

Alpha Delta Pi Chapter Bylaws

Bylaws of the Zeta Alpha Chapter of Alpha Delta Pi

Article I. Name

The name of this chapter, hereinafter referred to as the chapter, shall be Zeta Alpha as designated by the Grand Council of Alpha Delta Pi.

Article II. Authority

The chapter shall be governed by the International Bylaws of Alpha Delta Pi; by the rules and regulations adopted by Grand Council as printed in the *Chapter Operations Book* and other official manuals of Alpha Delta Pi; by the Bylaws of Zeta Alpha Chapter; and by the rules and regulations of the National Panhellenic Conference and the Panhellenic Council of California State University, Fullerton. In the event of a conflict between the International Bylaws of Alpha Delta Pi Sorority and the Bylaws of Zeta Alpha Chapter, the International Bylaws of Alpha Delta Pi Sorority shall control.

Article III. Membership

Section 1 - Classes of Membership. There shall be three classes of membership: Alpha member, Delta member, and alumna (Pi member). The definition, privileges, and responsibilities of each are listed in the Chapter Operations Book.

Section 2 - Qualifications for Initiation. An Alpha member qualifies for Initiation if she has:

1. Completed the Alpha Member Education Program.
2. Attended all Alpha Member Education Sessions and required chapter activities.
3. Paid all financial obligations in full.
4. Passed the Initiation Exam with a score of no less than 85%.
5. Signed the Standards Code of Alpha Delta Pi and is considered a member in good standing.
6. Adhered to the chapter Scholarship Program.

California State University, Fullerton Requirements for Membership and Officers:

Membership shall not be denied to any student at California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation or disability.

The President and Treasurer (Finance Vice President) are required to meet the minimum requirements established for Minor Student Representative Student Officers by the California

State University Chancellor's Office.

- a. Officers must be matriculated and enrolled (non-extended education) at California State University, Fullerton.
- b. Officers must maintain a minimum cumulative 2.0 grade point average each term.
- c. Officers must be in good standing and must not be on probation of any kind.
- d. Undergraduate are required to earn six semester units per term while holding office.
- e. Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater.

Section 3 - Fifth-Year Students. A fifth-year student may continue to maintain Delta membership status with the chapter upon approval of her application to the Executive Board. The request should be made in writing to the Executive Board during the semester prior to her fifth year.

Section 4 - Inactive Membership Status. Any member granted Inactive Membership Status by Executive Board is prohibited from participating in regular chapter activities, including meetings. The member may attend limited social events, such as Founders' Day or special chapter celebrations, but only at the formal invitation of the chapter and with approval of the Executive Board. If the member does attend any event, she is expected to pay her portion of the expense.

Section 5 - Affiliation of Transfer Members. An initiated member, who transfers from another chapter may be affiliated by a majority vote of this chapter, provided all procedural requirements listed in the Chapter Operations Book have been satisfied. Each transfer student that is affiliated with this chapter shall be assigned a sponsor within the chapter to help her learn about the chapter.

Section 6 - Participation.

- (a) **Chapter Activities.** All collegiate members are expected to attend and support the following chapter activities: Chapter Meetings, Recruitment Workshops, Spirit Week, Recruitment, Chapter Retreat, Alpha Member Ceremony, Black Diamond Ceremony, and Initiation. Members are also required to belong to and participate in a chapter committee or team.
- (b) **Campus and Community Activities.** All members are required to participate in two activities outside the sorority each term.

Section 7 - Dues and Fees.

- (a) **Alpha Member Fees.** The Alpha Member Fee is composed of the annual membership fee, liability insurance assessment, technology fee and housing/facility fund fee. The amount shall be established by Alpha Delta Pi. This fee must be paid prior to the Alpha Member Ceremony.

- (b) **Initiation Fee.** The Initiation Fee must be paid before Initiation is held. The amount shall be established by Alpha Delta Pi.
- (c) **Badge Fee.** Every Alpha member is required to purchase a badge and guard prior to initiation.
- (d) **Delta Member Fee.** The Delta Member Fee is composed of the annual membership fee, liability insurance assessment, convention travel fund fee, anniversary fee, technology fee and housing/facility fund fee. The amount shall be established by Alpha Delta Pi. This annual fee is paid by each initiated collegiate member beginning the school year after which she became a member.
- (e) **Chapter Dues.** All Alpha and Delta members shall pay semesterly dues of \$400.00.
- (f) **Panhellenic Dues.** *(If applicable)* Each member shall pay \$0.00 each year for Panhellenic dues and is subject to change upon the decision of the Panhellenic Council.
- (g) **House Fees.** *(If no House Corporation exists)* Each chapter member shall be required to pay a House Fee of \$000.00. This fee is kept in a separate savings account. This fee is used for decoration, redecoration, furnishings, or housing exclusively.

Section 8 - House Corporation Fees. *(Include if a House Corporation exists)*

- (a) **Determination of Fees.** The corporation board will determine chapter rent, board, and corporation or building fees.
- (b) **Rent, House Not At Capacity.** Each resident in the chapter house shall pay an amount set by the corporation as rent per term. If the house is not at capacity, all Out-of-House Residents may be required to pay an amount determined by the Executive Board.
- (c) **Obligations to House Corporation.** For a member to be in good standing she must be current with all chapter rent, board, and corporation or building fees.

Article IV. Officers

STANDARD CHAPTER OFFICER STRUCTURE

Section 1 - Elected Officers and Duties. This chapter of Alpha Delta Pi shall elect the following officers: President, Executive Vice President, Membership Education Vice President, Recruitment and Marketing Vice President, Finance Vice President, Recording Secretary, Corresponding Secretary, Historian, New Member Coordinator, Guard, Leadership Chair, Formal Recruitment Chair, Philanthropy Chair, Alumnae Relations Chair, Public Relations

Chair, Finance Assistant, Property Manager, Merchandise Chair, Chaplain, Spirit Chair, and Music Chair. These officers shall perform the duties prescribed in the *Chapter Operations Book* and other such duties as the chapter may assign.

Section 2 - Appointed Officers and Duties. This chapter of Alpha Delta Pi shall appoint the following officers: Director of Standards and Ethics, Director of Social Enrichment, Panhellenic Delegate, Scholarship Chair, Recruitment Information Manager and Chair of Special Events. These officers shall perform the duties prescribed in the *Chapter Operations Book* and other such duties as the chapter may assign.

Section 3 - Eligibility for Election and Maintaining an Office. The eligibility requirements to run for and maintain an office shall be those listed in the *Chapter Operations Book*.

Section 4 - Nomination Procedures, Time of Elections. The Nominating Committee shall consist of members of the Advisory Board and seniors who are currently on the Executive Committee and shall perform the duties as prescribed in the *Chapter Operations Book*. The time of elections shall be in accordance with the guidelines as prescribed in the *Chapter Operations Book*.

Section 5 - Eligibility to Vote in Elections. All members must take and pass the International Exam with a score of at least 85% in order to be eligible to vote in chapter elections.

Section 6 - Ballot Election, Term of Office. The officers shall be elected by ballot unless there is but one candidate, in which case the election shall be by voice. Officers shall serve one year or until a successor is elected. The term of office shall begin at the close of the officer installation ceremony.

Section 7 - Submission of Grades. Each officer shall submit her grades to the Membership Education Advisor before the next term begins.

Article V. Meetings

Section 1 - Chapter Meetings. This chapter shall meet regularly and weekly during the academic school year at a time decided by the chapter.

Section 2 - Authority to Postpone Meetings. The President shall have the authority to postpone regular meetings with the approval of the Executive Committee.

Section 3 - Special Meetings. The President shall have the power to call a special meeting with the approval of the Executive Committee.

Section 4 - Quorum. A majority of qualified members of the chapter shall constitute a quorum for the transaction of business at any meeting.

Section 5 - Required Attendance. All members are required to attend all regular or special meetings of the chapter. Any member who absents herself from meetings without being excused is liable for a fine and/or disciplinary action.

Section 6 - Unauthorized Activity in Meeting. Any activity not recognized on the floor, such as talking, will be out of order and called such by the Guard. In the event of a second reprimand, the Guard will have the authority to dismiss the member in question resulting in an unexcused absence, and she will be required to sign the minutes.

Section 9 - Reports at Meetings. Any officer, committee chair, or member who wishes to make a report at a Chapter Meeting, must either submit a written summary of the report to the Executive Vice President at least one hour before the Executive Committee meets to plan the agenda, or attend the Executive Committee meeting in person to present her report.

Article VI. Executive Committee

Section 1 - Composition of the Executive Committee. The Executive Committee shall consist of the following officers: President, Executive Vice President, Director of Standards and Ethics, Finance Vice President, Membership Education Vice President, Recruitment and Marketing Vice President, Panhellenic Delegate, and the Director of Social Enrichment.

Section 2 - Executive Committee Duties. The duties of the Executive Committee shall be to provide tactical direction for the chapter and to perform all other such duties as are prescribed in the *Chapter Operations Book*.

Section 3 - Executive Committee Meetings. The Executive Committee shall meet regularly and weekly during the academic school year at a time established by the committee. Attendance at Executive Committee Meetings is required of Executive Officers. The President may call special meetings of the Executive Committee.

Section 4 - Quorum. A majority shall constitute a quorum for the transaction of business at any meeting of the Executive Committee.

Article VII. Executive Board

Section 1 – Composition of the Executive Board. The Executive Board shall consist of all officers of Executive Committee and the Alumnae Advisory Board.

Section 2 - Executive Board Duties. The duties of the Executive Board shall be to provide strategic direction for the chapter and to perform all other such duties as are prescribed in the *Chapter Operations Book*.

Section 3 - Executive Board Meetings. The Executive Board shall meet at least once a month during the academic school year at a time established by the board. Special meetings of the Board may be called by the President and shall be called upon the written request of any three members of the Executive Board. Except in cases of emergency, at least three-day's notice shall be given.

Section 4 - Quorum. A majority shall constitute a quorum for the transaction of business at any meeting of the Executive Board.

Article VIII. Teams and Committees

Section 1 - Standing Teams and Committees. The chapter shall have the following teams and committees: Chapter Administrative Team, Chapter Membership Education Team, Chapter Finance Team, Chapter Recruitment and Marketing Team, Chapter Panhellenic Team, Chapter Social Enrichment Team, Chapter Standards and Ethics Team, Risk Management Committee, Recruitment Management Committee, Tabulating Committee, Nominating Committee, Philanthropy Committee, Alumnae Relations Committee, and Bylaws Committee.

Section 2 - Duties. The duties of the committee/team chairs, teams, and committees shall be those listed in the *Chapter Operations Book* and any others the chapter may assign.

Section 3 - Other Committees, President's Ex-Officio Committee Membership. Other committees, standing or special, shall be appointed, as the chapter or Executive Board deem necessary. The President shall be an ex-officio member of all committees except for the Nominating Committee.

Article IX. Standards

Section 1 - Standards Code. All members will observe the Standards Code of Alpha Delta Pi. A member whose behavior is inconsistent with the Standards Code will be given notice of a Standards Council meeting in accordance with the procedures set forth in the *Chapter Operations Book*.

Section 2 - Hazing. Hazing in any form is absolutely prohibited in Alpha Delta Pi. Alpha Delta Pi members will not haze, nor allow themselves to be hazed. Hazing is any situation, which creates mental or physical abuse, discomfort, embarrassment, ridicule or harassment, whether on or away from sorority property. Any member suspected in violation of the hazing policy will be given written notice of a Standards Council meeting in accordance with the procedures set forth in the *Chapter Operations Book*.

Article X. Housing

Section 1 - House Rules. The Property Manager will maintain and distribute a list of house rules which are developed in cooperation with the House Corporation Board.

Section 2 - Housing Requirements. All members shall be required to live in the chapter facility unless it is full.

Article XI. Scholarship Program

Section 1 - Chapter Scholarship Program. There shall be a chapter Scholarship Program and scholarship requirements.

Section 2 - Minimum GPA. All members are expected to attain a minimum GPA of 2.5 (on a 4.0 scale). Executive Committee members are expected to attain a minimum GPA of 2.7 (on a 4.0 scale).

Section 3 - Failure to Achieve Minimum GPA. When a member fails to make the minimum GPA, she must attend an Individual Scholarship Meeting with the Scholarship Chair and Standards Advisor, and together they will develop a program individualized to her scholastic needs. This will be followed by a Standards Council meeting in which the member will commit to the individual program by signing a probation agreement. In addition, the member must submit a Weekly Status Report to the Scholarship Chair and Standards Advisor.

Section 4 - Failure to Achieve the Minimum GPA for a Third Term. The third term a member makes below the minimum GPA, regardless if the terms are consecutive, the Executive Board may vote to recommend cancellation of her membership as a result of a Formal Hearing, if there is evidence that the member failed to comply with the terms of her scholarship probation, such as failure to attend class, refusal to complete study hours or refusal to seek help.

Article XII. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the chapter in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the chapter may adopt.

Article XIII. Chapter Status

Should the chapter cease to exist, all remaining assets, after satisfying the chapter's liabilities and expenses, shall be transferred to Alpha Delta Pi Sorority, a non-profit corporation chartered in the state of Georgia, at 1386 Ponce de Leon Ave NE, Atlanta, Georgia 30306.

Article XIV. Interpretation and Amendments

Section 1 - Interpretation. In case of doubt as to the meaning of these Bylaws, the same shall be taken to the Executive Board for interpretation. Appeals may then be made to the Collegiate Province Director, the District Team Director, and the International Vice Presidents of Collegiate Membership for final decision.

Section 2 - Amendments. These Bylaws may be amended at any regular meeting of the chapter by a two-thirds vote of the eligible members present and voting, where a quorum is present, providing that the intended amendment has been presented in the meeting at least one week prior to the vote.

Date of Revision: 8/31/2015(*chapter meeting date bylaws were approved*)