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University of Wisconsin - Stout

Alpha Phi Bylaws

Gamma Sigma Chapter

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**Article I**

**Name**

The name of this chapter shall be Gamma Sigma Chapter of Alpha Phi International Fraternity Incorporated.

**Article II**

**Purpose**

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

**Article III**

**Powers and Responsibilities**

Section 1 Powers

Providing Gamma Sigma Chapter is in good standing with the Fraternity, it shall have the powers provided in the Alpha Phi Constitution and Bylaws and the Policies & Procedures of Alpha Phi International Fraternity, Incorporated.

Section 2 Responsibilities

To remain in good standing with the Fraternity, Gamma Sigma Chapter shall:

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

1. See Article V

1. Neglect or failure to discharge one or several of these responsibilities may result in removal of “Good Standing” status with the subsequent imposition of academic probation, Fraternity probation, or suspension by the International Executive Board, which has the power to institute any “For Cause.”
2. GPAs of 3.5 will be awarded with the Gamma Sigma guard. Subsequent GPAs of 3.5 and above will receive a pearl charm.

**ARTICLE IV**

**BYLAW INTERPRETATION**

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

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

**ARTICLE V**

**VOTING REQUIREMENTS AND METHODS**

Section 1 Eligibility

All initiated collegiate members not under: automatic suspension (30+ days past due on finances), probation, associate status, or otherwise restricted and who have met the scholastic requirements of the chapter during the preceding academic period, shall be eligible to vote.

Section 2 Quorum

In order to conduct substantive business like vote on motions, elect officers, or amend bylaws a quorum must be present. This chapter requires two-thirds of the members who are eligible to vote be present to constitute a quorum. If members leave the meeting before it is concluded and another vote is called, the chapter should ensure that quorum still exists.

Section 3 Methods of Voting

At all meetings, the vote shall be conducted by:

A vote conducted via voice:

* The Chapter President will say, “Those in favor of the motion say aye” and then says, “Those opposed, say no.”
* The Chapter President will judge whether more people called out “aye” or “no” and announce the result of the vote.
* A vote conducted by show of hands:
* The Chapter President will say, “Those in favor of the motion raise their right hand. (pause) Lower your hands. Those opposed of the motion raise their right hand. (pause) Lower your hands.”
* Without actually counting, the Chapter President will judge whether more people raised their hands for the affirmative or the negative and announce the result of the vote.
* A vote conducted by written secret ballot:
* The Chapter President will ask each member to cast her ballot.
* Ballots will be distributed by the Chaplain, Executive Administrator, and Chapter Advisor to all members eligible to vote.
* The Marshall will collect the ballots from each member.
* The Chaplain, Executive Administrator, and Chapter Advisor will count the ballots.
* If there is a tie between candidates, the Chapter President’s ballot will be used for the tie breaker.
* The Executive Administrator will hand the Chapter President the outcome of the vote for her to announce.

The chapter must use written secret ballots for:

* Election of officers to each office having more than one candidate;
* Removal from office;
* Controversial and disciplinary matters;
* Petition for Visitation Hours in the chapter facility (if applicable);
* Other matters as determined by the Chapter President or membership.

**Article VI**

**Members**

Section 1 Collegiate Member

Membership in Gamma Sigma chapter shall be comprised of new and initiated collegiate members in accordance with the Members section of the Policies & Procedures of the Alpha Phi International Fraternity, Incorporated.

A. New Member:

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

B. Initiated Member:

1. An initiated member who is affiliated with a collegiate chapter.

2. Fifth-Year Members.

i. If a full-time student has completed four academic years and wishes to remain affiliated with her collegiate chapter, such affiliation must be approved by both a majority vote of the chapter Executive Council and by the Chapter Advisor.

C. Unaffiliated Member:

1. An initiated member who is attending college but not affiliated with a collegiate chapter. Examples include, but are not limited to:

i. A member who has temporarily left school;

ii. A member who has transferred to a college where there is no collegiate chapter of the Fraternity

iii. A member who has transferred to a college where there is a chapter of the Fraternity, but has not affiliated with that chapter;

iv. A member who falls below full-time student requirements outlined by university or Chapter Bylaws.

D. Associate Member:

1. An initiated member who is granted this status is currently unable to actively participate in collegiate chapter affairs for extraordinary reasons.

i. Unless otherwise authorized by the Chapter Advisor, only members who have completed at least two semesters, two trimesters, or three quarters as initiated collegiate members shall be eligible to petition for Associate Membership.

2. Can only be granted by the Chapter Advisor by sending a written petition stating the reasons for her request and the areas in which she feels she can no longer participate.

3. For further information on Associate Membership, please see the Policies

& Procedures of the Alpha Phi International Fraternity, Inc.

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

Active members shall be allowed to resign and be reinstated as an alum.

Section 2 Requirements of Membership

1. All members are required to uphold general rules of conduct. Any violations will result in a Judicial Board hearing.
	1. 3 Judicial Board hearings will result in possible termination.
2. Membership in Gamma Sigma Chapter shall be comprised of new and initiated collegiate members and shall be acquired and maintained in full accordance with Article XIV of the Constitution and Bylaws of the Alpha Phi International Fraternity, Incorporated.
	1. For any woman to be a full-time student and the University of Wisconsin Stout, she must be enrolled in 12 credits or more unless approved by the chapter advisor.
	2. If at any time a woman falls below the University of Wisconsin-Stout credit requirement the woman may be placed on probation – with terms to be decided by chapter advisor.
	3. If at any time a woman falls below a semester 2.5 GPA the woman may be considered in poor standing and will be required to complete a probationary scholarship program set up by the Director of Academics and must obey the
	4. Fraternal Academic Probation Contract. Each member’s probationary status will be decided on an individual basis. This decision will be decided by the Director of Academics, scholarship advisor and the chapter advisor. Also, there will be a grade check two weeks before formal or date party. This grade check will determine if you are eligible to attend either of the social event. It will be up to the Director of Academics, President, and chapter advisor whether you will be a VIPHI or non VIPHI.
	5. A member who is on academic probation for two consecutive semesters may be terminated from Alpha Phi.
	6. Any member who is on academic probation and/or financial probation will not be permitted to take a little.
	7. If at any time a woman falls below a cumulative GPA of 2.7 while holding an elected position, the woman may be considered in poor standing. This is based on each individual member. This will be decided on by the Director of Academics, scholarship advisor, and chapter advisor.
	8. If at any time a woman falls below a cumulative GPA of 2.7 while holding an appointed position, the woman may be considered in poor standing and a reappointment must occur promptly. She may be removed from office this is based on each individual member. This will be decided on by the Director of Academics, scholarship advisor, and chapter advisor.
	9. Any Member who chooses to resign her membership must complete the following steps:
		1. Inform the President in writing of the intent to resign immediately.
		2. Compose a detailed letter written to the chapter explaining the reason for resignation and give it to the President.
		3. Complete Alpha Phi resignation/termination form.
		4. Return Alpha Phi badges, certificate and member card.
		5. Member is responsible for all financial obligations until all resignation requirements are met.

Section 2 Collegiate Member

A. New Member:

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

B. Initiated Member:

1. An initiated member who is affiliated with a collegiate chapter.

2. Fifth-Year Members.

i. If a full-time student has completed four academic years and wishes to remain affiliated with her collegiate chapter, such affiliation must be approved by both a majority vote of the chapter Executive Council and by the Chapter Advisor.

C. Unaffiliated Member:

1. An initiated member who is attending college but not affiliated with a collegiate chapter. Examples include, but are not limited to:

i. A member who has temporarily left school;

ii. A member who has transferred to a college where there is no collegiate chapter of the Fraternity;

iii. A member who has transferred to a college where there is a chapter of the Fraternity, but has not affiliated with that chapter;

iv. A member who falls below full-time student requirements outlined by university or Chapter Bylaws.

D. Associate Member:

1. An initiated member who is granted this status is currently unable to actively participate in collegiate chapter affairs for extraordinary reasons.

i. Unless otherwise authorized by the Chapter Advisor, only members who have completed at least two semesters, two trimesters, or three quarters as initiated collegiate members shall be eligible to petition for Associate Membership.

2. Can only be granted by the Chapter Advisor by sending a written petition stating the reasons for her request and the areas in which she feels she can no longer participate.

3. For further information on Associate Membership, please see the Policies

& Procedures of the Alpha Phi International Fraternity, Inc.

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

**Article VII**

**Initiation and other Fraternity Ceremonies**

Section 1 Initiation

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

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

Procedure

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

Section 2 Other Ceremonies of the Fraternity

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

**Article VIII**

**Member Discipline**

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

Section 1 Judiciary Boards

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

For further information on Judiciary Boards, please reference the Judiciary Board Guidebook and Chapter 10 of the Collegiate Chapter Operations Manual.

Composition

The Chapter President, Vice President of Risk Management, VP of Member Education & Programming, and the Chapter Advisor (or another member of the Advisory Board) comprise the chapter’s Judiciary Board. If one of the above-referenced collegiate officers is not available, is the accused member, or is a witness, another officer may substitute.

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

Cause

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

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

Section 2 Automatic Suspension

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

1. An initiated or uninitiated collegiate member who has been automatically suspended shall be notified immediately of such action by the VP Finance, who shall also notify the Chapter Advisor.
2. The badge and certificate of membership of an initiated member or the new member pin of an uninitiated member who has been automatically suspended shall be held by the Finance Advisor or the chapter VP Finance until the member is reinstated, her membership is terminated, or her uninitiated membership is broken.
3. Reinstatement:
	1. An initiated member who has been automatically suspended shall be reinstated after payment in full of all dues, fees and other financial obligations that are owed up to and including the period of automatic suspension, providing such payment is made within the current school year and prior to the chapter’s submission of the request for termination.
	2. An uninitiated member may be similarly reinstated provided such payment is made within the current school year or before the end of the calendar year from the date she was pledged, whichever comes first.
	3. Notification of all reinstatements shall be made by the VP Finance, who shall also notify the Chapter Advisor.
4. Request for Membership Termination:
	1. If reinstatement does not occur, termination proceedings shall begin immediately in accordance with the Policies & Procedures of the Alpha Phi International Fraternity, Inc.

Section 3 Membership Termination

Uninitiated Membership

An uninitiated membership may be broken by a collegiate chapter through the Judiciary Board process or by a three-fourths affirmative vote of the chapter with the approval of the Chapter Advisor.

Collegiate Membership

Termination of membership by the International Executive Board for cause maybe requested by a three-fourths affirmative vote of the chapter, a three-fourths affirmative vote of the Judiciary Board, the Chapter Advisor, or the Director of Collegiate Operations or his/her designee.

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

For additional information on membership termination proceedings please see the

Policies & Procedures of the Alpha Phi International Fraternity, Inc.

**Article IX**

**Web-Based Communications**

1. All members are required to abide by the signed media policy (refer to policy for further details).
2. Confidential information about the Fraternity or Alpha Phi’s members may not be disclosed.

**Article X**

**Officers and Delegates**

Section 1 Elected and Appointed Officers

The major elected officers of this chapter shall be:

* President
* Vice President of Risk Management VP of Member Education & Programming
* Vice President of Program and Education Vice President of Membership Recruitment Vice President of Marketing
* Vice President of Campus and Community Panhellenic Executive
* Director of COB
* VP of Member Education & Programming VP Finance
* The appointed officers of this chapter shall be: Director of Chapter Events
* Director of Watch care Executive Administrator Director of Sisterhood Director of Academics Director of Ceremonies Director of Music Historian/Guard
* Marshall
* Panhellenic Chairman Panhellenic Representative (2) Director of Philanthropy
* Director of Advertising and Social Media
* Director of Parent and Alumni Relations
* Greek Relations Chair

Section 2 Eligibility

All the elected officers shall be initiated collegiate members in good standing and shall meet the scholastic requirements, unless the Chapter Advisor grants prior dispensation.

1. A scholastic requirement to be elected or appointed and to retain a chapter office shall be no lower than a cumulative GPA of 2.7 for elected officers and a cumulative a GPA of 2.7 for appointed officers unless the chapter advisor grants prior dispensation.
2. Those elected to the offices of President and all Vice Presidents shall be at least juniors and have been a member of Alpha Phi for two years, including the new member semester, at the time of installation into office unless otherwise approved by the Chapter Advisor.
3. Any member elected or appointed to a position must have prior judiciary boards reviewed by the chapter advisor.

Section 3 Term of Office

All officers shall hold office for one year and until their successors are installed, except in cases of resignation, academic ineligibility, or removal from office.

Section 4 Installation of Officers

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

Officer Installation should be held in accordance with the Installation of Collegiate Chapter Officers’ Ceremony which can be found in the Ceremonies Manual. The outgoing Chaplain shall be the installing officer.

Section 5 Officer Transition

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

Section 6 Removal from Office and Vacancies

Any officer of the chapter may be removed from office upon a three-fourths affirmative vote of the chapter with approval from the Chapter Advisor or as necessary by the Director of Collegiate Operations or his/her designee. The chapter officer who has been removed may not hold an office until she receives approval from the Chapter Advisor.

A member must be in good standing to remain an officer. Therefore, if the member receives probation terms she becomes ineligible to hold office.

The Executive Council may fill temporary vacancies by interim appointment. Vacancies of elected positions shall be filled by election of the chapter at any regular meeting.

Appointed officer vacancies shall be filled by the Executive Council.

Section 7 Payment for Service

No officer shall receive payment for her service.

**Article XI**

**Collegiate Chapter Elections and Officer Appointment Procedures**

Article 1: Elections Overview

The election of officers shall be held annually at a formal chapter meeting during the month of October or November.

The chapter shall elect seven positions (listed in the order of election):

* Chapter President
* Vice President of Risk Management
* Vice President of Member Education and Programming
* Vice President of Finance
* Vice President of Membership Recruitment
* Vice President of Marketing
* Vice President of Community Relations

The chapter will utilize a Slating Committee to prepare a slate. The slate will list one candidate for each of the seven elected officers; one nominee for each elected office. Multiple slates are not acceptable.

The Slating Committee is comprised of:

• Two members of each academic class

• Current Chapter President

• Chapter Advisor, or her designee

The class representatives will be elected by their academic class. A simple majority (more than 50%) vote is required to be elected to the committee. Members must be in good standing to serve on the committee. Members applying for an elected position may not serve on the Slating Committee. Non-initiated members may serve on this committee when the new member class hasn’t been initiated.

A Chairman will be elected from within the ranks of the committee. The sitting Chapter President is not eligible to serve as Chairman.

The Chairman is responsible for:

• Leading all meetings of the Slating Committee.

• Distributing the slate to the chapter’s membership and Advisory Board.

• Developing the Election Night PowerPoint.

ELECTIONS TIMELINE

SECTION 1: WEEK ONE

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

1. PLAY THE OFFICER JOB DESCRIPTION VIDEO

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

2. REVIEW APPLICATION TEMPLATE

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

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

3. ELECT SLATING COMMITTEE MEMBERS

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

SECTION 2: WEEK TWO

One week before elections the chapter will accomplish three tasks:

1. APPLICATIONS ARE DUE

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

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

2. SLATING COMMITTEE MEETS

Slating Committee members are expected to keep the all conversations had by the committee confidential.

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The Slating Committee will meet to:

• Review the Chapter Objectives established by the CCA, IG, or ETL to understand the chapter’s priorities and the skills needed by the new officers.

• Establish a slate of one candidate for each of the seven elected officer roles.

o The Slating Committee may slate a member who did not submit an application for a position. Before slating the member, they must confirm she is willing to serve in the position and that she is eligible to be an officer.

* After the meeting the Chairman will email the slate of candidates to the chapter’s membership and Advisory Board. The slate should be posted a minimum of 72 hours before elections.

3. CREATE ELECTIONS NIGHT POWERPOINT

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

The PowerPoint includes:

• The slate of candidates.

• For each slated candidate, a slide for each containing her three qualifications and three goals from her application.

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

SECTION 3: WEEK THREE

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

1. CALL TO ORDER

• The Chapter President calls the formal chapter meeting to order.

• The Executive Administrator will take attendance and verify a quorum has been met.

o See Chapter 5, for information on quorum.

o At the Chapter Advisor’s discretion, this requirement may be overridden if the chapter has made every reasonable effort to reach quorum and is unable.

• During the New Business portion of the agenda the Executive Administrator will begin the PowerPoint Presentation and assist the Chapter President.

o See Chapter 5 for information on who is eligible to vote.

o A member who is ineligible to vote should not receive a ballot and must abstain from voting.

2. ELECTION OF OFFICERS

• The Election Night PowerPoint provides a guide for all of the steps in the process described below.

• The Slating Committee Chairman presents the slate.

o The Executive Administrator displays the slide with the slate listed.

o The Slating Committee Chairman makes a motion to pass the slate.  The motion requires a second to continue to a vote.

o If the motion is seconded, the chapter conducts a vote to pass the slate.  See Chapter 5 for details on how to conduct a vote via written secret ballot.

To pass slate, a majority of the chapter must vote in the affirmative and the Chapter Advisor must approve the slate.

• If the slate does not pass, the chapter will elect each officer position individually.

o The Chapter President will review the order of elected officers.

o Starting with the office of Chapter President, the current Chapter President will then ask if there are any candidates who wish to run from the floor.  If a member wishes to run from the floor, the Chapter President will ask for someone to make a motion allowing the member to run from the floor. If someone makes this motion, the Chapter President will ask for someone to second the motion. • The Chapter President will ask again if there are any other candidates who wish to run from the floor and follow the above process until there are no other candidates.

• A script for this process is included in the Election Night PowerPoint.

 A member may run from the floor twice on Election Night.

o Candidate Speeches

 If the slated candidate has an opponent the slated candidate’s slide will be displayed and she will give a two-minute-long maximum speech where she discusses her three qualifications and three goals for the position.

 Then any candidate(s) from the floor will deliver a two-minute-long maximum speech where she discusses her three qualifications and three goals for the position.

o The Chapter President will ask each member eligible to vote to cast her ballot.

 See Chapter 5 for details on how to conduct a vote.

 To be elected to an office the member must receive a majority of the chapter votes and the vote must be taken by written secret ballot. • However, if there is only one candidate the chapter can save time by conducting a vote via voice.

• If the chapter has more than two candidates running for an office then one candidate must receive a simple majority (more than 50%) of the total number of votes to be elected to office.

o If after the first vote one candidate does not have a simple majority, the chapter will need to hold a run-off vote.

o The Chapter President will inform the chapter which two candidates had the highest number of votes and that they will hold a second vote for one of those two members to determine a winner.

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

3. ANNOUNCEMENTS

• The outgoing Chapter President will announce when applications are due for Appointed Positions if applications are going to be used.

• Appointed Officers should be appointed prior to Officer Transition so they may attend.

APPOINTED POSITIONS

* The newly elected Executive Council should hold a meeting one week after elections to select the appointed officers. This must be done before Officer Transition, so the appointed officers can participate. If the newly elected Executive Council wishes, they may ask for the outgoing Executive Council to give recommendations on who should be appointed; however only the newly elected officers have the authority to make the final selection.
* There are varying methods the new Executive Council can use to select appointed officers. It can be helpful for the new Executive Council to solicit applications from interested member for appointed positions. However, unlike elected positions, an application is not required. The Executive Council may appoint any member in good standing, even if she did not submit an application. When selecting officers, the Executive Council should consider:

• Who is most qualified for the position;

• Creating balanced teams/group dynamics in each department;

• Succession planning, seeking younger members to hold key appointed positions to build their leadership experience creating qualified candidates for Executive Council positions in future elections;

• Members who were interested in holding leadership roles who were not elected to a position on elections night.

* Prior to appointing an officer, the Executive Council must verify that member is in good standing, has a sufficient grade point average, and is current in dues. The Chapter President, or her designee, should contact each appointee and ask if she will accept the position.

OFFICER TRANSITION

* Officer Transition is an integral part of training the chapter’s newly elected and appointed officers. The purpose of Officer Transition is to establish the chapter’s goals and priorities for the upcoming year, learn about resources, and discuss officer expectations.
* Officer Transition is led by the newly elected Chapter President and the Chapter Advisor with assistance from the outgoing Chapter President based on procedures found in the *Officer Transition Guidebook.* It should be completed within 3-4 weeks of elections in November or December.
* During Officer Transition both strategic and tactical goals for the chapter are established. The Executive Council is charged with developing the chapter’s strategic goals with assistance from the Advisory Board. These goals will set the priorities of the chapter. Each department will develop their own tactical goals. Tactical goals are tasks/activities the chapter must do in order to achieve its strategic goals.

There are three components of Officer Transition:

• One-on-one meetings between incoming and outgoing officers.

o Completed prior to Officer Development.

• Executive Council Transition. o Attended by all of the outgoing and incoming Executive Council officers.

* Outgoing Officers are excused approximately half way through the session.

o Strategic goals of the chapter are established.

o This session should last 2 to 2 ½ hours.

• Officer Training: Attended by all of the incoming elected and appointed officers.

o Strategic goals of the chapter are explained.

o Tactical goals of the chapter are established.

o This session should last 2 hours.

The Executive Council Transition and Officer Training may occur on the same day with a brief break between the two sessions.

Removal from Office and Vacancies

1. Removal from Office

Any officer may be removed from office upon a three-fourths affirmative vote by written secret ballot of this chapter, with the approval of the Chapter Advisor.

1. Interim Appointments

The President may fill temporary vacancies by interim appointment with the approval of the Executive Council

1. Vacancies

Vacancies from either regularly appointed or elected officers caused by academic disqualification, resignation, removal from office, or other reasons shall be filled by election of the chapter at any regular meeting.

Duties of Officers

1. President (elected) shall be the chief executive officer of this chapter and be responsible for general supervision of the chapter, coordinating chapter affairs in accordance with established programs and policies of the Fraternity.

Qualifications

1. Has prior leadership and management experience, is a visionary, and possesses the ability to motivate and inspire others
2. Understands parliamentary procedures and considers the rights of the minority
3. Represents the chapter well with campus administrators, other Greek groups, and representatives of National Panhellenic Conference
4. Possesses’ the personal skills to work in harmony with the Advisory Board, the Greek Advisor, and other International officers;

Duties

1. Leads and directs the Executive Council
2. Leads all chapter meetings
3. Serves as Chairman of the Judiciary Board
4. Presides over initiation and ceremonies as outlined in the Ceremonies Manual and Ritual
5. Responsible for the general supervision and health of the chapter
6. Coordinates chapter affairs in accordance with established programs and policies of the Fraternity
7. Sets strategy for achieving chapter goals and objectives in collaboration with the Chapter Advisor
8. Establishes and perpetuates the culture of the chapter
9. Represents the chapter at university and Panhellenic meetings as necessary
10. Voting Convention delegate
11. Serves as a member on the election committee
12. Completes all Alpha Phi International reports in a timely manner
13. Participates in Officer Transition upon taking office and following the completion of her term

Section 2 Risk Management Department

1. Vice President Risk Management (elected)

Duties

1. Fulfills the duties of Chapter President if the office is vacant or the Chapter President is absent
2. Leads and directs the Risk Management Department and holds monthly meetings or as necessary and takes meeting minutes
3. Serves on the Executive Council
4. Serves on the Judiciary Board
5. Directs the chapter’s risk management program to ensure all chapter events are safe and follow the Policies & Procedures of the Alpha Phi International Fraternity, Inc., Standing Rules, and Chapter Bylaws
6. Guides the Director of Chapter Events to plan and execute events
7. Ensures Event Planner Forms are completed and submitted in a timely manner to the Chapter Advisor
8. Oversees the development of the chapter’s Emergency Procedure Plan
9. Educates the chapter annually on Emergency Procedure Plan, Standing Rules, and Chapter Bylaws, specifically focusing on aspects that put the chapter or the individual member at risk
10. Completes all Alpha Phi International reports in a timely manner
11. Presides over initiation and ceremonies as outlined in the Ceremonies Manual and Ritual
12. Educates the chapter annually on Alpha Phi’s anti-hazing policy in collaboration with the Vice President of Education and Programming
13. Oversees the chapter’s development and adoption of the Standards of Excellence, and the Member Development Committee
14. Directs the education of the chapter on the Standards of Excellence
15. Participates in Officer Transition upon taking office and following the completion of her term
16. Director of Chapter Events (appointed) shall coordinate and conduct the social program of this chapter.

Duties

1. Reports to the Vice President of Risk Management
2. Serves on the Risk Management Department
3. Plans and executes the social events for the chapter
4. Coordinates and plans events with recognized groups such as fraternities, sororities, or student organizations
5. Collaborates with the Vice President Risk Management and the Risk Management Department to ensure all events are safe and conform to the Policies & Procedures of the Alpha Phi International Fraternity, Inc., Standing Rules, Chapter Bylaws, and Standards of Excellence.
6. Completes and submits Event Planner Forms in a timely manner to the Vice President of Risk Management
7. Plans and executes social events for chapter and guests that include third party vendors
8. Participates in Officer Transition upon taking office and following the completion of her term
9. Director of Watch Care- (appointed) shall oversee the overall health of the chapter

Duties

* 1. Reports to the Vice President of Risk Management
	2. Serves on both the risk management and programming department
	3. Directs the chapters watch care program
	4. Educated chapter annually on watch care in coloration with the Vice President of Programming and Education
	5. Advises fellow risk management officers in planning safe events
	6. Educated the chapter annually on Alpha Phi’s anti hazing policy in collaboration with the Vice President of Programming and Education
	7. Oversees the chapters development and adoption of the Standards of Excellence
	8. Directs the education of the chapter on the Standards of Excellence
	9. Oversees that the chapter signs the Social Media Contract each fall and spring semester.
	10. Participates in Officer Transition upon taking office and following the completion of her term

Section 3 Chapter Operations Department

1. VP of Member Education & Programming (elected) shall oversee the financial and administrative operations of the chapter. Also shall direct and shall see that all reports, records, and other information as may be required are submitted promptly and accurately and shall serve as chair of the Bylaws Committee.

Qualifications

1. Is a visionary and can motivate and inspire others;
2. Understands delegation and serves as a mentor to the members of her department;
3. Is organized, detail-orientated, and understands the importance of individual and chapter fiscal responsibility
4. Interprets the chapter’s limited financial resources as an opportunity to establish priorities
5. Possesses the personal skills to work closely and well with Chapter Advisor

Duties

1. Leads and directs the Chapter Operations Department and holds monthly meetings or as necessary and takes meeting minutes
2. Serves on Executive Council
3. Serves on the Judiciary Board
4. Serves as Chairman of the Bylaws Committee
5. Oversees the financial and administrative operations of the chapter
6. Completes all Alpha Phi International reports in a timely manner
7. Records and sends out Executive meeting minutes
8. Manages the chapter’s Points System
9. Participates in Officer Transition upon taking office and following the completion of her term

B. VP Finance (elected) shall operate under the supervision of, and in accord with the direction issued by the International VP Finance. She shall be automatically bonded by the Fraternity, and the only collegiate member permitted to disburse this chapter’s funds.

Qualifications

1. Has some familiarity with accounting procedures or is willing to study and learn;
2. Is conscientious, prompt, efficient, and pays careful attention to details;
3. Is willing to work closely with the Chapter/Finance Advisor(s)

Duties

1. Reports to the VP of Member Education & Programming
2. Serves on the Chapter Operations Department
3. Serves on Executive Council at their first meeting of every month
4. Operates under the supervision of, and in accordance with the direction issued by, the International Executive Office
5. Coordinates the budget process in collaboration with the Executive Council and with approval from the Chapter Advisor and Operations and/or Finance Advisor
6. Ensures all members are billed accurately and in a timely fashion using the Billhighway system
7. Provides monthly financial reports to the Executive Council regarding member accounts receivable and year-to-date revenue and expense as compared to the chapter’s budget.
8. Ensures new member information is entered in Officer Portal
9. Ensures all chapter financial obligations, including those to Alpha Phi International, are paid on time
10. Prepares and distributes letters outlining members’ financial obligations to new members, initiated members and parents
11. Prepares, distributes and collects Member Financial Agreements
12. Develops a financial presentation for chapter members at least once per year
13. Completes all Alpha Phi International reports in a timely manner
14. Participates in Officer Transition upon taking office and following the completion of her term

C. Executive Administrator (appointed) shall take charge of the records of the chapter; shall call the roll at the beginning of each meeting; shall record all absences and present the names to the VP of Chapter Operations; shall preserve on file all important business communications.

Duties

1. Reports to the VP of Member Education & Programming
2. Serves on the Chapter Operations Department
3. Serves as Vice Chairman of the Bylaws Committee
4. Directs and sees that all reports, records, and other information are submitted promptly and accurately, as required
5. Takes minutes at all Chapter Meetings
6. Distributes minutes to Executive Council, Chapter, and Advisors
7. Responsible for all correspondence from chapter
8. Takes charge of the records of the chapter
9. Calls roll at all mandatory meetings and other events
10. Prepares schedule and oversees arrangements for all visitors
11. In charge of planning and preparing PowerPoint for election night, and sits on the election committee
12. Participates in Officer Transition upon taking office and following the completion of her term

Section 4 Programming and Education Department

1. Vice President of Programming and Education (elected) She shall oversee this chapter’s Member Education and Member Development programs.

Qualifications

1. Is a visionary and can motivate and inspire others
2. Understands delegation and serves as a mentor to the members of her department
3. Possesses a strong value system that includes a belief in the dignity of every person, a respect for academic achievement, appreciation of diversity, and an ability to make difficult decisions involving friends
4. Has a willingness to take personal time to help other sisters work through problems and the self-confidence to challenge sisters to help themselves
5. Is knowledgeable and enthusiastic about the history and traditions of Alpha Phi and is able to communicate this excitement to others

Duties

1. Leads and directs the Programming and Education Department and holds monthly meetings or as necessary and takes meeting minutes
2. Serves on the Executive Council
3. Directs the chapter’s Alpha Phi educational programming, as well as non- Alpha Phi programming and monthly fun meetings
4. Collaborates with officers in her department to help plan and execute educational programs and events
5. Ensures Event Planner Forms are completed and submitted to the Vice President of Risk Management in a timely manner
6. Completes all Alpha Phi International reports in a timely manner
7. Plans and executes robust programming portions of chapter meetings
8. Participates in Officer Transition upon taking office and following the completion of her term
9. Sends out weekly ivy print with itinerary by designated time set by current Vice President of Programming and Education.

B. Director of Sisterhood (appointed) shall develop and direct programs responsible for member development within the chapter.

Qualifications

1. Desires to encourage and establish strong sense of sisterhood within the chapter.

Duties

1. Reports to the Vice President of Programming and Education
2. Serves on the Programming and Education Department
3. Plans and executes chapter sisterhood events
4. Charged with developing programs that increase morale and encourage member interaction
5. Plans and executes chapter retreats, working with specific officers for the overall program of the retreat and serves on the sister bonding committee
6. Develops and executes the chapter’s senior engagement programming
7. Oversees the Ivy Linker program
8. Completes and submits Event Planner Forms in a timely manner to the Vice President of Education and Programming
9. Participates in Officer Transition upon taking office and following the completion of her term

C. Director of Academics (appointed) shall develop, direct and be responsible for the chapter’s Scholarship Program.

Qualifications

1. Has a thorough knowledge of the academic processes and techniques, and also the educational resources of the campus and community;
2. Understands the principles involved in scholastic achievement;
3. Is willing to provide counsel and encouragement to individual members.

Duties

1. Reports to the Vice President of Programming and Education
2. Serves on the Programming and Education Department
3. Develops an engaging program encouraging academic excellence
4. Educates members on chapter’s academic incentive plan
5. Notifies chapter members of scholarship opportunities and campus resources available
6. Completes and submits Event Planner Forms in a timely manner to the Vice President of Education and Programming
7. Plans and executes study hour requirements for the chapter
8. Executes Academic probation plans for necessary members
9. Participates in Officer Transition upon taking office and following the completion of her term
10. Holds bi-weekly meeting with girls on academic probation
11. Conducts a grade check-in for the entire chapter once a semester

D. VP of Member Education & Programming (elected) shall develop and direct the Fraternity Education program for this chapter’s members.

Qualifications

1. Has a good knowledge of Alpha Phi’s history and traditions as well as the Constitution, International Standing Rules, the Collegiate Chapter Operations Manual, and other pertinent material provided by Alpha Phi International;
2. Desires to instill in others a thorough background of the meaning of lifetime membership in Alpha Phi Fraternity.

Duties

1. Reports to the Vice President of Programming and Education
2. Serves on the Programming and Education Department
3. Implements an engaging New Member Program focused on educating new members and member interaction within the chapter
4. Completes and submits Event Planner Forms in a timely manner to the Vice President of Education and Programming
5. Oversees the Big Sister/Little Sister program
6. Educates potential Big Sisters on duties and responsibilities
7. Conducts Big Sister/Little Sister matching with approval from the Vice President of Programming and Education
8. Participates in Officer Transition upon taking office and following the completion of her term
9. Plans Bid Day with Vice President of Membership Recruitment and Vice President of Programming and Education

E. Director of Ceremonies/Chaplain (appointed) shall conduct all devotional services: shall install all officers; and shall perform such duties as are prescribed in the Ritual.

Duties

1. Reports to the Vice President of Programming and Education
2. Serves on the Programming and Education Department
3. Directs the Ceremonies Team
4. Oversees the chapter’s Ritual and Ceremonies program in collaboration with the Vice President of Programming and Education creates an educational program that includes Alpha Phi history, Ritual, ceremonies, songs, and any other pertinent Alpha Phi specific information
5. Collaborates with the VP of Member Education & Programming to plan the chapter’s new member ceremonies and Inspiration Days, ensuring that all activities are free from any and all forms of hazing
6. Conducts all devotional services
7. Executes Alpha Phi ceremonies as outlined in the Ceremonies Manual and Ritual
8. Maintains initiation equipment
9. Installs incoming officers in accordance with the Ceremonies Manual
10. Trains the Marshall and Guard in their duties
11. Participates in Officer Transition upon taking office and following the completion of her term

F. Music Chair (appointed) shall conduct and advance the chapter’s music program.

Duties

1. Reports to the Director of Ceremonies
2. Serves on the Ceremonies Team
3. Educates the chapter on Alpha Phi songs
4. Ensures that Alpha Phi songs are incorporated into appropriate chapter events, programs, and activities
5. Participates in Officer Transition upon taking office and following the completion of her term

G. Historian/Guard (appointed) shall be custodian of the chapter archives; shall keep a scrapbook of clippings and records of current events important in the history of the chapter and college, shall maintain a memorabilia collection. Also, fulfilling her Guard duties shall take charge of the outer door of the secret rooms; shall receive the password which admits to the inner room; shall see that the secret room is opened ten minutes before the appointed time of meeting.

Duties

1. Reports to the Director of Ceremonies
2. Serves on the Ceremonies Team
3. Educates the chapter on chapter-specific history
4. Collects and preserves records and items of current events important to the history of the chapter
5. Creates memorabilia that chronicle the chapter’s year while she is in office
6. Preserves previous years’ memorabilia
7. Executes Alpha Phi ceremonies as outlined in the Ceremonies Manual and Ritual
8. Participates in Officer Transition upon taking office and following the completion of her term
9. Once a semester, check-in with the chapter’s history knowledge

H. Marshall (appointed) shall take charge of the ballot box, shall conduct officers through installation services, and shall perform such duties as are prescribed in the Ritual.

Duties

1. Reports to the Director of Ceremonies
2. Serves on the Ceremonies Team
3. Executes Alpha Phi ceremonies as outlined in the Ceremonies Manual and Ritual
4. Participates in Officer Transition upon taking office and following the completion of her term

Section 5 Membership Recruitment Department

A. Vice President of Membership Recruitment (elected) shall oversee the Member Recruitment Program of this chapter and understand all Panhellenic rules and procedures.

Qualifications

1. Is a visionary and can motivate and inspire others;
2. Understands delegation and serve as a mentor to the members of her department;
3. Is analytical and strategic about the recruitment process
4. Understands the relationship and interdependence between Formal Recruitment and COB and in what circumstances one has priority over the other two

Duties

1. Leads and directs the Membership Recruitment Department and holds monthly meetings or as necessary and takes meeting minutes
2. Serves on the Executive Council
3. Executes the strategic recruitment direction of the chapter
4. Oversees all membership recruitment activities
5. Oversees chapter strategy, planning and implementation of Formal Recruitment
6. In collaboration with the Recruitment Advisor conducts a competitive analysis of Formal Recruitment
7. Identifies COB opportunities and develops strategy to fill vacancies
8. Manages the implementation of all Formal Recruitment activities
9. Oversees planning and implementation of all COB activities
10. Oversees the planning and implementation of all Recruitment Workshops or Polish Week activities
11. Manages the implementation of all Polish activities
12. Organizes all recommendations and legacy introduction forms
13. Sends thank you notes to the authors of recommendations and legacy introduction forms
14. Communicates with the Panhellenic Delegate to stay informed as to Panhellenic changes
15. Communicates with the Inter Greek Council Representative as to any changes
16. Completes all Alpha Phi International reports in a timely manner
17. Participates in Officer Transition upon taking office and following the completion of her term

B. Director of Continuous Open Bidding (COB) (elected) shall develop and direct the COB program for this chapter.

Qualifications

1. Has organizational ability and is able to delegate responsibility;
2. Is able to motivate the chapter members;
3. Is enthusiastic and able to sustain that energy despite chapter apathy or negativism;
4. Is outgoing, personable, and familiar with campus social centers.

Duties

1. Reports to the Vice President of Membership Recruitment
2. Serves on the Membership Recruitment Department
3. Develops and directs the COB program for the chapter
4. Identifies membership vacancies in coordination with the Chapter Operations Department and Membership Recruitment Department
5. Generates Potential New Member names
6. Orchestrates and directs the COB team in implementing a COB plan to fill all vacancies, including identifying target markets, generating names, and making initial contact
7. Plans and organizes COB meetings or events
8. Extends COB bids with approval of the Vice President of Member Recruitment
9. Participates in Officer Transition upon taking office and following the completion of her term
10. Assists VPRM with the formal recruitment process

C. Executive Panhellenic Delegate (elected) shall attend all Panhellenic Council executive weekly meetings and events; as well as Gamma Sigma Weekly Executive Board meetings.

Qualifications

1. Is familiar with the campus and campus trends;
2. Has a thorough understanding of her chapter and her Fraternity;
3. Is able to express the viewpoint of her chapter in Panhellenic meetings in Greek Council meetings or other inter-sorority or inter-Greek associations;
4. Must have served two semesters as a Panhellenic delegate prior to serving as the Panhellenic Executive.

Duties

1. Reports to the Vice President of Membership Recruitment
2. Serves on the Membership Recruitment Department
3. Serves on the Executive Council
4. Represents Alpha Phi at all college Panhellenic meetings
5. Reports weekly to chapter regarding Panhellenic business
6. Contacts the Executive Office if Panhellenic is considering modification to chapter total, average chapter size or voting on extension
7. Participates in Officer Transition upon taking office and following the completion of her term

D. Voting Panhellenic Representative (appointed) shall represent this chapter at all National Panhellenic Council meetings, performing attendant tasks as necessary.

Qualifications

1. Is familiar with the campus and campus trends;
2. Possesses outstanding leadership traits;
3. Has a thorough understanding of her chapter and her Fraternity;
4. Is able to express the viewpoint of her chapter in Panhellenic meetings in Greek Council meetings or other inter-sorority or inter-Greek associations

Duties

1. Reports to this chapter on all National Panhellenic Council actions;
2. Is thoroughly familiar with all National Panhellenic Conference publications;
3. Informs this chapter of all local and National Panhellenic matters;
4. Notifies the Recruitment Advisor of any Panhellenic problems or important impending votes;
5. Will vote on all items pertaining to Alpha Phi within the National Panhellenic Council after consultation with the appropriate Executive Council officer, Chapter Advisor and /or Recruitment Advisor.
6. Works in concert with the Chapter Advisor and informs her in advance of all local National Panhellenic Council meetings;
7. Keeps her notebook current and trains her successor before leaving office.
8. Participates in Officer Transition upon taking office and following the completion of her term.

E. Panhellenic Representative (2) (appointed) shall represent this chapter at all National Panhellenic Council meetings, performing attendant tasks as necessary.

Qualifications

1. Is familiar with the campus and campus trends;
2. Possesses outstanding leadership traits;
3. Has a thorough understand of her chapter and her Fraternity;
4. Is able to express the viewpoint of her chapter in Panhellenic meetings in Greek Council meetings or other inter-sorority or inter Greek associations.

Duties

1. Reports to this chapter on all National Panhellenic Council actions;
2. Is thoroughly familiar with all National Panhellenic Conference publications;
3. Participates in Officer Transition upon taking office and following the completion of her term.

Section 6 Marketing Department

A. Vice President of Marketing (elected) shall oversee and coordinate the public relations, publicity for philanthropic fundraising, markets recruitment, community service, and campus activities of the chapter.

Qualifications

1. Is a visionary and can motivate and inspire others;
2. Understands delegation and serves as a mentor to the members of her department;
3. Is creative and artistic but also analytical and strategic;
4. Understands the importance to Alpha Phi image, name recognition, and positive and frequent publicity;

Duties

1. Leads and directs the Marketing Department and holds monthly meetings or as necessary and takes meeting minutes
2. Serves on the Executive Council
3. Develops a written strategic marketing plan in collaboration with the Executive Council and Advisory Board
4. Oversees and coordinates public relations, publicity, and philanthropic fundraising for the chapter
5. Ensures Event Planner Forms are completed and submitted to the Vice President of Risk Management in a timely manner
6. Completes all Alpha Phi International reports in a timely manner
7. Places orders for all merchandise with licensed vendors after receiving approval from the President and VP Finance
8. Participates in Officer Transition upon taking office and following the completion of her term
9. Assists in forming the Red Dress Gala committee along with the Director of Philanthropy and President

B. Director of Alumnae & Parent Relations (appointed) shall conduct an alumnae program focusing on both local alumnae and chapter alumnae that will inspire members to remain committed to Alpha Phi for a lifetime and promote positive relations with alumnae.

Duties

1. Reports to the Vice President of Marketing
2. Serves on the Marketing Department
3. Develops and directs a comprehensive communication plan that may include newsletters, social media and website content
4. Plans and implements alumnae events for local and chapter alumnae including Founders’ Day and Homecoming activities
5. Completes and submits Event Planner Forms in a timely manner to the Vice President of Marketing
6. Develops and directs comprehensive family communication plan that may include newsletters, social media and website content
7. Plans and implements family events including Parents’ Weekend and other related events
8. Participates in Officer Transition upon taking office and following the completion of her term

C. Director of Social Media and Advertising (appointed) shall serve additionally as the Quarterly Correspondent and shall serve as the publicist for chapter programs.

Duties

1. Reports to the Vice President of Marketing
2. Serves on the Marketing Department
3. Develops all public relations material and ensures it reflects the brand determined by the Marketing and Membership Recruitment Departments
4. Develops and directs the social media plan for the chapter
5. Ensures all social media complies with brand identified by the Marketing and Membership Recruitment Departments
6. Participates in Officer Transition upon taking office and following the completion of her term

D. Director of Philanthropy (appointed) shall conduct a community service program for all members. The chapter shall make a contribution to the Alpha Phi Foundation annually.

Duties

1. Reports to the Vice President of Marketing
2. Serves on the Marketing Department
3. Develops and implements internal philanthropic events for the chapter
4. Educates chapter on the importance of the Alpha Phi Foundation and its mission
5. Completes and submits Event Planner Forms in a timely manner to the Vice President of Marketing
6. Develops and directs Red Dress event plans
7. Participates in Officer Transition upon taking office and following the completion of her term
8. Forms the Red Dress Gala committee along with Vice President of Marketing and President

Section 7 Campus Affairs Department

A. Vice President of Campus & Community Affairs (elected) shall conduct a campus activities and community service program for all members of the chapter.

Duties

1. Leads and directs the Campus Affairs Department and holds monthly meetings or as necessary and takes meeting minutes
2. Serves on the Executive Council
3. Oversees and coordinates both community service and campus activities for the chapter
4. Ensures Event Planner Forms are completed and submitted to the Vice President of Risk Management in a timely manner
5. Completes all Alpha Phi International reports in a timely manner
6. Collaborates with other recognized fraternities and sororities to coordinate Alpha Phi participation in their philanthropy events
7. Develops and directs community service activities for chapter
8. Communicates with chapter membership regarding events
9. Organizes chapter members to attend campus events
10. Participates in Officer Transition upon taking office and following the completion of her term

B. Greek Relations Chair: (appointed) shall coordinate the involvement of Alpha Phi in Homecoming and Greek Week activities.

Duties

1. Remain in contact with the Blue Devil Productions to stay informed on the Homecoming week schedule and regulations, attending planning meetings as necessary. Remain in contact with the Panhellenic Council to stay informed on the Greek Week schedule and regulations, attending planning meetings as necessary.
2. Coordinate Homecoming sweatshirt design, production and delivery in a timely manner from an authorized Alpha Phi vendor. Coordinate the design, production and delivery of Greek Week apparel in a timely manner from an authorized Alpha Phi vendor.
3. Is responsible for organizing the voting process for asking another organization to partner with on Homecoming during the Spring semester. Members going alum are not allowed to vote and the organization needs to be in good standing with University of Wisconsin-Stout during the Spring semester.
4. Provide all Homecoming communication to the chapter in an organized fashion: create a schedule of Homecoming week events including date, time, place, location, activity, and requirements. Keep members informed of these through the use of social media and email during Homecoming week.
5. Take attendance of Alpha Phi members at any necessary events.
6. Provide all Greek Week communications to the chapter including a schedule and regulations.
7. Always ensure that Homecoming and Greek Week related activities for our chapter are in good taste and allow our members to remain Strong, Classy, and Real at all times.
8. Participates in Officer Transition upon taking office and following the completion of her term

Section 10 Delegate to Convention and Leadership Conference

1. The President shall be this chapter’s delegate to Convention unless excused in writing by the Chapter Advisor. She shall also attend Regional Leadership Conference unless excused in writing by the Chapter Advisor. All vice presidents are also highly encouraged to attend.
2. Alternative delegates may be selected to attend Convention if it is voted on by the chapter.
3. The delegate shall give a report of Convention or Leadership Conference to her chapter within one month following the meeting or as school resumes from summer vacation.

**Article XII**

**Executive Council**

Section 1 Purpose

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

Section 2 Composition

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

* President (chair and presiding officer of Executive Council)
* Vice President of Programming and Education
* Vice President of Member Recruitment
* VP of Member Education & Programming
* Vice President of Marketing
* Vice President of Risk Management
* Vice President of Campus and Community Affairs
* VP Finance
* Panhellenic Executive

Section 3 Meetings

The Executive Council shall meet promptly one hour before scheduled chapter meetings every Tuesday evening during the academic year.

Section 4 Quorum and Voting Requirements

A. majority of the Executive Council membership shall constitute a quorum for the transaction of business; a majority of those present and entitled to vote, provided a quorum is present, shall constitute the action of the Executive Council.

Section 5 Agenda

1. Members of Executive Council are authorized to enforce rules and conduct among the general membership and report any rule infractions to the President and Vice President of Program Development.

Section 6 Duties and Responsibilities

1. Maintain this chapter’s position of good standing with the Fraternity and concentrate on assisting the chapter to obtain and maintain maximum membership size, manage risks, and practice fiscal responsibility.
2. Coordinate chapter operations throughout the year to insure the implementation of the chapter goals.
3. Conduct discussion and investigation of chapter matters and make recommendations for chapter action.
4. Appoint:
5. Members to the appointive offices following the annual chapter election;
6. Other committees and assistants as needed.
7. Adopt the chapter calendar upon submission by Program Council at the beginning of the academic year; review all later proposed additions or changes prior to presentation to the chapter or final action. The chapter calendar must schedule chapter activities that are intended to further the chapter’s primary goals and assist the chapter to achieve and maintain maximum membership size.

Section 7 Advisory Board Representation

The Chapter Advisor or another member of the Advisory Board shall be present at all meetings of the Executive Council if possible.

**Article XIII**

**Chapter Committees**

Section 1 The Nominations Review Committee (NRC)

A. One member from each academic class and the Chapter President, Executive Administrator, and Chapter Advisor, or her designee will serve on the NRC. The Executive Administrator will serve as the chair of the committee.

B. The class representatives will be elected by their academic class. A simple majority vote is required to be elected to the committee. Members must be in good standing to serve on the committee. Non-initiated members may serve on this board where the new member class hasn’t been initiated.

Section 2 Bylaws Committee

1. Time of Appointment
2. The Bylaws Committee shall be appointed by the Exec Board at the beginning of the calendar year.
3. Composition
4. This committee shall be composed of the Chapter Advisor, and Executive Administrator as the chair and one initiated member from each academic class appointed by the Exec Board.
5. Responsibilities
6. To bring these bylaws into conformity with any changes in the Constitution adopted at the Convention, Standing Rules and/or Policies of the International Executive Board and notify the chapter of such changes;
7. To review these bylaws annually and, when deemed necessary and after review by the Executive Council and approval of the Chapter Advisor, submit proposed amendments to the chapter for final action;
8. To receive amendments proposed by individual members, put them into proper form and, after review by the Executive Council and approval of the Chapter Advisor, submit such proposed amendments to the chapter for final action;
9. To see that these bylaws are discussed in chapter meetings once a year;
10. To look to the Chapter Advisor for assistance and direction.

Section 3 Sisterbonding Committee

1. Time of Appointment
2. Per Vice President of Risk Management each semester
3. Composition
4. One representative from each academic class, Director of Sisterhood and Vice President of Finance.
5. Responsibilities

1. Plans and Organizes sisterbonding retreat

Section 4 Red Dress Gala Committee

1. Time of Appointment
2. At the beginning of each academic school year after the Director of is appointed
3. Composition
4. 5-7 members as selected by the Director of Philanthropy, VP of Marketing and President
5. Responsibilities

1. Plans and organize the Red Dress Gala

**Article XIV**

**Meetings**

Section 1 Regular Collegiate Chapter Meetings

1. When Held

The regular weekly meeting of the collegiate members of this chapter shall be held on Sunday evenings throughout the academic year except during final examination periods, and any other vacations declared by the University of Wisconsin-Stout.

1. Formal Meeting

At least one meeting each month shall be a formal meeting attended only by initiated members and shall follow the procedure outlined in the Alpha Phi Ceremonies Manual.

* + - 1. Seating Members shall be seated in rows according to class, senior to freshman and then alphabetically within each class.
1. Pin attire- Members shall only be required to be dressed in appropriate business casual pin attire at the meeting. No flip flops/ sandals, uggs, or leggings and hems need to be appropriate lengths. At the Chaplain’s discretion, members will be sent home and receive an unexcused absence if attire is not appropriate.

C. Purpose

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

D. Attendance

1. Initiated members must attend all formal meetings and all members (new and initiated) must attend informal meetings of the chapter. Only members who are ill, have a regularly scheduled class, or have a family emergency may be excused from this responsibility. Unexcused absences shall be considered ground for disciplinary action.
2. This above rule also applies to any other function declared mandatory by the Executive Council or any other officer in charge. Mandatory events include recruitment events, Philanthropy events, meetings and initiation rituals.
3. Formal emails must be turned in 24 hours prior to an event to the appropriate email or the date set by the officer running the event
4. Advisory Board members and International Officers are the only Alpha Phi’s who may attend chapter meetings without an invitation.
5. Members can have up to 2 unexcused absences (no formal email received or late emails) per semester for mandatory events. Upon the 3rd absence the VPCO will notify the Chapter Advisor and they will contact the individual.
6. There shall be no alcohol consumption on the day of an Alpha Phi meeting unless enrolled in a class where there may be tastings of alcoholic beverages

E. Presiding Officer

The President shall preside at all regular and special meetings of this chapter. If she must necessarily be absent, the Vice President of Risk Management shall preside, then in accordance with the Alpha Phi order of executive council officers.

F. Conduct of Business

1. Business shall be conducted in accordance with Robert’s Rules of Order, Newly Revised, and in conformity with the Order of Business outlined in the Alpha Phi Ceremonies Manual.
2. The President shall prepare the agenda consistent with prior discussion and recommendations made in Executive Council meetings.

Section 2 New Member Orientation

A. When Held

Short meetings of the new members of this chapter may be held throughout their new member orientation or a one-day retreat may be substituted.

B. Agendas and Procedures

Agenda and procedure of these meetings shall follow the outline prescribed by the Fraternity in the material issued to the Director of Member Education

C. Attendance

Attendance at these meetings shall be compulsory for all new members unless excused by the Director of Member Education for illness, or class or job conflicts. Absences must be made up with the Director of Member Education.

**Article XV**

**Finances**

Section 1 Financial System

1. Budget
2. The annual chapter budget shall be prepared by the VP Finance with the assistance of the Chapter Advisor, Chapter Finance Advisor, and VP of Member Education & Programming. The budget shall then be presented to the chapter for approval and distributed as requested by the International VP Finance.
3. In addition to the usual budgetary items, there shall be funds budgeted for the delegate(s) to Convention or Leadership Conference.
4. This chapter’s financial system shall be under the general supervision of the Executive Director of Alpha Phi International Fraternity.
5. Collegiate chapters are not permitted to invest funds outside of the approved financial system accounts without permission of the Executive Director or her designee.
6. The fiscal year shall be the same as that of the International Fraternity and shall begin on July 1 and end the following June 30.
7. IRS Tax Filings:
8. The chapter ensures that its information is provided to the Alpha Phi International Tax Preparer for its 990-tax form so that it can be filed on time each year.
9. Before each fiscal year, chapter members must sign an annual financial contract that outlines the dues and fees and payment due dates for the year.
10. Contracts should be for the academic year and not on a semester/quarterly basis, with the exception of new members who join in winter or spring term.
11. No reimbursements for this chapter shall be made for any expenditure without a receipt.
12. All member billing and collection of payments will be done through the chapter’s Billhighway account unless special permission has been granted by the Executive Director of Alpha Phi International Fraternity.
13. The due date for chapter payments shall by the 15th of the month in which they are due unless other arrangements have been approved by the appropriate advisor or VP finance.

Section 2 International Fees

The amount, collection and remittance of International Fees shall be in accordance with the Constitution & Bylaws.

Section 3 Chapter Dues

1. New Members
2. Chapter Dues- to be determined per semester by the VP Finance and the Finance Advisor
3. Badge Fees- to be determined per semester by the International Executive Office;
4. Founder’s Day Pennies- varies yearly;
5. New Member Fee- to be determined per semester by the VP Finance and the Finance Advisor.

B. Initiated Members

1. Chapter Dues- to be determined per semester by the VP Finance and the Finance Advisor;

2. Founder’s Day Pennies- varies yearly;

3. Chapter Bond (is paid one time during your 2nd initiated semester) – to be determined per semester by the VP Finance and the Finance Advisor.

C. Associate Members

1. To be determined by the Chapter Advisor

D. Alumnae Members

1. Pay fees set forth by Alpha Phi International. These dues are paid directly to Alpha Phi International.

E. Each member’s dues are to be paid on a date set by the VP Finance. If a member is not able to pay on this date, they will be required to make arrangements for payment with her or the VP of Member Education & Programming.

F. Late Fee – An additional $15.00 fee will be added to your bill after the 15-day delinquency. An additional $30.00 fee will be added to your bill after the 30-day delinquency.

Section 4 Fines

A chapter is only permitted to levy fines when members are absent from the following events:

1. Recruitment Workshops and Polish Week activities;
2. Formal Recruitment events;
3. Court of Ivy;
4. Initiation.

Section 5 Procedures for late dues

1. 15-30-45-day letters
2. If member is not financially stable by date assigned by VP Finance, letters will be sent as necessary 15, 30, and 45 days. By the 45th day, a request for membership termination will be sent to the member by International. Please note late fees will be added, refer to chapter dues letter F.

**Article XVI**

**Risk Management**

All officers of the chapter will complete an Event Planner Form for all chapter events as required in the Policies and Procedures of Alpha Phi International Fraternity, Inc.

Members will follow the written risk management plan established by the Risk Management Department officers. This plan will be reviewed and updated annually.

Officers will follow the chapter’s written emergency procedure plan in the event of an emergency. This written plan will be reviewed on an annual basis. The Chapter President is the only member allowed to make statements on behalf of the chapter during an emergency.

**Article XVII**

**Parliamentary Authority**

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

Section 1 Making a Motion

A motion is a proposal to the members at the meeting to take a certain action.

A member should raise her hand and wait to be acknowledged by the Chapter President. When the Chapter President calls on her, she states: “I move that... (state motion).” She only states the motion, not why she thinks it should be passed.

The motion must be seconded before the chapter may discuss it. Another member, who didn’t make the motion, must state: “I second the motion.”

Section 2 Debating a Motion

The Chapter President will ask the member who made the motion to start the discussion.

Any member who wishes to state her opinion may raise her hand and wait to be acknowledged by the Chapter President.

When called upon, the member must speak to the motion. She should start by saying, “I want to speak in favor of the motion because....” or “I want to speak against the motion because…”

Section 3 Amending Motions

After a motion has been made, a member can suggest an amendment, or change, to the original motion.

An amendment can add, delete or change parts of the original motion. The amendment may not go completely against the main motion. Members who do not support the original motion may vote against the motion.

To make changes to the motion the member shall raise her hand and when acknowledged by the Chapter President state, “I move to amend the motion to read...” If this motion is seconded, it will be discussed and voted on. Note that this vote is only on whether or not to make the amendment, not on the main motion itself.

Section 4 Postponing and Referring Motions to a Committee

Any member of the chapter can make a motion to postpone discussion on the main motion until a certain time. For example, she can raise her hand and state, “I move to postpone the question to the next meeting.”

If a member feels a department or committee of the chapter should study the issue and report recommendations back to the membership, she can state, “I move to refer the question to a committee.” The department or committee would then report back its findings to the chapter at a future meeting and the chapter could then vote on the motion.

Section 5 Abbreviated Summary of Handling a Main Motion

Obtaining the floor:

1. A member stands and addresses the Chapter President, “Madam President.”

2. The Chapter President recognizes the member by announcing her name or by nodding to them.

Bringing a motion before the chapter:

1. The member states the motion, “I move that…” and then sits down.

2. Another member, without standing, seconds the motion by saying, “I second the motion.”

3. The Chapter President states the question: “It is moved and seconded that…” Consideration of the motion:

1. Members debate the motion if desired.

a. Before speaking in debate, members must obtain the floor by standing and saying, Madame President” and waiting to be recognized by the Chapter President.

b. The member who made the motion has first right to the floor.

c. All remarks are addressed to the Chapter President.

d. Debate is restricted to the merits of the motion.

e. Debate can be closed only by order of the assembly (2/3 vote) or by the Chapter President if no one seeks the floor for further debate.

2. The Chapter President puts the question (puts it to a vote).

a. The Chapter President asks, “Are you ready for the question?” If no one then rises to claim the floor, the Chapter President proceeds to put the question.

b. The Chapter President says, “The question is on the adoption of the motion that…”

c. Then proceed with a vote using the desired method.

3. The Chapter President announces the result of the vote.

a. “The ayes have it, the motion is adopted, and… (indicate the effect of the vote)” or,

b. “The noes have it and the motion is lost.”

Section 6 At a Glance Guide

Every chapter member has access to *Alpha Phi Roberts Rules of Order At a Glance Quick Guide* that they can bring to all chapter meetings.

**Article XVIII**

**Initiation and other Fraternity Ceremonies**

Section 1 Initiation

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

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

Procedure

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

Section 2 Other Ceremonies of the Fraternity

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

**Article XIX**

**Records and Ritual Equipment**

Section 1 Records

This chapter’s copy of the Ritual of Alpha Phi, Constitution Book, New Member Book, Permanent Minutes Book, Bylaws Book, and such memorabilia deemed appropriate shall be secured in a special strongbox or locked in a secured area when not in use.

Section 2 Ritual Equipment

This chapter’s insignia, ritual and ceremonial equipment shall be kept in readiness between each use and secured in a place inaccessible to non-members.

Section 3 Removal of Record or Ritual Equipment

No records or ritual equipment shall be taken to rooms or homes of members or away from their habitual place of safekeeping without the consent of the President and Chapter Advisor. Chapter facilities will have a key to the attic and each member is required to check in and check out this key before accessing the attic. Members that live in the house may not store personal belongings in the attic.

**Article XXI**

**Interpretation**

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

In any cases where there may be doubt concerning the meaning or effect of a provision of these bylaws, the question shall be referred to the Executive Council. The decision of the

Executive Council, after consultation with the Bylaws Committee and the Chapter Advisor, shall be final and binding upon all members of this chapter.

**Article XX**

**Amendments**

Section 1 Method of Amending

1. Automatic
2. The bylaws shall be brought immediately into conformity with the changes in the Constitution and Bylaws, Policies & Procedures of the Alpha Phi International Fraternity, Inc., and directives issued by the International Executive Board.
3. Such amendments shall be automatic and do not require a chapter vote.
4. Chapter Vote
5. The bylaws may be amended by two-thirds affirmative vote of the eligible members present at any chapter meeting, provided a quorum is present.

Section 2 Procedure for Amending by Chapter Vote

The Bylaws Committee will follow the following steps annually:

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