

Alpha Gamma Delta Fraternity
COLLEGIATE BYLAWS GUIDE

Alpha Gamma Delta
Collegiate Bylaws Guide
Table of Contents

How to Use Sample Bylaws1
Bylaws Review Committee1
Bylaws Approval Procedure1
Delinquent Bylaws.....4
How to Prepare the Chapter Bylaws for Distribution5
Memo for Collegiate Bylaws Approval Process6
(Sample) Bylaws of Psi Chapter7
of7
Alpha Gamma Delta7
 Article I—Governing Documents7
 Article II—Scholarship7
 Article III—Finance9
 Article IV—Purchases16
 Article V—Attendance17
 Article VI—Fines21
 Article VII—Awards23
 Article VIII—Recruitment/Membership25
 Article IX—Housing Occupancy (Not Applicable)25
 Article X—Male Visitation (Not Applicable)27
 Article XII—Amendments30

How to Use Sample Bylaws

Compare the current chapter bylaws with the sample bylaws and note any differences. The explanatory notes indicate how certain areas in the sample can be tailored to fit a chapter's needs. Explanatory notes are italicized and follow the article and section to which they refer. Study the explanatory notes to understand why the earlier noted differences between the chapter's bylaws and the sample bylaws may exist. When preparing bylaws, save the most recent copy by using the chapter name and current date to allow the reviewer to always utilize the latest version.

The format used in the sample is exactly what should be used in the chapter bylaws. The wording used in the sample is clear and concise. For questions of clarification, or if the chapter wishes to add articles or sections not used in the sample, a Documents Audit Committee member should be consulted.

Bylaws Review Committee

This committee consists of at least three members and shall be appointed annually by the Chapter Advisor following election of officers. The Vice President Operations shall always be a member of this committee. The Bylaws Review Committee shall review the chapter bylaws for content and relevance every year following the election of new officers, and shall consider all recommendations presented by collegiate officers resulting from their committees' study of the chapter's bylaws pertaining to their area of responsibility. The Bylaws Review Committee shall report to Executive Council on its deliberations and present any recommendations for changes or amendments for its consideration and approval. Once approved, the amendments must be submitted to the appropriate Documents Audit Committee Member for approval. Chapter bylaws must be submitted to the collegiate area's Documents Audit Committee Member every two years for approval even if no changes are recommended by the chapter.

Bylaws Approval Procedure

1. The procedure begins with the actions of the Bylaws Review Committee.
Contact the Documents Audit Committee Member any time there are questions regarding the review/approval process.

2. The Bylaws Review Committee reviews the chapter bylaws for content and relevance every year and may propose recommendations for change to Executive Council.
3. Executive Council reviews the proposed changes for necessity, applicability and conflicts with other Governing Documents of the chapter and the Fraternity and, if approved, an updated copy is prepared.
4. The amendment procedure specified in the chapter bylaws must be followed.
5. The bylaws approved by Executive Council are sent to the Documents Audit Committee Member at any time. Attach a copy of the chapter's Financial Obligation Statements and the completed memo for the Collegiate Bylaws Approval Process to the proposed bylaws. To facilitate the review process, initially submit your revised bylaws to the Documents Audit Committee Member electronically. Remember to have the chapter's male visitation policy reviewed by the Province Director prior to submitting your bylaws for revision. The response time from the Documents Audit Committee Member should be less than one month.
6. Once changes and/or questions have been resolved, two printed copies of the final version are sent to the Documents Audit Committee Member. One copy is returned to the chapter after signing and stamping by the Documents Audit Committee Member for chapter approval and distribution.
7. Bylaws and/or bylaws amendments are not effective until approval is received from the Documents Audit Committee Member and then approved by the chapter.
8. The chapter must review and approve the bylaw changes after receiving approval from the Documents Audit Committee Member.
9. It is the chapter's responsibility to contact the Documents Audit Committee Member if a response is not received within one month of submission.
10. Approval by the Documents Audit Committee is valid for two years unless amendments are made in the interim. Amendments must be approved by the Documents Audit Committee Member and the chapter prior to their taking effect. If there are no changes when it is time for the bylaws to be reviewed again, the entire set of bylaws must be reprinted and submitted for approval two years from the date of last approval.
11. A copy of the chapter approved bylaws is to be uploaded to OmegaFi Chapter Desktop annually before the end of the academic year.

Delinquent Bylaws

When the chapter bylaws become delinquent, Documents Audit Committee member should use the procedure outlined below:

1. The Documents Audit Committee member will send a copy of the most recently approved version of the chapter's bylaws to the Chapter Advisor and Collegiate Chapter President with a request that the review process begin immediately. The updated bylaws should be submitted for approval within 60 days to the Documents Audit Committee Member.
2. If the chapter submits the bylaws to the Document Audit Committee Member within this time frame, the approval process proceeds as stated in the previously described manner.
3. If the chapter does not respond to the request for updated bylaws within 60 days, the Documents Audit Committee will prepare an updated draft of the bylaws and send this to the Chapter Advisor and Collegiate Chapter President for Executive Council approval within the next 30 days.
4. Once changes and/or questions have been resolved, two printed copies of the final version are sent to the Documents Audit Committee Member for approval. One copy is returned to the chapter after signing and stamping by the Documents Audit Committee Member for chapter approval and distribution.
5. When the Documents Audit Committee Member does not receive chapter bylaws within 30 days after the updated draft was sent to the chapter, the bylaws submitted to the chapter by the Documents Audit Committee Member are to be utilized by the chapter until an updated version is submitted to the Documents Audit Committee Member for review and approval and subsequently approved by the chapter.
6. Amendments to the bylaws that were submitted to the chapter by the Documents Audit Committee member are not effective until approval is received from the Documents Audit Committee Member and then approved by the chapter.

How to Prepare the Chapter Bylaws for Distribution

When the Documents Audit Committee Member and the chapter have approved the content of the chapter's bylaws, additional copies of the signed and stamped version are produced. **No explanatory notes shall appear on this copy.** The sample bylaws template will number each page correctly. When preparing the bylaws, save the most recent version by chapter name and date. This allows the reviewer to utilize the most recent version of the bylaws. The final date shall be that of the most recent Documents Audit Committee member and chapter approval (i.e., 03/14). This final copy of the chapter bylaws shall be reproduced for the complete distribution list. Every chapter member should receive a copy of the approved bylaws, as well as International Headquarters and the following Volunteer Service Team members: Province Director, New Chapter Development Specialist, if applicable; Area Coordinator, Province Finance Specialist, Director of Chapter Management and Documents Audit Committee member.

A copy of the approved bylaws should be uploaded to OmegaFi Chapter Desktop before the end of the academic year even if there have been no changes made since the prior year's submission. The copy of the bylaws submitted via OmegaFi Chapter Desktop must be the clean version that includes the dated signature of the Documents Audit Committee Member.

Memo for Collegiate Bylaws Approval Process

To: Documents Audit Committee Member
From: President Abby Hayes, Psi Chapter
Date: 4/24/16

Enclosed (or attached) are the proposed Chapter Bylaws for Psi Chapter.

Date of last approved Chapter Bylaws: May 2015.

Please note:

- There are no changes submitted since the last bylaws approval.
- There are proposed amendments in: *[List articles and pages]*:

Attachment

- Chapter's Financial Obligation Statement
- Province Director Approval of Male Visitation Article, if applicable

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cc: Area Coordinator, Province Director

(Sample) Bylaws of Psi Chapter of Alpha Gamma Delta

University of Alabama
May 2016

Article I—Governing Documents

The governing documents of Psi Chapter of Alpha Gamma Delta Fraternity shall be:

The Governing Documents of Alpha Gamma Delta, as defined in Standing Rule 1 of the Fraternity
Constitution and Standing Rules.

Chapter documents listed below:

1. Chapter bylaws
2. Activity Recognition System
3. Code of Standards
4. House Rules
5. Order of Election
6. Scholarship Rules
7. Financial Obligation Statements

[The Public Relations Master Plan is optional unless the chapter has been directed by the Chapter Development Team to adopt and use this document.]

Article II—Scholarship

A. Pledging

The grade point average required for pledging shall be at least a on a 4.0 scale.

[The minimum grade point average shall be no less than the Fraternity 2.50 minimum grade point average for Good Standing. A higher grade point average may be set to meet a local Panhellenic or college/university requirement. A copy of the university or Panhellenic policy must be submitted to the Documents Audit Committee Member with the bylaws in

order for this to be approved. Written approval from the Province Director, Chapter Development Specialist or New Chapter Development Specialist shall be required in order for a chapter to set a higher grade point average to pledge.]

1. High school grades are based on high school graduation grade point average if no college or university grades are available.
2. College grade point average is based on a minimum of credit hours.

B. Initiation

1. When Initiation is scheduled prior to the end of the term of pledging, the grade point average required shall be the same as the grade point average held at the time the woman pledged
2. When Initiation is scheduled after the end of the term, the grade point average required for Initiation shall be a 2.50 on a 4.0 scale based on a minimum of XX credit hours.

[Every chapter shall require, as its minimum, that each new member carry the number of credit hours required by the college or university for full-time status. Where local rulings require that all new members complete a full academic term prior to Initiation, delete B., 1. and 2. The bylaws should then read:

“B. Initiation

The grade point average required for Initiation shall be a 2.50 on a 4.0 scale, based on the completion of a minimum of credit hours for a full academic term during which she was a new member.”]

C. Affiliation

A member of another chapter of Alpha Gamma Delta who wishes to affiliate with this chapter must submit proof that her grade point average on leaving her original chapter was at least that required for Good Standing.

[Where local rules require that affiliates must meet the Initiation requirement on the new campus, the bylaws should read:

“C. Affiliation

In addition to submitting proof that her grade point average on leaving her original chapter was at least that required for Good Standing there, a member of another chapter who wishes to

affiliate with Chapter must earn a 2.50 on a 4.0 scale, based on a minimum of credit hours for the previous term at (name of college or university) prior to her affiliation.”

[OR] If local rules dictate that a full academic term must be completed for affiliation, the bylaws should read:

“C. Affiliation

In addition to submitting proof that her grade point average on leaving her original chapter was at least that required for Good Standing there, a member of another chapter who wishes to affiliate with Chapter must earn a 2.50 on a 4.0 scale, based on the completion of a minimum of credit hours for one term at (name of college or university) prior to her affiliation.”

[See the Alpha Gamma Delta Membership Handbook for further affiliation requirements.]

D. Good Standing

The grade point average for members to be in Good Standing shall be a 2.50 on a 4.0 scale based on completion of a minimum of credit hours for the previous term.

*[The grade point average for Good Standing **must** be the **same** as that required for Initiation.]*

E. Parents' Letter

The Vice President Scholarship shall send the official Scholarship Letter to Parents, complete with comparative information, no later than March 31 of each year. The average of the individual initiated member or new member shall not be included in this letter.

[The International Scholarship Rules require that the official Scholarship Letter to Parents be sent annually.]

Article III—Finance

[No exact dollar amounts are stated in the bylaws. The dollar amounts shall be listed on the Financial Obligation Statements.]

A. Fiscal Year

The fiscal year shall be from July 1 to June 30. =

B. Review of Financial Records

The annual review of the chapter's financial records shall be ordered by the Chapter Advisor to take place at the end of the fiscal year and to be completed by August 15. For clarification of the chapter's financial situation at the time of installation of officers, the Chapter Advisor may arrange for a special review at that time.

C. Payments to the Chapter

1. The New Member Fee should be paid prior the Pledge Service.
2. Initiation Fees and full cost of the Badge must be paid prior to the Initiation Service.
3. Collegiate member and new member dues shall be due and payable by the business day of the and no later than the business day of the during the academic year.

[Indicate the actual dates due and whether dues are paid per month or term.]

4. House bills shall be payable by the business day of the and no later than the business day of the during the academic year. (Not Applicable)

[If there is no chapter housing, please check "Not Applicable." This will keep the following sections in proper order.]

5. The member or new member will be charged for any bank fees incurred by the chapter for a refused check. =
[The charge shall be based on local bank charges.]
6. A late fee will be charged for a check refused for payment by the bank.
7. Payment made to the chapter for any bank fees, late payments and/or to cover the amount of a refused check will be required by cashier's check, money order or credit card. =
8. Credit card payments are acceptable.
=

D. Fees and Dues

1. New Member Fee

- a. The amount of the New Member Fee shall match the total New Member Fee in the chapter budget.
- b. The New Member Fee shall be allocated as follows:

[The International Fraternity New Member Fee and a minimum for the chapter operating fund to cover the costs of Fraternity Education materials are required. The remaining categories are optional, but must be included and indicated in the bylaws if they are budgeted by the chapter.]

International Fraternity New Member Fee

Chapter Operating Fund

Reserve Fund (Not Applicable)

*[Check “Not Applicable” if funds are **not** allocated to the Reserve Fund.]*

House Association (Not Applicable)

*[Check “Not Applicable” if funds are **not** allocated to the House Association.]*

2. Initiation Fee

- a. The amount of the Initiation Fee shall match the total Initiation Fee in the chapter budget.

[The amounts for International Fees, Alumnae Chapter Fee and Property Support are required. The Property Support amount can be a minimum amount in the Initiation Fee. The balance due to the House Association (or Fraternity Housing Corporation, if applicable) may be made payable following Initiation as stated in Article III, section D., 2., b. and D., 6. The remaining categories are optional, but must be included in the bylaws if budgeted by the chapter.]

- b. The Initiation Fee shall be allocated as follows:

International Fraternity Initiation Fee

Alumnae Chapter Fee

Property Support Payment (may be paid in installments before and after Initiation for a maximum of two terms after Initiation)

Chapter Operating Fund (Not Applicable)

*[Allocations to the Chapter Operating Fund are optional per chapter. Check “Not Applicable” if funds are **not** allocated to the Chapter Operating Fund.]*

House Association (Not Applicable)

*[Allocations to the House Association are optional per chapter. Check “Not Applicable” if funds are **not** allocated to the House Association or if the chapter is in the Fraternity Housing Corporation.]*

Reserve Fund (Not Applicable)

*[Allocations to the Reserve fund are optional per chapter. Check “Not Applicable” if funds are **not** allocated to the Reserve Fund.]*

3. The Badge Lifetime Leasehold Fee shall be paid prior to Initiation.

4. Collegiate Member and New Member Dues

- a. The chapter’s dues shall **never be lower than the average** amount charged by the other women’s fraternities on campus.

*[Initiated members and new members shall pay **the same** amounts for the chapter Operating Fund and Reserve Fund. House Association allocations are optional and may vary for initiated members and new members. If so, sub-sections may need to be added for these amounts under 4., b., (1) Initiated Members, and (2) New Members.]*

b. The dues shall be paid per [Choose year, month or term from the dropdown menu.]

c. The dues shall be allocated as follows:

Chapter Operating Fund

Reserve Fund (Not Applicable)

*[Allocations to the Reserve Fund are optional per chapter. Check “Not Applicable” if dues are **not** allocated to the Reserve Fund.]*

House Association (Not Applicable)

*[Allocations to the House Association are optional per chapter. Check “Not Applicable” if dues are **not** allocated to the House Association or if the chapter is in the Fraternity Housing Corporation.]*

5. House Bills (Not Applicable)

[If the chapter has no housing, indicate check "Not Applicable." This will keep the following sections in proper order.]

- a. Room and Board shall be paid by all members and new members who have signed an agreement to live in the chapter housing.
- b. The amount of house bills for Room and Board shall be determined by House Department annual expenditures in the chapter's budget. =
- c. A Parlor Fee shall be paid by all collegiate members and new members who have not signed an agreement to live in the chapter housing or in support of chapter suites/lodges in exchange for use of the chapter's housing/suite/lodge and any meals taken therein.
- d. The amount of the Parlor Fee shall be included in the chapter's budget. =
[For chapters in the Fraternity Housing Corporation, the amount of the Parlor Fee shall be budgeted annually as determined by the chapter and the Fraternity Housing Corporation.]
- e. When the chapter housing is not full, even though the membership is large enough to have accomplished this, those eligible members and new members living outside of the chapter housing shall have a Parlor Fee assessment such as to compensate for the Room and Board of those empty spaces plus a reasonable service charge for the additional bookkeeping.
- f. The chapter (or Fraternity Housing Corporation, if applicable) will collect a room/key deposit-and/or a security deposit from each member who has signed an agreement to live in the chapter housing.

6. Housing Fees

Each collegiate member and new member shall pay fees to the House Association (or Fraternity Housing Corporation, if applicable) from allocations of the:

New Member Fee

Initiation Fee

Collegiate member and new member dues

*[Check only the sources used by **your** chapter. Dollar amounts are not given here.*

The New Member Fee and collegiate member and new member dues are optional. The Initiation Fee may be paid in installments before and after Initiation for a maximum of two terms after Initiation.]

7. Affiliation Fee

- a. A fee shall be paid by a collegiate member of another chapter at the time of her affiliation with this chapter. -
- b. The fee shall equal the current Property Support payment.

Collegiate member and new member dues
Affiliation Fees (for chapters that are members of the Fraternity Housing Corporation)

percent of Surplus funds at the fiscal year-end

[Note: 100% goes to the chapter's Reserve Fund if the chapter is in the Fraternity Housing Corporation.]

4. House Association (Not Applicable)

*[If there is **not** a House Association, check "Not Applicable." This will keep the following sections in proper order.]*

The sources of the House Association funding shall be:

*[Check only the sources used by **your** chapter. Dollar amounts are not given here.]*

New Member Fees (optional—per each chapter)

Initiation Fees

Property Support Fee

Collegiate member and new member dues (optional—per each chapter)

Affiliation Fees

percent of Surplus at fiscal year end

5. Fraternity Housing Corporation (Not Applicable)

*[If the chapter is **not** in the Fraternity Housing Corporation, check "Not Applicable." This will keep the following sections in proper order.]*

The sources of the Fraternity Housing Corporation funding shall be:

Room and Board Fees

Property Support Payments

Initiation Fees

Parlor Fees

*[Check only the sources applicable to **your** chapter. Dollar amounts are not given here.]*

Article IV—Purchases

A. Authorization

1. Each purchase within an individual officer's budget shall be authorized according to the Payment Request Voucher procedures before a member or new member shall purchase or charge goods or services in the name of the chapter.

[Refer to the Finance Procedures Manual for complete information on Payment Request Voucher procedures.]

2. Unauthorized purchases shall not be reimbursed by the chapter. The cost must be borne by the member or new member making the purchase.

[Unauthorized purchases are any purchases not supported by properly completed Payment Request Vouchers with original bills attached or any purchase which is over the budgeted amount.]

B. Contracts

1. Any contract procuring goods or services for the chapter negotiated by an individual officer for the chapter shall be presented unsigned to Executive Council for review. Local legal counsel may be obtained for reviewing the contract prior to signing.
2. All contracts shall be signed by the planning officer and a collegiate Executive Council officer after being reviewed by Executive Council and approved by the chapter.
3. Any contract not reviewed and approved in compliance with the prescribed procedures shall become the total responsibility of the individual officer(s) who signed.

Article V—Attendance

A. Chapter and/or New Member Meetings

1. Each initiated member and new member shall make every effort to attend required chapter or new member meetings and chapter programs.
2. Work schedules shall be arranged to allow attendance at chapter and/or new member meetings; study for tests and work on assignments shall be scheduled at times other than during meetings.
3. Classes shall be arranged to allow attendance at chapter and/or new member meetings.
 - a. An exception may be made for a class that is a prerequisite or major requirement which is not offered at another time.
 - b. The request for an exception shall be submitted to Executive Council in writing.

B. Required Fraternity Events

1. Alpha Gamma Delta **requires** attendance for the following Fraternity events:

[This required event list is a Fraternity policy. No event may be deleted from the list. If a chapter desires to add a required event, it must be voted on and

*approved by Executive Council and the chapter to make it a required **chapter** event, which are to be listed in D.1.]*

- a. Each event during recruitment
- b. Each day of Recruitment Workshops
- c. Each day of Recruitment Training School
- d. Each day of Polish Week
- e. Pledge Service(s)
- f. Initiation Service(s)
- g. Feast of Roses
- h. International Reunion Day
- i. Officer Training
- j. Executive Council Workshop
- k. Annual House Association meeting

[Check the box if local house association is responsible for housing.]

2. Unexcused absences shall be penalized by a fine per event.

*[All required Fraternity events are of **equal** importance. The fines must be equal for each event. The fine should be high enough to act as a deterrent. If two of these events occur on the same day, such as Initiation and Feast of Roses or a recruitment event and Initiation, these shall be treated as two separate events. Excused absences and fines shall be considered for each event separately.]*

C. Executive Council/Chapter Council/Team Meetings/Committee Meetings

[Committee meetings are optional and may be deleted.]

1. Executive Council officers shall attend all Executive Council meetings.
2. All officers shall attend Chapter Council meetings and applicable team and committee meetings.

[The words "and committee" may be deleted if attendance is not required.]

3. Unexcused absences shall be penalized by a fine per meeting.

[#3. is optional and may be deleted entirely.]

D. Required Chapter Events

[Required chapter events may include informal recruitment, continuous open recruitment activities, Greek Week or philanthropic events and all other events voted to be required by the chapter. Some chapters have informal recruitment on a rotating basis, such as team days or red, buff and green

days. The attendance requirements for this rotating activity may be given as “a”, “b” and “c” under section D, 1.]

1. The chapter requires attendance at the following chapter events:

[The chapter shall vote to determine at which of its local events attendance is required of all members and new members.]

2. Unexcused absences shall be penalized by a fine per event.

[The fine for missing a required chapter event may be set at a slightly lower level than a required Fraternity event if the chapter so desires. Keep in mind that in order for an event to be required for the chapter, Executive Council must recommend and the chapter must vote affirmatively for the event.]

E. Excused Absence

1. An absence may be excused by Executive Council for a valid reason.
2. An absence shall be explained to Executive Council, in writing, via the Vice President Operations at least three days prior to the event.
3. Valid reasons for excused absences shall be:
 - a. Serious illness or death in the immediate family.
 - b. Serious illness of the member or new member.
 - c. Representing the college or university officially.
 - d. Meetings, examinations or interviews for future secondary programs of study with the confirmation of supporting documentation.
 - e. Future employment and job search with the confirmation of supporting documentation.
 - f. Previously contracted employment that cannot be rescheduled.
 - g. Approved study or personal absence as described in E., 4.
4. Study excuses may be used only for chapter and/or new member meetings for study purposes. Two excuses shall be allowed per academic term.
5. One personal absence shall be allowed per academic term. This may be used for a required Fraternity event or required chapter event. A personal absence must be for a legitimate reason and approved by Executive Council.
6. Programs, as described in the *Member Development Team Handbook*, are required for the selected target group and the attendance procedure must be followed for those members and new members for those specific programs.

F. Notice

Notice of the time, date and place of a required Fraternity event or a required chapter event shall be posted at least two weeks prior to the date of the event.

G. Responsibility of Absent Collegiate Member or New Member

A collegiate member or new member who is absent from a meeting, required Fraternity event or required chapter event shall be responsible for informing herself concerning what took place. Lack of knowledge shall not be an acceptable excuse for non-participation in events planned, duties assigned or responsibilities to be fulfilled.

Article VI—Fines

A. Non-payment of Dues and/or House Bills

*[This section must agree with Fraternity policy regarding non-payment of dues and house bills. This fine is for each day overdue **until** a promissory note has been signed.]*

Unless a promissory note has been negotiated and signed with the Vice President Finance or Finance Advisor, a bill unpaid by Type date here. shall be subject to a fine for each day of delinquency.

B. Unexcused Absences

[The following section must agree with Article V., section B.]

1. There shall be a fine for an unexcused absence from the following Fraternity events:
 - a. Each event during formal recruitment
 - b. Each day of Recruitment Workshops
 - c. Each day of Recruitment Training School
 - d. Each day of Polish Week
 - e. Pledge Service(s)
 - f. Initiation Service(s)
 - g. Feast of Roses
 - h. International Reunion Day
 - i. Officer Training
 - j. Executive Council Workshop
 - k. Annual House Association meeting

*[Check the box if local house association **is** responsible for housing.]*

2. There shall be a fine for an unexcused absence from required chapter events:
 - a. Each informal recruitment activity which has been voted to be a required chapter event.
 - b. All other required chapter events.

C. Payment of Fines

1. A member or new member shall be notified promptly by a member of the Finance Team that a fine has been imposed.
2. All fines should be paid within one week after notification.
3. Unpaid fines shall be considered as accounts receivable and shall be handled as such by the Vice President Finance.
4. Continued non-payment of fines shall result in Change in Membership Status action.

Article VII—Awards

A. Presentation

An achievement event shall be held at least annually for the purpose of presenting scholarship, philanthropy and activity awards.

[The chapter may establish ongoing, annual awards and add them to the list in Article VII, B.. Detailed, written criteria shall be included. Awards for new members shall have the same criteria as initiated members.]

B. Awards

1. An award shall be presented to the member pledged since the last awards event who has achieved the highest grade point average during the period she was a new member.
2. Individual awards shall be presented to the sophomore, junior and senior members who have achieved the highest grade point average since the last awards event.
3. Individual awards shall be given to the sophomore, junior and senior members who have shown the most improvement in their grade point average or the highest percentage of improvement since the last awards event.
4. An award shall be presented to the senior who has attained the highest cumulative grade point average.
5. Individual awards shall be given to the new member, sophomore, junior and senior members who have made the greatest philanthropic contribution since the last awards event.
6. An award shall be given to the member who has contributed the most community service hours.
7. Individual awards shall be given to the new member, sophomore, junior and senior members who have made the greatest contribution in activities and leadership since the last awards event.
8. An award shall be presented to the senior who has made the greatest contribution in activities and leadership during her college or university enrollment.
9. An award shall be presented to the collegiate member who attained the most attendance points for programming.

C. Budget

A specific amount sufficient to cover the cost of purchasing and/or engraving of these awards shall be budgeted annually.

Article VIII—Recruitment/Membership

A. Recommendations

The chapter shall endeavor to obtain a hometown recommendation on each potential new member.

B. Recruitment Events

In accordance with National Panhellenic Conference recommendations, alcoholic beverages and men shall never be included in any form at any recruitment activity or contact, either formal or informal.

Article IX—Housing Occupancy (Not Applicable)

[If this article does not apply to the chapter, check “Not Applicable.”]

A. Requirements

1. All members shall be required to live in the chapter housing unless the number of members exceeds the maximum capacity of the housing.
2. The capacity of the chapter housing is .
3. Housing requirements for chapter officers:

[Please check the applicable section.]

Chapters with a housing capacity of **over 45**.

- a. All officers shall be required to live in the chapter housing.

Chapters with a housing capacity of **greater than 25 and less than 45**.

- a. All Executive Council officers and the Alpha Coordinator shall be required to live in the chapter housing.
- b. All other officers shall have priority for living in the chapter house.

[Under special circumstances an exception to this list may be granted for one year at a time, based on an individual need. A written request for an exception shall be sent to the Province Director for approval.]

Chapters with a housing capacity of **25 or less**:

- a. The officers required to live in the chapter housing are:
 - i. President
 - ii. Vice President Finance
 - iii. Property Coordinator
 - iv. Alpha Coordinator
- b. All other officers shall have priority for living in the chapter housing.

[The above four officers are required to live in the chapter housing. Under special circumstances an exception to this list may be granted—based on a specific need for only one year at a time. A written request for an exception shall be sent to the Province Director for approval.]

4. Members living at home with their parents or legal guardians and members working for room and board as Resident Counselors shall not be required to live in the chapter housing unless serving as an officer.

[Some chapters require a “town girl” to also live in the chapter housing for a specified period of time.]

5. A member living in a residence previously purchased by her parents specifically for the member to live in while she is in school shall not be required to live in the chapter housing.
6. No alumna shall live in the chapter housing without written permission from International Council.

[A letter requesting permission is to be sent by the Chapter Advisor to the International Vice President-Collegians.]

B. Priorities for Living in the Chapter Housing

Members shall live in the chapter housing according to the following priorities:

1. Executive Council officers
2. Chapter Coordinators
3. Seniors
4. Remaining members by Initiation Order
5. New members may live in the chapter housing in order of school classification when there is space available.

[Further priorities might also be established using grade point average or activity points. The details of these priorities are not given in the bylaws, but are specified in the House Rules.]

C. Permission for Living Elsewhere

1. **Only** when the chapter housing is filled to capacity may members live elsewhere.
2. The order for permission to live elsewhere and remain in Good Standing shall be:
 - a. Members on practicums which require residence in specific facilities or away from the campus location.

- b. Senior members in Good Standing at the time the request is made.
*[The **details** of this permission list for members to live out of the chapter housing shall be specified in the House Rules.]*
- c. Extenuating circumstances will be considered by Executive Council only when supporting documentation is presented for consideration and the vacancy can be filled.

D. Requirements for Members and New Members Living Out of the Chapter Housing

- 1. All members and new members living out of the chapter housing shall continue to pay chapter dues and for all meals taken at the chapter housing. =
- 2. All members and new members living out of the chapter housing shall fulfill all chapter obligations and attend all required Fraternity/chapter events.
- 3. Failure to comply with the financial and participatory requirements shall result in loss of Good Standing.
 - a. A member shall be placed on suspended membership.
 - b. A new member's pledge shall be terminated.

E. Resident Agreements

[The charge for room and board and other Resident Agreement details are stated in the Resident Agreement and are not part of the bylaws.]

- 1. Members and new members living in the chapter housing shall sign a Resident Agreement prior to moving into the housing and shall fulfill its terms.
- 2. Resident Agreements shall be signed and returned with the security deposit to the Property Advisor, Finance Advisor or Chapter Advisor no later than the end of spring break.

[Indicate the specific people who collect the Resident Agreements. An earlier date may be indicated.]

[The amount and management of the security deposit is defined in the Resident Agreement.]

Article X—Male Visitation (Not Applicable)

[Twenty-four hour male visitation shall not be permitted in any Alpha Gamma Delta housing, owned or leased by the chapter, with or without sleeping or eating facilities. If the chapter is in a dorm situation, include this article and indicate the dorm visitation hours. If this article does not apply to the chapter,

check “Not Applicable.” This article must be included if there is male visitation.]

[The comfort, convenience and safety of all residents shall be considered in establishing the male visitation areas and hours. Prior to the chapter vote, a letter must be sent to the chapter’s Province Director requesting approval. This approval letter must be kept in the chapter files with the bylaws. Copies of the approval letter should also be kept in the Property Coordinator, Property Advisor and Chapter Advisor’s Officer materials.]

[The Province Directors’ written approval for male visitation hours must accompany the bylaws when sent to the chapter’s Documents Audit Committee Member for bylaws approval.]

A. Definitions

1. Male visitation is defined as the presence of males in the chapter living facilities for any purpose.

[This male visitation article also applies to collegiate members’ and new members’ fathers and brothers.]

2. Public areas of the chapter housing shall be those areas that do not concern the personal living quarters of the members.
3. Non-public areas of the chapter housing are parts that concern the personal living quarters of the members.

B. Public Areas

[Be very specific in naming the areas of the chapter housing that apply.]

1. The public areas of the chapter housing are (example follows):
 - a. Living room
 - b. study room
 - c. foyer
 - d. guest restrooms

[Each chapter shall establish reasonable male visitation hours for the public areas of the property, subject to the approval of Executive Council and the Province Director.]

2. Male guests are allowed in the public areas of the chapter housing with a member/new member escort during the following hours:

- a. Sunday through Thursday: a.m. to p.m./a.m.
- b. Friday and Saturday: a.m. to p.m./a.m.

C. Non-public Areas

1. The non-public areas of the chapter housing are *(examples follow)*:
 - a. bedrooms
 - b. members' bathrooms/showers
 - c. sleeping quarters
2. Male guests may be allowed in non-public areas for specific hours during special occasions, and only when approved by Executive Council prior to the visitation day.

[Each chapter shall establish reasonable male visitation hours for special occasions in non-public areas, subject to the approval of Executive Council. Such special events may include move-in day, Parents Day or Homecoming. Executive Council must approve these special occasions and an announcement must be made to all members and new members prior to the approved visitation day. International Council may allow a waiver to this policy on a yearly basis. Contact your Province Director for additional information.]

Article XI—Quorum and Voting

[This article must be included in its entirety.]

A. Quorum

The quorum for chapter meetings, Executive Council meetings and committee meetings shall be a majority of their members.

B. Absentee Ballot

There shall be no absentee ballots cast.

C. Voting

A vote is carried by the majority of those present and voting, with the following exceptions:

1. Termination of a new member—two-thirds vote of those present and voting.
2. Approval of an affiliated member—two-thirds vote of those present and voting.
3. Amendment to the chapter bylaws—two-thirds vote of those present and voting.
4. To serve alcohol only to persons of legal age at a chapter sponsored or co-sponsored event—three-fourths vote of those present and voting.

Article XII—Amendments

[This article must be included in its entirety.]

A. Approval

1. Executive Council shall approve any action to amend or repeal any part of these bylaws prior to the presentation to the chapter and the Documents Audit Committee Member.
2. The Documents Audit Committee Member shall approve any action to amend or repeal any part of these bylaws prior to the presentation to the chapter.

B. Notice

Two weeks notice shall be given to all members that a motion to amend or repeal all or part of these bylaws is to be presented.

C. Chapter Vote

An affirmative vote of two-thirds of the collegiate members in Good Standing present and voting shall be required.

D. Effective Date

An approved amendment or change shall become effective upon receipt of written approval from the chapter's Documents Audit Committee Member and chapter approval.

Date approved by Executive Council:

Date approved by Chapter Vote:

Signed: _____ Date:

Chapter Advisor

Signed: _____ Date:

President

Approved by:

Signed: _____ Date:

Documents Audit Committee Member

A copy of the approval letter from the Documents Audit Committee Member is to be attached to each copy of the Chapter Bylaws.

Approved Chapter Bylaws are to be uploaded by the chapter to OmegaFi Chapter Desktop annually even if there are no changes from the previous year.