



ALPHA PHI
UC SAN DIEGO

Bylaws of the Kappa Beta Chapter of
Alpha Phi International Fraternity

ARTICLE I: NAME

The organization shall be called Kappa Beta Chapter of Alpha Phi International Fraternity Incorporated at UC San Diego.

ARTICLE II: PURPOSE

The purpose of this chapter is the promotion of growth in character, of unity of feeling, of sisterly affection and of social communion among its members. And we who are thus united are under a solemn pledge to lend a helping hand to one another. Kappa Beta Chapter of Alpha Phi at UC San Diego is a non-profit student organization.

ARTICLE III: POWERS AND RESPONSIBILITIES

SECTION 1: POWERS

If Kappa Beta chapter is in good standing with the Fraternity, it will have the powers outlined in the Alpha Phi Constitution and Bylaws and the Policies & Procedures of Alpha Phi International Fraternity, Inc. Kappa Beta Chapter of Alpha Phi at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself. Kappa Beta Chapter of Alpha Phi at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

SECTION 2: RESPONSIBILITIES

To remain in good standing with the Fraternity, Kappa Beta chapter shall:

- Conduct itself in a manner that contributes to the welfare and good repute of the Fraternity by supporting and properly maintaining the standards of conduct befitting a chapter of the Fraternity;
- Abide by the Constitution and Bylaws, Ritual, and the Policies & Procedures of Alpha Phi International Fraternity, Inc.;
- Cooperate with Executive Office Employees and volunteers of the Fraternity;
- Meet all financial obligations;
- Remain in good standing with the university.

ARTICLE IV: BYLAW INTERPRETATION

These bylaws, and any future amendments, must be consistent with and no less restrictive than the Constitution and Bylaws and Policies & Procedures of Alpha Phi International Fraternity, Inc. and must be in alignment with all other regulations and policies of the Fraternity.

In any cases where there may be doubt concerning the meaning or effect of a component of these bylaws, the question shall be referred to the Executive Council. The decision of the Executive Council, after consultation with the Bylaws Committee and the Chapter Advisor, shall be final and binding upon all members of this chapter.

ARTICLE V: AMENDMENTS

SECTION 1: METHOD OF AMENDING

These bylaws will be brought immediately into conformity with the changes in the Constitution and Bylaws, Policies & Procedures of Alpha Phi International Fraternity, Inc., and directives issued by the International Executive Board. Such amendments shall be automatic and do not require a chapter vote. These bylaws may also be amended by two-thirds affirmative vote of the eligible members present at any chapter meeting, provided a quorum is present.

SECTION 2: PROCEDURE FOR AMENDING BY CHAPTER VOTE

The Bylaws Committee will follow the following steps annually:

- Proposing Amendments:
 - o The Bylaws Committee or any member of the chapter who is eligible to vote may propose amendments to the bylaws.
 - o Amendments proposed by members must be sent to the Bylaws Committee in writing.
- Review by Executive Council:
 - o All proposed amendments are be presented to the Executive Council by the Bylaws Committee for review.
- Approval of Chapter Advisor:
 - o All proposed amendments must be sent to the Chapter Advisor for approval.
 - o If a proposed amendment is not approved by the Chapter Advisor, it cannot be considered by the chapter for action.
- Presentation to the Chapter:
 - o Proposed amendments approved by the Chapter Advisor are then presented to the chapter by the Chair of the Bylaws Committee.
 - o This must occur at least one week prior to action (vote) by the chapter and a written copy must be given to the Director of Administration after the presentation.
 - o An electronic copy of the proposed amendments should also be sent to the chapter's membership one week prior to action (vote).
- Action by Chapter:
 - o The chapter votes to adopt, reject, or amend (pending approval of the Chapter Advisor) proposed amendments.
- Record in Chapter Minutes:
 - o All adopted amendments shall be recorded in the official minutes by the Director of Administration.
- Corrected Copy of the Bylaws:
 - o Upon adoption of any amendment(s), the Vice Chair of the Bylaws Committee shall:
 - o Correct the official copy in the bylaw's notebook and all other copies, noting the date of adoption beside each new or amended bylaw;
 - o Give a copy of adopted amendments to the Chapter Advisor; and
 - o Distribute an electronic copy of the amended bylaws to all members of the chapter.

ARTICLE VI: VOTING REQUIREMENTS AND METHODS

SECTION 1: ELIGIBILITY

All initiated collegiate members not under: automatic suspension (30+ days past due on finances), probation, associate status, or otherwise restricted and who have met the scholastic requirements of the chapter during the preceding academic period, shall be eligible to vote. 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

SECTION 2: QUORUM

In order to conduct substantive business like vote on motions, elect officers, or amend bylaws a quorum must be present. This chapter requires two-thirds of the members who are eligible to vote be present to constitute a quorum. If members leave the meeting before it is concluded and another vote is called, the chapter should ensure that quorum still exists.

SECTION 3: METHODS OF VOTING

At all meetings, the vote shall be conducted by:

- A vote conducted via voice:
 - o The Chapter President will say, “Those in favor of the motion say aye” and then says, “Those opposed, say no.”
 - o The Chapter President will judge whether more people called out “aye” or “no” and announce the result of the vote.
- A vote conducted by show of hands:
 - o The Chapter President will say, “Those in favor of the motion raise their right hand. (pause) Lower your hands. Those opposed of the motion raise their right hand. (pause) Lower your hands.”
 - o Without actually counting, the Chapter President will judge whether more people raised their hands for the affirmative or the negative and announce the result of the vote.
- A vote conducted by written secret ballot:
 - o The Chapter President will ask each member to cast her ballot.
 - o Ballots will be distributed by the Chaplain, Director of Administration, and Chapter Advisor to all members eligible to vote.
 - o The Marshall will collect the ballots from each member.
 - o The Chaplain, Director of Administration, and Chapter Advisor will count the ballots.
 - o If there is a tie between candidates, the Chapter President’s ballot will be used for the tie breaker.
 - o The Director of Administration will hand the Chapter President the outcome of the vote for her to announce.

The chapter must use written secret ballots for:

- Election of officers to each office having more than one candidate;
- Removal from office;
- Controversial and disciplinary matters;
- Petition for Visitation Hours in the chapter facility (if applicable);
- Other matters as determined by the Chapter President or membership.

ARTICLE VII: MEMBERS

Membership in Kappa Beta chapter is comprised of new and initiated collegiate members in accordance with the Members section of the Policies & Procedures of Alpha Phi International Fraternity, Inc.

There are two general classifications of membership in Alpha Phi: collegian and alumna. The categories of each classification are listed below. Each classification carries with it responsibilities and privileges and is further described in the Policies & Procedures of Alpha Phi International Fraternity, Inc.

SECTION 1: COLLEGIATE MEMBER

- New Member:
 - o Someone who has been extended a bid from Alpha Phi but has not yet been initiated.
 - Initiated Member:
 - o A member who is affiliated with a collegiate chapter.
 - o If a full-time student has completed four academic years and wishes to remain affiliated with her collegiate chapter, such affiliation must be approved by both a majority vote of the chapter Executive Council and by the Chapter Advisor.
 - Unaffiliated Member:
 - o An initiated member who is attending college but not affiliated with a collegiate chapter.
- Examples include, but are not limited to:

- A member who has temporarily left school;
- A member who has transferred to a college where there is no collegiate chapter of the Fraternity;
- A member who has transferred to a college where there is a chapter of the Fraternity, but has not affiliated with that chapter; and
- A member who falls below full-time student requirements outlined by university or Chapter Bylaws.
- Associate Member:
 - o An initiated member who is granted this status is currently unable to actively participate in collegiate chapter affairs for extraordinary reasons.
 - Unless otherwise authorized by the Chapter Advisor, only members who have completed at least two semesters, two trimesters, or three quarters as initiated collegiate members shall be eligible to petition for Associate Membership.
 - o Can only be granted by the Chapter Advisor by sending a written petition stating the reasons for her request and the areas in which she feels she can no longer participate.
 - o For further information on Associate Membership, please see the Policies & Procedures of Alpha Phi International Fraternity, Inc.

Former members, both those who resigned and have had their membership terminated, may not attend social events of a collegiate chapter.

SECTION 2: ALUMNA MEMBER

The Policies & Procedures of Alpha Phi International Fraternity, Inc. defines an alumna member as:

- A member is automatically considered to be an alumna after she has completed four years of college;
- Collegiate members of the Fraternity who have permanently left college in good standing with the Fraternity;
- Collegiate members who have been granted alumnae status by the International Executive Board;
- Alumnae initiates;
 - o Graduate, married students, or students who have completed four academic years who cannot or do not wish to remain affiliated with their chapters; or
- Alumnae members who return to college continue to be regarded as alumnae members.

No alumna member has the right to vote in a collegiate chapter meeting. Only collegiate members of the chapter may attend the social events of the chapter. Alumnae may attend other collegiate events by invitation only.

SECTION 3: GOOD STANDING

To maintain her position of good standing in Alpha Phi, each initiated and new member must:

- Comply with the Constitution and Bylaws and the Policies & Procedures of Alpha Phi International Fraternity, Inc.;
- Comply with her chapter's bylaws and House/Facility Rules (if applicable);
- Maintain a **satisfactory scholastic record** (2.5); and
- Meet Fraternity and chapter financial obligations.

SECTION 4: MEMBERSHIP CONTRACTS

Every year all members of Kappa Beta will sign a Membership/Financial Contract and uphold all of its expectations.

Every member must uphold all expectations in the following chapter contracts, regardless if they signed each individual document:

- Recruitment Contract;

- Social Media Policy;
- Social Events Contract;
- Scholarship Plan;
- Risk Management Plan; and
- Points System (beta version being tested Fall Quarter 2016 before contract signed)

ARTICLE VIII: MEMBER DISCIPLINE

The chapter will hold members accountable for their actions and behavior.

SECTION 1: JUDICIARY BOARDS

The Judiciary Board shall consider allegations of serious disciplinary matters within the chapter and shall follow the requirements and guidelines set forth in the Policies & Procedures of Alpha Phi International Fraternity and the Judiciary Board Guidebook. The business of the Judiciary Board is confidential. All actions of the Judiciary Board require a three-fourths affirmative vote. The decision of the Judiciary Board is final and may not be appealed to the collegiate Judiciary Board.

For further information on Judiciary Boards, please reference the Judiciary Board Guidebook and the Collegiate Chapter Operations Manual .

Composition:

The Chapter President, Vice President of Risk Management, Vice President of Chapter Operations, and the Chapter Advisor (or another member of the Advisory Board) comprise the chapter's Judiciary Board. If one of the above-referenced collegiate officers is not available, is the accused member, or is a witness, another officer may substitute. The chapter will use the list of officers in elected order to identify an alternate. The alternate must be approved by the Chapter Advisor. A Judiciary Board hearing may not take place without a member of the Advisory Board in attendance.

Cause:

In accordance with the Policies & Procedures of Alpha Phi International Fraternity, Inc. a member may be disciplined for the following:

- Failure to comply with college or Fraternity rules, regulations or standards;
- Failure to meet scholastic standards;
- Failure to meet Fraternity and/or chapter financial obligations;
- Conduct unbecoming a member of the Fraternity;
- Disloyalty to the Fraternity, including, but not limited to, the divulging of Ritual related information to any non-affiliated persons;
- Conduct tending to injure the good name of the Fraternity, disturb its well-being, or hamper its work.

SECTION 2: AUTOMATIC SUSPENSION

An initiated or uninitiated collegiate member shall be automatically suspended from Fraternity membership when her dues or any other financial obligations remain unpaid for a period of 30 days unless excused by three-fourths affirmative vote of the chapter and with the approval of both the Chapter Advisor and Finance Advisor.

- An initiated or uninitiated collegiate member who has been automatically suspended shall be notified immediately of such action by the Director of Finance, who shall also notify the Chapter Advisor.
- The badge and certificate of membership of an initiated member or the new member pin of an uninitiated member who has been automatically suspended shall be held by the Finance Advisor or the chapter Director of Finance until the member is reinstated, her membership is terminated, or her uninitiated membership is broken.

- Reinstatement:

- o An initiated member who has been automatically suspended shall be reinstated after payment in full of all dues, fees and other financial obligations that are owed up to and including the period of automatic suspension, providing such payment is made within the current school year and prior to the chapter's submission of the request for termination.
- o An uninitiated member may be similarly reinstated provided such payment is made within the current school year or before the end of the calendar year from the date she was pledged, whichever comes first.
- o Notification of all reinstatements shall be made by the Director of Finance, who shall also notify the Chapter Advisor.

- Request for Membership Termination:

- o If reinstatement does not occur, termination proceedings shall begin immediately in accordance with the Policies & Procedures of Alpha Phi International Fraternity, Inc.

SECTION 3: MEMBERSHIP TERMINATION

Uninitiated Membership:

An uninitiated membership may be broken by a collegiate chapter through the Judiciary Board process or by a three-fourths affirmative vote of the chapter with the approval of the Chapter Advisor.

Collegiate Membership:

Termination of membership by the International Executive Board for cause may be requested by a three fourths affirmative vote of the chapter, a three-fourths affirmative vote of the Judiciary Board, the Chapter Advisor, or the Director of Collegiate Operations or his/her designee.

Once the request has been submitted to the Executive Office, termination procedures in the Policies & Procedures of Alpha Phi International Fraternity, Inc. will be followed. During the interim between a request for termination of membership and action by the International Executive Board, the badge and certificate of membership of such a member will be held by the Chapter President, her membership will be suspended, and she may not attend Alpha Phi sponsored functions.

For additional information on membership termination proceedings please see the Policies & Procedures of Alpha Phi International Fraternity, Inc.

ARTICLE IX: OFFICERS AND DELEGATES

SECTION 1: ELECTED OFFICERS

The elected officers of this chapter shall be:

- Chapter President
- Vice President of Risk Management
- Vice President of Chapter Operations
- Vice President of Programming and Education
- Vice President of Membership Recruitment
- Vice President of Marketing
- Vice President of Campus Affairs
- Director of New Member Education
- Director of Finance
- Director of Administration
- Panhellenic Delegate

Eligibility:

- Be an initiated member in good standing;
- Be a full-time student at the university;

- To be elected and to remain in the position, a member must maintain 2.8;
- The member elected to the office of Chapter President shall be at least a Junior at the time of installation into office unless otherwise approved by the Chapter Advisor

Elections:

- Election of officers shall be held annually at formal chapter meeting during the month of October or November.
- A candidate shall be elected to office by a majority vote of the members who are present and eligible to vote, provided a quorum is present. Voting for any office having more than one nominee shall be by written secret ballot.

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.

For further information on election procedures please see the Collegiate Chapter Operations Manual.

SECTION 2: APPOINTED OFFICERS

The newly elected Executive Council selects all appointed offices as soon as possible and before Officer Transition. For more information on appointing officers please see the Collegiate Chapter Operations Manual.

The appointed officers of this chapter shall be (full appointed officers for fall 2016 elections):

- Director of Chapter Events – External
- Director of Watchcare
- Director of Chapter Programming
- Director of Sisterhood
- Director of Academics
- Big Sister/Ivy Linker Program Chairman
- Director of Ceremonies
- Chaplain
- Music Chairman
- Guard
- Marshall
- Director of Formal Recruitment
- Director of COB
- Director of Target Membership Marketing
- Director of Alumnae/Parent Relations
- Director of Public Relations and Advertising
- Social Media Chairman
- Merchandising Chairman
- Director of Philanthropy
- Director of Community Service
- Director of Campus Activities/External Philanthropy

Eligibility:

- Be an initiated member in good standing;
- Be a full-time student at the university;
- To be appointed and to remain in the position, a member must maintain 2.8

SECTION 3: TERM OF OFFICE

All officers shall hold office for one year or until their successors are installed, except in cases of resignation, academic ineligibility, or removal from office.

SECTION 4: INSTALLATION OF OFFICERS

All elected and appointed officers shall be installed at the formal collegiate chapter meeting immediately

following Officer Transition.

Officer Installation should be held in accordance with the Installation of Collegiate Chapter Officers' Ceremony which can be found in the Ceremonies Book. The outgoing Chaplain shall be the installing officer.

SECTION 5: OFFICER TRANSITION

Officers should be transitioned in accordance with the Officer Transition Guidebook and shall assume all duties upon the completion of Officer Transition.

SECTION 6: REMOVAL FROM OFFICE AND VACANCIES

Any officer of the chapter may be removed from office upon a three-fourths affirmative vote of the chapter with approval from the Chapter Advisor or as necessary by the Director of Collegiate Operations or his/her designee. The chapter officer who has been removed may not hold an office until she receives approval from the Chapter Advisor.

A member must be in good standing to remain an officer. Therefore, if the member receives probation terms she becomes ineligible to hold office.

The Executive Council may fill temporary vacancies by interim appointment. Vacancies of elected positions shall be filled by election of the chapter at any regular meeting. Appointed officer vacancies shall be filled by the Executive Council.

SECTION 7: PAYMENT FOR SERVICE

No officer shall receive payment for her service.

SECTION 8: OFFICER JOB DESCRIPTIONS

CHAPTER PRESIDENT

President

Elected Position

- Leads and directs the Executive Council
- Leads all chapter meetings
- Serves as Chairman of Program Council
- Serves as Chairman of the Judiciary Board
- Responsible for the general supervision and health of the chapter
- Coordinates chapter affairs in accordance with established programs and policies of the Fraternity
- Sets strategy for achieving chapter goals and objectives in collaboration with the Chapter Advisor
- Establishes and perpetuates the culture of the chapter
- Represents the chapter at university and Panhellenic meetings
- Voting Convention delegate
- Completes all Alpha Phi International reports in a timely manner
- Participates in Officer Transition upon taking office and following the completion of her term

RISK MANAGEMENT DEPARTMENT

Vice President Risk Management

Elected Position

- Fulfills the duties of Chapter President if the office is vacant or the Chapter President is absent
- Leads and directs the Risk Management Department and holds regular meetings
- Serves on the Executive Council
- Serves on the Judiciary Board
- Serves on Program Council
- Directs the chapter's risk management program to ensure all chapter events are safe and follow the Policies & Procedures of the Alpha Phi International Fraternity, Inc., Standing Rules, and Chapter Bylaws
- Guides the Director of Chapter Events-External, Director of Chapter Events-Internal, and Director of Watchcare to plan and execute events
- Ensures Event Planner Forms are completed and submitted in a timely manner
- Oversees the development of the chapter's Emergency Procedure Plan
- Educates the chapter annually on Emergency Procedure Plan, Standing Rules, and Chapter Bylaws, specifically focusing on aspects that put the chapter or the individual member at risk
- Completes all Alpha Phi International reports in a timely manner
- Participates in Officer Transition upon taking office and following the completion of her term

Director of Chapter Events- (Co-External)

Appointed Position

- Reports to the Vice President of Risk Management
- Serves on the Risk Management Department
- Serves on Program Council
- Plans and executes the social events for the chapter
- Coordinates and plans events with recognized external groups such as fraternities, sororities, or student organizations
- Collaborates with the Vice President Risk Management and the Risk Management Department to ensure all external events are safe and conform to the Policies & Procedures of the Alpha Phi International Fraternity, Inc., Standing Rules, and Chapter Bylaws
- Plans and executes the social events for the chapter
- Plans and executes social events for chapter and guests that include third party vendors
- Charged with developing programs that increase morale and encourage member interaction
- Develops and executes the chapter's senior engagement programming
- Completes and submits Event Planner Forms in a timely manner to the Vice President of Risk Management

- Participates in Officer Transition upon taking office and following the completion of her term.

Director of Watchcare

Appointed Position

- Reports to the Vice President of Risk Management
- Serves on the both the Risk Management and the Education and Programming

Department

- Directs the chapter's Watchcare program
- Educates chapter annually on Watchcare in collaboration with the Vice President of Education and Programming
- Directs the chapter's social media monitoring program
- Educates chapter annually on social media policy in collaboration with the Vice President of Education and Programming
- Advises fellow Risk Management Department officers in planning safe events
- Educates the chapter annually on Alpha Phi's anti-hazing policy in collaboration with the Vice President of Education and Programming
- Oversees the chapter's development and adoption of the Standards of Excellence
- Directs the education of the chapter on the Standards of Excellence
- Participates in Officer Transition upon taking office and following the completion of her term

CHAPTER OPERATIONS DEPARTMENT

Vice President of Chapter Operations

Elected Position

- Leads and directs the Chapter Operations Department and holds regular meetings
- Serves on Executive Council
- Serves on the Judiciary Board
- Serves on Program Council
- Serves as Chairman of the Bylaws Committee
- Oversees the financial and administrative operations of the chapter
- Serves on House Corporation Board or Chapter Property Committee
- Completes all Alpha Phi International reports in a timely manner
- Participates in Officer Transition upon taking office and following the completion of her term
- Serves on the Chapter Operations Department
- Supervises the use and maintenance of the chapter's housing facility or meeting room
- Educates members on facility rules and expectations
- Oversees the collection of points for the chapter

Director of Finance

Elected Position

- Reports to the Vice President of Chapter Operations

- Serves on the Chapter Operations Department
- Serves on Executive Council
- Serves on Program Council
- Operates under the supervision of, and in accordance with the direction issued by, the International Executive Office
- Coordinates the budget process in collaboration with the Executive Council and with approval from the Chapter Advisor and Operations and/or Finance Advisor
- Ensures all members are billed accurately and in a timely fashion using the Billhighway system
- Provides weekly financial reports to the Executive Council regarding member accounts receivable and year-to-date revenue and expense as compared to the chapter's budget.
- Ensures new member information is entered in Officer Portal
- Ensures all chapter financial obligations, including those to Alpha Phi International, are paid on time
- Prepares and distributes letters outlining members' financial obligations to new members, initiated members and parents
- Prepares, distributes and collects Member Financial Agreements
- Develops a financial presentation for chapter members at least once per year
- Completes all Alpha Phi International reports in a timely manner
- Participates in Officer Transition upon taking office and following the completion of her term

Director of Administration

Elected Position

- Reports to the Vice President of Chapter Operations
- Serves on the Chapter Operations Department
- Serves on Executive Council
- Serves on Program Council
- Serves as Vice Chairman of the Bylaws Committee
- Directs and sees that all reports, records, and other information are submitted promptly and accurately, as required
- Takes minutes at all Executive Council and Chapter Meetings
- Distributes minutes to Executive Council, Chapter, and Advisors
- Responsible for all correspondence from chapter
- Takes charge of the records of the chapter
- Calls roll at all mandatory meetings and other events
- Manages the chapter's Points System
- Prepares schedule and oversees arrangements for all visitors
- Oversees the collection of points for the chapter
- Participates in Officer Transition upon taking office and following the completion of her term

PROGRAMMING AND EDUCATION DEPARTMENT

Vice President of Programming and Education

Elected Position

- Leads and directs the Programming and Education Department and holds regular meetings
- Serves on the Executive Council
- Serves on Program Council
- Directs the chapter's Alpha Phi educational programming, as well as non-Alpha Phi programming
- Collaborates with officers in her department to help plan and execute educational programs and events
- Ensures Event Planner Forms are completed and submitted to the Vice President of Risk Management in a timely manner
- Completes all Alpha Phi International reports in a timely manner
- Participates in Officer Transition upon taking office and following the completion of her term

Director of Sisterhood

Appointed Position

- Reports to the Vice President of Programming and Education
- Serves on the Programming and Education Department
- Serves on Program Council
- Plans and executes the internal social events for the chapter
- Plans and executes internal social events for the chapter and guests that include third party vendors
- Plans and executes chapter sisterhood events
- Charged with developing programs that increase morale and encourage member interaction
- Assists in the planning and execution of chapter retreats, working with specific officers for the overall program of the retreat
- Completes and submits Event Planner Forms in a timely manner to the Vice President of Education and Programming
- Participates in Officer Transition upon taking office and following the completion of her term

Director of Chapter Programming

Appointed Position

- Reports to the Vice President of Programming and Education
- Serves on the Programming and Education Department
- Serves on Program Council
- Plans and executes robust programming portions of chapter meetings
- Completes and submits Event Planner Forms in a timely manner to the Vice President of Education and Programming
- Participates in Officer Transition upon taking office and following the completion of her term

term

Director of Academics

Appointed Position

- Reports to the Vice President of Programming and Education
- Serves on the Programming and Education Department
- Develops an engaging program encouraging academic excellence
- Educates members on chapter's academic incentive plan
- Notifies chapter members of scholarship opportunities and campus resources available

available

- Completes and submits Event Planner Forms in a timely manner to the Vice President of Education and Programming
- Participates in Officer Transition upon taking office and following the completion of her term

Director of New Member Education

Elected Position

- Reports to the Vice President of Programming and Education
- Serves on the Programming and Education Department
- Serves on Executive Council
- Serves on Program Council
- Directs the New Member Education Team including weekly meetings of the team
- Implements an engaging New Member Program focused on educating new members and member interaction within the chapter
- Completes and submits Event Planner Forms in a timely manner to the Vice President of Education and Programming
- Participates in Officer Transition upon taking office and following the completion of her term

Big Sister/Ivy Linker Program Chairman

Appointed Position

- Reports to the Director of New Member Education
- Member of the New Member Education Team
- Oversees the Big Sister/Little Sister program
- Oversees the Ivy Linker program
- Coordinates assignment of Ivy Linkers and new members each week of the new member period
- Educates potential Big Sisters on duties and responsibilities
- Conducts Big Sister/Little Sister matching with approval from the Director of New Member Education
- Plans and executes Big Sister/Little Sister revealing
- Collaborates with the Director of Sisterhood in planning events for new members to become well acquainted with initiated members
- Completes and submits Event Planner Forms in a timely manner to the Vice President of Programming and Education
- Participates in Officer Transition upon taking office and following the completion of her

term

Director of Ceremonies

Appointed Position

- Reports to the Vice President of Programming and Education
- Serves on the Programming and Education Department
- Directs the Ceremonies Team
- Oversees the chapter's Ritual and Ceremonies program
- In collaboration with the Vice President of Programming and Education creates an educational program that includes Alpha Phi history, Ritual, ceremonies, songs, and any other pertinent Alpha Phi specific information
- Collaborates with the Director of New Member Education to plan the chapter's new member ceremonies and Inspiration Days, ensuring that all activities are free from any and all forms of hazing
- Participates in Officer Transition upon taking office and following the completion of her term

Ceremonies Team

Chaplain

Appointed Position

- Reports to the Director of Ceremonies
- Serves on the Ceremonies Team
- Conducts all devotional services
- Executes Alpha Phi ceremonies as outlined in the Ceremonies Manual and Ritual •

Maintains initiation equipment

- Installs incoming officers in accordance with the Ceremonies Manual
- Trains the Marshall and Guard in their duties
- Participates in Officer Transition upon taking office and following the completion of her term

Music Chair

Appointed Position

- Reports to the Director of Ceremonies and Vice President of Membership Recruitment
- Serves on the Ceremonies Team and Recruitment Team
- Educates the chapter on Alpha Phi songs
- Ensures that Alpha Phi songs are incorporated into appropriate chapter events, programs, and activities
- Participates in Officer Transition upon taking office and following the completion of her term

Guard

Appointed Position

- Reports to the Director of Ceremonies
 - Serves on the Ceremonies Team
 - Executes Alpha Phi ceremonies as outlined in the Ceremonies Manual and Ritual •
- Participates in Officer Transition upon taking office and following the completion of her term

Marshall

Appointed Position

- Reports to the Director of Ceremonies
 - Serves on the Ceremonies Team
 - Executes Alpha Phi ceremonies as outlined in the Ceremonies Manual and Ritual •
- Participates in Officer Transition upon taking office and following the completion of her term

MEMBERSHIP RECRUITMENT DEPARTMENT

Vice President of Membership Recruitment

Elected Position

- Leads and directs the Membership Recruitment Department and holds regular meetings
- Serves on the Executive Council
- Serves on Program Council
- Executes the strategic recruitment direction of the chapter
- Works in conjunction with Alpha Phi International staff in overseeing all membership recruitment activities
- Works in conjunction with Alpha Phi International staff on chapter strategy, planning and implementation of Formal Recruitment
- In collaboration with the Recruitment Advisor and Director of Formal Recruitment conducts a competitive analysis of Formal Recruitment
- Identifies COB opportunities and develops strategy to fill vacancies
- Oversees planning and implementation of all COB activities
- Works in conjunction with Alpha Phi International staff on the planning and implementation of all Recruitment Workshops or Polish Week activities
- Communicates with the Panhellenic Delegate to stay informed as to Panhellenic changes
- Completes all Alpha Phi International reports in a timely manner
- Participates in Officer Transition upon taking office and following the completion of her term

Panhellenic Delegates

Elected Position

- Reports to the Vice President of Membership Recruitment
- Serves on the Membership Recruitment Department
- Serves on the Executive Council
- Serves on Program Council
- Represents Alpha Phi at all college Panhellenic meetings
- Reports weekly to chapter regarding Panhellenic business
- Casts Alpha Phi's vote on behalf of the chapter after consultation with the appropriate Executive Council officer, Chapter Advisor and/or Recruitment Advisor

- Contacts the Executive Office if Panhellenic is considering modification to chapter total, average chapter size or voting on extension
- Participates in Officer Transition upon taking office and following the completion of her term

Director of Formal Recruitment

Appointed Position

- Reports to the Vice President of Membership Recruitment
- Serves on the Membership Recruitment Department
- Manages the progress and work of the Recruitment Team that includes Day Chairs
- Works in conjunction with Alpha Phi International staff on the architecture of the

Formal Recruitment Plan

- Manages the implementation of all Formal Recruitment activities
- Participates in the competitive analysis of Formal Recruitment
- Plans and implements Formal Recruitment activities on a team
- Manages the implementation of all Polish activities on a team
- Participates in Officer Transition upon taking office and following the completion of her term

Director of Target Membership Marketing

Appointed Position

- Reports to the Vice President of Membership Recruitment
- Serves on the Membership Recruitment Department
- Manages the progress and work of the Recruitment Team
- Architect of the Recruitment Plan
- Focuses on previous statistics and future target members for next recruitment season
- Manages the implementation of all Recruitment activities
- Participates in the competitive analysis of Recruitment events
- Plans and implements Recruitment events
- Participates in Officer Transition upon taking office and following the completion of her term

Director of COB

Appointed Position

- Reports to the Vice President of Membership Recruitment
- Serves on the Membership Recruitment Department
- Manages the progress and work of the Recruitment
- Architect of the Informal Recruitment Plan
- Manages the implementation of all Informal Recruitment activities
- Participates in the competitive analysis of Continuous Open Bidding
- Plans and implements Informal Recruitment activities
- Participates in Officer Transition upon taking office and following the completion of her term

MARKETING DEPARTMENT

Vice President of Marketing

Elected Position

- Leads and directs the Marketing Department and holds regular meetings
- Serves on the Executive Council
- Serves on Program Council
- Develops a written strategic marketing plan in collaboration with the Executive Council and Advisory Board
- Conducts a marketing analysis of the chapter image in collaboration with the Membership Recruitment Department
- Oversees and coordinates public relations, publicity, and philanthropic fundraising for the chapter
- Ensures Event Planner Forms are completed and submitted to the Vice President of Risk Management in a timely manner
- Completes all Alpha Phi International reports in a timely manner
- Participates in Officer Transition upon taking office and following the completion of her term

Director of Alumnae/Parent Relations

Appointed Position

- Reports to the Vice President of Marketing
- Serves on the Marketing Department
- Develops and directs a comprehensive communication plan that may include newsletters, social media and website content
- Plans and implements alumnae events for local and chapter alumnae including Founders' Day and campus activities
- Completes and submits Event Planner Forms in a timely manner to the Vice President of Marketing
- Develops and directs comprehensive family communication plan that may include newsletters, social media and website content
- Plans and implements family events including Parents' Weekend and other related events
- Participates in Officer Transition upon taking office and following the completion of her term

Director of Public Relations and Advertising

Appointed Position

- Reports to the Vice President of Marketing
- Serves on the Marketing Department
- Directs the Public Relations and Advertising Team
- Develops all public relations material and ensures it reflects the brand determined by the Marketing and Membership Recruitment Departments
- Participates in Officer Transition upon taking office and following the completion of her term

Public Relations and Advertising Team

Social Media Chairman

Appointed Position

- Reports to the Director of Public Relations and Advertising
- Member of the Marketing Department
- Develops and directs the social media plan for the chapter
- Ensures all social media complies with brand identified by the Marketing and Membership Recruitment Departments
- Ensures that all chapter members sign the Social Media Policy and oversees the policy
- Participates in Officer Transition upon taking office and following the completion of her term

Merchandising Chairman

Appointed Position

- Reports to the Director of Public Relations and Advertising
- Member of the Marketing Department
- Designs all Alpha Phi merchandise ensuring the design complies with the brand identified by the Marketing and Membership Recruitment Department
- Places orders for all merchandise with licensed vendors after receiving approval from the Vice President of Marketing and Director of Finance
- Participates in Officer Transition upon taking office and following the completion of her term

Director of Philanthropy

Appointed Position

- Reports to the Vice President of Marketing
- Serves on the Marketing Department
- Develops and implements internal philanthropic events for the chapter
- Educates chapter on the importance of the Alpha Phi Foundation and its mission
- Completes and submits Event Planner Forms in a timely manner to the Vice President of Marketing
- Participates in Officer Transition upon taking office and following the completion of her term

CAMPUS AFFAIRS DEPARTMENT

Vice President of Campus Affairs

Elected Position

- Leads and directs the Campus Affairs Department and holds regular meetings
- Serves on the Executive Council
- Serves on Program Council
- Implements the marketing plan developed by the Marketing and Membership Recruitment Departments within her department and events
- Oversees and coordinates both community service and campus activities for the

chapter

- Ensures Event Planner Forms are completed and submitted to the Vice President of Risk Management in a timely manner
- Collaborates with other recognized fraternities and sororities to coordinate Alpha Phi participation in their philanthropy events
- Organizes chapter members to attend events
- Completes all Alpha Phi International reports in a timely manner
- Participates in Officer Transition upon taking office and following the completion of her term

Director of Community Service

Appointed Position

- Reports to the Vice President of Campus Affairs
- Serves on the Campus Affairs Department
- Develops and directs community service activities for chapter
- Communicates with chapter membership regarding events
- Organizes chapter members to attend events
- Completes and submits Event Planner Forms in a timely manner to the Vice President of

Campus Affairs

- Participates in Officer Transition upon taking office and following the completion of her term

Director of Campus Activities/External Philanthropy

Appointed Position

- Reports to the Vice President of Campus Affairs
- Serves on the Campus Affairs Department
- Develops and plans all campus activities in collaboration with each individual chair of such events
- Communicates with chapter membership regarding campus events
- Organizes chapter members to attend campus events
- Completes and submits Event Planner Forms in a timely manner to the Vice President of Campus Affairs
- Participates

ARTICLE X: EXECUTIVE COUNCIL

SECTION 1: PURPOSE

The Executive Council is charged with establishing chapter goals and priorities to strengthen overall health. It is also charged with ensuring the chapter abides by Alpha Phi's Constitution and Bylaws, the Policies & Procedures of Alpha Phi International Fraternity, Inc., and all university policies.

SECTION 2: COMPOSITION

The Executive Council shall be composed of the following officers, all of whom shall be entitled to vote in its meetings:

- Chapter President
- Vice President of Risk Management
- Vice President of Chapter Operations
- Vice President of Programming and Education

- Vice President of Membership Recruitment
- Vice President of Marketing
- Vice President of Campus Affairs
- Director of New Member Education
- Director of Finance
- Director of Administration
- Panhellenic Delegate

SECTION 3: DUTIES AND RESPONSIBILITIES

- Maintain the chapter's position of good standing with the Fraternity and ensure the chapter's good health.
- Conduct discussion of chapter matters and make recommendations for chapter action.
- Appoint:
 - o Members to the appointed offices following the annual chapter election;
 - o Members of the Bylaws Committee at the beginning of the academic year;
 - o Other committees as needed.

SECTION 4: MEETINGS

The purpose of each weekly Executive Council meeting is to discuss chapter and Fraternity business, the state of the chapter's finances, upcoming events, roster management, and other issues impacting the chapter. All conversations should be guided by the chapter's goals and priorities to strengthen its overall health. An agenda should be prepared at the conclusion of this meeting for chapter meeting by the Chapter President.

- The regular weekly meeting of the Executive Council of the chapter should be held on the same day of the week throughout the academic year except during final examination periods and the week preceding.
- The Chapter President shall preside at all meetings.
 - o If she must be absent, the Vice President of Risk Management will preside.
- All members of the Executive Council must be present at each meeting.
- Two-thirds of the Executive Council members eligible to vote shall constitute a quorum for the transaction of business.
- The Chapter President will share her updates followed by each member of the Executive Council based upon election order.
 - o If the Executive Council has invited guests they make their updates at the end of the meeting.
 - o All actions of the Executive Council shall abide by Robert's Rules of Order, Newly Revised .
- Minutes of all Executive Council meetings shall be taken by the Director of Administration and submitted electronically to all Executive Council officers and the Advisory Board within 48 hours. A member of the Advisory Board should be present at Executive Council meetings.

ARTICLE XI: CHAPTER DEPARTMENTS AND COMMITTEES

SECTION 1: CHAPTER DEPARTMENTS

Chapter departments shall be:

- Campus Affairs Department
- Chapter Operations Department
- Membership Recruitment Department
- Marketing Department

- Programming and Education Department
- Risk Management Department

Department Meetings:

Each department is required to hold weekly department meetings. The purpose of each weekly department meeting shall be to discuss department and chapter business, brainstorm ideas, discuss roadblocks, and update the Vice President on the progress of projects. An agenda should be prepared prior to the meeting by the Vice President.

- A regular weekly meeting of each department of this chapter shall be held throughout the academic year except during final examination periods and the week preceding.
- The Vice President shall preside at all meetings.
 - o If she must be absent, the Chapter President or department advisor will preside.
- All members of the department must be present at each meeting. The department advisor should be present at each meeting when possible.
- Two-thirds of the department members eligible to vote shall constitute a quorum for the transaction of business.
- The Vice President will share her updates during the meeting to be followed by each member of her department.
- Minutes of all department meetings shall be taken by the Vice President and submitted electronically to the department officers and the department advisor weekly within 48 hours.

SECTION 2: NOMINATIONS REVIEW COMMITTEE

The chapter will utilize a Nominations Review Committee (NRC) to obtain applicants for elected positions that no one applied for and to ensure that the chapter has enough qualified applicants for each elected position.

Composition:

One member from each academic class and the Chapter President, Director of Administration, and Chapter Advisor, or her designee will serve on the NRC. The Director of Administration will serve as the chair of the committee.

The class representatives will be elected by their academic class. A simple majority vote is required to be elected to the committee. Members must be in good standing to serve on the committee. Non-initiated members may serve on this board where the new member class hasn't been initiated.

SECTION 3: BYLAWS COMMITTEE

Composition:

At the beginning of each academic year, the Executive Council appoints one initiated member from each academic class to serve on the Bylaws Committee. The committee is chaired by the Vice President of Chapter Operations, and the Director of Administration serves as the vice chair. The Director of Administration shall serve as the secretary of the committee and update the Chapter Bylaws for distribution once the amendments are passed.

Duties and Responsibilities:

- To bring the Chapter Bylaws into conformity with any changes in the Constitution and Bylaws adopted at the Convention and the Policies & Procedures of Alpha Phi International Fraternity, Inc. and notify the chapter of such changes.
- To review these Chapter Bylaws annually and, when necessary after review by the Executive Council and approval of the Chapter Advisor, submit proposed amendments to the chapter for final action.
- To see that these Chapter Bylaws are discussed in chapter meeting at least once per year.

For further information on updating these Chapter Bylaws see the Collegiate Chapter Operations Manual.

SECTION 4: PROGRAM COUNCIL

The following officers shall serve on the Program Council:

- Chapter President (Chair)
- Vice President of Risk Management
- Vice President of Chapter Operations
- Vice President of Programming and Education
- Vice President of Membership Recruitment
- Vice President of Marketing
- Vice President of Campus Affairs
- Director of Administration
- Director of Finance
- Panhellenic Delegate
- Director of New Member Education
- Director of Chapter Events – External
- Director of Chapter Programming
- Director of Sisterhood
- Director of COB

Duties and Responsibilities:

- To develop a balanced chapter calendar based on the chapter's goals and priorities to strengthen overall health.
- To ensure each member has adequate time for academic achievement and personal commitments.
- To review the progress and effectiveness of the various chapter programs and events.
- Research the calendars of the sororities and fraternities on campus and ensure that the chapter's calendar is competitive.

For further information on Program Council see the Collegiate Chapter Operations Manual.

ARTICLE XII: CHAPTER MEETINGS

SECTION 1: WEEKLY CHAPTER MEETINGS

The purpose of each weekly meeting shall be to conduct chapter business and discuss Fraternity business.

- The regular weekly meeting will be held on Monday throughout the academic year except during final examination periods and the week preceding.
- At least one meeting each month shall be a formal chapter meeting attended only by initiated members.
- The Chapter President will preside at all regular and special meetings of this chapter. In cases when she is absent, the Vice President of Risk Management will preside.
- Attendance:
 - o Initiated members must attend all formal chapter meetings and all members, new and initiated, must attend informal meetings of the chapter.
 - o Only collegiate members of this chapter, Advisory Board members, or International Visitors may attend chapter meetings without an invitation.
- Business will be conducted in accordance with Robert's Rules of Order, Newly Revised.
 - o Two-thirds of the collegiate members eligible to vote shall constitute a quorum for the transaction of business.
 - o The Chapter President should prepare the agenda consistent with prior discussion and

recommendations made in Executive Council meetings.

- Minutes of all chapter meetings will be taken by the Director of Administration. She will place a printed copy of the minutes in the official chapter minutes book.
- Upon posted 24-hour notice, special meetings, (either formal or informal) may be called by the Chapter President or at the request of one-third of the voting members, with attendance requirements the same as for regular meetings.
 - o Emergency meetings of the chapter may be called without notice by the Chapter Advisor or Chapter President.
- All business of a personal or private nature transacted in chapter meetings is considered confidential.

SECTION 2: NEW MEMBER EDUCATION

Short meetings or a one-day retreat may be held by Director of New Member Education. The total length of the New Member Program cannot exceed six weeks unless the chapter has received special permission from the Executive Director of Alpha Phi International Fraternity or her designee.

All activities must be held between the hours of 9 a.m. and 9 p.m. The program must abide by the Constitution and Bylaws and the Policies & Procedures of Alpha Phi International Fraternity, Inc .

Attendance at these meetings shall be in accordance with the Kappa Beta chapter attendance policy for all new members unless excused by the Director of New Member Education or her designee.

ARTICLE XIII: FINANCES

SECTION 1: FINANCIAL SYSTEM

- This chapter's financial system is under the general supervision of the Executive Director of Alpha Phi International Fraternity.
 - o Collegiate chapters are not permitted to invest funds outside of the approved financial system accounts without permission of the Executive Director or her designee.
- The fiscal year shall be the same as that of the International Fraternity and shall begin on July 1 and end the following June 30.
- IRS Tax Filings:
 - o The chapter ensures that its information is provided to the Alpha Phi International Tax Preparer for its 990 tax form so that it can be filed on time each year.
- Before each fiscal year, chapter members must sign an annual financial contract that outlines the dues and fees and payment due dates for the year.
 - o Contracts should be for the academic year and not on a semester/quarterly basis, with the exception of new members who join in winter or spring term.
- No reimbursements for this chapter shall be made for any expenditure without a receipt.
- All member billing and collection of payments will be done through the chapter's Billhighway account unless special permission has been granted by the Executive Director of Alpha Phi International Fraternity.

SECTION 2: INTERNATIONAL FEES

The amount, collection and remittance of International fees shall be in accordance with the Policies and Procedures of Alpha Phi International Fraternity, Inc.

SECTION 3: CHAPTER DUES

Regular chapter dues shall be determined in accordance with the annual budget for the next fiscal year.

SECTION 4: FINES

A chapter is only permitted to levy fines when members are absent from the following events:

- Recruitment Workshops and Polish Week activities;

- Formal Recruitment events;
- Court of Ivy; and
- Initiation.

SECTION 5: DELINQUENCY POLICY

All members shall follow the Alpha Phi International Fraternity 15/30/45 day delinquency policy as outlined below:

- 15 Days Delinquent:

- o Member and/or guarantor(s) are notified via email from Alpha Phi International Fraternity.
- o A 3% late fee is automatically assessed by Billhighway (Note: The chapter may charge an additional late fee at its discretion).
- o Member is no longer in good standing and may not attend chapter social events.
- o Member may not order any activity items (t-shirts, favors, etc.).
- o Member is not eligible to be matched with a Little Sister.

- 30 Days Delinquent:

- o Member and/or guarantor(s) are notified via e-mail from Alpha Phi International Fraternity.
- o Additional late fees may be added to the member statement.
- o Director of Finance holds delinquent member's badge and membership certificate.
- o Member is prohibited from holding office or running for a position.
- o Member may not order activity items (t-shirts, favors, etc.) and is not eligible to be matched with a Little Sister.
- o Member may not vote in meetings.
- o A Judiciary Board hearing may be held at the chapter's discretion.

- 45 Days Delinquent:

- o Member and/or Guarantor(s) are notified via email from Alpha Phi International Fraternity.
- o Additional late fees may be added to the member's statement.
- o A request for termination of membership is submitted to the Alpha Phi Executive Office and submitted for approval to the International Executive Board.
- o Account may be sent to a collection agency.
- o Proceedings to remove her from the facility may begin for members living in an Alpha Phi owned/leased facility in accordance with the member's housing contract.

SECTION 6: BUDGET

The Director of Finance of this chapter prepares the annual chapter budget with the assistance of the Executive Council and Finance Advisor and with input from a member of the House Corporation Board or Chapter Property Committee (if applicable), following the outline in the Chapter Operations Department Manual. The budget should then be presented to the chapter and posted to the chapter's Billhighway account by May 1 of each fiscal year for the following fiscal year.

After the budget is adopted by the chapter, the chapter is expected to operate within its budget. If changes are needed to the budget; they should be discussed at an Executive Council meeting and approved by an advisor.

In addition to the usual budgetary items, there shall be funds budgeted for the chapter delegate(s) and advisor(s) to attend Convention and Leadership Conference every year.

SECTION 7: HOUSING CHARGES

Rent, board, parlor fees and other charges to be paid by each new member and initiated member shall be prorated in accordance with the annual budget requirements.

The annual Collegiate Chapter/House Corporation Agreement, specifying the housing charges that the House Corporation Board will receive from the chapter, is be signed by the Chapter President on behalf of the chapter.

SECTION 8: HOUSE/CHAPTER BOND

This chapter shall have a House/Chapter Bond as determined by the House Corporation Board or the Chapter Property Committee. In the case of a colony, bond will be determined by the Executive Office staff. This fund is reserved for building, purchasing, maintaining, or furnishing a chapter house, lodge, suite, room or for the future benefit of the chapter.

- Full payment shall be made by each member to her original chapter within one year from the date of her bid acceptance unless special permission has been granted by the Executive Director or her designee. To request permission, the chapter must submit a Special Permission Request Form which can be located on Alpha Phi's website.
- All House/Chapter Bond monies shall be turned over to the House Corporation Board or Chapter Property Committee (or Chapter Advisor as appropriate) as specified in the Collegiate Chapter/House Corporation Agreement.
 - o This fund is not part of the operating accounts of the chapter and is not to be used to pay any current chapter expenses.
- No affiliated transfer member shall be required to pay a House/Chapter Bond to this chapter.

ARTICLE XIV: RISK MANAGEMENT

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

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

All officers of the chapter will complete an Event Planner Form for all chapter events as required in the Policies and Procedures of Alpha Phi International Fraternity, Inc.

Members will follow the written risk management plan established by the Risk Management Department officers. This plan will be reviewed and updated annually.

Officers will follow the chapter's written emergency procedure plan in the event of an emergency. This written plan will be reviewed on an annual basis. The Chapter President is the only member allowed to make statements on behalf of the chapter during an emergency.

ARTICLE XV: PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised will govern this chapter in all cases to which they are applicable and in which they are not inconsistent with the bylaws and other official regulations of the Fraternity. Each chapter should own a copy of Robert's Rules of Order, Newly Revised. Below is an abbreviated summary of how to handle a motion:

SECTION 1: MAKING A MOTION

A motion is a proposal to the members at the meeting to take a certain action.

A member should raise her hand and wait to be acknowledged by the Chapter President. When the Chapter President calls on her, she states: "I move that... (state motion)." She only states the motion, not why she thinks it should be passed.

The motion must be seconded before the chapter may discuss it. Another member, who didn't make the motion, must state: "I second the motion."

SECTION 2: DEBATING A MOTION

The Chapter President will ask the member who made the motion to start the discussion.

Any member who wishes to state her opinion may raise her hand and wait to be acknowledged by the Chapter President.

When called upon, the member must speak to the motion. She should start by saying, "I want to speak in favor of the motion because...." or "I want to speak against the motion because..."

SECTION 3: AMENDING MOTIONS

After a motion has been made, a member can suggest an amendment, or change, to the original motion. An amendment can add, delete or change parts of the original motion. The amendment may not go completely against the main motion. Members who do not support the original motion may vote against the motion.

To make changes to the motion the member shall raise her hand and when acknowledged by the Chapter President state, "I move to amend the motion to read..." If this motion is seconded, it will be discussed and voted on. Note that this vote is only on whether or not to make the amendment, not on the main motion itself.

SECTION 4: POSTPONING AND REFERRING MOTIONS TO A COMMITTEE

Any member of the chapter can make a motion to postpone discussion on the main motion until a certain time. For example, she can raise her hand and state, "I move to postpone the question to the next meeting."

If a member feels a department or committee of the chapter should study the issue and report recommendations back to the membership, she can state, "I move to refer the question to a committee."

The department or committee would then report back its findings to the chapter at a future meeting and the chapter could then vote on the motion.

SECTION 5: ABBREVIATED SUMMARY OF HANDLING A MAIN MOTION

Obtaining the floor:

- A member stands and addresses the Chapter President, "Madam President."
- The Chapter President recognizes the member by announcing her name or by nodding to them.

Bringing a motion before the chapter:

- The member states the motion, "I move that..." and then sits down.
- Another member, without standing, seconds the motion by saying, "I second the motion."
- The Chapter President states the question: "It is moved and seconded that..."

Consideration of the motion:

- Members debate the motion if desired.
 - o Before speaking in debate, members must obtain the floor by standing and saying, "Madame President" and waiting to be recognized by the Chapter President.
 - o The member who made the motion has first right to the floor.
 - o All remarks are addressed to the Chapter President.
 - o Debate is restricted to the merits of the motion.
 - o Debate can be closed only by order of the assembly (2/3 vote) or by the Chapter President if no one seeks the floor for further debate.
- The Chapter President puts the question (puts it to a vote).
 - o The Chapter President asks, "Are you ready for the question?" If no one then rises to claim the floor, the Chapter President proceeds to put the question.
 - o The Chapter President says, "The question is on the adoption of the motion that..."
 - o Then proceed with a vote using the desired method.
 - o The Chapter President announces the result of the vote.
 - o "The ayes have it, the motion is adopted, and..." (indicate the effect of the vote)" or,
 - o "The noes have it and the motion is lost."

SECTION 6: AT A GLANCE GUIDE

An Alpha Phi Roberts Rules of Order at a Glance Quick Guide is available on Alpha Phi's website.

ARTICLE XVI: INITIATION AND OTHER FRATERNITY CEREMONIES

SECTION 1: INITIATION

This chapter shall initiate new members when they meet the following qualifications for initiation:

- She accepts the lifetime commitment, responsibilities and obligations of Alpha Phi membership.
- She has participated in and successfully completed a program of new member orientation unless otherwise authorized by the Chapter Advisor or her designee;
- She has paid the full initiation fee, badge fee, new member fee, and chapter dues.

Procedure:

- Issue a formal summons to initiation to each candidate.
- Hold Inspiration Days for all candidates during the days preceding initiation.
- Initiate candidates in accordance with the Ritual of Alpha Phi, as approved by the Convention of the Fraternity.

SECTION 2: OTHER CEREMONIES OF THE FRATERNITY

All other ceremonies shall be conducted in accordance with the Ceremonies Book.

ARTICLE XVII: RECORDS AND RITUAL EQUIPMENT

SECTION 1: RECORDS

This chapter's copy of the Ritual of Alpha Phi, Constitution Book, New Member Book, Permanent Minutes Book, Bylaws Book, and such memorabilia deemed appropriate shall be secured in a special strongbox when not in use.

Please the Collegiate Chapter Operations Manual for further information on chapter records and ritual equipment.

SECTION 2: RITUAL EQUIPMENT

This chapter's insignia, ritual and ceremonial equipment shall be kept in readiness between each use and secured in a place inaccessible to non-members.

SECTION 3: REMOVAL OF RECORDS OR RITUAL EQUIPMENT

No records or ritual equipment shall be taken to the rooms or homes of members or away from their habitual place of safekeeping without the consent of the Chapter President, and Chapter Advisor and Director of Ceremonies

ARTICLE XVIII: HOUSING

This chapter shall:

- Establish Facility Rules and an Occupancy Plan for their housing facility;
- Participate in and maintain a relationship with the local House Corporation Board;
- Respect and work with the House Director.

SECTION 1: FACILITY RULES

(Insert House Rules here.)

Observance of House Rules:

The Director of Chapter Facilities is responsible for advising all members and guests about the Facility Rules. They apply to and must be observed by all new and initiated members, alumnae, and guests.

Enforcement:

The Director of Chapter Facilities is responsible for seeing that all Facility Rules not under the jurisdiction of another authority are enforced and that violations are brought to the attention of the proper committee or board.

Housing Related Meetings:

The chapter should have at least one meeting per year to discuss the chapter's House Rules. When matters concerning the use and maintenance of this chapter's housing facility need to be discussed a meeting should be called by the Director of Chapter Facilities.

SECTION 2: FACILITY OCCUPANCY PLAN

Filling the chapter facility to maximum occupancy each year is a priority for the chapter. Therefore, as a condition of membership in Alpha Phi, living in the facility will be the first priority for living on campus or in the community. There is no maximum live-in obligation.

No member may sign a dormitory contract, lease or other campus or community residential commitment unless and until every space available in the facility is filled plus an additional 10 percent to allow for attrition. Agreements will be signed during fall term for the following school year and will bind the member for the entire academic year. Substitutions will be allowed only in accordance with the Housing Agreement.

Priority for living in the facility is established in the chapter's Occupancy Plan.

SECTION 3: COLLEGIATE MEMBERS OF THE HOUSE CORPORATION BOARD

Two collegiate members of this chapter will serve on the House Corporation Board. These two members shall attend all House Corporation meetings and vote on all matters before the House Corporation Board except specific employees' salaries.

SECTION 4: HOUSE DIRECTOR

A House Director shall be employed by the House Corporation Board or Alpha Phi International Fraternity or its designee and live in residence at this chapter's housing facility.