

CONSTITUTION FOR
BETA ETA CHAPTER OF ALPHA EPSILON PHI SORORITY

Article I. Name of Student Organization

The organization shall be called Alpha Epsilon Phi at UC San Diego.

Article II. Statement of Purpose

Alpha Epsilon Phi is a non-profit student organization whose purpose shall be to establish and maintain a sisterhood of college (university) women for social, educational, charitable and other non-profit purposes in accordance with the Charter, Constitution and By-laws of the National Sorority. Alpha Epsilon Phi at UCSD understands that the University does not assume legal liability for the actions of the organization.

Article III. Nonprofit Statement

Alpha Epsilon Phi at UC San Diego is a non-profit student organization.

Article IV. Requirements for Membership

Section 1. Membership in this organization shall be governed in accordance with the eligibility requirements and procedures prescribed in the National Constitution and Bylaws.

Section 2. Each member will pay the stated amount of dues for each quarter of membership.

Section 3. Each member will maintain a 2.5 cumulative GPA. If a member's quarterly GPA falls below 2.5, she will meet with the VP of Social Standards and Scholarship chair to check on any problems and address solutions. After a member's cumulative GPA falls at or below a 2.5, a Standard's Board hearing is called. After four quarters (consecutive or not) of a quarterly GPA being at or below 2.5, the member will be asked to disaffiliate.

Section 4. Each member will abide by the points system as established by the Vice President of Operations.

Section 5. Each member will strive to abide by her oath to offer friendship and support to her sisters.

Section 6. All members who fulfill the aforementioned requirements will be considered to be in good standing with the Sorority.

Article V. Frequency of Organization Meetings

Customarily, Alpha Epsilon Phi at UCSD holds Chapter Meeting once a week, except during Finals Week, totaling 10 meetings per quarter. On occasion, exceptions may be made.

Minutes are to be taken at all official meetings by the Vice President of Operations or other executive officer.

Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Officers

Section 1. Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers. The Executive Board of Beta Eta Chapter shall be vested in nine (9) officers who shall be designated President, Vice President of Operations, Vice President of Membership, Vice President of Finance, Vice President Programming, Vice President of Social Standards, Vice President of Social Responsibility, Vice President of New Member Education, and Vice President of Philanthropy.

Section 2.

The President shall:

- a) serve as the leader of the Executive Board and the Chapter
- b) preside over the Innermost Guard and Ritual Chair and Jewish Culture Chair
- c) preside over all meetings of the Chapter, with the exception of recruitment meetings
- d) appoint, with the assistance of the Executive Board, all chairs, officers and committees
- e) call all special meetings
- f) exercise general supervision over the Chapter by leading Ritual and leading by example
- g) maintain regular contact with the Chapter Advisor, Team Captain, Province Director, and Operations specialist
- h) submit all forms and reports required by the National Organization as well as to UCSD
- i) notify the National Organization regarding campus relationship statement, campus standards documents, etc.
- j) be a co-signer on all checks
- k) serve as the tie-breaker in all Chapter votes
- l) maintain regular contact with the UCSD Greek Advisor
- m) open and distribute all mail to the appropriate persons in a timely manner
- n) attend all Sorority summer functions
- o) attend all Panhellenic events
- p) review and sign contracts on behalf of the Chapter with the Advisor and/or the Support Team
- q) educate the Chapter on National Organization and UCSD policies
- r) arrange, conduct and oversee elections and officer transitions with the assistance from the Executive Board and Advisor
- s) be responsible for ensuring that each quarter's events are scheduled by the prior quarter
- t) remain sober at all events, see Section 14

Section 3.

The Vice President of Operations shall:

- a) serve as the administrative official
- b) preside over the Assistant Vice President Operations, Abroad, Alumnae and Parent Relations Chair, Historian, and Social Media Chair
- c) assist the President in the duties of office
- d) preside in the absence of the President, except during recruitment
- e) maintain regular contact with the Chapter Advisor, Province Director, Development Specialist and the Operations Specialist
- f) record, distribute and file all minutes of the Chapter and Executive Board meetings
- g) collect attendance from all Chapter meetings and events
- h) maintain and enact a points system for each quarter
- i) create and maintain an updated Chapter roster
- j) collect all information to be presented at Chapter meeting and provide it to the Executive Board at the Executive Board meeting and the Chapter at the general body meeting
- k) create and maintain an updated calendar of Chapter events
- l) plan events for Parents and Alumnae with Abroad, Alumnae and Parent Relations Chair
- m) create a specialized attendance plan as needed for Chapter Members

Section 4.

The Vice President of Membership shall:

- a) serve as the recruitment official
- b) preside over the Informal Recruitment Chair and the Formal Recruitment Chair
- c) organize and preside over year round Chapter recruitment events
- d) preside over at all recruitment meetings
- e) educate and enforce the Chapter on Panhellenic policies regarding recruitment
- f) submit all forms required by the National Organization and UCSD
- g) represent the Chapter at all campus Panhellenic and National Organization programs and meetings regarding recruitment
- h) educate the Chapter on proper recruitment techniques and presentation of the Chapter to Potential New Members
- i) immediately notify the National NPC delegate of any recruitment infractions filed by or against the chapter
- j) maintain regular contact with the Chapter Advisor and Membership Specialist
- k) must be able to serve the full term of a calendar year

Section 5.

The Vice President of Finance shall:

- a) serve as the financial official
- b) preside over the Fundraising Chair, Invoice Chair, and Merchandise Chair
- c) maintain regular contact with the Chapter Advisor and the Finance Specialist
- d) collect all monies due to the Chapter and the National Organization

- e) provide a breakdown of all fees charged
 - i. to Chapter members and new members
 - ii. to parents (upon permission from non-minor Chapter members)
- f) interpret, explain and guarantee observance of the National Organization and UCSD financial policies and guidelines to the Executive Board and the Chapter
- g) maintain proper records of all transactions done within and on behalf of the Chapter
- h) retain in her custody the funds of the Chapter in an account in the name of UCSD Beta Eta Chapter of Alpha Epsilon Phi Sorority, Incorporated
- i) maintain and balance all accounts
- j) present financial updates to the Chapter
- k) sign all checks along with the president
- l) submit all forms required by the National Organization, UCSD or bank
- m) formulate a budget based on Chapter needs
- n) create a payment plan for members as needed
- o) change bank signature card information after elections and within two (2) weeks of new officer installation
- p) act as Chapter liaison with Chapter accountant
- q) work with Executive board members to approve expenditures by Chapter members before they occur and reimburse members as necessary

Section 6.

The Vice President of Programming shall:

- a) serve as the programming official
- b) preside over, Retreat Chair, Sisterhood Chair, Seniors Chair, Sunshine Chair, and Scholarship Chair
- c) oversee all internal programming to better sisterhood, improve membership standards, promote retention, and encourage growth
- d) plan a Second Avenues at least once a quarter
- e) maintain regular contact with the Chapter Advisor and Programming

Section 7.

The Vice President of Social Standards shall:

- a) serve as the membership standards official
- b) appoint and preside over the four (4) Standards Board members and four (4) alternate Standards Board members
 - i. there should be five (5) members plus the Vice President of Social Standards present at each hearing
- c) preside over Risk Management Chair
- d) educate the Chapter on the purpose of the Standards Board
- e) educate the Standards Board members on their roles and duties
- f) preside as the neutral leader who oversees the Standards Board
- g) take minutes at all Standards Board meetings and distribute them as necessary to the National Organization
- h) oversee the sanctions imposed by the Standards Board

- i) educate the Chapter on conduct and responsibilities of membership in conjunction with National and Chapter policies
 - i. if a problem occurs with a sister at two events, she will serve as a sister(s) who are/is sober at the next event
 - ii. if a sister becomes indisposed at an event, she will be sent home with a sister(s) who are/is sober or her big sis using AS Safe Rides or a taxi/rideshare service at her expense
 - iii. if problem persists, individual will be sent to Standards Board and if necessary will be sent to school counseling services (CAPS)
 - iv. two (2) executive board members, three (3) sister(s) who are/is sober and one (1) risk management (all six (6) of which are sober) must be present at every social event.
 - v. events must be postponed or canceled if at least five sister(s) who are/is sober (5) including two (2) executive board members, are not present
 - vi. at least one (1) individual must drive a vehicle to every social event
 - vii. there will be a twenty-four (24) hour deadline to sign up to attend or volunteer as sister(s) who are/is sober at social events, after which sister(s) who are/is sober will be assigned randomly
 - viii. all social events must be over by one-thirty AM (1:30)
- j) maintain regular contact with the Chapter Advisor, Province Director, Development Specialist, and Chapter Support Team Captain
- k) maintain and uphold the Bylaws
- l) educate Chapter on the Bylaws
- m) serve as the Panhellenic Standards Board delegate
- n) train all executive board members on risk management policies
- o) make sure that all overdue monies are paid by the request of the Vice President of Finance

Section 8.

The Vice President of Social Responsibility shall:

- a) plan a formal event each quarter
- b) preside over Fraternal Relations Chair, Sorority Relations Chair, and Sports Chair
- c) will plan a date dash at least once (1) per school year
- d) maintain relations/contact with Chapter Advisor, Team Captain, Province Director and Programming specialist
- e) remain sober at all events, see Section. 14
- f) oversee all external programming to better Panhellenic, IFC, campus and all other external relations

Section 9.

The Vice President of New Member Education shall:

- a) serve as the new member official
- b) preside over the Assistant New Member Educator, Formal New Membership Chairs, and Informal New Membership Chair

- c) lead the New Member Education meetings
- d) coordinate New Member activities, including the necessary Rituals, the Big Sister program and the Initiation-Week events
- e) serve as a role model for New Members
- f) integrate the New Members into the Chapter
- g) act as a liaison between the New Members and the Chapter
- h) work to build relationships within the New Member class
- i) maintain regular contact with the Chapter Advisor and the Membership Specialist
- j) work to retain New Members
- k) educate the Chapter and the New Members on the Anti-Hazing Policy
- l) use First Avenue guidelines
- m) educate New Members on Chapter history and policies
- n) submit all forms required by the National Organization and UCSD
- o) report recruitment results to the National Office with 48 hours of bid acceptance

Section 10.

The Vice President of Philanthropy shall:

- a) planning and execution of Chapter philanthropies
- b) preside over the Internal Philanthropy Chair, External Philanthropy Chair(s), and Community Impact Chair
- c) has the power to create a committee to help plan and execute the internal philanthropies
- d) maintain relations/contact with chapter team operations
- e) create a manual for your position with all necessary documents, notes, templates, etc. for future reference
- f) organize the Chapter to participate in IFC, Panhellenic, and other Greek Community Philanthropy events
- g) represent or appoint a member to represent Chapter in all Greek Week meetings
- h) stay in close contact with Sorority Relations Chair to maintain awareness of external Philanthropic events
- i) serve to benefit the philanthropic goals of the National Organization
- j) coordinate and execute an event to benefit the Elizabeth Glaser Pediatric AIDS Foundation
- k) coordinate and execute an event to benefit Sharsheret
- l) oversees and plans Foundation Awareness Month in March

Section 11.

All Executive Board Members shall:

- a) serve as a role model for Chapter members
- b) create a manual for incoming Executive Board member with all necessary documents, notes, templates, etc. for future reference
- c) share the responsibility of acting as a sister(s) who is/are sober at social events at least twice (2) per quarter
- d) attend all Executive Board meetings

- e) attend all Chapter meetings

Article VII. Risk Management

Alpha Epsilon Phi at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Alpha Epsilon Phi at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Section 1. In Case of Interaction with Minors and/or the Elderly

Alpha Epsilon Phi at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via UC Learning <https://uclearning.ucsd.edu>. Alpha Epsilon Phi will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

Section 2. In Case of the Provision of Medical Assistance

In the event that Alpha Epsilon Phi at UCSD provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

Section 3. In Case of International Travel

Alpha Epsilon Phi at UCSD recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important. International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

Section 4. In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

Alpha Epsilon Phi at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, [Name of the organization] at UCSD will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

