

**PHI MU CHAPTER BYLAWS  
BYLAWS OF GAMMA ALPHA CHAPTER  
PHI MU FRATERNITY  
THE COLLEGE OF WILLIAM & MARY**

ARTICLE I - Name

The name of this collegiate chapter of Phi Mu Fraternity shall be Gamma Alpha Chapter at The College of William & Mary.

ARTICLE II - Purpose

The purpose of the Gamma Alpha Chapter shall be to encourage and promote the purpose and ideals of Phi Mu Fraternity to this campus, and to function by the rules in the Fraternity's *Constitution and Bylaws* and *Standing Rules and Procedures*. Our mission statement is: *Founded in 1852, Phi Mu is a women's organization which provides personal academic development, service to others, commitment to excellence and lifelong friendships through a shared tradition. Phi Mu encourages our members to imagine, believe and achieve their aspirations.*

ARTICLE III – Officers, Duties, and Elections

Section 1. Elected officers

Subsection A. The elected officers shall be:

1. President
2. Vice President of Committees
3. Vice President of Chapter Development
4. Provisional Member Director
5. Membership Director
6. Secretary
7. Treasurer
8. Panhellenic Delegate
9. Director of Harm Reduction and Prevention
10. Social Chairwoman

Subsection B. The duties of the elected officers shall be in accordance with the Phi Mu Fraternity's *Bylaws* and *Standing Rules and Procedures*.

1. President
  - a. Serves as chairwoman of the Executive Committee.
  - b. Presides at all meetings of the chapter and the Executive Committee and follows the prescribed order of business.
  - c. Appoints, with the approval of the Executive Committee, the appointive officers and chairwomen provided for herein, and such

other officers and committees as may be provided for in chapter bylaws.

- d. Fills any vacancies occurring in appointive offices or chairwomen appointments.
- e. Installs new chapter officers.
- f. Sends reports concerning her chapter to the appropriate Area Officer.
- g. Serves as National Convention delegate (any exception requires the approval of the Area Collegiate Operations Director). The delegate shall send a written report of Convention action to the Area Collegiate Operations Director (copy for chapter file) for approval within two months after Convention and shall present said report to chapter at one of the first meetings after Convention.
- h. Attends Leadership Conference. She shall send and present a written report of Conference action as describing.
- i. Co-signs checks with treasurer, unless some other arrangement has been approved by the Vice President Finance.
- j. Serves as a member of the Chapter Membership Selection Board and of the House Director Selection Committee.
- k. Serves on the chapter's House Corporation Board as one of the collegiate representatives.
- l. Serves as an ex-officio member of all committees, except the Nominating Committee.
- m. With the Chapter Adviser, handles requests for voluntary resignation of memberships as follows:
  - 1) Holds personal conferences with individuals to discuss request and, if advisable, arranges counseling.
  - 2) In the case of an initiated member, accepts written request for release, accompanied by delivery of all official Phi Mu materials, including badge, certificate of membership, *Songbook*, and any material owned by the chapter.
  - 3) Sends request to Headquarters where a collegiate Relations Coordinator will issue release on behalf of the National Executive Committee. Request shall be in writing or a written statement by two witnesses stating they had heard member verbally state she wished to give up her membership and must be accompanied by badge and certificate of membership before consideration will be given.
  - 4) In the case of a provisional member, accepts the request. Either the President or Provisional Member Director shall recover Phi Mu property and materials including the provisional member pin and *Provisional Member Manual*.
- n. Is responsible for ensuring that advisers are informed in advance of any changes in time of chapter meetings, of special meetings and of other functions where attendance of one or more advisers is expected.



5. Membership Director

- a. Serves as a member of the Executive Committee.
- b. Serves as Chairwoman of the chapter Membership Committee, calling and presiding over its meetings. Serves as a member of Chapter Membership Selection Board.
- c. Is responsible for planning and direction of recruitment activities of chapter.
- d. Makes certain that all local and National Panhellenic Conference regulations governing recruitment are observed.
- e. Makes certain that at least one reference for each prospective member is on file in accordance with procedures outlined in Article VIII, Section 2.B.6 of the *Bylaws*.
- f. Submits reports in accordance with instructions from the Vice President Collegiate Membership and Area Collegiate Membership Officers.

6. Secretary

- a. Serves as a member of the Executive Committee.
- b. Keeps in prescribed minute book, the proceedings of all regular and special meetings, with the exception of the records of the discipline committee.
- c. Keeps a record of members and attendance at all chapter meetings.
- d. Preserves all record books of chapter.
- e. Is responsible for seeing that correspondence pertaining to each office is filled in that chapter officer's or chairwoman's notebook and that notebooks are kept in chapter file or specific place set aside for officers' materials and use.
- f. Sends list of all officers immediately after election or appointment to the Headquarters and the Area Operations and Finance Director.
- g. During National Convention year, sends all suggestions approved by chapter for amendments to the *Constitution and Bylaws* as instructed by the National *Constitution and Bylaws* Chairwoman.
- h. Within one month of the opening of each academic year, reviews and provides to her chapter, the chapter bylaws; is responsible for sending copies of any changes to the Area Collegiate Operations Director and Chapter Adviser. Sees that up-to-date copies of chapter bylaws are filled with each copy of the *Constitution and Bylaws* of the Fraternity.
- i. Is responsible for review and study by the chapter of the *Constitution and Bylaws* and *Standing Rules and Procedures* during the academic year following the National Convention, after their publication.
- j. Is responsible for safekeeping, distribution and mailing of all chapter reports.
- k. Is responsible for all chapter correspondence which is not the direct obligation of a specified chapter officer.
- l. Sends changes of name and address promptly to the Headquarters on prescribed forms available from the Headquarters.

- m. When transferring members are eligible to affiliate, sends a green form to the National Headquarters for verification of good standing.

#### 7. Treasurer

- a. Serves as a member of the Executive Committee and the Social Committee, as chairwoman of the Finance Committee, and as one of the collegiate members of the chapter House Corporation Board.
- b. Is thoroughly familiar with and follows all prescribed procedures and obligations as outlined in *Treasurer's Manual*, working closely with the Assistant Treasurer and the Chapter Financial Adviser.
- c. Co-signs all checks with chapter President, unless some other arrangement has been approved by Vice President Finance.
- d. Remits to Headquarters all national financial obligations (money and reports) as outlined in the *Treasurer's Manual*.
- e. Keeps a record of all receipts and disbursements in accordance with uniform system of accounting used by Phi Mu Fraternity, following detailed instructions given in *Treasurer's Manual*.
- f. Is responsible for:
  - 1) Rendering monthly statements to all members.
  - 2) Seeing that bills are paid promptly.
  - 3) Declaring, at beginning of each chapter meeting and each membership selection meeting, which members are not in good standing and therefore not privileged to have voice or vote in meetings.
- g. Makes brief weekly financial report to chapter Executive Committee and detailed monthly financial report to chapter.
- h. Presents proposed budget for chapter approval before forwarding to the Area Operations and Finance Director and reviews approved budget with chapter at early fall meeting.
- i. Collects the required per capita housing and decorating fees and pays it either to the House Corporation, if there is one, or remits it to the *Headquarters*.
- j. Orders chapter supplies.
- k. Supervises chapter's compliance with all IRS regulations regarding fundraising.

#### 8. Panhellenic Delegate

- a. Serves as a member of the Executive Committee.
- b. Sends reports in accordance with instructions from the Vice President Panhellenic.
- c. Keeps minutes of all Panhellenic meetings and a record of Panhellenic activities, forwarding this information at the request of the Vice President Panhellenic or NPA Alternate Delegates.
- d. Sends copies of the latest college or university Panhellenic bylaws and membership selection rules to the Vice President Panhellenic and Area Collegiate Membership Director when issued.
- e. Is familiar with the *National Panhellenic Conference Manual of Information*.

- f. Reports immediately to the Vice President Panhellenic and NPC Alternate Delegate assigned to the chapter, all cases of infraction of rules by members of the local Panhellenic, starting infraction and penalty imposed.
- g. Reports to the Vice President Panhellenic and NPC Alternate Delegate assigned to the chapter, any sign of propaganda or action against the best interests of fraternities.
- h. Keeps the Vice President Panhellenic and NPC Alternate Delegate assigned to the chapter informed of local Panhellenic workshops, giving date and planned program, and sending a full report after the workshop.
- i. Communicates with the chapter Campus Activities Chairwoman and the chapter Philanthropy Chairwoman of other Greek organization's events and campus-wide events.

9. Director of Harm Reduction and Prevention

- a. Serves as member of the Executive Committee.
- b. Serves as Chairwoman of the chapter Health & Wellness Committee.
- c. Plans and implements, with the assistance of the chapter Health & Wellness Committee, events and initiatives that encourage positive health and wellness in the chapter.
- d. Serves as a member of the Social & Risk Management Committee.
- e. Responsible for educating members about Phi Mu National *Constitution and Bylaws* and *Code of Standards*, Panhellenic risk management procedures, and chapter risk management procedures.
- f. Serves or appoints an educational liaison between the chapter and The College for sexual misconduct prevention and education.
- g. Prepares and implements program that will assist members in personality improvement, including physical, mental, emotional, moral, social and spiritual needs.

10. Social Chairwoman

- a. Serves as a member of the Executive Committee.
- b. Serves as Chairwoman of Social Committee.
- c. Meets with Social Committee regularly to discuss, plan, and implement the social calendar.
- d. Plans in advance the chapter calendar of events for the academic year and submits corresponding budget to Treasurer and Chapter Financial Adviser.
- e. Organizes and directs the planning of all social functions.
- f. Works with the Director of Harm Reduction and Prevention to ensure social functions are safe and in compliance with Phi Mu procedures.

Subsection C. The elected officers shall form the Executive Committee.

Subsection D. All elected officers must be in good standing academically, financially, and socially. Elected officers must have at least a 2.8 semester GPA. When a member falls below this, they are to be immediately removed from their position. Exceptions can be made by the Chapter Adviser.

Subsection E. All elected officers are expected to attend weekly Executive Committee Meetings. Absence from two or more, excused or unexcused, will result in a referral to the Discipline Committee to determine if the officer is fit to stay in her position.

## Section 2. Election of Officers.

Subsection A. The election of Chapter officers shall be in accordance with the *Phi Mu Fraternity Bylaws and the Standing Rules and Procedures*.

Subsection B. Chapter officers shall be elected between November 15<sup>th</sup> and March 15<sup>th</sup>. No officer may serve more than two (2) consecutive terms in the same office. Officers shall be elected for a term of one (1) calendar year or until their successor is elected.

Subsection C. At least one month before the election date, a Nominating Committee shall be appointed by the Executive Committee. The Nominating Committee shall consist of the following:

1. Two (2) seniors
2. Two (2) juniors
3. Two (2) sophomores
4. One (1) member of the Executive Committee

All members of the Nominating Committee must be collegiate members in good standing. One of these shall serve as the Nominating Committee Chairwoman. Adviser in a non-voting/advisory capacity should be present.

Subsection D. The Nominating Committee shall present the Chapter its slate at least one week prior to the election date. Nominations may be made from the floor, with the consent of the nominees, at the time of the election. On the night of the elections, each candidate shall present a maximum two-minute speech consisting of her qualifications and goals for the office she is seeking.

Subsection E. Eligibility for Office.

1. All elected officers must be in good standing academically, financially, and socially. Elected officers must have at least a 2.8 semester GPA.
2. President: Must have previously served on the Executive Committee or have prior approval from the Chapter Adviser.
3. All other officers must be considered a full time student with the university. All officers must be an initiated member for at least two terms excluding the first Executive Committee after Installation. All exceptions will be granted by the Chapter Adviser.

Section 3. Election of Chapter Advisers.

A committee, as outlined in Article VIII of *SR&P*, shall slate the Chapter Adviser. Final appointment is made by National Council. Other advisers of the chapter shall be appointed by the Chapter Adviser with approval of the chapter officers and Area Team/New Chapter Team.

Section 4. Appointed Officers and Chairwomen

Subsection A. The appointed officers and chairwomen shall be:

1. Academic Excellence Chairwoman
2. Alternate Panhellenic Delegate
3. Apparel Chairwoman
4. Assistant Membership Director
5. Assistant Provisional Member Director
6. Assistant Secretary
7. Assistant Treasurer
8. Campus Activities Chairwoman
9. Chaplain
10. Doorkeeper(s)
11. Historian
12. House Manager
13. KR0P Chairwoman
14. Nominating Chairwoman
15. Parent & Alumnae Liaison Chairwoman
16. Parliamentarian
17. Philanthropy Chairwoman
18. Public Relations Chairwoman
19. Reference Chairwoman
20. Reporter
21. Ritual Chairwoman
22. Sisterhood Development Chairwoman
23. Web Administrator

Subsection B. The duties of the appointed committee chairs shall be as outlined in the *Phi Mu Fraternity's Bylaws and Standing Rules and Procedures*:

- A. Appointed officers and chairwomen are expected to serve for a year long term that will coincide with the executive committee (calendar year), with the exception of the House Manager, whose term will be one (1) semester. Anyone applying for the position who cannot fulfill the full term must receive an exception from the President and Chapter Adviser to be considered.
- B. In order to hold an appointed officer position, you must be in good standing and have a 2.75 semester GPA the semester prior to taking office. Exceptions can be made upon appeal to the Chapter Adviser.

1. Academic Excellence Chairwoman

- a. Serves as chairwoman of chapter Academic Excellence Committee.
  - b. Fosters and promotes high scholarship, carrying out program planned under supervision of Vice President of Chapter Development.
  - c. Keeps records of scholarship, carrying out provisional member by semesters, quarters, or terms, together with chapter average and campus statistics.
  - d. Sends scholarship reports as directed by National Academic Excellence Chairwoman.
  - e. Declares at beginning of each chapter meeting which members are not in good scholastic and therefore not privileged to have voice or vote in meeting.
2. Alternate Panhellenic Delegate
  - a. Assists the Panhellenic Delegate as directed by that officer.
  - b. Attends Panhellenic meetings at the direction of chapter Panhellenic Delegate.
3. Apparel Chairwoman
  - a. Serves as chairwoman of the chapter Apparel Committee.
  - b. Creates and develops apparel for members, provisional members, and anyone in association with major activity or event.
4. Assistant Membership Director
  - a. Serves as a member of the chapter Membership Committee.
  - b. Assists the Membership Director as directed by that officer.
  - c. Familiarizes herself with the practices laid out in the *Membership Manual*.
  - d. Helps Membership Director with the planning and execution of all recruitment events and workshops.
  - e. Attends all Panhellenic recruitment meetings the Membership Director cannot attend.
5. Assistant Provisional Member Director
  - a. Serves as a member of the chapter Provisional Member Committee and Keep Recruiting Our Phis (KROP) Committee.
  - b. Assists the Provisional Member Director as directed by that officer.
  - c. Familiarizes herself with the practices laid out in the *Phi Director Manual*.
  - d. Helps Membership Director with the planning and execution of all Phi events and meetings.
6. Assistant Secretary
  - a. Assists the Secretary in any administrative duties that she sees fit.
  - b. Attends chapter events at the direction of the Secretary.
  - c. Assists in the maintenance and tracking of the chapter Point System.
7. Assistant Treasurer

- a. Serves as a member of the Chapter Finance Committee.
  - b. Assists the Treasurer as directed by that officer.
  - c. Familiarizes herself with the requirements of chapter bookkeeping by studying the *Treasurer's Manual* and working with the Treasurer.
  - d. Prepares monthly statements of charges for each member and provisional member.
  - e. Helps prepare monthly Financial Reports and review after preparation.
  - f. Writes collection letters to members who have left the chapter with unpaid balances.
8. Campus Activities Chairwoman
- a. Serves as the Chairwoman of the chapter Campus Activities Committee.
  - b. Communicates and organizes with the Philanthropy Chairwoman for campus and local events.
  - c. Schedules and encourages participation in other Greek organization's events in partnership with the Philanthropy Chairwoman.
  - d. Responsible for overseeing all major campus activities such as but are not limited to, Homecoming, Greek Week, Relay for Life, Dance Marathon.
  - e. Coordinates all intramural games and those who will play.
  - f. Works with the apparel chair to provide a team uniform if needed.
9. Chaplain
- a. Serves as a member of the chapter Ritual Committee.
  - b. Shall perform such duties as are prescribed in the *Ritual of Phi Mu Fraternity* and shall be responsible for a scripture reading or appropriate inspirational message at the beginning of each chapter business meeting.
10. Doorkeeper(s)
- a. Shall perform the duties which are prescribed in the *Ritual of Phi Mu Fraternity*, remembering that at least one ritualistic meeting is required each month.
11. Historian
- a. **Serves as a member of the Public Relations Committee.**
  - b. Prepares annual typewritten/printed history of the chapter, to be submitted to the Headquarters along with the Commitment to Excellence.
  - c. Keeps the chapter Scrapbook.
12. House Manager
- a. Serves as chairwoman of the chapter House Committee.

- b. Meets regularly with the chapter House Committee to discuss ideas to foster a positive living environment and community space in the chapter house.
- c. Must live in the Phi Mu house during her term.
- d. Communicates housing needs with Headquarters staff.
- e. Upholds all housing rules.
- f. Coordinates chapter meals
- g. Appointed before fall leases take effect. This may be at a different time than other officers.
- h. Serves for one semester.

13. KROP (Keep Recruiting Our Phis) Chairwoman

- a. Serves as chairwoman of the chapter KROP Committee.
- b. Serves as a member of the chapter Phi Committee.
- c. Works with the Provisional Member Director to coordinate gifts and activities for the Phis.
- d. Creates door decorations for the Phis.

14. Nominating Chairwoman

- a. Serves as chairwoman of the chapter Nominating Committee.
- b. Coordinates the date that Nominating Committee meets whenever is necessary.
- c. Communicates the slate to the chapter.

15. Parent & Alumnae Liaison Chairwoman

- a. Serves as chairwoman of chapter Parent & Alumnae Relations Committee.
- b. Acts as a liaison between collegians and alumnae in support of the collegiate chapter.
- c. Seeks and works with alumnae interested in working with the collegiate chapter.
- d. Keeps the chapter directory up to date, including correct addresses of all collegiate and alumnae members, date of initiation, year of graduation, marriages, deaths and dismissals.

16. Parliamentarian

- a. Becomes familiar and skilled in parliamentary rules, practice, or debate.
- b. Serves as a member of the Ritual Committee.
- c. Oversees that chapter business meetings follow *Robert's Rules of Order Newly Revised* meeting guide procedures.

17. Philanthropy Chairwoman

- a. Serves as the chairwoman of the chapter Philanthropy Committee.
- b. Organizes chapter's semester philanthropy event.
- c. Provides chapter with community service opportunities in the community.
- d. Organizes National Philanthropy Day activity.

- e. Works with the membership director to organize the “service with sisters” project to participate in the first day of recruitment work week.
- f. Gives to Public Relations Chair news items or pictures of interest for publication.
- g. Communicates and organizes with the Campus Activities Chairwoman to encourage chapter’s participation in other Greek organization’s philanthropy events.
- h. Prepares annual Philanthropic Report.

#### 18. Public Relations Chairwoman

- a. Serves as chairwoman of the chapter Public Relations Committee.
- b. Evaluates every program and project of the chapter to obtain maximum public relations benefits from each.
- c. Directs the writing and publishing of a chapter newsletter to be sent to alumnae of the chapter and in the area at least once a year.

#### 19. Reference Chairwoman

- a. Serves on the Membership Selection Board during recruitment.
- b. Serves as chairwoman of the chapter Reference Committee.
- c. Coordinates the work and preparation of the chapter Reference Committee during and before recruitment.
- d. Organizes all references for potential new members.
- e. Coordinates all of the matching during recruitment.
- f. Creates all scoring cards and voting cards.

#### 20. Reporter

- a. Serves as a member of the chapter Public Relations Committee.
- b. Aids Public Relations Chairwoman in writing chapter newsletter, to be published at least once a year.
- c. Writes the chapter news for *The Aglaia*, sends other articles and pictures of special interest, and furnishes other materials in accordance with instructions of *The Aglaia* Editor.
- d. Reports major events of the chapter to the campus and city newspapers in accordance with campus custom and Fraternity policies.
- e. Reports to hometown papers news of pledgings, initiations, elections, honors and other items of interest about initiated and provisional members, being sure to mention Phi Mu in each article.

#### 21. Ritual Chairwoman

- a. Serves as chairwoman of the chapter Ritual Committee.
- b. Is in charge of all arrangements and preparations for ritualistic services.
- c. Sees that proper procedures are followed at ritualistic services and formal chapter meetings.

- d. Is responsible for care and safekeeping of all ritualistic equipment, making sure that all necessary items are up to date and in readiness for each service.

22. Sisterhood Development Chairwoman

- a. Serves as Chairwoman of the chapter Sisterhood Development Committee.
- b. Serves as a member of the chapter Provisional Member Committee, encouraging provisional member's meaningful integration into the Sisterhood.
- c. Prepares and distributes copies of approved code of standards rules to every member and provisional member.
- d. Periodically reviews code of standards and recommends revisions if advisable.
- e. Prepares and implements program that will assist members in personality improvement, including physical, mental, emotional, moral, social and spiritual needs.
- f. Holds conferences with individual members and provisional members to assist each in a personal development program.
- g. Aids in developing a good relationship between members and provisional members.
- h. Co-sponsors Big/Little Sister programs with Phi Director.
- i. Prepares such reports as are requested by National Sisterhood Development Chair.

23. Web Administrator

- a. Serves as a member of the chapter Public Relations Committee.
- b. Ensures that chapter's web site is in compliance with Phi Mu's website.
- c. Updates information on chapter's website.

Subsection C. All appointed officers must be in good standing with the chapter. Appointed officers must maintain a 2.75 semester GPA. If an appointed officer or chairwoman fails to meet this requirement, they will be removed from their position. Exceptions can be made by the chapter adviser.

Subsection D. All chairwomen are expected to attend monthly Chairwomen Meetings. Unexcused absences from these meetings will result in a referral to the Discipline Committee to determine if the officer is fit to stay in her position.

Subsection E. All chairwomen are expected to meet with their committees regularly to discuss, collaborate, plan, and execute the duties and tasks of the committee.

ARTICLE IV – Standing Committees

Section 1. The Chapter shall have the following standing committees:

1. Academic Excellence Committee
2. Apparel Committee
3. Campus Activities Committee
4. Chapter Development Committee
5. Discipline Committee
6. Executive Committee
7. Finance Committee
8. Health & Wellness Committee
9. House Committee
10. Keep Recruiting our Phis (KROP) Committee
11. Membership Committee
12. Nominating Committee
13. Parent & Alumnae Relations Committee
14. Philanthropy Committee
15. Provisional Member Committee
16. Public Relations Committee
17. Reference Committee
18. Ritual Committee
19. Sisterhood Development Committee
20. Social Committee

Section 2. The standing committees shall function according to the duties listed in the *Standing Rules and Procedures*.

1. Academic Excellence Committee
  - a. Is composed of the chapter Academic Excellence Chairwoman and any other committee members deemed advisable.
  - b. Plans and implements a well-balanced program to foster the development of every individual and strengthen the chapter's efforts to attain and maintain high scholastic standards.
2. Apparel Committee
  - a. Is composed of the Apparel Chairwoman and any additional members deemed advisable, as needed.
  - b. Creates and develops apparel for members, provisional members, and anyone in association with major activity or event.
  - c. Places orders and communicates with t-shirt companies to get apparel on time for events.
3. Campus Activities Committee
  - a. Is composed of the Campus Activities Chairwoman and any additional members deemed advisable, as needed.
  - b. Schedules and encourages participation in other Greek organization's events in partnership with the Philanthropy Chairwoman.

- c. Responsible for encouraging participation in all major campus activities such as but are not limited to, Homecoming, Greek Week, Relay for Life, Dance Marathon.
  - d. Coordinates all intramural games and those who will play.
  - e. Encourage on-campus engagement and building campus-active members.
4. Chapter Development Committee
- a. Is composed of the Vice President of Chapter Development as chairwoman, the Sisterhood Development, Fraternity Information, Scholarship, Campus Activities, Social, Philanthropic Activities chairwomen and the Chapter Development Adviser. (If the chapter has individual advisers for any of these areas, then all should serve on this committee.)
  - b. Plans and implements a well-balanced program to foster the personal development of every individual and strengthen the chapter's efforts to maintain high standards in every phase of chapter life.
  - c. For duties of individual chairwomen on the committee, see Duties of Appointive chairwomen, Article VIII, Section 3. D. of the *Standing Rules and Procedures*.
5. Discipline Committee
- a. Is composed of four members of the Executive Committee appointed by the entire Executive Committee and the Chapter Adviser. All collegiate members of the committee must be in good standing. The committee will select a chairperson of the Discipline Committee. In the absence of a Chapter Adviser or if the Chapter Adviser is unable to attend the meeting, she will appoint an alternate member of the Advisory Council to serve in that position on the Discipline Committee. It is advisable that direct advisers serve on the committee in the place of the Chapter Adviser based on the alleged offense. For example, the Finance Adviser should serve in place of the Chapter Adviser if the case to be reviewed is finance based; the Academic Adviser should serve in place of the Chapter Adviser if the case to be reviewed is academic based.
  - b. Receives all specific complaints of unacceptable conduct of members or provisional members indicative of need for disciplinary action.
  - c. Handles all aspects of each case, consulting with the Area Collegiate Operations and Finance Director through the Chapter Adviser when necessary. The Area Collegiate Operations and Finance Director will consult with the National Discipline Chairwoman as appropriate.
  - d. Meets with the member in question to present and discuss the charge(s) alleged and to give her an opportunity to defend herself in person or in writing. The Discipline Committee must notify the member in writing – be certified mail, electronically or personal delivery of the time, location and reason for the meeting. When mailing, adequate time must be allowed for delivery of notification. The letter must state that action will proceed even if the member does not respond or appear. The member has the right to present her case fully to the Discipline Committee. However, no one other than the Committee member, the member in question, her accuser and any witnesses (at the discretion of the Discipline Committee) are to be present.

Parents, attorneys, administrators and others are not allowed to be present. This is a confidential Fraternity matter.

- e. Evaluates the case and takes action according to procedures set forth in Article IX, Sections 2 and 3 of the *Bylaws*, Article IX of the *Standing Rules and Procedures* and the *Discipline Guide*.
- f. Works with the member or provisional member on probation when noted in the terms of probation to assist her in meeting requirements for removal of probation.
- g. The Chapter Adviser should be present at each meeting of the Discipline Committee and is a voting member of the committee. If she cannot attend, an Advisory Council member may serve as her substitute. The Discipline Committee may not meet in the absence of the Chapter Adviser or the Advisory Council member that is serving as her substitute.
- h. A quorum for the conduct of business by the Discipline Committee is four (4), one of whom must be the Chapter Adviser or her approved substitute.
- i. For any decision regarding a discipline matter, a 2/3 vote is required. With a committee of five, Discipline Committee decisions require four (4) votes in the affirmative. A quorum of members in good standing must be present for any chapter vote on discipline matters. For any decision, a 2/3 vote is required.
- j. The Discipline Committee shall keep accurate and complete records of all meetings, correspondence and terms of probation concerning each case considered. The Discipline Committee records of a case are destroyed when the member in question returns to good standing or is dismissed by the National Executive Committee.

#### 6. Executive Committee

- a. See the *Bylaws* Article VIII, Section 3. B. 8 for duties of this committee and Article VIII, Section 3. A of these *Standing Rules and Procedures* for the composition of the committee.

#### 7. Finance Committee

- a. Is composed of the Treasurer as chairwoman, the Assistant Treasurer, House Chairwoman (if applicable) or other member appointed by the Chapter President, and the Chapter Financial Adviser.
- b. Meets once a month during academic year.
- c. Prepares and submits budget as directed in *Treasurer's Manual* and by the Collegiate Finance Director.
- d. Keeps chapter members and provisional members informed regarding chapter finances.
- e. Reviews any delinquent accounts and plans for collection (see *Treasurer's Manual*).
- f. A member of this committee not involved in chapter's check preparation should review cancelled checks with receipts periodically.

#### 8. Health & Wellness Committee

- a. Is composed of the Director of Harm Reduction & Prevention as chairwoman and any others deemed advisable.

- b. Plans and implements events and initiatives that encourage positive health and wellness in the chapter.
- c. Address important issues like safety, substance use, sexual assault, mental health, physical health, etc.

9. House Committee

- a. Is composed of House Manager as chairwoman, Social Chairwoman, two members appointed by Chapter President and Chapter House Adviser.
- b. Formulates house rules and policies and sets up procedures for observance of house rules in chapters not having a House Corporation.
- c. Makes certain chapter is aware of all national, campus and chapter rules pertaining to housing. Sees that local house rules are reviewed and voted on annually ensuring local house rules are in agreement with national and college or university rules. Assists other officers with enforcement.
- d. Promotes a gracious home atmosphere in chapter house conducive to health, scholarship and high standards.
- e. Works with other officers and members to ensure the house is conducive to studying. Helps set quiet hours schedule and enforcement.
- f. Assists House Director in her duties as hostess.
- g. Calls a house meeting of all members and provisional members and the House Director as needed to discuss matters pertaining to the chapter house.

10. Keep Recruiting Our Phis (KROP) Committee

- a. Is composed of the KROP Chairwoman and any others deemed appropriate.
- b. Assists the chairwoman in conjunction with the Provisional Member Director to coordinate gifts and activities for the phis.
- c. Helps create door decorations for the phis.

11. Membership Committee

- a. Is composed of the Membership Director as chairwoman, her assistant, the Reference Chairwoman, the Chapter Membership Adviser and any others deemed advisable.
- b. Organizes and supervises the membership program of the chapter.
- c. Stresses importance of pledging Quota, reaching Total and maintaining full membership throughout the year.
- d. Includes day chairs to set-up and break-down during recruitment.

12. Nominating Committee

- a. See Article III, Section III, Subsection C.

13. Parent & Alumnae Relations Committee

- a. Is composed of Parent & Alumnae Liaison Chairwoman, any members deemed advisable, and an alumna as adviser.
- b. Plans and implements a well-balanced program to foster the development of collegiate and alumnae relations.
- c. Cooperates with the National Headquarters in keeping membership records up to date.

- d. Seeks and works with alumnae interested in working with the collegiate chapter.

14. Philanthropic Activities Committee

- a. Is composed of Philanthropic Activities Chairwoman and any other members deemed advisable.
- b. Promotes interest in support of local and national philanthropic activities.
- c. Organizes chapter's semester philanthropy event.
- d. Provides chapter with community service opportunities in the community.
- e. Organizes National Philanthropy Day activity.

15. Provisional Member Committee

- a. Is composed of the Provisional Member Director as chairwoman, her assistant, the Sisterhood Development Chairwoman, the KROP Chairwoman, and the Chapter Provisional Member Adviser.
- b. Meets at least once a month during the provisional member education period.
- c. Implements the provisional member education program in accordance with recommendations from the National Provisional Member Chairwoman.

16. Public Relations Committee

- a. Is composed of the Public Relations Chairwoman, the Reporter, Web Administrator, Parliamentarian, Historian, Chapter Public Relations Adviser and any others deemed advisable.
- b. Formulates ways of putting Phi Mu in a favorable position in the community, on campus, with parents and alumnae, and evaluates results of the chapter's total public relations program.
- c. Encourages each member and provisional member to participate in at least one activity approved by the college or university where the chapter is located, in addition to her activities in the chapter.

17. Reference Committee

- a. Is composed of the Reference Chairwoman, two additional collegiate chapter members appointed by the Chapter President and the Chapter Membership Adviser.
- b. Secures and files Reference Forms for prospective members.
- c. Is responsible for acknowledgement of all Reference Forms and references.

18. Ritual Committee

- a. Is composed of the Ritual Chairwoman and any others deemed advisable.
- b. Assist in the set up and practice of Ritual events.
- c. Serves as doorkeepers.

19. Sisterhood Development Committee

- a. Is composed of Sisterhood Development Chairwoman, committee members deemed advisable, and an adviser.
- b. Discusses, plans, and implements events and programs that foster meaningful relationships and sisterhood within the chapter.

- c. Serves as a "listening center" and support group for the chapter.
- d. Establishes a Code of Standards to which the chapter can adhere.
- e. Holds conferences with individual members and provisional members to assist each in a personal development program.
- f. Aids in developing a good relationship between members and provisional members.
- g. Develops projects and programs to praise individual member accomplishments and chapter accomplishments.
- h. Meets at least once a year with each chapter member and provisional member.

#### 20. Social Committee

- a. Is composed of the Social Chairwoman, the Treasurer, Director of Harm Reduction and Prevention, House Chairwoman (if applicable), Social Adviser and any others deemed advisable.
- b. Plans in advance the chapter calendar of events for the academic year, working in consultation with chapter Executive Committee, and submits budget for same to Treasurer and Chapter Financial Adviser.
- c. Organizes and directs the planning of all social functions.
- d. Submits to designated officers such plans and reports as may be requested.
- e. Gives to Reporter notices of social activities of chapter for release to press.
- f. Chairwoman serves as a member of the Chapter Activities Committee.
- g. Works with the Director of Harm Reduction and Prevention to ensure social functions are safe and in compliance with Phi Mu policy and procedures.

### ARTICLE V- Meetings

- Section 1. The regular meeting of Gamma Alpha Chapter shall be at 6:30 p.m. on Monday of each week when the university/college is in session. The first meeting of the month shall be the formal business meeting. Changes may be made upon the approval of the Executive Committee.
- Section 2. The President may call special meetings at any time, after notice has been given to all members and the Chapter Adviser.
- Section 3. Two-thirds of all initiated members in good standing shall constitute a quorum for the conduct of business at all regular or special meetings.
- Section 4. All members are required to attend regular Chapter meetings. One "study skip" is granted to each member as an excuse from one chapter meeting per semester. This does not apply to Formal Business Meetings.

### ARTICLE VI – Membership Selection

- Section 1. All members of this chapter shall be selected in accordance with the *Phi Mu Fraternity Constitution and Bylaws* and the *Standing Rules and Procedures of Phi Mu Fraternity*.
- Section 2. Membership recruitment shall be conducted in accordance with the Panhellenic rules of the university, local chapter rules, and the *Phi Mu Fraternity Constitution and Bylaws* and *Standing Rules and Procedures of Phi Mu Fraternity*.
- Section 3. Rules for Legacies. Legacies shall be selected in accordance with the *Standing Rules and Procedures*.
1. Legacies
    - a. A Phi Mu legacy is the sister, half-sister, step-sister, daughter, step-daughter, granddaughter, or great-granddaughter of a Phi Mu in good standing with the Fraternity. It is the responsibility of each Phi Mu to know her membership status. Each collegiate chapter is responsible for verifying their legacies with the National Headquarters.
    - b. Legacy must meet eligibility requirements as listed in Article VIII, Section 2.B. of the *Bylaws* and these *Standing Rules and Procedures*.
    - c. Every legacy must be invited to at least one invitational event.
    - d. Any chapter not pledging Quota during formal recruitment, reaching and maintaining Total, or filling any other membership spaces that may come available during the previous academic semester must continue to invite legacies to recruitment events, including the final preference event, as long as the legacy continues to accept the invitations. Chapters with fall formal recruitment must pledge to Quota and/or be at Campus Total by April 1st. Chapters with winter/spring formal recruitment must pledge to Quota and/or be at Campus Total by November 1st. Any exception to this requires the approval of the Area Membership Coordinator.
    - e. A chapter wishing to release a legacy must receive permission from their Area Collegiate Membership Director, if unavailable, their Area Collegiate Membership Coordinator.
    - f. Every legacy that receives and accepts an invitation to the final preference event shall be placed on the chapter's Bid List.
- Section 4. Membership Selection Sessions. Only initiated members in good standing shall have voice and vote in membership selection sessions.
- Section 5. Initiation.

Subsection A. Initiation of members shall be in compliance with the *Phi Mu Fraternity Constitution and Bylaws* and the *Standing Rules and Procedures*.

- d. Requirements for Initiation. The prospective collegiate member shall:
  - i. Be a full-time undergraduate student or graduate student, with scholastic standing at least equal to the minimum

- requirements of the college or university. Any exception requires the approval of the National Headquarters staff.
- ii. Be required to be initiated at the first Initiation after eligibility has been established. Any exception requires the approval of the National Headquarters staff.
  - iii. Have fulfilled all financial and other obligations to the Fraternity, and the chapter shall have secured an Initiation release form from the National Headquarters.
  - iv. Be in good standing with the Fraternity and with the college or university.

Subsection B. To be initiated, a provisional member must be present.

Section 6. Transfer and Affiliation of Members.

[See the *Phi Mu Fraternity Constitution and Bylaws and Standing Rules and Procedures* for details concerning this process.]

1. A collegiate member in good standing, transferring to a campus upon which a chapter of Phi Mu is located, shall affiliate upon establishing eligibility. (*Bylaws*, Article VIII, Section 2. A. 5.).
2. Every member is responsible for meeting the housing and decorating fee requirement of the chapter into which she is initiated. In case of transfer, she is not obligated to pay the housing and decorating fee of the chapter to which she transfers. She should be encouraged, however, also to pay the housing and decorating fee to transfer chapter if financially able so that she will be contributing to support of her new home and may become a corporation member of her adopted chapter.

ARTICLE VII – Dues, Special Fees and Fines

Section 1.

- a. Dues for this Chapter shall be \$70 per month while the university is in session for all initiated and provisional members.
- b. A New Chapter Fee of \$10 will be added for each month the chapter is supported by the New Chapter Team.

Section 2. Special fees for this Chapter shall be:

Subsection A. One Time Fees

1. Provisional Member Fee (\$45) due within 2 weeks of Bid Day
2. Initiation Fee (\$140) due at least 10 business days before Initiation
3. Housing/Decorating Fee of \$75 due March 10<sup>th</sup> of the calendar year following Bid Day.
4. Badge Fee (varies) to be paid directly to Fraternity Jeweler at least 10 business days before Initiation

Subsection B. Annual Fees

1. Founders' Day Pennies – One penny for each year since Phi Mu was founded. – Due March 10<sup>th</sup> of each year
2. National Obligations (National Dues)(\$92) – Due by October 10<sup>th</sup> (or within 2 weeks of Bid Day for Phis pledged after October) each year
3. Technology Fee (\$12) – Due February 10<sup>th</sup> of each year
4. National Panhellenic Dues (\$1.15)- Due February 10<sup>th</sup> of each year
5. Local Panhellenic Dues- \$7 for new members, \$3 for initiated members
6. Parlor Fee (\$50)- Due by September 10<sup>th</sup> of each year

Section 3. Fines shall be:

Subsection A. Missing Mandatory events without a valid excuse

1. Campus and Panhellenic Events: \$25
2. Philanthropy Event: \$25
3. Recruitment Event:
  - a. Workshop through the semester: \$5 per hour, \$25 cap
  - b. One day of Spirit Week: \$50
  - c. Recruitment: \$50 per day including Bid Day
  - d. One Membership Selection Session: \$25
4. Chapter Meetings:
  - a. Chapter Development: \$10
  - b. Formal Business Meeting: \$20
  - c. Elections: \$25
5. Ritual Events:
  - a. Ribboning: \$12.50
  - b. Formal Pledging: \$20.00
  - c. Founder's Day Ceremony: \$20.00
  - d. Initiation: \$50.00
  - e. Recommitment Ceremony: \$20.00
  - f. Third Dimension: \$20.00
6. Any other event deemed mandatory by the Executive Committee: \$10

Subsection B. Leaving Early or Coming Late to Mandatory Events

1. Exception requires prior approval from Executive Committee.
2. Lateness: After coming late to three mandatory events without a valid excuse, there will be a fine of \$10.00. Each unexcused occurrence following the first three will be \$5.00.
3. Breaking a Commitment Fine. (ex. RSVP to attend an event and then missed it without finding a replacement, defined by a case by case basis) \$10.00.

Subsection C. Individual members will be responsible for fines that they incurred on the chapter.

1. These include, but are not limited to, late fees, janitorial fees, and disciplinary fees.

#### Section 4. Fulfillment of financial obligations:

Subsection A. All payments are due on the 10<sup>th</sup> of the month and are delinquent on the 11<sup>th</sup> of the month.

Subsection B. Any member who is delinquent for financial reasons shall be referred to the Discipline Committee for consideration of probation. Probation may include loss of chapter privileges, including voice, vote and social privileges. Good standing shall be restored on payment in full to chapter.

#### Section 5. Points System

Subsection A. Chapter works with Secretary to follow a point system that is developed and approved by the Executive Committee and the Chapter. The point system will be reviewed and approved by the chapter along with the review of the bylaws. Any member who does not meet the requirements of the approved point system will be called to the Discipline Committee.

##### Subsection B. The Standing Point System

###### 1. Overview

- a. The following breakdown of categories are ways in which women in the chapter can acquire points for being upstanding members of the Gamma Alpha chapter of Phi Mu.
- b. At the end of the semester, the 5 women with the most points at the end of the semester will be rewarded with fun prizes. The grand prize will be a \$25 giftcard to the place of your choice!
- c. "Mile Marker" points will be announced by the Secretary monthly at Formal Business Meeting.
  - i. Generally, sisters should acquire at least 75% of the possible total points each month. This can be updated as needed by approval of the Executive Committee.
  - ii. Lists will be announced with the sisters who are on track to meeting their points goal for the semester. Prizes will be given out in lotteries from these lists at Formal Business Meetings.
- d. If members are below 75% of their total possible points, they will be called to a conversation with the discipline committee during checkpoints in the middle and end of the semester.
  - i. Conversations are meant to ensure members are getting the most out of their Phi Mu experience, foster communication, and see what more we can do to help members engage in the Chapter.
- e. If members do not acquire points from 9/13 categories each semester, they will be called to a conversation with the discipline committee at the end of the semester. Underlined categories are the recommended categories.
- f. Plan accordingly. All events are color-coded in the GIN calendar and are updated as information becomes available. Weekly

announcements are given at Chapter meetings and sent by email through the Weekly What's Up.

- g. Points will be recorded on GINsystem and updated by the Secretary every Sunday night.
- h. If chapter members are not in attendance for an event, even if they are excused, they will not receive points for that event.
- i. If a member feels that a mistake is made in distributing points, they may make an appeal through the points system on GIN. The appeal will be reviewed by the Secretary and/or the Executive Committee.
  - i. \* denotes "extra points" not counted on a monthly basis
  - ii. ^ denotes points counted at the end of the semester

## 2. Points Distribution

### a. General

- 1. Answer all questions/polls/forms on time on GIN for the semester^
  - a. 3 points
- 2. Help with a banner and/or other crafts\*
  - a. 1 point

### ii. Sisterhood

- 1. Attend events
  - a. 3 point each
- 2. Sister of the Month\*
  - a. 2 points
- 3. Sisterhood Retreat
  - a. 5 points

### iii. Social

- 1. Attend events\*
  - a. 3 points each
- 2. Sober Monitor\*
  - a. 1 additional point

### iv. Philanthropy

- 1. Attend events
  - a. Philanthropy Event
    - i. 5 points
  - b. Profit Shares
    - i. 3 points
  - c. Hospital Tour\*
    - i. 3 points
  - d. Other Phi Mu philanthropy-related events
    - i. 3 points
  - e. Participate in other greek organization's events\*
    - i. 2 points each
- 2. Make a personal donation, in any amount\*
  - a. 1 point max
- 3. Contribute to our events
  - a. Table
    - i. 1 point per shift\*

- b. Set-up and/or clean-up for an event (not under a committee)\*
        - i. 1 additional point
      - c. Advertise on campus by hanging fliers, posting in listservs, making announcements in class.\*
        - i. 1 point per activity
    - 4. Complete Service Hours
      - a. 1 point per hour of service
  - v. Campus
    - 1. Participate in a Phi Mu intramural team\*
      - a. 2 points
  - vi. Special Events
    - 1. Attend any additional event, not under another category
      - a. 3 points
  - vii. Phi Program Participation
    - 1. Phi Engagement Events
      - a. 3 points
    - 2. Bid Day
      - a. 5 points
    - 3. I week
      - a. 3 points per event
    - 4. Big/little Reveal
      - a. 3 points
  - viii. Finances
    - 1. Pay bills on time
      - a. 2 points each cycle
    - 2. Pay bill using echeck
      - a. 1 additional point each cycle
    - 3. Pay bill in full for semester^
      - a. 1 additional point
  - ix. PR
    - 1. Send pictures to PR chair\*
      - a. 1 point per 3 pictures
    - 2. Attend photoshoot
      - a. 2 points
  - x. Academics
    - 1. Study Hours
      - a. 2 points for 5 hours
    - 2. Previous Semester's Grades^
      - a. 3.5-4.0
        - i. 3 points
      - b. 3.0-3.49
        - i. 2 points
    - 3. Attend Phi Mu Academic events
      - a. 3 points
  - xi. Chapter
    - 1. Attend weekly meeting
      - a. 5 points each

2. Reading Weekly Minutes from missed Chapter Meeting\*
  - a. 3 points for correct answer
3. Ritual
  - a. Initiation
    - i. 5 points
  - b. Formal Pledging
    - i. 5 points
  - c. Ribboning Ceremony
    - i. 5 points
  - d. Founders' Day
    - i. 5 points
  - e. Third Dimension Ceremony
    - i. 5 points
- xii. Leadership
  1. Leadership role, including day chair^
    - a. 2 points
  2. Be an active participant in your committee by attending all committee meetings and helping with at least one event.^
    - a. 2 points
  3. Be involved in one or more other organizations on campus^
    - a. 1 point max
- xiii. Recruitment
  1. Attend Recruitment Rounds
    - a. 5 points each
  2. Attend Recruitment Workshops
    - a. 5 points each
  3. Attend Selection Sessions
    - a. 5 points each
  4. Attend COB events
    - a. 5 points each
  5. Contributing to the COB list by sending contact info to the Membership Director\*
    - a. 2 points
  6. Bring a friend to a COB event\*
    - a. 2 additional points

ARTICLE VIII- Academic Excellence Policy

High scholastic achievement and careful attention to the scholastic requirements of the university shall be vital concerns of members and Phis. Each Phi Mu shall strive to do her best academically for the betterment of herself and the chapter as a whole.

Section 1. All members and Phis must obtain a 2.75 GPA. Failure to meet and or maintain this requirement will result in a discipline referral.

Section 2. All members who do not meet or maintain the chapter GPA requirements and are put on academic probation may be required to attend mandatory study hours as agreed upon by the Discipline Committee and the Academic Excellence Chairwoman.

Members required to attend mandatory study hours may present excuses to the Executive Committee.

Section 3. All members who do not meet or maintain the chapter GPA requirements for three consecutive terms may be referred for dismissal as stated in the National Constitution and Bylaws of the Fraternity.

Section 4. All members must be in good academic standing to have voice or vote during recruitment and any formal voting such as elections. Discipline Chairwoman, Treasurer, and Academic Excellence Chairwoman shall work together to supply a list of Not in Good Standing before voting sessions.

#### ARTICLE IX- Traditions

Section 1. The following are the traditions of this Chapter:

- A. Annual Academic Excellence Awards dinner
- B. Annual Senior event
- C. Annual Big/Little Sister event
- D. Annual Alumnae Appreciation event
- E. Annual event given at Children's Miracle Network Hospitals for underprivileged children

Section 2. The following awards are given by this Chapter:

- A. Annual chapter awards- Outstanding Freshman, Sophomore, Junior, Senior; Most Improved GPA Award, Phi of the Year, Sister of the Year

#### ARTICLE X – Parliamentary of Procedure

*Roberts's Rules of Order, Newly Revised*, shall govern this chapter in all parliamentary procedure in which they are applicable and in which they are consistent with the *Phi Mu Fraternity Constitution and Bylaws*.

#### ARTICLE XI – Housing

Section 1. If housing is available, it is the member's responsibility to fill the provided housing to capacity.

Subsection A. If the house does not reach capacity, members, except for rising seniors, will be placed into a lottery system to draw names until the house is filled. Members receiving exceptions for extenuating circumstances (ICMS, Proof of Financial Inability, Medical, Etc.) from the Chapter Adviser, President, and Housing Committee will not be expected to live in the house and another name will be drawn to fill the spot available

Subsection B. The president will handle room selection. She has the first choice of room then will assign the other rooms for the chapter taking into consideration the date agreements were submitted and personal requests.

Subsection C. In order to be released from a Housing Agreement, the member must find a replacement that is an collegiate member of the chapter in good standing and the replacement must sign a new Housing Agreement. Studying abroad does not exempt a member from the Housing Agreement. The house must be full before a potential substitute will be accepted to replace the member that wishes to be released from her contract and the substitute must be approved by the chapter president and Chapter Adviser. Housing deposits are not refundable when a contractual obligation is broken.

## Section 2. House Rules

### Subsection A. Chapter House Rules

2. Each chapter House Manager shall post in a conspicuous place in the chapter house a set of rules pertaining to responsibilities of members, as formulated by the House Committee and as prescribed by the college or university.
3. House rules are to be read, defined and clarified at an early opening meeting of the entire chapter each year.
4. Phi Mu emergency procedures including list of emergency phone numbers shall be posted by each telephone.
5. The possession, sale, use or consumption of alcoholic beverages and illegal drugs is not permitted in any Phi Mu chapter house or chapter housing.
6. Phi Mu chapter houses are provided for and supported by the Fraternity. Residents of Phi Mu houses, other than employees, shall be limited to members or provisional members of Phi Mu. Invitation from an individual chapter member may be extended for no more than two consecutive nights. Any exceptions must have the approval of the Chapter Adviser and the Housing Committee. If an overnight guest is charged for her stay, the income must be reported as unrelated business income.

### Subsection B. Security and Safety

1. Each house and lodge must be securely locked at all times for protection from intrusion. An annual security inspection must be conducted by a representative of the police department or security company.
2. Smoke detectors and fire extinguishers in good operating condition must be mounted in each house and lodge and checked on a regular basis. The use of fire extinguisher must be demonstrated at least once a term to the entire chapter and staff. Fire drills must be conducted at least once a term. An inspection by the local fire marshal must be a part of the Security and Safety plan.

Subsection C. Visitation

1. In Phi Mu chapter houses, visitors are not allowed in private areas except for maintenance and repair. Visitors must be escorted to the private areas and announced that there is a visitor on the floor. Exceptions to this policy would be granted by the Chapter Adviser for traditional campus events such as Homecoming, Parents' Open House, graduation and opening and closing of the chapter house. Visitation in public areas of the house is set by chapter/Housing Committee vote. To establish a secure house conducive for academic achievement, it is recommended that the public areas be closed for at least six hours during each night.

ARTICLE XII – Amendments to the Bylaws

- Section 1. These bylaws may be amended by a two-thirds (2/3) vote of the members in good standing of this chapter at any regular meeting of the chapter, with notice of the proposed amendments at the previous regular meeting.
- Section 2. These bylaws may be amended at any formal meeting of the chapter without previous notice by a unanimous vote of all members in good standing of the chapter present at the meeting.
- Section 3. These bylaws shall be revised at least once a year and updated as necessary.

Amended by 2/3 chapter vote on 2/5/2018.

# CODE OF STANDARDS

## GAMMA ALPHA CHAPTER OF PHI MU FRATERNITY CODE OF STANDARDS

LOVE, HONOR, TRUTH—These words represent the cornerstones on which our Fraternity was founded and the principles which guide our standards of membership today. Phi Mu is committed to maintaining positive sisterhood development designed to bring about our chapter's overall well-being through care and concern for each member's personal growth and development. Our Code of Standards provide a positive guide for daily living which every member and Phi can practice and adhere to in order to reach their full potential as an individual and as a member of the chapter.

### I. GOALS OF OUR POSITIVE SISTERHOOD DEVELOPMENT PROGRAM

- A. Serve as a support group and "listening center" for the chapter.
  - 1. Be always available for reviewing specific situations as they arise.
  - 2. Conduct regular (yearly/quarterly) individual member conferences.
- B. Establish and keep current the Code of Standards for the chapter. Make a written copy, have it approved by the Executive Committee, present to the chapter for ratification (2/3 vote), distribute copies to members and Phis, re-evaluate the Code yearly to see that it conforms to all national policies and chapter bylaws.
- C. Sponsor several Phi Mu and Radiance programs throughout the year concerning topics of group interest.

### II. THE SISTERHOOD DEVELOPMENT COMMITTEE

- A. This committee is comprised of the sisterhood development chairwoman, four chapter members, and the Chapter Adviser.
- B. This committee shall be the administrator of our positive Sisterhood Development Program and shall be committed to the principle of strict confidentiality in all dealings, along with being totally committed to conducting all proceedings fairly, impartially, and with the intention of finding the most equitable solution for all concerned.
- C. All proceedings will be handled in accordance with national Phi Mu policies, *Constitution and Bylaws, Standing Rules and Procedures*, chapter bylaws, all regulations of the university, and laws of the state.

### III. GENERAL POLICY STATEMENTS

- A. *Attendance Policy*--All fraternity functions including meetings, special services, social gatherings, recruitment related functions are to be attended. Only through enthusiastic participation in all Phi Mu functions, can each member come to know the special bond of our sisterhood.
  - 1. Attendance shall be taken at all chapter meetings.
  - 2. A member of this chapter is expected to serve on at least one committee. Accept the responsibility that is given to you.
  - 3. Each Phi and initiate should strive to be a contributing member of this chapter.
- B. *Radiance Policy*-- Radiance programs are to educate and inform each member about the Fraternity and in order to aid each member in reaching her full potential.

- C. *Financial Policy*-- All members including Phis are expected to keep current in all financial obligations. Failure to do so will result in loss of good standing in chapter matters and deprivation of social privileges. Any member or Phi delinquent in dues will be asked to meet individually with the Sisterhood Development Committee to find a solution to the problem.
- D. *Academic Excellence Policy*--High scholastic achievement and careful attention to the scholastic requirements of the university shall be vital concerns of all members and Phis. Each Phi Mu shall strive to do her best academically for the betterment of herself and the chapter as a whole. All members who do not meet or maintain the chapter GPA requirements for three consecutive semesters will be referred for dismissal as stated in the National Bylaws of the Fraternity.
- E. *Standard of Ethical Conduct Policy* -- All members and Phis shall share equally in the responsibility of upholding traditions of good conduct both on and off campus. All university regulations and all Phi Mu policies and ruling shall be upheld and observed; and all actions that might reflect unfavorably on the individual or the Fraternity shall be avoided.
  - 1. If you represent Phi Mu in any campus function, it is your responsibility to attend.
  - 2. When participating in competitive activities, intramural or intercollegiate, you are expected to show good "sportsmanship" toward your sisters as well as others.

#### **IV. POLICIES CONCERNING MEETINGS**

- A. Formal Meetings
  - 1. Held the first Monday of each month unless otherwise notified.
  - 2. Meeting to begin promptly at 6:30 p.m.
  - 3. Dress requirement: Business Attire-No t-shirts, athletic apparel, denim, or flip flops.
  - 4. Formal meeting Ritual will be followed
  - 5. All business and Ritual will be kept secret.
- B. Regular Chapter Meetings--open to all members and new members
  - 1. To begin promptly at 6:30 p.m., each Monday
  - 2. Dress requirement (Ex. No PJ's )
  - 3. Radiance programs will be utilized.
- A. Phi Meetings
  - 1. Time and location of the weekly meeting will be set by Provisional Member Director at the beginning of each semester.
  - 2. Dress requirement (Ex. No PJ's )
  - 3. Parliamentary procedure will be followed.

#### **V. POLICIES CONCERNING RITUAL SERVICES OF THE FRATERNITY**

All officers involved in any Ritual service shall familiarize themselves completely with their portions of the program and shall hold a rehearsal prior to the event. Also, all Phi Mus involved in these services shall act in a respectful and reverent manner so as to enhance and make evident the deep and abiding feelings we hold for our sisterhood.

- A. Formal Pledging Service

1. All members and Phis are required to attend and are expected to arrive at the designated time so that the service can begin promptly at the scheduled hour.
  2. Appropriate dress (Ex. Pastel or white dresses, preferably white and white shoes)
  3. Correct Ritual will be followed.
- B. Initiation Service
1. All members and new initiates are required to attend and are expected to arrive at the designated times so that the service can begin promptly at the scheduled hour.
  2. Appropriate dress as stated in the *Ritual of Phi Mu Fraternity*.
  3. Formal Ritual will be followed.
  4. The alumnae involved shall be notified at least two (2) weeks prior to the event so that they may prepare appropriately.
- C. Founders' Day Service
1. All members and Phis are expected to attend this very special service which is held (day) of March each year.
  2. Appropriate dress.
  3. Optional services in Ritual to be followed (regarding open or closed service).
  4. Alumnae in the area will be welcome and encouraged to attend.
- D. Re-commitment Service
1. All initiated members will be expected to participate in this special service.
  2. Appropriate dress.
  3. Correct Ritual will be followed.
- E. Third Dimension Service
1. All members will attend and those members about to become alumnae will participate in the program.
  2. Appropriate dress (Ex. nice dress or pantsuit).
  3. Correct Ritual will be followed.
  4. An alumna who has provided special leadership to the chapter will be asked to conduct the service. (If possible, the Chapter Adviser should conduct the service).

## **VI. POLICIES CONCERNING RECRUITMENT**

- A. All members are expected to attend recruitment workshops, events and membership selection sessions. Phis are expected to attend recruitment workshops and events. Phis are not permitted in membership selection sessions.
1. Enthusiasm and willingness to work together are vital to the success of recruitment.
  2. All outfits shall be completed by membership workshop and inspected at that time.
  3. Alumnae will be invited to participate where allowed by Panhellenic and shall be treated in a courteous manner at all times.
- B. Membership Selection Sessions
1. During recruitment, each member shall keep in mind that our chapter is here for the purpose of finding those young women who will best fit into our chapter. It is not our intention to make demeaning or unkind remarks about

any potential member. (Ex. If a potential member's personal reputation is in question, the member can simply say, "I could not call this woman my Phi Mu sister". All other members would realize implications of this phrase without further need for comment.)

2. Members shall be seated (Ex. alphabetically) during each session.
3. No cell phone, food, or drinks shall be permitted during selection session.

#### **VII. POLICIES CONCERNING THE PHI PROGRAM**

- A. All Phi activities shall foster and promote chapter unity in positive, happy ways.
  1. There is no place for any negative approaches such as hazing or belittlement of Phis or chapter raids of any kind. Phis are to be treated with the same respect that any other member is.
- B. The Big/Little Sister program shall be used as a positive example of the sisterhood our Fraternity embodies. (Before Big/Little Sisters are chosen, perhaps the Phis could each have a special friend in the chapter to help them get settled into sorority and college life—this special friend might be called a "Phi Friend".)
  1. It is an honor to be an initiated Big Sister. A Phi will learn to see Phi Mu as her Big Sister sees it, so one should keep a positive attitude.
  2. Members not in good standing may not take a Little Sister unless an exception is granted by the Chapter Adviser.
  3. A Big Sister should meet with her assigned Phi at least once a week.
  4. Once initiation has occurred, the responsibilities and obligation of Big Sisters should continue.
- C. Inspiration Week should be very special. Each initiated member is asked to contribute to this activity and make it a unique experience for each new initiate.

#### **VIII. POLICIES FOR EXCUSES**

- A. The secretary shall receive all excuses for all Fraternity functions missed.
- B. These must be turned in at least 48 hours prior to the function unless special time limit notification is made.
- C. In the case of an emergency—such as illness or a death in the family—members must submit excuses within 48 hours after the function they have missed.
- D. Members may present their case in person if they desire.
- E. Each chapter member receives one "study skip" per semester which they can use for any regular chapter meeting
- F. All excuses are subject to review by the Executive Committee.

#### **IX. POLICY FOR FINES**

- A. Phi Mu discourages the use of fines as a means to achieve attendance at sorority functions. Rather, the Fraternity endeavors to instill in all members and Phis a strong desire to "be a part" of our sisterhood, and this can only be accomplished through the experience of association; only by full participation in Phi Mu activities; and only by sharing wholeheartedly in our bond.
- B. However, in certain situation fines shall be deemed appropriate:
  1. Recruitment related fines
  2. Ritual Service fines
  3. Formal Business Meetings

- C. Anyone receiving a fine will be notified by the secretary, and the amount will be added to her current month's bill. (Amount of fines charged for missing functions will be announced prior to the function.)
- D. Anytime the chapter is fined for something an individual has done, it is the responsibility of that person(s) to pay the fine.

**X. POLICIES CONCERNING THE CHAPTER FACILITIES**

- All members and Phis shall endeavor to keep the facilities in a state that shall reflect proudly on the group as a whole.
- A. The House Committee shall oversee all setting up and cleaning up of the facilities used for meetings and special ceremonies.
  - B. The Ritual closet shall be locked at all times and the Ritual chairwoman and committee shall oversee and have access to its contents.
  - C. General House Rules
    - 1. Alcoholic beverages shall not be used by members or provisional members in chapter houses, rooms, suites, apartments, or be served at any collegiate chapter function elsewhere in violation of Fraternity, college or state regulations. (See *Phi Mu Fraternity Constitution and Bylaws*, Article XI, Section 4.)
    - 2. No illegal drugs shall be stored, kept, or used in chapter facilities. (See *Phi Mu Fraternity Constitution and Bylaws*, Article XI, Section 6.)
    - 3. All members/Phis shall observe quiet hours. (where applicable)
    - 4. A guest of the chapter or any individual Phi Mu is to be treated as such by each member.
    - 5. All guests must respect house rules.
    - 6. A set of specific house rules and specific quiet hours shall be posted on the chapter bulletin board.
  - D. General dining room courtesies (if applicable)
    - 1. Proper etiquette at the dining table will be observed at all times.
  - E. General regulations concerning individual members rooms (if applicable)
    - 1. All members living in chapter quarters shall keep their rooms in a neat manner so as to reflect proudly on the sorority as a whole.
  - F. General policies for yard maintenance
    - 1. Although there is a specific Yard Maintenance Committee to supervise the clean up of the yard, each member shall do her part to keep the premises in a neat/well kept manner.
  - G. Courtesies extended to the House Director (if applicable)
    - 1. As a very special "Second Mother" to all members of the chapter she shall be held in high esteem by all members and treated accordingly.

**XI. GENERAL POLICIES OF GOOD MANNERS AND APPROPRIATE DRESS**

- A. As a Phi Mu, you are a lady—in all respects.
  - 1. A courteous, respectful attitude is encouraged. Profanity is frowned upon and in poor taste.
  - 2. You will not drink in Phi Mu letters.
  - 3. You will not take or post un-tasteful photos holding drinks in pictures.
  - 4. No distasteful or sexually inappropriate photos will be posted on any forms of social media.

5. You will not smoke in your Phi Mu letters or near the Phi Mu house.
  6. There will be no drinking prior to Greek Life registered events.
  7. Any Phi Mu exhibiting unladylike behavior shall be asked to meet with Discipline Committee.
- B. A Phi Mu's attire shall always be acceptable and in good taste.
- C. The Phi pin and badge of the Fraternity
1. Shall be worn (appropriate position--over heart) and shall be worn only with appropriate dress.
  2. Rule concerning establishments where Phi pin, badge, or Phi Mu jersey can/cannot be worn. (if applicable) (Ex. -- Not in bars)
  3. As a wearer of the Phi pin or the badge, you are expected and required to observe all college and chapter regulations and to avoid at all times actions which might reflect unfavorably upon your or the chapter.

## **XII. SOCIAL MEDIA POLICY**

- A. There are to be no pictures, posts, or videos that reflect a poor image of the individual and Phi Mu Fraternity on social media sites (Examples are, but not limited to: Facebook, Twitter, Instagram, SnapChat, YouTube etc). This includes, but is not limited to nudity, intoxication, illegal substance use, language, derogatory comments about sisters or other Greek or campus organizations etc.
- B. The words "Phi Mu" and/or their Greek letters may not in any way be associated with alcohol, illegal substances or inappropriate behavior (ie. wall messages, captions, pictures, clothing, videos etc). This includes profanity and other inappropriate language.
- C. Members/Phi **under the legal drinking age** may not have distasteful pictures and/or posts on social media sites that contain alcoholic beverage cans, or bottles. Members/Phi may not be holding red solo cups in pictures and/or posts.
- D. Members/Phi **over the legal drinking age** may have pictures and/or posts on social media sites that contain alcoholic beverages, as long as they are in a tasteful manner and follow the stipulations addressed in Sections 1-2.
- E. It is the individual member's responsibility for removing such pictures or information from their own social media profile. Random checks by the Social Media Monitors will be made to ensure that all members are in accordance to this policy. Any member(s) in violation of this policy will be reported to the Discipline Committee.
- F. Members must accept Social Media Monitor's follow request or friend request on any social media sites for the Social Media Monitor to make the necessary checks mentioned above. Failure to follow or friend the media monitor may result in disciplinary action.
- G. Failure to comply with the above policies may result in one of the following consequences:
1. Discipline meeting for probationary sanctions with Discipline Committee
  2. Referral to National Executive Council for Dismissal

## **XIII. PANHELLENIC AND OTHER GREEK ORGANIZATIONS**

- A. As a member of the College Panhellenic Association, you are expected to abide by the rules established by the Panhellenic Council and National Panhellenic Conference.
- B. It is your responsibility to promote good relationships between other Greek organizations.

**XIV. TRADITIONS OF THE CHAPTER**

- F. Annual Academic Excellence Awards dinner
- G. Annual Senior event
- H. Annual Big/Little Sister event
- I. Annual Alumnae Appreciation event
- J. Annual event given at Children's Miracle Network Hospitals for underprivileged children
- K. Annual chapter awards (Ex.—Outstanding Freshman, Sophomore, Junior, Senior; Most Improved GPA Award)