

FAU Bylaws:

Article 4 – Regulations

Section 1 – Theta Phi Alpha 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.

Section 2 – Theta Phi Alpha agrees to abide by the Florida Anti-Hazing Law in the Student Code of Conduct and the Student Organization Manual.

(under article 5)

Section 2 – 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.

(under article 8)

Section 3 - At least one advisor MUST be a full-time faculty, AMP or SP staff member at  
FAU

Bylaws  
Beta Nu Chapter of Theta Phi Alpha

**Bylaw I. NAME**

The name of this organization is the Beta Nu Chapter of Theta Phi Alpha Fraternity.

**Bylaw II. ALLEGIANCE**

Beta Nu Chapter, as an established Chapter of Theta Phi Alpha, recognizes the supremacy of the National Constitution and Bylaws. These Chapter Bylaws shall pertain only to Beta Nu Chapter and shall conform to, and be used in conjunction with, the National Constitution and Bylaws.

**Bylaw III. MEMBERSHIP**

The prospective Pledge Sister must be a female enrolled in a minimum of 9.0 credit hours with at least a 2.5 GPA, if previously enrolled in college. A 2.75 GPA will be the minimum requirement for all women who are first semester freshman at Florida Atlantic University. Pledgeship may not be denied because of race, color, or creed.

A. Formal Recruitment

Formal recruitment shall be conducted in accordance with the recruitment rules as set up by the Panhellenic Council of Florida Atlantic University. A potential new member shall become a Pledge Sister by appearing on the formal bid list of Theta Phi Alpha as devised by the Chapter's formal recruitment ranking system.

B. Informal Recruitment

A bid may be extended to any woman who meets the requirements of a Pledge Sister set forth in these bylaws and who receives a two-thirds (2/3) affirmative vote of the collegiate membership at a regular or special meeting. Once the woman accepts her bid, she will be formally pledged using the national Pledge Sister ritual.

Section 1. Requirements for Collegiate Membership

Pledge Sisters must meet the following requirements in order to be initiated:

- A. Know and understand the ideals expressed in Theta Phi Alpha's Ritual, Creed, and Mission Statement.
- B. Earn a minimum 2.5 cumulative GPA and be in good academic standing with the university.
- C. Respect the dignity of herself and all persons.
- D. Meet all financial obligations in a timely manner, having paid in full all dues, member service fees, and other expenses owed to the Chapter.

- E. Know and understand the history, government, and structure of Theta Phi Alpha and the Beta Nu Chapter.
- F. Strive to enhance the Greek community and to understand her role concerning the National Panhellenic Conference.
- G. Support the philanthropic and fundraising activities of the fraternity.
- H. Participate in all events that are also deemed mandatory for collegiate sisters as outlined in these bylaws.
- I. Pass the National Pledge Sister Exam and receive permission to initiate from the National Pledge Sister Educator or her designee.
- J. Meet before the Advisory Board for a formal evaluation at the end of the Pledge Sister program.
- K. Be unanimously elected to membership by the chapter.

#### Section 2. Extended Pledgeship

Any Pledge Sister who has not met the requirements to be initiated may extend her pledgeship for up to one year from the date of the Pledge Sister Induction Ceremony, unless there is a majority vote by the collegiate members to depledge her. Pledge Sisters on the extended pledgeship shall pay the required monthly dues of the collegians and will retain the right to attend all Chapter events.

#### Section 3. Alumna

A collegiate member in good financial standing who is no longer enrolled in a minimum 9.0 credit hours at Florida Atlantic University or who transfers to a college or university where Theta Phi Alpha does not exist, shall automatically be considered an alumnae member, unless she plans to return to Florida Atlantic University the following academic semester, excluding summer, and become a collegiate member again upon her return.

Members in good financial standing who: (i) marry, (ii) have children, (iii) have attended college for more than four academic years, (iv) or for their remaining academic studies will be student teaching, interning, or studying abroad, may elect to become alumnae members.

Alumnae may attend all Chapter events provided they are in good financial standing with the Chapter and a Theta Phi Alpha Alumnae Association. All events will be free of charge, except when collegiate members and Pledge Sisters must pay individually for the event, in which case Alumnae will pay an increased fee as determined by the Executive Board.

### **Bylaw IV. CHAPTER PROBATION**

#### Section 1. Academic Probation

Should a member have below a 2.5 cumulative GPA, she shall meet before the Executive Board. The Scholarship Chairman will arrange a study

program for the member. The right to hold an office will be suspended. The Executive Board, with the approval of the Chapter Advisor shall determine suspension of social privileges.

## Section 2. Financial Probation

Should a member incur a forty dollar (\$40) or more debt to the Chapter, excluding dues when on a payment plan, she will automatically be considered on financial probation. She will be notified by the Treasurer in writing and shall meet before the Executive Board. If after 180 days she fails to meet any financial obligations, her name will be referred to the collection agency.

## **Bylaw V. GOVERNMENT**

Beta Nu Chapter shall have independent government for all matters within the Chapter, subject to the supervision of its Advisory Board, as authorized by the National Constitution and Bylaws.

### Section 1. Inter-Chapter Matters

All Inter-Chapter matters in dispute or question, or all matters in dispute or question between an individual and the Chapter, or between the Chapter and the National Organization, shall be under the jurisdiction of the Grand Council, from whose decision an appeal may be made to Convention.

### Section 2. Advisory Board

The Advisory Board of the Beta Nu Chapter shall consist of six (6) collegiate members (President, Vice-President, Corresponding/Recording Secretary, Treasurer, Recruitment Chairman, and Pledge Sister Educator); six (6) alumnae members plus the Chapter Advisor appointed by the Grand Council.

- A. The Advisory Board shall meet at least twice per semester. Special meetings may be called when deemed necessary and/or under emergency circumstances. The Advisory Board at the first meeting of every semester will set meeting days. Members will be notified at least twenty-four (24) hours in advance of all special meetings.
- B. The Advisory Board shall report on all of its activities to the Grand Council through the National Office, as prescribed in the calendar of due dates.
- C. The Advisory Board shall be responsible for the following:

1. Finances

The Advisory Board shall receive a full Chapter Treasurer's report at each of its regular meetings, and shall consult with members who have delinquent payments to the Chapter Treasury when situations cannot be resolved by the Chapter Treasurer.

## 2. Scholarship

The Advisory Board shall see that the scholarship standing of the Chapter is kept at an average satisfactory to meet Grand Council and University requirements. Action will be taken to strengthen grade point averages if grades reach an unsatisfactory level.

## 3. Senior Service Award

The alumnae Advisory Board shall review applications for the Senior Service Award and forward no more than two (2) nominees to the Board of Trustees.

## 4. Discipline

The Advisory Board for valid reasons, may summon any member to appear before it for inquiry and, if appropriate, disciplinary action. The summons must be received in writing or before a witness at least forty-eight (48) hours in advance of the appearance. In any case in which discipline is to be imposed, which may include temporary suspension of the member and repossession of her badge, the Advisory Board shall faithfully follow the procedures outlined by the National Constitution and Bylaws.

Should the Advisory Board temporarily suspend a member and repossess her badge, the member shall have the right to appeal the decision to the Grand Council within thirty (30) days after the notification of such action, or to Convention. The repossessed badge of the member shall be held in the National Archives during the period of her temporary suspension.

## 5. Special Status

For those reasons determined by the Grand Council, a member may apply for Special Status from the Chapter Advisory Board. Such status shall be in effect for one school term, and upon review, may be extended by the Advisory Board. While on Special Status, the collegiate member shall be responsible for the per capita and insurance fees due to National Office with respect to her membership, as well as other fees specified by the Advisory Board. While on Special Status, a member shall be deemed in good standing. However, required participation in any Chapter meetings, rituals, and other events shall be determined on an individual basis and set out in writing by the Advisory Board.

Section 1. Regular Meetings

Meetings are to be held every Sunday throughout the academic year. The time and location of these meetings will be determined by the Chapter prior to the beginning of the semester.

Section 2. Summer Meetings

At least two (2) summer meetings will be held commencing after the end of the spring academic semester.

Section 3. Executive Board Meetings

Executive Board meetings will be held prior to every regular Chapter meeting, or by the call of the President. The standard time and place will be determined by the Executive Board.

Section 4. Special Meetings

Special meetings may be held at the call of the President or at the request, in writing, of three (3) members of the Chapter. Such a call or request shall state the objective of the meeting, and no business shall be transacted other than that for which the meeting is called.

Section 5. Standards Board Meetings

Standards Board meetings will take place twice a month, or at the call of the Vice President. Time and place will be determined by the Standards Board.

Section 6. Pledge Sister Meetings

Pledge Sister meetings will be held every Sunday. The time and location are to be determined by the Pledge Sister Educator at the first Chapter meeting of every year. The Pledge Sister Educator shall have authority to call special Pledge Sister meetings.

Section 7. Agenda

The agenda for the Chapter meetings shall be followed as defined by the Ritual for Chapter Meetings. The order of business for Beta Nu Chapter shall be as follows:

Chapter Roll Call; Minutes of the previous meeting; Officers' Reports: President, Vice President, Corresponding/Recording Secretary, Treasurer, Recruitment Chairman, Pledge Sister Educator, Chairmen's Reports: Scholarship, Social, Fundraising, Philanthropy, Panhellenic Delegate; Miscellaneous Reports; Unfinished Business; New Business; Announcements; Happy Box; Roundtable; Adjournment.

Section 8. Parliamentary Procedure

Meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised.

#### Section 9. Chapter Meeting Attire

All collegiate members attending Chapter meetings are to be dressed appropriately. Any member of the Executive Board, or the Marshall, has the right to ask a collegian to leave the Chapter meeting if she is not dressed appropriately, resulting in an absence.

### **Bylaw VII. Attendance**

#### Section 1. Collegians

##### A. Required Functions

Collegiate members must attend all required functions. Required functions will be all Ritual events listed, but not limited to: Chapter meetings, Formal and Informal Recruitment, Pledge Sister Ceremony, Initiation Ceremony, Founders' Day, all retreats, Big Sister Ceremony, officer workshops, the first meeting of each semester, Formal, one-half (1/2) of all sister socials, Unity Week, philanthropies, fundraisers, and any function required by a majority vote from the Chapter.

##### B. Summer Attendance

Members who attend summer classes and/or live within one (1) hour driving distance from campus are required to attend all summer meetings. A member whose commute during the Fall and Spring semester exceeds one (1) hour driving distance but maintains residency during the summer, will also be required to attend summer meetings.

#### Section 2. Pledge Sisters

Pledge Sisters must attend all required Pledge Sister functions. Required functions will be Pledge Sister meetings, Pledge Sister Retreats, socials, Founders' Day, Formal, philanthropies, fundraisers, Unity Week, and participation in any other function or project asked of her by the Chapter.

#### Section 3. Excused Absences at Required Functions

Excused absences shall be those incurred due to serious situations only (i.e. death among family or friends, or severe personal illness). Absences will be evaluated by the Standards Board and a fine may be imposed.

##### A. Collegian Absences

In the event that a collegiate member is unable to attend a required function, she shall submit a written excuse to the Vice President prior to that function. The Standards Board will notify the collegian in writing of a decision within thirty (30) days. Should the request be considered inexcusable, the member shall pay the appropriate fine,

automatically added to her monthly dues. The member may attend the next Standards Board meeting to appeal the decision, and then may appeal the decision to the Advisory Board if the matter is not resolved. Excuses for absences that cannot be foreseen must be submitted in writing to the Vice President at the first meeting following the event. The collegian must also phone either the President or Vice President to inform her of her absence.

B. Pledge Sisters

Pledge Sister, while exempt from fines, will be expected to meet all collegiate requirements regarding absences. Excuses for absences which cannot be foreseen must be submitted in writing to the Pledge Sister Educator at the first meeting following the event. The Pledge Sister must also phone either the President or Vice President to inform her of her absence.

Section 4. Unexcused Absences at Required Functions

A. Collegians

Any absence at a mandatory function will result in a twenty-five dollar (\$25) fine. An absence at any Chapter function to which a member has previously committed herself will result in an additional ten dollar (\$10) fine, automatically added to her monthly dues.

B. Pledge Sisters

Any unexcused absence will be reviewed by the Executive Board.

**Bylaw VIII. OFFICERS AND ELECTIONS**

Section 1. Executive Board

The elected Executive Board officers of the Beta Nu Chapter shall be President, Vice President, Corresponding/Recording Secretary, Treasurer, Recruitment Chairman, Pledge Sister Educator, Panhellenic Delegate, and Scholarship Chairman.

- A. Executive Board officers shall have been initiated members of Theta Phi Alpha for a minimum of two semesters.
- B. All Executive Board nominees must have at least a 2.75 cumulative GPA.
- C. All Presidential nominees must be members for at least two years prior to elections, and must have served as a member of the Executive Board for at least one year. If a member is not eligible to run for an office, an appeal may be submitted to the Advisory Board.
- D. All Executive Board members shall receive a fifty dollar (\$50) credit at the end of their terms.

Section 2. Other Elected Officers and Chairmen

The elected Chairmen positions of the Beta Nu Chapter shall be Social, Fundraising, Philanthropy, Recruitment Assistant, Pledge Sister Educator Assistant, Marshall, Public Relations, Historian, Ritual, Alumnae Relations, Standards Board members, Risk Manager, Spirit, Panhellenic Alternative, Special Events, Clothing, Greek Week, and Communications.

- A. All nominees must be members in good financial standing, below a forty-dollar (\$40) balance, during the time of elections.
- B. Any member who does not meet any one of the requirements set forth in these Bylaws to hold an elected office may appeal, in writing, to the Advisory Board for an exemption at least thirty (30) days prior to elections. A special Advisory Board meeting shall be held to review the appeal.

### Section 3. Election Procedures

- A. Nominations shall be held at least eight (8) weeks prior to the last day of fall semester. Elections shall be held at least six (6) weeks prior to the last day of the fall semester. Duties of officers and chairman shall be read during nominations.
- B. Each Executive Board officer candidate shall give a maximum of a three (3) minute oral resume. The remaining candidates shall give an optional oral one (1) minute resume.
- C. Elections are to be held by secret ballot, unless the candidate is running unopposed, in which case she may be elected by unanimous acclamation.
- D. Members must be present in order to vote.
- E. The Chapter Advisor and another alumnae member from the Advisory Board shall collect and tally the ballots. If the Chapter Advisor is unable to attend, then another alumnae member of the Advisory Board shall collect and tally the ballots in her absence.
- F. Members need not be present to be nominated provided they have turned in a written, signed consent of which positions they agree to run for, prior to nominations. If a written, signed consent is not turned in, the member will not be nominated.
- G. No executive Board member may hold another office unless two-thirds (2/3) of the Chapter votes otherwise.

### Section 4. Term of Office

The term in office shall be one (1) year commencing at the first meeting in January.

### Section 5. Vacancies

Vacancies which occur during the year due to resignation, transfers, withdrawals from school, or removals from office shall be filled by holding special elections.

## Section 6. Removal of Office

Any officer may be removed from office by a three-fourths (3/4) vote of the collegiate membership or by the Advisory Board for reasons such as gross dereliction of duty or failure to meet obligations and responsibility of membership. The Advisory Board must review a consideration by the Chapter to remove an Executive Board member.

Any officer whose GPA falls below the required average for her office must obtain special exemption from the Advisory Board in order to keep her office. If she does not have the required cumulative GPA by the end of the semester, she will forfeit her office.

## **Bylaw IX. DUTIES OF OFFICERS AND CHAIRMEN**

### Section 1. Elected Officers and Chairmen

#### A. President

The President shall 1) direct the executive force of the Chapter; 2) preside over all Chapter meetings; 3) serve as a member of the Executive Board and the Advisory Board; 4) be the official spokesperson of the Chapter; 5) ensure officers' responsibilities are executed; 6) coordinate the officer workshops along with the Chapter Advisor; 7) communicate with the Chapter Advisor; 8) write and submit the President's report to the Corresponding/Recording Secretary at least one (1) week in advance of the National Calendar of Due Dates; 9) keep a record of members becoming alumnae and communicate with the Alumnae Association; 10) coordinate the Chapter's composite picture; 11) be in charge of revising the Chapter's Bylaws; 12) be in charge of all external activities, including Greek life; 13) attend all required conventions and/or conferences; and 14) perform all duties required of her by the National Constitution and Bylaws, the Grand Council, and the Advisory Board.

#### B. Vice President

The Vice President shall 1) in the absence of the President, assume all Presidential duties; 2) appoint and supervise special committees, their chairmen, and oversee their work; 3) serve as a member of the Executive Board and the Advisory Board; 4) perform all duties asked of her by the President; 5) keep the Chapter Bylaws up-to-date; 6) be in charge of coordinating all Reflections sessions; 7) write and submit the Reflections report to the Corresponding/Recording Secretary at least one (1) week in advance of the National Calendar of Due Dates; 8) attend all required conventions and/or conferences; 9) coordinate and run Standards Board; and 10) perform all duties required of her by the National Constitution and Bylaws, the Grand Council, and the Advisory Board.

#### C. Corresponding/Recording Secretary

The Corresponding/Recording Secretary shall 1) keep record of the proceedings of all regular and special Chapter meetings, all Executive Board meetings, and all Advisory Board meetings; 2) type the minutes by the

following meeting; 3) type and distribute a Chapter roster each semester; 4) notify the Advisory Board of members who have missed more than three Chapter meetings; 5) complete and submit the required reports to the National Office by the due dates; 6) inform the President and Standards Board of any delinquent reports; 7) send all Chapter correspondence, e.g. holiday and sympathy cards, birthday cards, thank you notes, and invitations; 8) purchase all Chapter gifts; 9) maintain a copy of the National Constitution and Bylaws and the Chapter Bylaws; 10) serve as a member of the Executive Board and the Advisory Board; 11) attend all required conventions and/or conferences; 12) report all Chapter absences to the Standards Board; and 13) perform all duties required of her by the National Constitution and Bylaws, the Grand Council, and the Advisory Board.

#### D. Treasurer

The Treasurer shall 1) receive and have charge of all funds of the Chapter, and deposit funds under the name of the Chapter at a responsible bank approved by the Chapter; 2) pay bills of the Chapter promptly and have a paid receipt for each bill; 3) keep accurate books and records; 4) submit her books for annual audit; 5) notify the President before each meeting of members who are ineligible to vote and/or attend social functions because of financial probation; 6) send financial notices and collect financial delinquencies; 7) inform the Chapter Advisor of members on financial probation; 8) serve as a member of the Executive Board and the Advisory Board; 9) submit the proposed budget to the Advisory Board by April 1; 10) keep officers informed of their budget balances and make sure they do not overspend prior to Executive Board approval; 11) complete and submit the required National reports to the Corresponding/Recording Secretary a least one (1) week in advance of the National Calendar of Due Dates; 12) attend all required conventions and/or conferences; 13) attend all Standards Board meetings ; 14) be responsible for ordering all Chapter equipment (i.e. badges, Initiation attire, My Sister, My Friend manuals); and 15) perform all duties required of her by the National Constitution and Bylaws, the Grand Council, and the Advisory Board.

#### E. Recruitment Chairman

The Recruitment Chairman shall 1) take charge of all recruitment activities; 2) coordinate the recruitment sessions at the summer retreats; 3) complete a Formal Recruitment Program; 4) submit the Fall Recruitment Program to the Executive Board and then to the Advisory Board for approval by the end of the Spring semester; 5) prepare and submit a recruitment budget to the Treasurer by the Spring semester; 6) complete and submit the required National reports to the Corresponding/Recording Secretary at least one (1) week in advance of the National Calendar of Due Dates; 7) monitor attendance at required recruitment events; 8) report all absences at required recruitment events to Standards Board; 9) serve as a member of the Executive Board and the Advisory Board; 10) within two (2) weeks entering office, appoint, with Executive Board approval, an assistant who has been a member for at least one semester and who is in academic and financial good standing at the time of appointment; 11) attend all required conventions and/or conferences; and 12) perform all duties required of her by the National Constitution and Bylaws, the Grand Council, and the Advisory Board.

#### F. Pledge Sister Educator

The Pledge Sister Educator shall 1) act as a mediator between the collegians and the Pledge Sisters; 2) teach the Pledge Sisters to know and understand the ideals expressed in Theta Phi Alpha's Ritual, Creed, and Mission Statement; 3) teach the Pledge Sisters to know and understand the history, government, and structure of Theta Phi Alpha and the Beta Nu Chapter; 4) prepare the Pledge Sister for initiation into Theta Phi Alpha using the Pledge Sister Education Program entitled: My Sister, My Friend; 5) submit a Pledge Sister Education budget to the Treasurer no later than two (2) weeks prior to the first meeting of each semester; 6) submit a calendar of events to the Executive Board two (2) weeks prior to the first meeting of each semester; 7) complete and submit all required National reports to the Corresponding/Recording Secretary at least one (1) week in advance of the National Calendar of Due Dates; 8) act as a good role model to the Pledge Sisters; 9) serve as a member of the Executive Board and the Advisory Board; 10) appoint, with the approval of the Executive Board, an assistant who has been a member for at least one semester, and who is in good financial standing at the time of appointment; 11) attend all required conventions and/or conferences; and 12) perform all duties required of her by the National Constitution and Bylaws, the Grand Council, and the Advisory Board.

#### G. Panhellenic Delegate

The Panhellenic Delegate shall 1) attend all Panhellenic meetings and extension meetings or presentations; 2) cast the Chapter vote in Panhellenic Council; 3) keep the Chapter informed of all Panhellenic activities; 4) know and understand all National Panhellenic Conference Bylaws and College Panhellenic Association Bylaws; and 5) perform all duties required of her by the National Constitution and Bylaws, The Grand Council, and the Advisory Board.

#### H. Scholarship Chairman

The Scholarship Chairman shall 1) prepare a scholarship program for the academic year and submit it to the Executive Board and then to the Advisory Board for approval no later than two weeks prior to the first meeting of the Spring semester; 2) keep abreast of the scholarship averages; 3) maintain a test and notebook file; 4) arrange study programs for members and Pledge Sisters on Academic Probation and ensure that the program is followed; 5) work with the Pledge Sister Educator to ensure that an extended pledgeship program is followed; 6) stress the importance of scholastic excellence to collegians and Pledge Sisters; 7) ensure that the Public Relations Chairman has the names of the members with honors; 8) complete and submit the scholarship reports to the Corresponding/Recording Secretary at least one (1) week in advance of the National Calendar of Due Dates; 9) submit a copy of the scholarship report to the Advisory Board; 10) verify the scholastic standing of any member running office; 11) serve as a member of the Executive Board; and perform all duties required of her by the National Constitution and Bylaws, the Grand Council, and the Advisory Board.

#### I. Social Chairman

The Social Chairman shall 1) prepare a social calendar of each semester which reflects all Chapter activities; 2) submit each semester's social calendar to the Executive Board for approval no later than two (2) weeks prior to the first meeting of the Spring semester; 3) coordinate all socials and fraternal events for the Chapter; 4) plan a minimum of two (2) socials per month; and 5) submit a budget to the Treasurer no later than two (2) weeks prior to the first meeting of each semester.

J. Fundraising Chairman

The Fundraising Chairman shall 1) plan a minimum of four (4) Chapter fundraising activities each semester; 2) keep track of all money earned from fundraisers; 3) promptly turn in all collected money to the Treasurer; 4) complete and submit all required National reports to the Corresponding/Recording Secretary at least one (1) week in advance of the National Calendar of Due Dates; 5) submit each semester's fundraising calendar to the Executive Board for approval no later than two (2) weeks prior to the first meeting of each semester; and 6) supervise all fundraising projects.

K. Philanthropy Chairman

The Philanthropy Chairman shall 1) schedule a minimum of four (4) campus and/or community service projects each semester; 2) complete and submit all required reports to the Corresponding/Recording Secretary at least one (1) week in advance of the National Calendar of Due Dates; 3) submit each semester's philanthropy calendar to the Executive Board for approval no later than two (2) weeks prior to the first meeting of each semester; and 4) supervise all philanthropy projects.

L. Recruitment Assistant

The Recruitment Assistant shall 1) help plan and coordinate all recruitment activities; 2) perform all duties requested by the Recruitment Chairman; 3) perform all the duties of the Recruitment Chairman in her absence; and 4) will be appointed with the approval of the Executive Board.

M. Pledge Sister Educator Assistant

The Pledge Sister Educator Assistant shall 1) help plan and coordinate all Pledge Sister activities; 2) perform all duties requested by the Pledge Sister Educator; 3) perform all duties of the Pledge Sister Educator in her absence; and 4) will be appointed with the approval of the Executive Board.

N. Marshall

The Marshall shall 1) have the right to assess a twenty-five cent (\$.25) fine to any member who speaks out of order or interrupts any meeting's procedures; 2) act as a Parliamentarian and keep meetings in order; 3) be familiar with Roberts' Rules of Order, Newly Revised; and 4) shall notify members of all fines immediately upon assessment. All fines assessed by the Marshall at a meeting must be paid by the beginning of the following meeting, or the amount will double for each week not paid.

O. Public Relations Chairman

The Public Relations Chairman shall 1) seek publicity for Theta Phi Alpha and its activities and honors in local newspapers and The Compass; 2) ensure that the Historian receives copies of any news coverage for the Chapter scrapbook; 3) coordinate advertising on the campus for Chapter events; 4) complete and submit the required reports to the Corresponding/Recording Secretary at least one (1) week in advance of the National Calendar of Due Dates; 5) submit a budget to the Treasurer no later than two (2) weeks prior to the first meeting of each semester; 6) keep copies of any newspaper articles, brochures, pamphlets, flyers, or other printed material that mentions Theta Phi Alpha; 7) take pictures of any signs or banners that advertise Theta Phi Alpha (to be sent to National Office at the end of the year for Publicity Points); and 8) maintain the Beta Nu website.

P. Historian

The Historian shall 1) take pictures of all Chapter events; 2) complete by June 1 a scrapbook for the year which includes Chapter rosters, pictures, news clippings, brochures, and posters; 3) submit the Chapter scrapbook from that biennium for display at National Convention; 4) keep a detailed, written history of the Chapter; 5) store all past scrapbooks, Chapter trophies, awards, plaques, composites and bring them to Recruitment events; 6) update the Chapter plaques; 7) submit a budget to the Chapter Treasurer no later than two (2) weeks prior to the first meeting of each semester; and 8) complete and submit the required National reports to the Corresponding/Recording Secretary at least one (1) week in advance of the National Calendar of Due Dates.

Q. Ritual Chairman

The Ritual Chairman shall 1) store the Chapter's ritual equipment, and bring it to all ritual ceremonies; 2) impress upon members the seriousness and sacredness of ritual ceremonies; 3) plan and coordinate all rituals, ensuring that all necessary materials are ready and that the members are prepared for speaking parts; 4) supervise all ritual ceremonies; 5) make sure that initiation attire is ordered for all members; 6) keep an updated, typed list of all members (to be read during the Founders' Day Ceremony); 7) conduct Rituals in the absence of the President; and 8) complete and submit the required National reports to the Corresponding/Recording Secretary at least one (1) week in advance of the National Calendar of Due Dates.

R. Alumnae Relations Chairman

The Alumnae Relations Chairman shall 1) keep an updated roster of all Beta Nu alumnae and other alumnae within the vicinity of Florida Atlantic University; 2) keep in contact with the South Florida Alumnae Association; 3) send a newsletter to alumnae, with the approval of the Executive Board, a minimum of once a month updating them on the Chapter's activities and informing them of upcoming events; and 4) distribute an alumnae phone list to collegians at the start of the Fall semester.

S. Standards Board Members

The three elected Standards Board members shall 1) attend and participate in all Standards Board meetings; 2) be initiated members for a minimum of one (1) semester prior to being elected; and 3) render impartial decisions.

T. Risk Manager

The Risk Manager shall 1) oversee and monitor risk management activities within the Chapter; 2) assess areas that may not be covered by the Risk Management Handbook and develop standards to address any concerns that might arise; 3) address concerns and educate collegians and Pledge Sisters regarding the Risk Management Program and conditions that pose as risks to the Chapter; 4) ensure that each officer in the Chapter's official chain of command understands her responsibilities in the event of an emergency, as directed in the Emergency Procedures; 5) be responsible for completing or reviewing any Incident Reports necessary and participating in any investigations that result; 6) plan and run a Risk Management Workshop once a semester; and 7) complete and submit all required national reports to the Corresponding/Recording Secretary at least one (1) week in advance of the National Calendar of Due Dates.

U. Spirit Chairman

The Spirit Chairman shall 1) keep the Chapter motivated and enthusiastic; 2) organize Secret Sisters when the Chapter desires; 3) be in charge of bringing the Happy Box to all meetings and reading the notes aloud at the end; and 4) at the first meeting of every month recognize and celebrate each sister's birthday that falls in that month.

V. Panhellenic Alternate

The Panhellenic Alternate shall 1) attend all Panhellenic meetings; 2) attend all extension meetings or presentations; 3) know and understand all National Panhellenic Conference Bylaws and College Panhellenic Association Bylaws; and 4) fulfill the duties of the Panhellenic Delegate in her absence, resignation, or removal of office.

W. Special Events Chairman

The Special Events Chairman shall 1) coordinate and plan Formal, Semi-Formal, and Founders' Day; 2) submit each semester's special events calendar to the Executive Board for activities approval no later than two (2) weeks prior to the first meeting of each semester; 3) submit a budget to the Chapter Treasurer no later than two (2) weeks prior to the first meeting of each semester; and 4) must receive the approval of the Executive Board for all events.

X. Clothing Chairman

The Clothing Chairman shall 1) when asked, be responsible for ordering all clothing materials for specified events; 2) keep a record of members' clothing sizes for each semester; 3) when asked, assist in designing materials for the various chairman positions; and 4) understand that the budget will

only allow for the number of jerseys needed for newly initiated sisters.

Y. Greek Week Chairman

The Greek Week Chairman shall 1) attend all campus meetings relating to Greek Week and its events; 2) appoint captains for each event one (1) week after event assignment; 3) be responsible for approving themes, skits, clothing designs, and similar topics; and 4) be available to attend all Greek Week events.

Z. Communications Chairman

The Communications Chairman shall 1) communicate with the chapter via text message or telephone about events, event dates and times, changes, or any other matters regarding the chapter that need to be immediately brought to the its attention; 2) communicate details in a timely manner when asked by a chairman or Executive Board member.

Section 2. National Report Responsibilities

Officers who fail to submit their monthly reports one (1) week before the due date to the Corresponding/Recording Secretary will be fined two dollars (\$2), automatically added to their monthly dues.

Officers who fail to submit their National semester reports one (1) week before the due date to the Corresponding/Recording Secretary will be fined five dollars (\$5), automatically added to their monthly dues.

**Bylaw X. STANDING COMMITTEES**

The standing committees of the Beta Nu Chapter shall be: Executive Board, Standards Board, Recruitment, Fundraising, Social, and Risk Management. Other committees may be formed as needed.

Section 1. Executive Board

The Executive Board's purpose shall be to set the goals of the administration for the year. It will formulate policy statements and propose resolutions for implementation of such policies at Chapter meetings. The Executive Board is responsible for reviewing other special matters as defined within these Bylaws. The Executive Board members are the leaders and role models of this Chapter.

Section 2. Standards Board

The Standards Board's purpose is to review excuses for absences at required events, determine if fines should be assessed, and investigate any complaints regarding members who may have broken these Bylaws, National Policies and/or procedures.

The Standards Board shall consist of the Vice President as the chairman, Treasurer, and three elected collegiate members.

Section 3. Recruitment committee

The Recruitment Committee's purpose shall be to assist in all aspects of Recruitment under the direction of the Recruitment Chairman. The members of the committee are appointed by the Vice President. Each member of the Recruitment Committee is responsible for completing tasks assigned by the Recruitment Chairman. Committee members are only authorized to make purchases or planning decisions with the knowledge and approval of the Recruitment Chairman.

#### Section 4. Fundraising Committee

The Fundraising Committee's purpose shall be to assist in all aspects of Fundraising under the direction of the Fundraising Chairman. The members of the committee are appointed by the Vice President. Each member of the Fundraising Committee is responsible for completing tasks assigned by the Fundraising Chairman. Committee members are only authorized to make purchases or planning decisions with the knowledge and approval of the Fundraising Chairman.

#### Section 5. Social Committee

The Social Committee's purpose shall be to assist in all aspects of Social planning under the direction of the Social Chairman. The members of the committee are appointed by the Vice President. Each member of the Social Committee is responsible for completing tasks assigned by the Social Chairman. Committee members are only authorized to make purchases or planning decisions with the knowledge and approval of the Social Chairman.

#### Section 6. Risk Management committee

The Risk Management Committee's purpose shall be to assist in all aspects of Risk Management under the direction of the Risk Manager. The members of the committee are appointed by the Vice President. Each member of the Risk Management Committee is responsible for completing tasks assigned by the Risk Manager. Committee members are only authorized to make purchases or planning decisions with the knowledge and approval of the Risk Manager.

### **Bylaw XI. FINANCIAL OBLIGATIONS**

#### Section 1. Collegians

##### A. Dues

Dues are ninety seven dollars and fifty cents (\$97.50) per month for each four-month semester and are payable at the first meeting of each month. Monthly dues include the National Per Capita Tax, Growth and Development, and Insurance fee. However, if paid in full at the first meeting of each semester, dues will only be three hundred and thirty dollars (\$330).

##### B. Housing fund

Two dollars (\$2) from each member's dues in April will be deposited in the Chapter Housing fund.

## Section 2. Pledge Sisters

### A. Pledge Sister Fee and Dues

The Pledge Sister dues are four hundred and forty dollars (\$440); half of that amount, two hundred and twenty dollars (\$220), must be paid before the My Sister, My Friend Ceremony. Remaining dues for each subsequent month during the Pledge Sister period are payable at the first meeting of each month. Both the Treasurer and Pledge Sister Educator can develop a payment plan. Dues cover the cost of the following fees: National Fee: twenty-one dollars (\$21); Member Service Fee: seventy-five dollars (\$75); Badge Fee: sixty-three dollars (\$63); New Member Fee: fifty dollars (\$50); and Local Dues: fifty dollars (\$50).

### B. Member Service Fee

Member Service Fee is seventy-five dollars (\$75) and is due before the Initiation Ceremony.

### C. Ritual Fee

A one-time thirty-dollar (\$30) Ritual Fee is due before the Initiation Ceremony. This fee will cover the cost of the Ritual attire.

## **Bylaw XII. FINANCIAL DELINQUENCIES**

### Section 1. Collegians

Any member who incurs forty dollars (\$40) or more in debt shall be considered on financial probation. The Treasurer will notify the collegian in writing. In addition, any member on financial probation will not be considered in good financial standing until all outstanding balances are paid.

### Section 2. Pledge Sisters

Pledge Sisters must pay in full (dues plus fees) by the time of initiation unless some type of prior written arrangement has been made with the Advisory Board.

### Section 3. Returned Checks

Any member of Theta Phi Alpha who submits a check as a payment to the Chapter and the check is returned will be held responsible for all bank fees included along with the full amount of the check. Upon occurrence of a second returned check, that member will be required to submit all future payments by cash or money order.

## **Bylaw XIII. REIMBURSEMENT**

Receipts must be dated with the purchase listed and be signed by the member making the purchase and the chairman of the committee for which the purchase was made. No member shall be reimbursed unless she follows this procedure. If the member to be reimbursed owes any money to the Chapter, the reimbursement will be automatically subtracted from the amount owed. All purchases must be approved by the Executive Board prior to the purchase, even when a budget has been established. All possible purchases over one hundred dollars (\$100) must first be approved by the Executive Board and then approved by a majority vote from the Chapter.

#### **Bylaw XIV. BIG SISTER**

##### Section 1. Eligibility

To be eligible to be a Big Sister, a collegian must have been an initiated member for at least one (1) semester, be in good financial standing, and have a minimum 2.5 cumulative GPA.

##### Section 2. Assignment Procedure

Each Pledge Sister will receive a Big Sister. Each eligible collegian who wants to be a Big Sister will have three (3) choices for her Little Sister. The Pledge Sister will also have three (3) choices of whom she would like to have as a Big Sister from the eligible collegians. The Pledge Sister Educator and the Chapter Advisor will match up the names accordingly.

##### Section 3. Expectations of a Big Sister

The Big Sister plays an important role in her Little Sister's development in Theta Phi Alpha. She is there to celebrate accomplishments, answer questions, serve as a role model, and most importantly, share in the journey to initiation and beyond. Further expectations of a Big Sister are listed in the Pledge Sister Education Program.

#### **Bylaw XV. FISCAL YEAR**

The fiscal year of the Chapter shall be from September 1 to August 31 of the following year.

#### **Bylaw XVI. DISSOLUTION**

In the event of dissolution of this Chapter, all its property, both real and personal, after payments of all just claims against it, shall be conveyed to and vested in National Theta Phi Alpha.

#### **Bylaw XVII. POSSESSION OF THE BYLAWS**

All collegiate and alumnae members of Beta Nu Chapter shall be privileged to possess copies of the Chapter Bylaws.

#### **Bylaw XVIII. AMENDMENTS**