

BYLAWS OF ALPHA ZETA CHAPTER PHI MU FRATERNITY

Article I – Name

The name of this collegiate chapter of Phi Mu Fraternity shall be the Alpha Zeta Chapter at The University of Alabama.

Article II – Purpose

The purpose of the Alpha Zeta Chapter shall be to encourage and promote the mission and ideals of Phi Mu Fraternity of this campus and to function by the rules in the Fraternity's National Constitution and Bylaws and Standing Rules and Procedures. This Chapter adheres to the National Bylaws and Standing Rules and Procedures regarding members, duties, election, and appointment of officers.

Article III – Elected Offices and Elections

Section 1. Elected Offices

Subsection A. The elected executive officers shall be: (National title; Chapter recognized title)

1. President
2. Vice President of Chapter Development
3. Vice President of Personnel; Director of Harm Reduction and Prevention
4. Treasurer
5. Provisional Member Director
6. Membership Director
7. Panhellenic Delegate
8. Secretary

and shall comprise the voting members of the Executive Committee.

Subsection B. The elected cabinet members shall be: (National title; Chapter recognized title)

1. Academic Excellence Officer
2. Philanthropy Officer

3. Social Officer
4. Reference Chairman; Recruitment Reference Officer
5. Recruitment Communications Officer
6. Recruitment Design Officer
7. House Director; House Management Officer
8. Sisterhood Officer
9. Phi Events Officer
10. Phi Logistics Officer
11. Public Relations Officer
12. External Affairs Officer
13. Professional Development Officer
14. Historian
15. Health and Wellness Officer
16. Diversity and Inclusion Officer

Section 2. Duties

Subsection A. The duties of the Executive Officers shall be outlined in the National Bylaws and Standing Rules and Procedures.

Subsection B. The elected cabinet members shall meet and report to Vice President of Chapter Development. Meetings shall be conducted weekly, prior to executive board and chapter meetings.

Subsection C. In accordance with the National Constitution and Bylaws, any officer of a collegiate chapter may be removed from office for neglect of the duties of the office; violation of the rules, standards or policies of the Fraternity or of the college or university; or violation of the law of the United States or any state thereof. If the Executive Committee finds an officer unfit to serve she may be referred to the Honor Committee.

Section 3. Election of Officers

Subsection A. In accordance with the National Bylaws, the election of officers shall be between November 1 and November 15. New officers will begin their duties upon installation, which

shall occur at the Chapter meeting held the week after Elections. Outgoing officers shall educate new officers the Sunday following elections.

- a. At least three weeks prior to the election, each prospective candidate will submit a letter expressing an interest for candidacy and a resume to the Nomination Committee.
- b. The Chapter President and Chapter Vice Presidents will nominate and choose the two seniors, two juniors, and two sophomores, to serve on the nominating committee. All collegiate members of the Nominating Committee must be in good standing: Scholastically, Financially, and Socially. The Nomination Committee shall consist of the following:
 - i.) Executive Committee Member
 - ii.) Two Seniors
 - iii.) Two Juniors
 - iv.) Two Sophomores
 - v.) All collegiate members of the Nominating Committee must be in good standing: Scholastically, Financially, and Socially.
- c. At least one week prior to the election, the Nominating Committee shall present to the Chapter the final list of nominees for office. Nominations from the floor may be made at this time. The committee may nominate no one person for more than one office.
- d. On the night of the election, each candidate shall present a speech consisting of her qualifications and goals for the office she is seeking. Candidates for President and Vice President will have a two and a half minute time limit. All other offices will have a two-minute time limit. If a candidate is running unopposed, no speech will be necessary, only an introduction.
- e. On the night of the election, those not being elected to the office of their first choice, automatically become eligible to run for one of the other offices.
- f. If nominations are to be made from the floor the night of elections, the nominee must have submitted a letter of intent and resume to the Vice President of Chapter

Development at least 24 hours prior to the start of elections. All nominees must consent to the floor nomination.

Subsection B. Eligibility for Office:

- a. President: a nominee for the office of President must be a collegiate member in good standing for at least two consecutive semesters, including the present semester, have a 3.3 current grade point average, and a 3.0 cumulative grade point average. She must also have previously served as an executive officer for at least one term.
- b. Vice Presidents: nominees for the offices of Vice President must be a collegiate member in good standing for at least two consecutive semesters, including the present semester, have a 3.3 current grade point average, and a 3.0 cumulative grade point average. They must also have previously served as an executive or cabinet officer for at least one term, or have held an appointed Assistant or Chairman position.
- c. Membership Director: a nominee for the office of Membership Director must be a collegiate member in good standing for at least two consecutive semesters, including the present semester, have a 3.3 current grade point average, and a 3.0 cumulative grade point average. The nominees must also have previously served as a recruitment officer on cabinet, a recruitment assistant position, a recruitment chairman position, or been an active member on a recruitment committee.
- d. All elected officers: a nominee for any other elected office must be a collegiate member in good standing for at least two consecutive semesters, including the present semester, have a 3.3 current grade point average, and a 3.0 cumulative grade point average. Any exception is at the approval of the Chapter President and Advisor.
- e. All Executive Committee members must live in the Alpha Zeta chapter house for the duration of their term, beginning the fall semester following their election. Any exception is at the discretion of the Chapter President and Advisor.

Subsection C: Any officer who fails to complete a report or requirement for her office will be assessed for any and all fees charged to the chapter from the National Headquarters.

Article IV – Appointed Positions and Committees

Section 1. Appointed Assistants

Subsection A. The elected officers shall govern the following assistants as appointed by the Vice President of Chapter Development. Their responsibilities shall be:

President:

a.) Chaplain – Will set a standard for what it means to be a Phi Mu and a Christian. She is responsible for beginning each chapter meeting with a devotion, leading weekly Bible study, and praying for the women of Phi Mu/keeping up with the Prayer Box.

Treasurer:

b.) Treasurer Assistant (2) –Helps the treasurer to pay invoices, contact members about Billhighway installments and problems, and oversee the budgets for each member of the Executive Committee.

Provisional Member Director:

c.) Phi Assistant (multiple) – Help the Provisional Member Director with anything she needs, including but not limited to: helping pack Bid Day bags and assists the Provisional Member Director with anything she needs leading up to Bid Day and Pledge Retreat, going on Pledge Retreat and attending all Phi Meetings (both required), attending and helping put on big/little reveal, inspiration week and initiation. Their job is to be present always and fully committed to actively helping the Provisional Member Director with all of her duties.

Membership Director:

d.) Recruitment Secretary –Will assist the Recruitment chairs in taking attendance and organizing attendance and excuses for Recruitment and workshops. Must attend all workshops and recruitment. Good with working excel.

Panhellenic Delegate:

e.) Panhellenic Delegate Assistant (2) – Responsible for attending bimonthly Panhellenic executive council meetings with the Panhellenic Delegate, and also help track Phi Mu and Greek Points.

Secretary:

f.) Secretary Assistant – Responsible for the Phi Mu email, which will account for missed chapter excuses, and all other necessary excuses (excluding recruitment related excuses). Also records any transfer, voluntary withdrawal, or early alum changes to all current rosters, including Officer Portal, and is responsible for communicating those changes with the Chapter's Treasurer, Secretary, and President.

Academic Excellence Officer:

g.) Academic Excellence Assistant (2) – Responsible for going through the Dropbox and Rate Mu Professor to ensure it stays organized and to see which sections are lacking, completing the GPA Report each semester, attending Academic Advising meetings with Academic Excellence Officer, and hosting Midterm Grade Meetings. Assistants also must record study hours sent to the email and send out weekly study fines email for those who did not complete their hours, help with the organization of Sunshine Buddies, promote grade improvement and set the academic example for the chapter, and assist the Academic Excellence Officer with various other tasks as needed.

Philanthropy Officer:

h.) Philanthropy Assistant (2) – Responsible for helping the Philanthropy Officer plan any events and activities that benefit both the chapter and CMNH.

Social Officer:

i.) Social Assistant – Responsible for assisting the Social Officer in delivering checks, making phone calls, responding to emails, and attending meetings with the Social Officer. Responsible for planning the swaps with other fraternities and registering them on time through OP and submitting the post evaluation form after the swap as well on OP.

Recruitment Reference Officer:

j.) Reference Assistant – Responsible for assisting the Recruitment Reference Officer in transferring Potential New Member information to the masterlist. The Reference Assistant will assist in scanning in letters of recommendation, as well as teach and oversee the committee selected to help with recommendations. She is also responsible for helping the thank you card subcommittee with delegating hand-written thank you cards and thank you's sent by email, to members the of rush committee. She will assist in looking over resumes, social media accounts, and PNMs GPA's in order to advise and assist the Recruitment Reference Officer with anything she may need.

k.) Legacy Assistant –Responsible for verifying legacies through Nationals. Serves as the liaison during recruitment between Nationals and our chapter regarding legacies.

l.) Data Assistant (2) – Responsible for organizing the downstairs process during recruitment week, specifically the Data Committee. Assistants will help lead the voting process with the Membership Director, and the Recruitment Logistics Officer. One will be responsible for working closely with the Recruitment Logistics Officer in matching Potential New Members with actives, and organizing cards. The Other Data Assistant will be responsible for overseeing the Select-A-Sis process during recruitment.

Recruitment Communications Officer:

m.) Communications Assistant - Responsible for assisting the Recruitment Communications Officer in pre-recruitment work for potential new members.

Recruitment Design Officer:

n.) Design Assistant – Responsible for assisting the Recruitment Design Officer in planning and putting together all recruitment related events.

Public Relations Officer:

o.) Public Relations Assistant – Responsible for assisting the Public Relations Officer in maintaining the Phi Mu Alpha Zeta social media accounts, campus relations, and the sorority brand. Creates a weekly chapter recap document to be posted on the wall. Assist with duties assigned to the historian, website chairman, and banner committee.

Professional Development Officer:

p.) Professional Development Assistant – Responsible for assisting the Professional Development Officer with coordinating monthly events and the week long professional development seminar, assisting with the delegation of task and maintaining checks/balances of the committee members, contacting professionals both on and off campus to recruit expertise for programs held throughout the year. Will partake in all tasks that are detailed and required for committee members and in the event of her absence, will assume the position of the Professional Development Director.

Subsection B. The appointed assistants shall function according the duties described above. If an assistant proves unable to fulfill her duties to the position, she may be removed at any time at the discretion of the governing office and the Vice President of Operations.

Section 2. Appointed Chairman

Subsection A. The elected officers shall govern the following chairmen, as appointed by the Vice President of Operations. Their responsibilities shall be:

President:

a.) Parent's Club Chairman – Acts as the liaison between the chapter and parents club. Post on the parent's facebook wall when necessary, and coordinate with the Parent's Club Chairman to plan all parent sponsored events.

b.) Ritual Chairman – Expected to become an expert in Phi Mu Ritual. Is responsible for planning and collecting supplies for ribboning ceremony, formal pledging, inspiration week, initiation, and third dimension ceremony. Will prepare the chapter room for formal meetings.

Vice President of Chapter Development:

c.) Alumnae Relations Chairman – Acts as the liaison between the chapter and its alumnae. Responsible for developing the chapter's alumnae relations and coordinating events with alumnae, as well as creating and sending out a newsletter to the alumnae.

Vice President of Personnel:

d.) Parliamentarian – Responsible for overseeing that parliamentary procedure is followed in meetings.

Social Officer:

e.) Social Chairman – Responsible for making sure zaps are being delivered and put away, organizing zap pass outs, and creating new zap accounts for girls. Responsible for weekly communication with JNJ and Swag, making sure t-shirt designs are turned in on time to JNJ and Swag, overseeing t-shirt committee with t-shirt passouts, and attending t-shirt meetings.

Recruitment Communications Officer:

f.) Tour Chairman – Responsible for setting up tours and making sure the Tour Committee is at the house on time to give tours. Head of the tour committee who is in charge of coordinating with Ms. Joyce to plan tours for PNMs and ensure girls are present to provide the tours.

House Management Officer:

g.) Trunk Show Chairman – Responsible for organizing dates and vendors for trunk shows at the house, and informing the house mother, house management officer, and the chapter about upcoming trunk shows.

Public Relations Officer:

h.) Graphic Design Chairman (2) – Responsible for assisting in the creation of graphic art and social media graphics for Phi Mu sisterhood, philanthropy, and social events. Works directly with the Public Relations Officer, and whichever office is in need of a graphic.

Subsection B. The appointed chairman shall function according the duties described above. If a chairman proves unable to fulfill her duties to the position, she may be removed at any time at the discretion of the governing office and the Vice President of Operations.

Section 3. Committees

Subsection A. There shall be the following Committees, governed by the perspective offices:

President:

- a. Executive Committee
- b. Ritual Committee – head by Ritual Chairman

Vice President of Chapter Development:

- c. Cabinet Committee

Vice President of Personnel:

- d. Honor Committee

Provisional Member Director:

- e. Phi Committee

Membership Director:

- f. Membership Selection Board Committee
- g. Tour Committee – head by Tour Chairman

Academic Excellence Officer:

- h. Academic Committee

Philanthropy Officer:

- i. Philanthropy Committee

Social Officer:

- j. Social Committee
- k. T-Shirt Committee – head by Social Chairman

Recruitment Logistics Officer

- l. Data Committee – head by Data Assistants

Recruitment Communications Officer

m. Communications Committee

Recruitment Design Officer:

n. Hospitality Committee – head by Hospitality Chairman

Sisterhood Officer:

o. Sisterhood Committee

Public Relations Officer:

p. Banner Committee

External Affairs Officer

q. Homecoming Committee

Professional Development Officer:

r. Professional Development Committee

Subsection B. Members who fail to uphold their committee obligations will be brought before their governing officer, the Vice President of Operations, and the Vice President of Personnel.

Section 4. The Executive Committee of this chapter shall be comprised of the executive elected directors.

Section 5. The Cabinet Committee of this chapter shall be comprised of the cabinet elected officers.

Section 6. The Honor Committee shall be comprised of the President, Chapter Advisor, VP of Personnel and two other executive officers as voted on by the Executive Committee per term.

Section 7. The Membership Selection Committee shall be comprised of the President, Membership Director, Recruitment Logistics Officer/Recruitment Design Officer, Recruitment Advisor, and Chapter Advisor.

Article V – Meetings

Section 1. Regular and formal chapter meetings shall be at 6:30PM on Wednesday of each week when school is in session, except when prohibited by the university. The scheduling of these meetings is the responsibility of the Secretary. All meetings, other than the formal chapter meetings, shall be attended by both collegiate and provisional members, unless deemed otherwise by the Chapter President. The first meeting of each month shall be set aside as a formal chapter meeting with alphabetically ordered seating for parliamentary vote. The other three meetings shall be chapter developments.

Subsection A. After elections of their senior year, the Senior Pledge Class is only required to attend formal chapter meetings, as they are still active voting members.

Subsection B. In accordance with the National Constitution and Bylaws, attendance at chapter meetings is required. No excuses are allowed, unless deemed reasonable by the Secretary. Members with unexcused absences from chapter meetings shall be fined \$25.00 the first unexcused absence, \$50.00 the second unexcused absence, and \$100.00 and sent to the Honor Committee for the third unexcused absence and any after. Additional terms may be set forth for discussion of the Honor Committee.

Section 2. Phi meetings shall be held at the discretion of the Phi Director.

Section 3. Special meetings may be called at any given time by the President - notice will be given to all members and the Chapter Advisor by the President.

Section 4. Two-thirds of all members in good standing shall constitute a quorum for the dispatch of business at all regular and/or special meetings.

Article VI – Membership Selection, Initiation, and Transfer Students

Section 1. All members of this chapter shall be selected in accordance with the National Constitution and Bylaws and Standing Rules and Procedures.

Subsection A. The acceptable high school grade point average for potential members shall be a 3.3 or a 25 on the ACT or a 1710 on the SAT.

Subsection B. The number of women accepted who fall below a 3.3 GPA and have below a 25 ACT or 1710 SAT (“grade exceptions”), shall be set by the Membership Selection Committee.

Section 2. Recruitment shall be conducted in accordance with the Panhellenic rules of the college, local chapter rules, and the National Constitution and Bylaws and Standing Rules and Procedures of Phi Mu Fraternity.

Subsection A. All Alpha Zeta members must attend spring and primary recruitment workshop and primary recruitment, unless selected as a Rho Chi, Judicial Board Member, or serving on the Panhellenic Executive Board.

Subsection B. Excuses for missing recruitment and recruitment workshop shall be accepted/denied at the discretion of the President, Membership Director, and Chapter Advisor.

Subsection C. Excuses must be turned in to the Secretary or Membership Director no later than one month prior to exam week.

Section 3. Members eligible to vote during membership selection must be in financial good standing, scholastic good standing, and social good standing.

Section 4. Initiation

Subsection A. In order to be initiated, a provisional member must fulfill all academic, financial and chapter obligations within the 8-week pledging period.

Subsection B. Our chapter shall stand in accordance with the National Constitution and Bylaws and Standing Rules and Procedures concerning renewal of Provisional Members.

Section 5. Transfer Students

Subsection A. The new chapter submits a Report Member Affiliating or Re-Affiliating to the National Headquarters for verification of the member's good standing. No transferring member may affiliate until the new chapter is notified of her good standing by the National Headquarters. Before her affiliation, the new chapter shall also check with the transferring member's former chapter to verify her good standing with that chapter.

Subsection B. The chapter secretary shall notify the college or university Panhellenic president or advisor of the member's affiliation with the chapter.

Subsection C. If a transferring member makes no attempt to affiliate, the collegiate Chapter President on her new campus should notify the National Headquarters.

Article VII – Chapter Policies

Section 1. A member in financial good standing shall be defined as being one whose obligations for chapter dues and fines, as well as House Corporation dues and fines, are paid in full by the specific deadlines as set forth by Billhighway and Greek Resource Services (GRS).

Section 2. Scholastic Good Standing:

Subsection A. Alpha Zeta Scholastic good standing shall be defined as any member meeting all of the following:

3.0 Current Semester GPA

3.0 Cumulative GPA

Full time student as defined by the University of Alabama

Section 3. Homecoming Contribution

Subsection A. All members are expected to participate in Homecoming week festivities in some manner. This includes, but is not limited to, intramural sports, pomp creation, float decoration, and parade participation. Time requirement is to be set by the External Affairs Officer.

Subsection B. Failure to contribute to the chapter's Homecoming efforts may result in a fine at the discretion of the Executive Committee.

Section 4. Greek Points

Subsection A. All members are required to earn the number of Greek Points, set by the Executive Committee, by 5pm on the first of every month during the academic school year. Failure to earn these points denies the member the privilege to attend the following month's social function.

Subsection B. Greek Point opportunities will be communicated to the chapter by the Panhellenic Delegate.

Subsection C. All members may be required to attend certain Greek Programming sponsored events, if determined by the Executive Committee.

Section 5. Phi Mu Points

Subsection A. All members are required to earn the number of Phi Mu Points, set by the Executive Committee, by 5pm on the first of every month during the academic school year. Failure to earn these points denies the member the privilege to attend the following month's social function.

Subsection B. Phi Mu Point opportunities will be communicated to the chapter through the Panhellenic Delegate.

Subsection C. Phi Mu Point opportunities and amounts shall be determined by the Executive Committee and include but are not limited to:

- a. Sisterhood Events (3 Points)
- b. Philanthropy Events (3 Points)
- c. Donating/Participating in a fellow members' philanthropic cause (1 point)
- d. Smarty Pants of the Week Award (1 Point)
- e. Supportive Sister Award (1 Point)
- f. The Helping Point (1 Point)

- g. Earning Your Name on a Banner (1 Point)
- h. Academic Upload (1 Point)
- i. Sober Monitor (1 Point)
- j. Going to the Career Center (1 Point)
- k. Meeting with the Professional Development Officer (1 Point)

Subsection D. All members may be required to attend certain events, if determined by the Executive Committee.

Section 6. In order to uphold her civic duty, each member is expected to participate in campus-wide elections.

Section 7. All members are required to apply and then participate on at least one committee within the chapter. Any exceptions will be made at the discretion of the President and Vice President of Chapter Development.

Subsection A. Submitting a letter of intent for a committee is a member's commitment to be an active participant within the committee.

Subsection B. Members who fail to attend three committee meetings, or fail to uphold committee obligations are subject to terms and a meeting with the governing office, Vice President of Chapter Development and Vice President of Personnel.

Section 9. Non-Discrimination

Subsection A. In accordance with the National Constitution and Bylaws, Phi Mu Fraternity is a women's organization that promotes diversity and does not discriminate based on race, color, religion, citizenship, ethnic background age, disability, parental or marital status or sexual orientation.

Article VIII – Dues, Special Fees, Fines

Section 1. Dues

Subsection A. The dues of this chapter shall be per school semester. Billhighway and GRS Connect accounts will receive a late fee the day after the due date. If not paid by the due date, the member will be considered to be in bad standing and will be sent to Honor immediately. If members are in bad standing, they cannot eat at the house, they cannot participate in any functions, and they lose their eligibility to live in the house.

Billhighway (billhighway.com) Due the 10th of each month that an installment is billed out.

Payment for every semester- Chapter Dues \$535.00, Panhellenic Dues \$14.00 per semester, Social Fee \$50.00, Additional assessments voted on during Chapter meetings

Payment for every Fall- National Obligation Fee \$95.00, Parent's Club Dues \$65 per year

Payment for every Spring- Founders Day Pennies \$1.66, National Panhellenic Fee \$1.21, Future Fee \$25.00, M3 \$18.52

One Time Fees- Initiation Fee \$145.00, Provisional Member Fee \$46.50, Campus Activities \$65.00, Initiation Dress \$160.00

GRS Connect (grsconnect.com) Due the 15th of August and January or in three installments per semester

Payment for every semester will be divided into the following payments, which are determined by the Alpha Zeta House Corporation upon each year (Out Of House) - Meals, Parlor Fee, Housing Fee, and a Deferment Fee (In House) – Meals, Room Rent, Housing Fee, Deferment Fee, and a Room Expense, Total \$2,600

One Time New Member Fee - Building Fund

Subsection B. Alpha Zeta House Corporation dues shall be determined by the Alpha Zeta House Corporation. This includes room and board fees (depending on the place of residence), room and key deposits, and the house and decorating fee for all members.

Subsection C. In accordance with the National Constitution and Bylaws, all members leaving the chapter with an outstanding balance will be turned over to a collections agency within 60 days of leaving the chapter. This process is monitored by National Headquarters..

Section 2. Special Fees

Subsection A. Provisional Member Fee (\$46.50) is due at the time of pledging. The price of the badge (\$129.00+), as well as the initiation dress (\$160.00), is due at time or shortly after pledging.

Subsection B. The Initiation fee (\$145.00) is due at least one month prior to initiation.

Section 3. Fines

Subsection A. The fines of this chapter shall be decided by the Executive Committee and include but are not limited to the following (these fines shall not be “worked off”):

A day of recruitment \$200.00

A day of spring recruitment workshop \$75.00

A day of fall recruitment workshop \$100.00

Missed roll during recruitment and/or recruitment workshop \$50.00

A membership selection session \$50.00

Formal Pledging \$25.00

Initiation \$100.00

Dreamcake Ritual \$25.00

Initiation Week activities (to be determined by the Executive Committee)

Study Hall \$25.00/Week

Failure to attend speaker, etc. \$10.00

Philanthropy event of the semester (fundraiser) \$50.00

Homecoming \$20.00 per hour not completed

Float \$10.00 per hour not completed

Bid Day \$25.00

Missing Chapter per semester \$25.00 the first unexcused absence, \$50.00 the second unexcused absence, and \$100.00 third unexcused absence and each unexcused absence after

Campus Voting Activities \$100.00

Subsection B. Executive Officers may unanimously vote to set a fine for any other non-social event if they choose to do so.

Subsection C. All fines that are not paid within a three-week period of the missed event, the amount will be doubled. Once the fine has been doubled, a member has one week to pay the full amount of the fine. The member will then be asked to meet with the Honor Committee if she has a balance after that week has passed.

Subsection D. Any member with fines may not attend a social function.

Article IX – Honor

Section 1. The Honor Committee shall be comprised of the Vice President of Personnel, President, Chapter Advisor, and two other Executive Committee members as voted on by the Executive Committee.

Section 2. Refusal to remove Phi Probation, in accordance with the National Constitution and Bylaws. If two-thirds (2/3) vote of the chapter to remove probation is not obtained, the pledge shall be broken.

Section 3. In accordance with the National Constitutions and Bylaws, a member in active good standing shall be defined as being one who upholds the prestige of the fraternity by fulfilling its collective values and beliefs through appropriate and legal actions. A member may be referred to Honor and/or placed on probation for any of the following reasons:

1. Violation of the rules and standards of the Fraternity or of the college or university; violation of the laws of the United States or any state thereof.
2. Contributing in any manner to impairment of the welfare or prestige of the Fraternity.
3. The inability or unwillingness to participate in chapter activities.
4. Acts contributing to the impairment of chapter unity.

Section 4. Members who do not fulfill their financial obligations must appear before the Honor committee. The member will be in bad standing and placed on financial probation, which entails loss of all house privileges, no attendance to social functions, and no voice or vote in meetings. When the Treasurer receives payment, financial good standing shall be restored.

Section 5. Members who do not fulfill their scholastic obligations will be in bad standing and placed on academic probation as defined below:

Subsection A. Any member with a current GPA below 3.0 shall still be sent to the Honor Committee and given probation terms at the discretion of the Honor Committee.

Subsection B. If a member makes her current GPA of a 3.0 but still does not have her cumulative GPA of a 3.0, she shall still be sent to the Honor Committee and given probation terms at the discretion of the Honor Committee.

Section 6. Members who do not meet their terms of probation will be brought before the chapter. The chapter will have the opportunity to extend their probation, remove probation, or to refer their case for dismissal by National Council of Phi Mu. The Honor Committee will advise the chapter and make educated recommendations. Chapter members are encouraged to respect the recommendations of the Honor Committee when such situations arise.

Section 7. Any member who slanders, defames, or threatens the prestige of this Fraternity will be placed on immediate probation until her case can be heard before the Honor Committee.

Section 8. All members are required to sign and abide by the Alpha Zeta Social Media Contract

Section 9. All members must sign and give consent to the FERPA form through the Office of Fraternity and Sorority Life.

Section 10. If a member does not show up for her Honor meeting, for any reason, she will automatically be placed on six week probation.

Article X – Traditions

The following are chapter traditions:

- a. Phi formal
- b. Carnation Ball (takes the place of Phi formal – once every four years)
- c. Holiday Dinners
- d. Third Dimension

- e. Dreamcake Ceremony
- f. Scholarship Banquet (one per semester)
- g. Parents' Weekend
- h. Phi/Alumni Tea
- i. Two Philanthropy Projects (major fundraiser in fall/spring)

Article XI – Amendments

Section 1. These bylaws may be amended by a two-thirds vote of the voting members present at any regular meeting of the chapter, provided amendments of the proposed amendment has been made.

Section 2. These bylaws may be amended by two-thirds vote of the voting members present at any fall recruitment workshop meeting or recruitment week meeting of the chapter, provided announcement of the proposed amendment has been made.

Section 3. These bylaws may be amended at any regular meeting of the chapter, without previous notice, by a unanimous vote of all voting members present.

Section 4. Any policies created by the Standing Committees must be approved by a two-thirds vote of the voting members present at any regular meeting provided announcement of the proposed policy has been made.

Article XI – Confidentiality

Section 1. Members must not talk about Phi Mu business with non-members. Any members caught doing so will be required to meet with the Honor Committee. The strictest possible terms of probation will apply to this case. Due to the serious and offensive nature of this situation, area and national officers will make recommendations on the severity of the member's punishment, and whether or not membership shall be removed.

Section 2. Representation of the Fraternity

Subsection A. In accordance with the National Constitution and Bylaws, no member of Phi Mu Fraternity shall sign or answer any statement or questionnaire, written or oral, relative to the operation of the Fraternity without written consent from the National President of Phi Mu Fraternity. All media inquiries shall be referred to the National Headquarters.

Article XII – House Rules

Section 1. Housing Selection Process

Subsection A. The order of Room Selection for the Executive Committee is: President, Vice President of Chapter Development, Vice President of Personnel; Director of Harm Reduction and Prevention, Treasurer, Provisional Member Director, Membership Director, Panhellenic Delegate, Secretary. All members of the Executive Committee are required to live in the Alpha Zeta Chapter House during the school year following their election into office. All exceptions must be approved by the Chapter Advisor.

Subsection B. The order of Room Selection for the Cabinet shall be: Academic Excellence Officer, Philanthropy Officer, Social Officer, Recruitment Reference Officer, Recruitment Communications Officer, Recruitment Design Officer, House Management Officer, Sisterhood Officer, Phi Events Officer, Phi Logistics Officer, Public Relations Officer, External Affairs Officer, Professional Development Officer, Historian, Health and Wellness Officer, Diversity and Inclusion Officer.

Subsection C. The order of Room Selection after the Executive Committee:
All potential candidates for in-house selection will be divided into groups based on pledge classes. In house spots will be filled first with the senior pledge class, followed by the junior pledge class, and then the sophomore pledge class. Within each pledge class, members will be ordered based on GPA and the Phi Mu point system.

Subsection D. A member must be in financial (GRS and Billhighway) and academic good standing, at the time housing contracts are due, to live in the Alpha Zeta chapter house.

Subsection E. If a member applying to live in the Alpha Zeta chapter house does not meet a 3.0 current semester GPA, and at least a 2.5 cumulative GPA requirement, the member may submit an appeal. Information disclosed in the appeal will consist of reasonable explanations for a low

GPA, Phi Mu involvement, and campus involvement. All appeals will be reviewed and decided upon by the Chapter Advisor, Chapter President, and House Management Officer.

Subsection F. An affiliate is considered to be a member who has completed all national paperwork and is a full paying member of the Alpha Zeta chapter. After one year, including the spring semester prior to her chance to live in the House, an affiliate is able to live in the House, if spots are available.

Subsection G. Once selected to live in the house, one contract will be distributed to each approved member in November. Contracts apply to the following academic year. Members will have 10 days to return the contract, including parent signature. If it is not returned in the 10 days allotted, the next member on the list will be moved into her spot.

Subsection H. The \$200.00 room and key deposit is refunded to a member at the end of the academic year per return of house key, completion of Alpha Zeta's financial obligations and no necessary room repairs.

Subsection I. The \$200.00 room and key expense is not refundable for the members who made a commitment to move in the house the following semester and subsequently renege on their commitment.

Subsection J. Members who remain active but move out of the house will go to the bottom of the room priority list for the following year.

Subsection K. If a member makes a commitment to move into the House and reneges on the commitment for any reason, she shall pay the full expense of living in the house, providing there is no one to take her place. Members are individually responsible for finding a replacement member to take over her lease. If there is more than one member to take a vacant spot, priority shall be given by the member's ranking using the point system, with priority given to the higher pledge class.

Section 2. General House Rules

Subsection A. All members must abide by the following House Rules:

1. Members are financially responsible for their house invoice the entire year and all payments must be paid on time.
2. All members have access to all common areas of the house. ie – basement, study rooms on 2nd and 3rd floors, front balconies.

3. No alcohol is allowed on the Phi Mu premises at any time, regardless of whether or not a person is of the legal drinking age. Unopened or empty bottles are not an exception to this rule. If violated, then a fine of \$100.00 will be billed through Greek Resources with a notation of the offense. The Chapter Advisor will be notified and the member/s must be brought to Honor.
4. No smoking anywhere in the house or on university property. If violated, a fine of \$100.00 will be billed through through Greek Resources with the notation of the offense. The Chapter Advisor will be notified and the member/s must be brought to Honor.
5. No candles or plug in scents are allowed in the Phi Mu House. If violated, then a fine of \$100.00 will be billed through Greek Resources with a notation of the offense. The Chapter Advisor will be notified and the member/s must be brought to Honor.
6. No decorative string lights, no white or café lights, no plug in strings of lights, no halogen lamps or extension cords are allowed in the Phi Mu House.
7. Members will not keep, use or possess any type of illegal drugs or prescription drugs not prescribed to her in her room or on any premises of the Phi Mu house and grounds. If violated, then a fine of \$1,000.00 will be billed through Greek Resources with a notation of the offense. The Chapter Advisor will be notified and the member/s must be brought to Honor. The student will be subject to the University of Alabama Code of Student Conduct for any action that violates this code.
8. Per University fire code, no luggage or boxes may be left in hallways, near exits, or under stairs.
9. No nails, hooks, screws, tape, no command strips, no adhesive strips, paint etc. anywhere on the walls throughout the entire house. No curtains in bedrooms. Nothing is to be attached to the walls. If there is room damage, both room deposits will not be returned. No spray painting or glitter anywhere in the house or grounds.
10. If a member is in Phi Mu House and appear to be under the influence (difficulty walking, unable to answer questions appropriately, etc.) 911 will be called.
11. Rooms will be checked periodically by University Staff, Housing Corporation, and the House Director.
12. Please report anything broken or in need of repair to the House Director immediately.
13. Between the hours of 9PM to 5AM the front door is to be used only. The alarms are set and will go off if any of the exit doors are opened. These doors can be used for emergency purposes only during these hours. Do not prop doors open.
14. Do not bring any large furniture or room refrigerator. There will be a refrigerator on each floor.
15. Late Plates are provided for class or work conflicts. Schedule must be brought to House Director within the 2 weeks after classes begin. Failure to pick up a late plate 5 times will result in removal from late plate roster (per Exec).

16. Members are not allowed to park in or block the Phi Mu driveway at any time. No parking in the 3 designated spaces by the house director, staff / guard, and advisor / house corporation. Parking Fine: \$100.00
17. Shoes and appropriate clothing must be worn on the main floor at all times.
18. Members must clean up after themselves. If furniture or areas of the house are damaged by reckless behavior and are not accidental, then the amount of money spent on professional cleanup will be billed to the chapter. If the parties that caused the damage are known, then they will pay for the damage and/or clean it up.
19. Snacks are for use and consumption for members only and not for guests.
20. The drink machine and snack area will be closed for those times when they are used inappropriately.
21. No chairs or furniture on Bryant Drive side balcony. No Tanning. Decorative balcony only.
22. Recruitment pictures in basement only but not on walls.
23. Guest Room is for official National guest or sick girls. No alumnae
24. No food or drink is allowed in the formal or informal living rooms. Only water is allowed in those rooms.
25. There is zero tolerance for bullying.
26. No food trash is to be disposed of in the bathroom trash receptacles. Please place food trash in the dining room only.
27. NO men are allowed upstairs or beyond the formal/informal livings, dining room. Special occasions see House Director. If this rule is violated and guilty member takes responsibility, then only she will be fined \$500.00. If no responsibility is taken, then all members living in the room where the man is found will be fined. The fine will be assessed through Greek Resources with a notation of the offense. The Chapter advisor will be notified and the member/s must be brought to Honor.
28. House Corporation must approve the borrowing, alteration, moving, removing or addition of furnishings inside the house and on the grounds.
29. No animals or pets of any kind are allowed.
30. Lost keys will be replaced by a fee to the member, as well as a fee to reactivate lost ACT cards.
31. Place backpacks, coats and other personal items in the locker room when not being used.
32. Do not hold the elevator. Holding the elevator will result in damage to the motor. The door must be allowed to close as programmed.
33. Do not put shoe racks or any heavy hooks on or over closet doors.
34. Do not place cups or drinks on the edge of the platform bed or bookcase. Use the black coasters that have been provided for each member to place their cups/drinks in to protect the platform bed and bookcase.
35. Please close umbrellas on the side of the house when finished with them.

36. Signs are to be hung only on the ornamental black railing on the 2nd and 3rd floor balconies, not on the brick or columns. Only use Blue Tape provided by House Corp. to hang signs.
37. Please do not put feet on the upholstered furniture both inside and outside of the house.
38. Each member is responsible and accountable for all Alpha Zeta House Corporation, University of Alabama, and Phi Mu National rules and policies and those stated above.

Subsection B. House Rules Addendum – 11-16-17

- a. All weekend house guests and Phi Mu hosts are to follow the House Guest Rules as attached. Failure to follow any of these rules will result in a fine of \$100.00 billed through Greek Resources with a notation of the offense.
- b. Each member is allowed to bring one guest for lunch on the monthly designated day. Failure to follow this policy will result in a fine of \$100.00 billed through Greek Resources with a notation of the offense.
- c. Food and beverages from the snack area are for members only. Members are not to bring guests during the week or on weekends to the snack area. Failure to follow this policy will result in a \$100.00 fine billed through Greek Resources with a notation of the offense.
- d. The three reserved parking places on the north end of the house are for House Director, Advisors, House Corp. and staff. Parking in these places without the House Directors approval will result in a fine of \$100.00 and parking tickets as assigned by the University. The Advisors/House Corp. space will be shared with the Chapter President. Advisors/House Corp. hours are Monday-Thursday from 9am to 5pm. The President may park there the rest of the time. The house is considered silent the week of Dead week and Exam week. There are to be no scheduled outside events or activities at the house such as: Trunk Shows, spray tans, overnight guests. Official UA tours are allowed Dead week but NOT Exam week.
- e. Overnight guests are allowed at the Phi Mu House on Friday and Saturday nights with a maximum of 10 guests per weekend. This is determined on a first come first serve basis. Please review the Phi Mu Guest Policy for details. The exception to this is Dead week and Exam week.
- f. Parents are allowed upstairs during the designated move in and move out dates. After those dates, parents are allowed on the main floor only.

Amended by 2/3 chapter vote on October 3rd, 2018