

**DELTA PHI EPSILON
BY-LAWS
GAMMA BETA CHAPTER
FLORIDA ATLANTIC UNIVERSITY**
Revised by Alyssa Shannon

ARTICLE I OBJECTIVE

The name of this organization shall be **Delta Phi Epsilon, Gamma Beta Chapter**, located at Florida Atlantic University, whose purpose is to foster and promote the ideals and principles of the Delta Phi Epsilon International Sorority, whose Constitution, by-laws, policies and procedures, as amended and supplemented from time to time, are hereby adopted and incorporated by this reference.

ARTICLE II MEMBERSHIP

- A. A member in good standing: Any woman who is a duly initiated member in accordance with Article I of this Chapter's Constitution, who is in good moral character and fitness, participates regularly in chapter activities, and who is in good financial and scholastic standing with the chapter and the **Delta Phi Epsilon International Sorority** and is in compliance with all the standards of academic performance, financial responsibility, conduct, and other requirements set forth in these Bylaws, the Constitution of this chapter, the **Delta Phi Epsilon International Constitution**, by-laws, rules, policies and procedures as amended and supplemented from time to time.
- B. An honorary member: Any woman who is not a member of another NPC sorority and has been singled out for her contributions to **Delta Phi Epsilon** or has distinguished herself to this sorority for either her academic, social or philanthropic accomplishments or for her contribution to mankind, who has been initiated as an honorary member after approval by the Delta Phi Epsilon International Executive Council.

ARTICLE III INVITATION TO MEMBERSHIP

- A. A potential new member shall be tendered a bid by closed ballot, in accordance with the bidding requirements of the Chapter, and the **Delta Phi Epsilon** Constitution, by-laws, policies and procedures, as amended and supplemented from time to time.
- B. After the bid is accepted and the new member fee is received, the potential new member shall be known as a new member of **Delta Phi Epsilon** Sorority in accordance with the Ritual of this Sorority, and shall wear the purple recognition pin of this sorority.
- C. The orientation period for the new members shall not exceed six weeks.
- D. New members' membership shall not be rescinded nor shall the training period be renewed except after the International Governing Board has received full advice of such intentions and has signified its assent.
- E. At the expiration of the six-week period, and provided the new member has successfully completed all requirements to be performed or completed by such new member during the training period in accordance with the polices and procedures of the Delta Phi Epsilon International Sorority as inherited by this Chapter, the new member shall be formally initiated as a member of this Chapter of the **Delta Phi Epsilon** Sorority, in accordance with the Ritual of this Sorority, thereby becoming a member for life provided she remains a member in good standing.
- F. An initiate shall pay all initiation and publication fees directly to the Chapter.

- G. The sorority pin may only be confiscated by or returned to the local chapter as its duly appointed agent in accordance with the general provisions of this Sorority regarding deactivation and/or disaffiliation.

ARTICLE IV QUALIFICATIONS FOR VOTING AT MEETINGS

- A. Every active member in good standing shall have the right to vote at all meetings.
- A member in good standing is one who shall abide by all of the following:
 - i. Good Moral Character and Fitness
 - ii. Regular participation in chapter activities: each member shall participate in the majority of all activities of the Chapter
 - iii. Good Financial Standing: each member shall have paid all stipulated dues and assessments to date
 - iv. Good Scholastic Standing: Each member shall maintain a GPA above a 2.75 on a 4.0 scale including courses taken from outside Florida Atlantic University, provided transcripts with a calculated GPA of over 2.75 can be provided.
 - v. Unexcused meeting absences are not to exceed a total of 25% of the scheduled meetings per semester and any additional absences are at the discretion of the President.
- B. An active member in good standing shall be permitted to vote by proxy except for Elections and Recruitment under the following conditions:
1. She shall present her vote in writing to the President
 2. She may vote only on those motions proposed and opened for discussion at the previous meeting, and further provided she was in attendance at the said previous meeting.
- C. An active member in good standing shall be permitted to vote on Potential New Members at Recruitment provided she has attended a majority of the Recruitment events or at the discretion of the President, Vice President of Recruitment, and Chapter Advisor.

ARTICLE V INVITATION TO HONORARY MEMBERSHIP

- A. The prospective honorary member shall be tendered a bid in the same manner as provided in Article III, Section A, of these By-Laws and shall be initiated according to the Ritual of this Sorority.
- B. An honorary member shall not pay initiation fees or dues and assessments nor shall participation in Sorority events be required. Those submitting the request for honorary membership shall pay for all fees.
- C. An honorary member shall have full membership privileges except the privilege to vote, and shall be subject to all membership requirements except as expressly excluded by the provisions hereof.
- D. All honorary member applications must be approved by the International Executive Council prior to offering membership to that person.

ARTICLE VI MEETINGS

- A. The order of business at all meetings of this Chapter shall be as follows: provided that this order may be suspended at any regular meeting by majority vote; provided further that all meetings only such business shall be transacted as that for which such special meetings called for:
1. Meeting called to order
 2. Roll Call
 3. Opening Prayer

4. Reading of minutes of the previous meeting
 5. Reading of the minutes of the International Executive Council and any other communications from the International Executive Council
 6. Report from Leadership Team Members
 7. Old Business
 8. New Business
 9. Good and Welfare
 10. Roll Call
 11. Adjournment
 12. Miscellaneous
- B. Any initiated member in good standing of this chapter of the Delta Phi Epsilon Sorority shall have the right, duty, and privilege to attend all meetings; ceremonies and all other affairs of this chapter.
- C. The first meeting of every month will be a Formal Meeting. Sisters will be dressed to pin, and shall wear their Sorority pin. Additional meetings may be dressed to pin at the discretion of the Leadership Team provided sufficient notice has been provided to the Chapter.
- D. Meetings are mandatory, are considered ritual, and should be treated as such. Inappropriate behavior will not be tolerated and LT reserves the right to dismiss any sister acting inappropriately from the meeting and their absence will be noted.
- E. All chapter meetings shall be secret. If any member of this Sorority divulges anything transpiring at a chapter meeting or ceremony of this chapter to a person not a member of this Sorority, such an act shall be deemed prima facie grounds for expulsion or such other sanctions as may be applicable.

ARTICLE VII ELECTIONS

- A. The election of all Team Excellence positions shall be by closed ballot.
- B. All Team Excellence positions shall be elected by a majority of the eligible chapter members present at the Election meeting.
- C. In order to be eligible for an officer position, candidate must meet requirements as specified by Regulation 4.006. All officers must be registered degree-seeking FAU students who meet the University's minimum qualifications for student officers, which is a 2.5 cumulative GPA and be registered for 6 credits hours for undergraduate students, and a 3.0 cumulative GPA and 3 credit hours for graduate students. Officers have to be in good academic standing and not on probation. Students serving as President must have earned at least 12 college credits. A student may serve in the same position or office for a maximum of two terms during his/her academic career at FAU. A student's academic career includes his/her undergraduate, graduate, and professional course work.
- D. LT nominees must be undergraduate members in good standing and shall have been active undergraduate members of this chapter for at least one year as of the effective date of the commencement of the term of office for which they have been nominated. Any member nominated must also exceed the normal GPA requirement and at the time of nomination have a standing 3.0 GPA on a 4.0 scale. They must continue to hold this GPA for the duration of their term.
- E. Coordinator Job Nominees must be undergraduate members in good standing. Any member nominated must also exceed the normal GPA requirement and at the time of nomination have a standing 2.85 GPA on a 4.0 scale. They must continue to hold this GPA for the duration of their term.
- In order to run for the office of Coordinator of Formal Recruitment, the nominee must have experienced Formal Recruitment as an initiated sister.

ARTICLE VIII DUTIES OF LEADERSHIP TEAM

A. The President:

1. Shall be the chief executive officer of the Chapter. Responsible for general supervision of the members and coordination of all chapter affairs and operations in accordance with the established programs and policies of the Delta Phi Epsilon International Sorority as well as campus policies.
2. Call and preside at all meetings of this Chapter, as well as all weekly LT meetings.
3. Cast the deciding vote in the event of a tie vote.
4. Appoint such teams, as she may deem necessary for the proper conduct and administration of the Chapter Affairs.
5. Solemnize and preside at all ritual ceremonies
6. Affix her signature to all official correspondence, documents, and vouchers for the disbursement of Chapter funds.
7. Be a member ex-officio of all teams.
8. Duties as described in Team Excellence manual.

B. The Vice President of Operations:

1. Shall supervise the positions of Recording/ Corresponding Secretary, and Director of Finance, and Risk Manager to manage the financial and administrative operations of the chapter.
2. In the event of the removal of the President from office, her resignation, or inability to discharge the powers or duties of the office of the President, the Vice President of Operations will become the President of the chapter for the remainder of the term of office.
3. Responsible, along with the President, Chapter Advisor, and Director of Finance, for creating, and informing the chapter of, the annual budget, financial policies, fines, late fees, penalties and assessments, and enforcing these within the chapter.
4. Along with the Vice President of Programming, the Vice President of Operations is responsible for educating the chapter about the benefits of team cooperation and how team assignments will be determined.
5. Participates in weekly Leadership Team meetings.
6. Duties as described in Team Excellence Manual.

C. The Vice President of Programming:

1. Shall manage the campus and community events of the chapter. Oversees and coordinates the positions of: Coordinator of Fundraising, Coordinator of Philanthropy, Coordinator of Community Service, Coordinator of Intramural Sports, and Coordinator of Website.
2. Responsible, along with the Vice President of Operations, for educating the chapter on the benefits of team cooperation and how team assignments will be determined.
3. Participates in weekly Leadership Team Meetings.
4. Duties as described in Team Excellence Manual.

D. The Vice President of Recruitment:

1. Shall manage the membership recruitment program of the chapter. Oversees and coordinates the positions of: Coordinator of Formal/Informal Recruitment, Coordinator of Public Relations, Panhellenic Council Representative and Alternate Delegate.
2. Participates in weekly Leadership Team Meetings.
3. Attend Panhellenic Recruitment meetings throughout the spring and summer.

4. Responsible, along with the President, Coordinator of Formal Recruitment, Vice President of Operations and Director of Finances (fines), for creating, and informing the chapter of, the Recruitment Guidelines and enforcing these guidelines within the chapter.
5. Shall create, implement and adhere to Recruitment Deadlines for all recruitment events to be submitted to the LT at weekly meetings.
6. Duties described in Team Excellence Manual.

E. The Vice President of Membership Development:

1. Shall manage the chapter's membership education and membership development programs. Oversees and coordinates the positions of: New Member Educator, Coordinator of Alumnae Programming.
2. Coordinates, pearl experiences and keep sisterhood records of pearl completion.
3. Work with the Vice President of Programming and New Member Educator to plan pearl activities during the new member program as well as for the entire year.
4. Provide positive recognition to members for pearl completion.
5. Participate in weekly Leadership Team meetings.
6. Duties as described in Team Excellence Manual.

F. The Vice President of Academic Affairs:

1. Shall manage academics and academic related programs within the chapter. Oversees and coordinates the positions of: Coordinator of Social Activities, and Coordinator of Special Events, Senior Programming.
2. Conduct star sessions for new members.
3. Keep the examination file up to date.
4. Be aware of sisters with low GPA's and assist them with tutors or lab information.
5. Participate in weekly Leadership Team meetings.
6. Duties as described in Team Excellence manual.

G. The Member At Large:

1. Shall manage the chapter's standards, historical record keeping and sisterhood programming. Oversees and coordinates the positions of: Historian, Ritualist, Sunshine Chair and Coordinator of Sisterhood Programming and the Standards Board, Sergeant at Arms.
2. Review both positive and negative incidents occurring with the sorority.
3. Serve as a mediator between sisters in time of conflict.
4. Make sure that all sanctions pertaining to the decision of the Standards Board be executed appropriately.
5. Elect Standard's Board consisting of 3, 5, or 7 sisters and 2 alternates (these individuals must be in good standing with the sorority) along with the president and the chapter advisor.
6. Have a voice but no vote in Standards Board meetings.
7. Send a written report of the findings to the National office of **Delta Phi Epsilon** Sorority.
8. Participate in weekly Leadership Team meetings.
9. Duties as described in Team Excellence manual.

ARTICLE IX TEAM DUTIES

- A. The team shall consist of each Vice President and all Coordinator Job Positions.
- B. The team shall meet Bi-weekly or when called by a Vice President and minutes shall be taken during the meetings.

- C. Three times a semester all coordinators will write the required report regarding issues of their teams and individual positions and submit it to their Vice President. The Vice President will also write the appropriate report and then submit all of them to the Vice President on Operations, this includes the President.
- D. Job Descriptions as described in Team Excellence Manual in addition to the following:
- a. Vice President of Operations:
 - i. Director of Finance: Report for sisters showing them disbursement of money. Keep financial records up to date. Assess fines, late fees and penalties, in conjunction with the appropriate Leadership Team Officer in accordance with financial policies and guidelines. Assess fines to sisters for missing mandatory events, missing required Panhellenic events, for unexcused absences and other fines and assessments as directed by the Vice President of Operations in accordance with the President, Chapter Advisor, and Leadership Team.
 - ii. Recording/Corresponding Secretary: Roster, Minutes, Birthday Lists, Attendance at meetings, chapter events, Panhellenic events and University events, and copy all info to President.
 - iii. Coordinator of Risk Management: Coordinate Risk Management Workshop for both sisters and new members Works in conjunction with coordinator of social activities to ensure that all risk management policies are followed at chapter events.
 - b. Vice President of Programming:
 - i. Coordinator of Fundraising: Minimum of 2 fundraising events per semester.
 - ii. Coordinator of Philanthropy: Minimum of two Philanthropy events per year including but not limited to Deepher Dude.
 - iii. Coordinator of Community Service: Minimum of two Community Service events per semester.
 - iv. Coordinator of Intramural Sports: Coordinate sporting events. Sign up chapter and take care of all needed forms and meetings with the intramural office.
 - v. Coordinator of Website: Creating and updating the website.
 - c. Vice President of Recruitment:
 - i. Coordinator of Formal/Informal Recruitment: Motivate and prepare the chapter for recruitment by conducting workshops on techniques, chapter history and activities, Panhellenic recruitment policies, voting and construction workshops to make or repair props throughout the summer. Plan and conduct informal recruitment events as per international office. Must adhere to the recruitment deadlines.
 - ii. Panhellenic Delegate(s): Attend Panhellenic meetings as scheduled, serve as voting member on behalf of chapter, and record minutes to be reported back to chapter.
 - iii. Coordinator of Public Relations: Promotes a positive image of Delta Phi Epsilon and acts as a liaison between Delta Phi Epsilon and other Campus Organizations.

* In the event of the removal of office for any reason of the official Panhellenic Delegate, the Panhellenic Delegate Alternate will assume office and a new Alternate will be elected.
 - d. Vice President of Membership Development:
 - i. New Member Educator: Educates New Members, liaison between New Members and Sisters. Coordinates New Member Program in conjunction with the Vice President of Membership Development in accordance with the guidelines set forth by the International Office.
 - ii. Coordinator of Alumnae Programming: Ease the transition between Senior and Alumni membership. Keeps accurate records of alumni members. Keep Alumnae members involved in the chapter after graduation and plan a minimum of one Alumnae event per year.

- e. Vice President of Academic Affairs:
 - i. Coordinator of Social Programming: Maintain positive social relations between fraternities and sororities and coordinate Socials, Crush Party and Date Events.
 - ii. Coordinator of Special Events: Parents Event, Fall Banquet, Spring Formal, and Awards.
 - iii. Coordinator of Senior Programming: Programs events to meet the needs of the Chapter's Senior members and coordinates Senior Sendoff
 - iv. Academic Affairs Assistant: Assists in all areas of the VPAA team

- f. Member At Large:
 - i. Coordinator of Sisterhood Programming: Keeping sisters active, Sisterhood events.
 - ii. Historian: Local Founders Day, keep updated family trees, Scrapbook.
 - iii. Ritualist: Keep and Maintain ritual items together and organized and bring to each ritual; Update Ritual book with Chapter Ceremonies
 - iv. Sunshine Chair: Provides positive reinforcement and Morale for all members.
 - v. Sergeant at Arms: Enforces Dress Code at Chapter Meetings and Rituals, Maintain Order at Chapter Meetings; Allows entry/exit to Meeting room.

ARTICLE X ROBERT'S RULES OF ORDER

Robert's Rules of Order shall be the authority on all questions of Parliamentary Law excepting such rules thereof as may conflict with the provisions of the Constitution and the By-Laws thereof.

ARTICLE XI ALCOHOL POLICY

- A. The Delta Phi Epsilon International Collegiate Member Alcohol Policy as set forth in the Delta Phi Epsilon International Constitution and By-Laws and the policy manual of the Delta Phi Epsilon International Sorority is hereby adopted and incorporated herein as the alcohol policy of this Chapter.

- B. Delta Phi Epsilon will abide by all Federal, State and Local Laws and FAU Regulations and policies, including but not limited to the Student Code of Conduct, Code of Academic Integrity, Regulation 4.006, Alcohol and Drug Policy, and all requirements as outlined in the Student Organization Manual.

ARTICLE XII HAZING POLICY

- A. The Delta Phi Epsilon International Collegiate Member Hazing Policy as set forth in the Delta Phi Epsilon International Constitution and By-Laws and the policy manual of the Delta Phi Epsilon International Sorority is hereby adopted and incorporated herein as the hazing policy of this Chapter.

- B. The Delta Phi Epsilon agrees to abide by the Florida Anti-Hazing Law in the Student Code of Conduct and the Student Organization Manual.

ARTICLE XIII PROCEDURE FOR AMENDMENT OF THE BY-LAWS

The Delta Phi Epsilon International Collegiate Member procedure for amendment of the by-laws as set forth in the Delta Phi Epsilon International Constitution and By-Laws and the policy manual of the Delta Phi Epsilon International Sorority is hereby adopted and incorporated herein as the procedure for amendment of the by-laws of this Chapter.

ARTICLE XIV MEMBERS STANDARDS BOARD

The provisions for a member standards board and for imposition of sanctions upon chapter members as set forth in the Delta Phi Epsilon International Constitution and By-Laws and the policy manual of the Delta Phi Epsilon International Sorority is hereby adopted and incorporated herein as the provisions for a members standards board and for imposition of sanctions upon chapter members of this chapter.

ARTICLE XV CHAPTER DUES, ASSESSMENTS, FINES

- A. The dues of this sorority shall be \$400 and shall be paid each semester. The budget, including any fines which may be assessed, will be approved by the Leadership Team prior to being released to the chapter. The Director of Finance may be contacted if there is a dispute regarding dues, and a copy of the budget, including any fines which may be assessed, will be made available to all members.
- B. The dues for new members shall be \$600 and shall be paid according to the Schedule set forth by IHQ, and shall be paid in full prior to Initiation. New Members shall pay \$65.00 for the National Induction Fees and \$190 for their sisterhood badge. Fees shall be paid according to the schedule set forth by IHQ.
- C. All Big sisters are responsible for paying for chapter jerseys for their little sister, which will be given to them at banquet. Jerseys will be purple with purple letters bordered in yellow on the front. On the right sleeve should be the little sisters pledge class, and on the left the Greek letters Gamma Beta. All lettering is to be stitched on. Nicknames may not be stitched on the jersey. Big sisters are also responsible for providing their little sister a lettered shirt that is to be stitched on their initiation.
- D. All Little Sisters are responsible for paying for chapter paddles for their big sisters, which will be given to them at their initiation.

ARTICLE XVI PRIVILEGES

- A. Athletics:
Athletic participation is restricted to new members or members of this chapter with a cumulative GPA of 2.5 and in accordance with the Regulations of Panhellenic and Intramural Sports.
- B. Big Sis/Little Sis Policy:
Only sisters in good standing are eligible to have a little sister.
- C. Social Events/Formal:
Sisters in good standing are eligible to attend social events including fraternity/sorority socials, Crush Party and Formal.

ARTICLE XVII RITUAL ATTIRE

- A. Ritual attire is all black for both sisters and new members.
- B. No pants, capris, short skirts, no leggings, sandals, flip flops, or excessive jewelry. Sleeveless is acceptable, but shoulders must be covered. Spaghetti straps, halter tops, tube tops, midriffs, backless or low cut in front or back are not appropriate and are not allowed. Only pearls are allowed for jewelry.
- C. Sorority pins must be worn for Ritual.
- D. Stockings do not have to be worn.
- E. If a sister or new member is not dressed appropriately for Ritual, then she will not be allowed in for Ritual.
- F. Dressed to Pin Attire is formal attire. No short skirts, flip-flops, or excessive jewelry. Sleeveless is acceptable but spaghetti straps, halter tops, tube tops, midriffs and very low cut in front or back are not appropriate. Dress pants are acceptable.

Delta Phi Epsilon shall not discriminate on the basis of *gender, race, color, sex, disability, age, sexual orientation, or political and religious affiliation in any of its policies, procedures or practices