to the approved Fraternity approved accounting system within 10 (number) days of issue.

Section 6: **ADVANCE NOTICE OF BILLS:** The vice-president: finance may, at her discretion, give or send advance notice of bills stating actual or approximate amount of future billings.

Section 7: **BILLS:** Each member and new member will be issued a dated bill via the approved Fraternity accounting system.

Policy: All Fraternity officers serve without remuneration. Collegiate chapter officers may not receive part of their chapter expenses in compensation for serving as an officer.

Section 8: **DUE DATE:** Bills will be issued on or prior to the 1st day of the month through the approved Fraternity accounting system to members/new members. Bills are due on the 1st and payment must be applied by the 10th day of the month by the approved Fraternity accounting system (e.g. GreekBill). **There is no grace period.** *Note: payments sent by mail must be mailed well in advance of the 10th in order to be applied by the 10th.*

Section 9: **PAYMENT METHOD:** Bills must be paid by credit card, debit card, e-check, personal check, cashier's check or money order and submitted directly to the approved Fraternity accounting system. The vice-president: finance **will not accept cash** for payment. Members may not be charged an additional fee for credit card, debit card or e-check use.

Section 10: **CHECKS/MONEY ORDERS:** All checks/money orders are to be made payable to Gamma Sigma chapter of Delta Gamma or the Fraternity approved accounting system.

Section 11: **NSF CHARGES:** A member/new member whose payment fails to clear the bank must pay

within one week of notification the amount of her original payment, plus any fees incurred by the receiving bank, plus the return fee assessed by the Fraternity approved accounting system. She must pay that revised payment and all future payments for that fiscal year by cashier's check or money order directly to the Fraternity approved accounting system.

Section 12: **PAYMENT:** Payments should be made directly through the approved Fraternity accounting system.

Section 13: **DELINQUENCY/MEMBER:** A member whose bill remains unpaid after the 10th of the month is considered delinquent and in poor standing. She may not be elected to office or vote until she has paid her bill. She may attend only anchored events and can not attend social functions or vote until she has paid her bill. She may, however, vote to initiate new members. An officer who has not paid her bill will be removed from office and will not be reinstated. She will also be assessed a late fee of \$5 for every week or part of a week in which the bill remains unpaid.

Section 14: **DELINQUENCY/NEW MEMBER:** A new member whose bill remains unpaid after the 10th of the month is considered delinquent and in poor standing. She may attend **ONLY** anchored events. She will also be assessed a late fee of \$5 for every week or part of a week in which the bill remains unpaid.

Section 15: **FINANCIAL POOR STANDING:** The vice-president: finance, with the assistance of the vice-president: social standards, will inform the president and vice-president: communications of members and new members in financial poor standing for voting and participation purposes. The vp: finance shall be invited to attend the Honor Board meeting for cases of financial poor standing.

Section 16: **FINANCIALLY DELINQUENT MEMBER/AUTOMATIC PROBATION:** A member whose bill remains unpaid after ten (10) days is considered delinquent and in poor standing and will be placed on automatic probation and notified by the vice president: finance or vice president: social standards. She remains in poor standing for a minimum of 30 days from the time she is placed on probation.

Section 17: **STATEMENT OF OBLIGATION REVIEW/NEW MEMBER:** A Statement of Obligation Review form will be filed with the Honor Board on any financially delinquent new member. She may attend **ONLY** anchored events for a minimum of 30 days from the date the bill was due.

Section 18: **FINES/MEMBER:** Fines will be levied as the chapter's Bylaws and Standing Rules dictate. Fines will be added and invoiced via the next monthly bill sent to the member via the Fraternity accounting system. A member whose fine remains unpaid after the 10th of the month will be in poor financial standing which will result in automatic probation.

Section 19: **FINES/NEW MEMBER:** New members' fines will be added and invoiced via the next monthly bill sent to the new member via the Fraternity accounting system. A new member whose fine remains unpaid after that time will immediately lose social privileges (with the exception of anchored events) and will not have them reinstated until her debt is paid in full or until the fines are removed through an appeal. Failure to pay within ten (10) days also will cause the vice president: finance to file a Statement of Obligation Review with Honor Board.

Section 20: **RESIGNATION/TERMINATION/ALUMNAE STATUS:** Voluntary resignation/ termination/ alumnae status does not excuse the member/new member from debts incurred during membership/new membership. Dues will continue to accrue according to the Dues and Fees contract or

fees levied via chapter vote until a member/new member has signed a resignation/termination form, or fifth-year or early alumna status has been granted. Dues and Fees are due until the last day of the month in which a member/new member signs termination paperwork or is granted another status.

Section 21: **MOVING OUT OF DELTA GAMMA HOUSING:** A member/new member moving out of Delta Gamma housing for whatever reason is not excused from past or future debts in connection with her signed room agreement with the chapter. Refer to the chapter's Room Agreement regarding a contract that is unfulfilled.

Section 22: **PURCHASE AUTHORIZATION:** A member/new member who purchases any item for the chapter must receive written authorization from the vice-president: finance. No reimbursements will be made without such authorization. In emergencies, if the vice-president: finance is not available; the president may give written authorization.

Section 23: **OFFICER CONTRACTS:** Each officer is required to sign an Officer Budget Contract each semester/term of her office and prior to any use of chapter funds. Contracts must be signed within ten (10) days of issue.

Section 24:

CHAPTER SPECIFIC STANDING RULES:

DISBURSEMENT REQUESTS: A member has 30 days to submit a disbursement request to vp: finance for *approved* expenses (those that have been approved by vp: finance/president).

HOUSING STANDING RULES

Section 1: **HOUSING POLICIES:** *(Describe the chapter facility, meeting and/or storage space(s) and ownership thereof. State all Delta Gamma and university/college policies pertaining to chapter housing.)*
Only members of Gamma Sigma chapter of Delta Gamma may live in the designated chapter housing. All Delta Gamma housing is to be at capacity. If the house is not at full capacity, the points system will be utilized.

Section 2: **LOCKS/SECURITY SYSTEM:** All Delta Gamma housing must be locked 24 hours a day. A security alarm system, if applicable, must be in the armed mode during the hours of 12:00 and 11:59 each day.

Section 3: **HOUSING/PETS:** There shall be no live animals or pets on Delta Gamma property. Waivers may be granted for House Director's pets, or service animals or assistance animals by application from the Delta Gamma Office of Housing.

Section 4: **ALCOHOL AND/OR ILLEGAL SUBSTANCES:** No alcoholic beverages or State AND Federally illegal substances, including medically prescribed marijuana, are permitted on the chapter property. Failure to follow policy will result in a Statement of Obligation Review filed with Honor Board.

Policy: No alcoholic beverages may be served or stored on Delta Gamma property.

Policy: Illegal Drugs/ Delta Gamma Property - Illegal drugs, including medically prescribed marijuana may not be stored or used on Delta Gamma property.

Policy: Property is defined as houses, apartments, lodges, suites, dorms, dorm floors and meeting rooms. This includes yards, driveways, sidewalks, and parking lots owned, rented, leased or designated for Delta Gamma use by house corporations or chapters.

Section 5: **FIRE DRILLS:** Fire drills will be conducted on at least three occasions during the academic year in October, January and April. (*Schedule as close to October, January and April as possible.*) When the alarm rings, occupants will leave the housing facility immediately.

Section 6: **VISITORS:** The facility will be closed to visitors and non-members from 11 pm to 7 am on weeknights and from 1 am to 7 am on weekends. Members shall be responsible for their guests in the house and shall observe visiting hours. Delta Gamma's recommendation is that women who have resigned from their Delta Gamma membership, or who have been expelled from the Fraternity by the Fraternity Council, should not be permitted in chapter housing. Males, service workers, and repair persons are only allowed in private areas for maintenance, repair or transport/hauling. Private areas are defined as bedrooms, sleeping porches, bathrooms and any other rooms specified by the vicinity of the designed private areas. Exceptions to facility being closed to visitors shall be made through the Bylaws and Standing Rule approval process with the approval of the Advisory Team Chairman and Regional Collegiate Specialist/Council Approved Coordinator. Approved exceptions to the above Fraternity policy are: Visitors can be allowed, even when visitation is closed, for the following reasons: studying, portage, and parent visitation. Cleaning services and Bayou Oaks RAs are allowed to enter the house when necessary. No males are allowed upstairs at any time with the exception of portage during announced times of move-in and move-out pending they are announced as "man on floor."

Section 7: **LIVE-IN/LIVE OUT REQUIREMENTS:** The chapter's housing facility must be filled at all times before members are allowed to live out. A member must live in designated Delta Gamma housing if space is available or with her family, unless the Regional Collegiate Specialist/Council Appointed Coordinator, under exceptional circumstances, permits residence in other housing.

Live-Out Policy: Chapters must write their own live-out policy. This policy takes effect when membership exceeds living space in chapter housing. This rule must be included in the chapter's bylaws and standing rules and approved by the Regional Collegiate Specialist/Council Appointed Coordinator. The live out policy is here: The remaining open spots in the house will be filled by chapter members, new members, and officers. Priority will be given to women with the highest number of points as determined in the House Standing Rules Section 10

Section 8: **OFFICER LIVE-IN REQUIREMENT:** The following officers must live in the chapter house during their term of office: president; vice-president: social standards; vice-president: finance; and the director of house management. (*Additional officers may be added to this required list.*) Additional officers required to live in the chapter facility include: vp: programming and vp: member education.

Policy: In addition to the duties stated in the Fraternity Constitution and the chapter bylaws and standing rules, it shall be the duty of the president, vice-president: social standards, vice-president: finance and the director of house management to live in the chapter house during their terms of office.

At the direction of the Advisory Team Chairman, officers not living in the house must set and publish weekly office hours.

Section 9: **HOUSING POINT SYSTEM:**

The Live In Selection system will commence on a volunteer basis first. The director: house management will distribute a residence preference sign-up list during a chapter meeting in the Fall

semester the year before the move in date. Once a member has signed this list, she has committed to living in the house for the designated academic year, and will sign a room agreement within one (1) week of sign-up. If there are not enough volunteers, the lottery system will determine the remaining residents. If there are more volunteers than available spots, residents will be determined by the Housing Point System, detailed above; members with the most points being guaranteed house residence first.

The Lottery system works as follows:

The newest Member Class will draw numbers before the 8th New Member meeting of the Fall Semester. Those numbers will be valid for one year. Members holding the lowest numbers will be expected to fill the vacancies in the house. Those having documented proof of contracts with the University to live in University residence halls may be excluded, with RCS approval, and only if there are enough potential residents to ensure house capacity.

Section 10:

ROOM AGREEMENTS: Room agreements are to be signed on the Fraternity approved accounting system. Failure to sign a room agreement by the designated deadline will result in automatic probation.

Section 11: **ROOMMATE CHOICE:** *(State when, during the academic year, roommates are to be chosen and the deadline by which room occupancy lists are completed.)* Roommates are designated at the time contracts are due, as specified on the Master Calendar each term

Section 12: **ROOM ASSIGNMENTS:** *(State procedure using the point system in Section 9 to determine room assignments.)* Members currently living in the house who resign their lease will have first choice of room location. Members with the highest number of points will have second choice of room location.

Section 13: **REFUSAL TO LIVE-IN:** : A member will be placed on automatic probation and then recommended for expulsion if she refuses to honor her obligation to move into the chapter house as described by the Fraternity policy, standing rules and a signed housing agreement.

Section 14: **TEMPORARY INTERRUPTION OF HOUSING AGREEMENT:** Any member/new member who moves out of the house temporarily for student teaching, interning, the taking of online classes at the university, study abroad or Academic Professional Status (APS) during the period stated in her room agreement will be charged the individual rent indicated on the chapter budget during the period of her absence **unless** the woman under agreement has another member or new member fill her vacancy and take over the remaining portion of her room agreement. *(Note: The amount due should cover the cost of rent and payroll due to the House Corporation for the semester/term the member is off campus as it relates to her signed housing agreement with the chapter. The only exception to this rule would be if the Annual Agreement with House Corporation, with mutual consent, is amended for members off campus for the aforementioned reasons.)*

Section 15: **UNPAID ROOM AGREEMENTS:** If a live-in member resigns, is expelled or must move out of the house during the term of the room agreement, the member must pay the full and unpaid balance of the agreement (minus board), unless she has another member or new member to fill her vacancy. Voluntary resignation/ termination/ alumnae status does not excuse the live-in member/new member from

debts incurred as a result of a room agreement. If the member is negligent with the funds due on the agreement, the chapter will follow the procedures as outlined in the financial section of the standing rules to obtain the outstanding debt. A member will be placed on automatic probation and expelled if the debt is not collected.

Section 16: **CLEAN/ORDERLY HOUSING FACILITY:** Members and new members are required to maintain the clean and orderly appearance of the chapter facility.

Section 17: **NOISE:** A quiet atmosphere will be maintained in the chapter facility from the hours of 10pm and 10 am and 24 hours a day during the final examination period. (*State beginning and ending times.*)

Section 18: **PERSONAL PROPERTY:** Individual rooms should be locked to ensure privacy and security of personal belongings.

Section 19: **SMOKING:** In order to promote a safe, healthy and gracious environment, smoking shall not be permitted in any chapter facility.

Section 20: **EATING AREAS:** Eating and drinking will be allowed in the following areas of the chapter housing facility: (*List the appropriate areas.*) all rooms/areas

Section 21: **COMBINATION/KEY ACCESS:** No member or new member will share the combination or key access of the chapter housing facility. The fine for this violation will be \$100.00. The combination/locks will be changed immediately at the expense of the member who disregarded the procedure.

Section 22: **ROOM DAMAGE:** A member must clean her room prior to moving out of the house. Member shall be held responsible for damage with the cost assessed through the Fraternity approved accounting system.

Section 23: **MEALS:** (*List the chapter procedures in reference to meal times and sign-up times.*) \$0.00

Section 24: **OVERNIGHT GUESTS:** No one may live in a Delta Gamma facility who is not an employee of the house corporation or a collegiate chapter member who has a signed room agreement with the collegiate chapter. Non-Delta Gamma members may not be overnight guests. All children under 18 visiting an employee must be accompanied by a legal guardian or house corporation employee at all times. Delta Gamma members without signed room agreements, may stay overnight with the permission of the Regional Housing Specialist and the ATC or House Corporation President.

Section 25: **INTIMATE CONTACT:** As a residential environment aimed at supporting the academic mission of the host institution, the chapter facility should not be a location for physical intimacy or sexual relations among members and/or guests. Inappropriate behavior will result in a Statement of Obligation Review being filed with Honor Board.

Section 26: **FIREARMS/DELTA GAMMA PROPERTY:** The possession and/or use of firearms or explosive devices of any kind within the confines and premises of Delta Gamma property is expressly forbidden.

Policy: Property is defined as houses, apartments, lodges, suites, dorms, dorm floors, and meeting rooms. This includes yards, driveways, sidewalks, and parking lots owned, rented, leased, or designated for Delta Gamma use by house corporations or chapters.

Section 27:

CHAPTER SPECIFIC STANDING RULES: CLEANING OF COMMON AREAS: Upon leaving any room, it is the member's responsibility to place the room back in its original order. Movement of furniture will be kept to a minimum by chapter members. No personal items can be stored in the chapter office, chapter storage room or rituals closet. Items left in downstairs meeting rooms will be disposed of properly.

RECRUITMENT STANDING RULES

Section 1:**ATTENDANCE:** Attendance is mandatory at recruitment preparation workshops, pre-recruitment workshops, formal recruitment week, COB/informal recruitment activities and Bid Day.

Section 2: **EXCUSES:** Pre-recruitment workshops/recruitment week excuses must be submitted in writing to the Evaluating Committee 30 days in advance of pre-recruitment workshops. The following reasons for absences may be considered by the Evaluating Committee for both pre-recruitment workshops and recruitment:

- Illness verified by doctor's written excuse and critical illness or death in a member's immediate family
- Class
- Varsity athletics, university sponsored activities
- Job-related excuses, only in extreme hardship cases
- Participation in family weddings
- No other excuses will be considered.

Evaluating Committee has the final authority to approve or deny recruitment related excuse requests, and may refer the matter to Honor Board if necessary.

All other recruitment excuses must be submitted in writing to the vice-president: membership prior to the absence.

Section 3: **FINES:** All recruitment fines will be submitted to the vp: finance within 10 days following recruitment. The fines will be handled as outlined in Section 20 of the Finance Standing Rules. Appeals and requests for work fines will be considered by the Evaluating Committee at a one-time specific meeting with adequate prior notice being given to the chapter. The fines are as follows: *(Note: Each chapter should develop fines appropriate to the chapter.)*

Recruitment Preparation Workshop	\$ <u>75</u>
Recruitment Practices	\$ <u>50</u>
Pre-Recruitment Workshop (per day)	\$ <u>50</u>
Recruitment Events (per day)	\$ <u>100</u>
Membership Selection (per day)	\$ <u>100</u>
Recruitment Roll Call (tardy)	\$ <u>20</u>
Anchored Event Roll Call (tardy)	\$ <u>20</u>
Bid Day	\$ <u>100</u>

Section 4: **LEGACY/SISTER:** A legacy is the daughter, granddaughter, great granddaughter or sister

(inclusive of step-relations for all), of an initiated member. A legacy is considered a special potential member and will automatically be extended an invitation to the second round of events, provided Panhellenic rules make it possible. A legacy who does not meet the Constitutional requirement or minimum grade requirement stated in the chapter Bylaws and Standing Rules may be released after the first round. A legacy attending the preference or final event must be included at the top of the chapter's bid list.

Prior to recruitment, the chapter should contact the legacy's relative(s) to determine if she would like to be contacted should the legacy be released by the chapter.

If the chapter is considering the release of a legacy, a member of Evaluating Committee must call the Regional Collegiate Recruitment Specialist for approval before making the release.

Should the chapter decide not to extend an invitation to the preference or final event to a legacy, the membership adviser, the advisory team chairman or a recruitment consultant will immediately call the legacy's relative (if the relative has indicated she wishes to be informed) and advise that an invitation has not been extended.

If the chapter has an in-chapter sister standing rule, it should be inserted here. *N/A (Please note that if you do not have a custom in-house sister standing rule, the following sample will be in effect.)*

Sample in-house sister standing rule: The sister of an in-chapter member should be treated as a special legacy and be given every consideration possible. The member will leave the room during discussion of her sister.

Legacies should never be placed on a flex list when the campus Panhellenic is using the Release Figure Method (RFM).

Section 5: AUTHORITY OF EVALUATING COMMITTEE: Evaluating Committee has the authority to break ties at the cut-off line of tabulation in elimination to event quota, to adjust daily invitation lists upward or downward to meet an RFM carry figure and/or flex list requirement, to withdraw from consideration any potential new member with substantiated concerns of low personal standards, to concentrate on potential new members who fill chapter Membership Selection Criteria as identified and voted upon by the chapter in the recruitment preparation workshop, to determine if a vote of reconsideration is necessary, and endorse or sponsor a potential new member for membership if all other avenues of obtaining a Sponsor Form have been exhausted.

Snap Bidding/Continuous Open Bidding: Evaluating Committee also has the authority to offer a snap bid to any potential new member registered in recruitment who has received an affirmative chapter vote, or to offer a bid to a potential new member in a Continuous Open Bidding period who has passed a chapter vote in the affirmative. (This includes any potential new member invited to preference or the final event, or any other PNM on whom the chapter has received an affirmative chapter vote). In the event that it is impossible for a quorum of the chapter to be reasonably assembled for the vote during a Snap Bidding/Continuous Open Bidding period, members of the Evaluating Committee may conduct the vote to pledge on the chapter's behalf.

Section 6: COLLEGIATE SPONSORSHIP: A collegiate member may sign a Sponsor Form any time prior to the time that invitations to Preference events are issued. The chapter Evaluating Committee will communicate such timeframes to the chapter prior to the start of recruitment.

Section 7: GENERAL MEMBERSHIP SELECTION MEETING RULES: Members will be seated

alphabetically. There shall be no eating, cell phone/computer/electronic device use or any other distracting activity allowed with the exception of cell phones, computers and/or electronic devices used for Web-based voting. Phone calls will be restricted to messages, except in the case of an emergency. Casual attire is allowed. Only those members recognized by the chair will be allowed to speak. Discussion on a potential new member will be limited to three minutes. The pro, con, con, pro format will be followed. The ditto system will be used to indicate agreement. Voting will be conducted using the heads down, hands up procedure (or red and green cards), clicker or Web application. A raised open hand indicates a “yes” vote; a raised closed fist indicates a “no” vote. Discussion of a potential new member will always be based on the five points of the Delta Gamma Membership Star and the chapter Membership Selection Criteria.

Section 8: **CHARACTER CONCERNS:** A member/new member may discuss character concerns **only** with the Evaluating Committee.

Section 9: **VOTING ELIGIBILITY:** A member shall be in good standing to be eligible to vote. The member must also have been present during work week and all of membership recruitment, unless she has an excused absence which has been approved by the Evaluating Committee. If a member’s vote has been suspended, she is still required to be present during all membership recruitment activities, including membership selection.

New members who have met Initiation requirements are required to attend membership selection, but may take part in discussion only.

Section 10: **VOTING PROCEDURES:**

VOTING BETWEEN ROUNDS OF RECRUITMENT and MEMBERSHIP SELECTION (MS): A chapter must conduct voting in between recruitment events. Voting will consist of “yes” and “no” options. The option for individual members to offer private comments visible only to EVC may also be made available. Votes will be tabulated by the Evaluating Committee or alumnae who have been asked to do so. Only members who have met a PNM during recruitment or knew the PNM prior to recruitment may cast a vote on that PNM. There will be no discussion during this process.

A membership selection meeting will be held after each round of recruitment, and may include further voting if the Evaluating Committee feels there is vote confusion (potential new members with the same name, etc.) and to discuss any other voting issues which Evaluating Committee feels the chapter should address.

For more specifics on the mechanics of round voting or sample agendas for membership selection meetings please refer to the Recruitment confidential.

PREFERENTIAL VOTING: Eligible members will be given a list of the potential new members who attended the preference events. The members select the names of potential new members equal to the projected number of quota. Evaluating Committee will tabulate the vote for each potential new member. All Delta Gamma legacies will automatically receive affirmative votes and will be put on the top of the bid list.

Section 11: **GRADES:** A student with established college credits must have a college grade point average (GPA) of 2.35 cumulative to pledge **Gamma Sigma** chapter. A high school [cumulative] GPA of 2.8 is required if there is no college grade point average established. (*Note: The Constitution requires a minimum of a “C” (2.0 on a 4.0 scale) college grade point average or 2.5 on a 4.0 scale from secondary school. See Article V., Section C-4.*) Chapters are encouraged to set competitive scholastic standards for

selecting new members.

Section 12: **CONTINUOUS OPEN BIDDING:** If the chapter is not at quota, Snap Bidding will take place on bid day and Continuous Open Bidding (COB) will take place immediately after formal recruitment and continue until quota is reached. In addition, COB will take place at any time the chapter falls below Total and will continue until Total is reached.

Section 13: **CARRY FIGURES AND FLEX LISTS:** The chapter will follow the carry figures given by the college Panhellenic. **The chapter must invite 100% of the requested number to the next round of events.** If a flex list is requested, the chapter will provide a flex list (plus or minus) as indicated by the college Panhellenic. The chapter must provide a minus list for all events. Any chapter that has a question about or desires to deviate from their carry figure or flex plus list must call the Regional Collegiate Recruitment Specialist for approval. If the Regional Collegiate Recruitment Specialist cannot be reached, the chapter must escalate their request by sending an email to rfmhelp@deltagamma.org.

Section 14:

CHAPTER SPECIFIC STANDING RULES: Each member must have her outfits approved by EVC by RPW #3. If a member does not deliver her outfit by this time, or does not at least discuss her financial situation with the vice president: membership, a \$10 per week fine shall be imposed.

DAY CHAIR PURCHASES: Day chairs may not make purchases without authorization from vp membership and vp finance.

SCHOLARSHIP STANDING RULES

Section 1: **SCHOLARSHIP CREW:** A scholarship crew will be organized at the beginning of each term, composed (as closely as possible) of an equal number of members/new members from each class.

Section 2: **SCHOLARSHIP RECOGNITION:** A scholarship recognition event will be held each term. Awards will be established by the director of scholarship and the scholarship crew.

Section 3: **GOOD STANDING FOR MEMBERS:** A member must maintain 2.35 GPA cumulative to be in good standing. *(Note: Constitution requires a minimum "C" college grade average (2.0 on a 4.0 scale). If college grades are not available, an equivalent minimum grade point average of a 2.5 on a 4.0 scale from secondary school may be used. Minimum requirement may be higher with approval of the Regional Collegiate Specialist/Council Appointed Coordinator.)*

Section 4: **OFFICIAL GRADE TRANSCRIPT:** Each member/new member must submit a copy of her official grade transcript to the director of scholarship within two weeks after the release of grades. Failure to do so will result in receipt of an Automatic Probation Notification from the director of scholarship or vp: social standards. Probation will last for 30 days or until grades are received, whichever is longer.

Section 5: **MISSING CHAPTER MEETINGS DUE TO CLASS:** A class may not be taken during regular chapter meeting time unless it is a requirement for graduation, is not offered at any other time and is approved by the advisory team chairman.

Section 6: **MEMBERS IN POOR STANDING:** A member receiving below a 2.35 GPA cumulative will be placed on automatic probation. The director of scholarship or vp: social standards will notify member of scholastic sanction. *(Note: Constitution requires a minimum "C" college grade average (2.0*

on a 4.0 scale). If college grades are not available, an equivalent minimum grade point average of a 2.5 on a 4.0 scale from secondary school may be used. Minimum requirement may be higher with approval of the Regional Collegiate Specialist/Council Appointed Coordinator.)

A member receiving below a 2.35 GPA cumulative for a second term (not necessarily consecutively) will be placed on automatic probation and will be asked to attend a formal Honor Board hearing to evaluate her membership. The director of scholarship will initiate the process by filing a Statement of Obligation Review with Honor Board. The member will be asked to bring a complete, official grade transcript to the Honor Board hearing.

Section 7: **MEMBERS RECEIVING BELOW 2.0 PRIOR TERM:** A member, even if in good standing on cumulative, receiving below the Constitutionally required 2.0 GPA prior term will be asked to attend a formal Honor Board hearing to discuss academic performance.

Section 8: **BIG SISTER REQUIREMENT:** A member must be in good standing to become a big sister.

Section 9: **NEW MEMBER SCHOLARSHIP REQUIREMENTS:** The pledging requirement for this chapter shall be as follows: (based on chapter membership selection goals)

- A 2.8 GPA for incoming freshmen
- A 2.35GPA cumulative for those women with established college grades.

(Note: Minimum may be higher. When significant college grades are available, the minimum requirement must be equal to or higher than the requirement for good standing. It is also recommended that the minimum requirement should equal or exceed the all freshmen women's average.)

Section 10: **MEMBER/NEW MEMBER STUDY PROGRAM:** All members/new members 2.35 must follow the same study program developed by the director of scholarship and/or the scholarship crew and approved by the chapter. If new members do not have established college grades, they must use their high school cumulative GPAs to determine where they are on the study hours scale. *(State requirements of the chapter study program: All members and new members with a semester GPA above a 3.0 do not have to do , but are encouraged to do two study hours a week. Chapter members and new members required to complete hours are to turn in study hours at the beginning of chapter meetings to the director of scholarship. If they do not turn in their hours, they will be fined.*

For chapter members who do have to complete study hours, requirements are as follows:

1.99 and below = 14 hrs (7 proctored)

2.00-2.35 = 12 hrs (6 proctored)

2.36-2.69 = 10 hrs (5 proctored)

2.70-2.99 = 8 hrs (4 proctored)

Study hours can be completed at either the chapter house or the library, so as long as there is a proctor present.

Section 11: **STUDY SESSIONS AND QUIET HOURS:** Quiet hours will be enforced from 10pm-10am. *(State days of the week and beginning and ending times.)* During finals week, quiet hours will be enforced 24 hours a day. Study sessions will be from whenever as stated in the study books distributed on the first week of school. Study hours are not to start until the second week of school and hours must be turned in starting the third week of school. *(State days of the week, beginning and ending times and*

locations. Note: Study sessions and quiet hours should be determined by housing type and meeting days and times.)

Section 12: **SCHOLARSHIP FILES:** Test files are available for use by Delta Gamma members and new members only. They shall not leave Delta Gamma premises. Scholarship files will be maintained by the director of scholarship and her crew. Members and new members are encouraged to submit copies of tests for the scholarship files to the director of scholarship.

Section 13: **SCHOLASTIC POOR STANDING:** The director of scholarship, with assistance from the vice-president: social standards, will inform the president and vice-president: communications of members and new members in scholastic poor standing for voting and participation purposes.

Section 14:

CHAPTER SPECIFIC STANDING RULES:

MIDTERM GRADE REPORT: All members in poor standing will be issued a blank midterm grade report by the director of scholarship. The grade report will be filled out by the professor for every class the member is taking. Screen Shots of Grades on Blackboard are accepted. This grade report will be turned in to the director of scholarship by the deadline designated on the Master Calendar. If a member fails to turn in her midterm grade report, she will be fined \$20 weekly until the report is turned in. If a member fails to turn in her grade report within 10 days of the due date on the Master Calendar, she will be referred to Honor Board with a Statement of Obligation Review. For members and new members in good scholastic standing, the midterm grade report will only be used to help her gauge her scholastic status. Members and new members may not be placed on probation to to her midterm grade report.

SCHOLASTIC ASSESSMENT: Every member on scholastic probation must complete a midterm scholastic assessment with the director of scholarship and the scholarship advisor/ATC. Failure of any member to complete any scholastic assessment or midterm scholastic assessment may result Statement of Obligation to filed with Honor Board.

PROCTORED STUDY HOURS: An SOR will be written after a member/new member has missed 3 weeks' worth of proctored hours.

If any changes in the Fraternity Constitution, Fraternity handbooks or policies and procedures shall at any time necessitate amending these standing rules, such amendments shall take place automatically without being voted upon by the chapter. Notice of the said change or amendment shall take place at the next regular meeting.

4-15-17 Date approved by Regional Collegiate Specialist/Council Appointed Coordinator

4-17-17 Date approved by chapter

Carolina Barron President (electronic signature) Please post approved BL/SRs on Fraternity approved Accounting System