

**BY-LAWS OF THE ZETA PSI CHAPTER
TAU BETA SIGMA**

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Article I. General

Section 1. General

- 1.1 The By-Laws of Zeta Psi establish and prescribe the Chapter policies pertaining to the functions and operations of the chapter not specifically provided in the Zeta Psi Constitution.
- 1.2 These By-Laws shall in no way conflict with or receive priority over the rules and regulations of the United States of America, the state of Florida, University of Central Florida, and the National Constitution of Tau Beta Sigma.
- 1.3 Any amendments to the By-Laws shall be written and presented to the chapter (1) week prior to voting. The proposed amendment shall be adopted by two-thirds (2/3) approval of the total active membership and become operative immediately unless otherwise stated.

Article II. Membership

Section 1. General

- 1.1 Membership policies shall be as stated in Chapter Constitution.

Section 2. Membership Statuses

2.1 Candidacy Program

- 2.1.1 New members shall be admitted to the chapter upon invitation by the chapter's active membership and the successful completion of the Membership Education Program. (National Constitution 6.609 to 6.612)
 - a) Bids must be returned within the same semester in which they were extended.
- 2.1.2 Each Membership Candidate will be given a big sister who shall be in good standing with the chapter. In the event the sister goes on probation, indefinite suspension, or becomes inactive, the Membership Candidate will pick a new big sister.
- 2.1.3 Before initiation, the Membership Candidate must:
 - a) Complete one (1) hour of service to each of the following: the Director
 - b) of Bands and the chapter sponsor.
 - c) Complete a Membership Candidate book in accordance with the following:

1) Identification Page

- 2) Big Sister Information
- 3) Sister Information or Sister Visit
- 4) Sister Questions
- 5) Membership Candidate Information (Tau Beta Sigma)
- 6) Brother Information
- 7) Membership Candidate Information (Kappa Kappa Psi)
- 8) Alumni/Visiting Sister/Brother Information
 - 1) If an MC fails a membership candidate book check as a result of missing one or more of these requirements he or she will be brought up to the sisterhood for discussion.

- 2) If an MC fails a second membership candidate book check as a result of missing one or more of these requirements, he or she will automatically be brought up for termination.
- 3) If an MC fails a membership candidate book check as a third result of missing one or more of these requirements, he or she will automatically be terminated.
- d) Earn a score of at least eighty-five (85) percent on all preliminary tests taken, and a ninety (90) percent on the final exam
 - 1) If an MC fails a preliminary test, he or she will be brought up for discussion to the sisterhood
 - a) A make-up exam will be administered.
 - b) If the MC fails the make-up exam he or she will automatically be terminated
 - 2) If an MC fails a second preliminary test, he or she will automatically be brought up for termination
 - a) A make-up exam will be administered if the MC is not terminated.
 - b) If the MC fails the make-up exam, the MC will automatically be terminated.
 - 3) If an MC fails a third preliminary test including the final he or she will automatically be terminated. A make-up exam will not be administered.
 - 4) If an MC scores between an eighty (80) and eighty-nine (89) percent on the final exam, she or he will automatically be brought up for termination.
 - a) A make-up exam will be administered if the Membership Candidate is not terminated.
 - b) If a make-up exam is administered and the MC does not obtain a ninety (90) percent, the MC will automatically be terminated
 - 5) If an MC fails the final exam with a score of less than eighty (80) percent, she or he will automatically be terminated.”
- e) Attend all required Membership Candidate functions unless excused by the Vice President of Membership and Assistant Membership Educator(s).
- f) Attend at least two (2) chapter meetings during the MC process (exceptions are class conflict, or any excuse, which will be approved by the Vice President of Membership).
- g) Pay all initiation fees to the chapter Treasurer prior to third degree unless another plan is agreed upon. If this requirement is not fulfilled, the Membership Candidate will not be initiated with the class.
- h) Participate in the Membership Education Class fundraiser for the Troy Driggers Memorial Scholarship.
 - 1.1) If the class raises \$100, or more, \$100 shall be donated
 - 1.2) If the class raises under \$100, the full amount raised shall be donated
- i) Complete any other beneficial material deemed necessary by the Vice President of Membership.

2.1.4 Requirements of a Big Sister shall include the following:

- 1) Must complete all requirements of an active Sister.
- 2) Must be able to provide items traditional to respective subfamily.
- 3) Must pass the MC final exam with a ninety (90) percent or higher by the deadline set forth by the Vice President of Membership.

4) Must have all schedules and dues turned in by the set deadline to be eligible for being a Big Sister.

2.1.5 Sister Questions should pertain only to Tau Beta Sigma, the band, or to personal information about herself/himself or another member of the Tau Beta Sigma/Kappa Kappa Psi organization.

2.1.6 Each Membership Candidate shall attend a chapter operations workshop prior to their first official Zeta Psi meeting.

2.2 Active Membership

2.2.1 Requirements of Active Membership

- a) Shall be enrolled/actively participating in at least one band class a year.
- b) If unable to enroll/actively participate in band a member may continue as an active member for an academic term provided the chapter and sponsor approve.
- c) Active members that do not participate in Marching band shall attend all football games as deemed necessary by the Vice President of Special Projects.
- d) Pay National and Chapter dues by the third official meeting of the semester.
- e) Turn in previous semester's grades to the chapter Sponsor two full business days prior to the third official meeting of the semester.
- f) Shall participate in duties assigned by the Vice President of Special Projects for all concerts.
- g) Shall participate in all duties assigned by the Treasurer for fundraisers.
- h) Must turn in an official schedule to the Recording Secretary prior to the third official meeting of the semester, and again before the second official chapter meeting after the UCF withdrawal deadline to confirm enrollment in classes at UCF.
- i) Shall take the membership candidate final exam and pass with a seventy (70) percent or higher by the deadline set forth by the VPM.
- j) Shall submit schedules and dues by the set deadline or that member shall not be a big sister to a little sister.

2.2.2 Privileges of Active Membership

- a. Shall be a voting member of the chapter.
- b. Shall be eligible to hold an office.
- c. Shall be eligible to chair and serve on a committee.
- d. Shall be eligible to have a little sister after one (1) semester active membership, excluding summer and MC period.
 - 1) If in their last semester at school, a sister is ineligible to take a little sister without individual exec board approval.
- e. Shall be eligible to participate in all social affairs of the chapter.
- f. Senior, Active members shall be entitled to Life Membership privilege.
- g. Shall be eligible to have a little brother after one (1) semester of active membership, excluding summer and MC period.

2.3 Conditional Membership

2.3.1 Requirements of Conditional Membership

- a) Must be formerly active member.
- b) Must be requested in writing when conflicts arise from work or class schedules, and must be approved by the sponsor and director.
- c) Approved letter for Conditional Status must be presented to the Chapter by the first (1st) official meeting of each fall and spring semester.

- d) Pay National dues and fifty (50) percent of Chapter dues by the third (3rd) official meeting of the fall semester, or fifty (50) percent of Chapter dues by the third (3rd) official meeting of the spring semester, depending on when Conditional Status is requested.
- e) If request for Conditional status is not made by the deadline, Active dues must be paid in full, and no refund will be issued if dues were paid prior to a Sister-becoming Conditional.
- f) Grades shall be turned in to the chapter Sponsor by two business days before the third official meeting of each fall and spring semester.

2.3.2 Privileges and restrictions of Conditional Membership

- a) May not hold an office or be eligible to vote.
- b) May only hold conditional status for one year.
- c) May attend all chapter meetings and functions.

2.4 Inactive Membership

2.4.1 Restrictions of Inactive Membership

- a) May not have privileges of Active or Conditional members.
- b) Inactive status is not considered in good standing.

2.4.2 Requirements to Return from Inactive Status

- a) May become Active by submitting a written request to the Chapter Sponsor and Director of bands.
- b) Pay National and Chapter dues for the current school year.
- c) Submit previous semester's grades to the Chapter Sponsor.
- d) Attend three (3) consecutive chapter meetings on a probationary status.
- e) Submit written request for Active status to the Chapter, to be approved by a nine-tenths (9/10) vote of the total active membership.

2.5 Associate Membership

2.5.1 The requirements and privileges shall be as stated in the National Constitution, Section 6.606.

2.6 Honorary Membership

2.6.1 The requirements and privileges shall be as stated in the National Constitution, Section 6.607.

2.7 Alumni Membership

2.7.1 The requirements and privileges shall be as stated in the National Constitution, Section 6.608.

2.8 Life Membership

2.8.1 The requirements and privileges shall be as stated in the National Constitution, Section 6.616.

Article III. Officers

Section 1. General

- 1.1 All officers shall submit an itemized budget, to the Treasurer, the weekend before the first (1st) official meeting of the semester.
- 1.2 Each officer shall compile and update an officer folder each year and complete all officer duties before the end of their term.

- 1.3 Officer reviews shall be done three (3) weeks before the last meeting of the semester. Reviews shall be done two (2) times in an academic year. Someone other than an officer shall be appointed by the Executive Board to conduct officer reviews.
- 1.4 An Executive board meeting shall be held at least two (2) times a month during the fall and spring semesters.
- 1.5 A board meeting shall be held at least once a semester during the fall and spring semesters.
- 1.6 All committee chairs shall submit committee reports online before the start of the next chapter meeting.

Section 2. Elections

- 2.1 Elections shall be as stated in the Chapter Constitution.

Section 3. Elected Officers

- 3.1 President
 - 3.1.1 Shall preside at all meetings of the chapter.
 - 3.1.2 Shall appoint all committees and be member ex-officio of all committees.
 - 3.1.3 Shall countersign all monies and business of the chapter.
 - 3.1.4 Shall be responsible for filing the Fall Activity Report and Chapter Summary Report to the National Headquarters.
 - 3.1.5 Shall be the official representative whenever such representation is required.
 - 3.1.6 Must have held a previous office or committee chair in the sisterhood.
 - 3.1.7 Must have retained membership in the sisterhood for at least two (2) consecutive semesters (excluding summers and membership candidacy period).
 - 3.1.8 Shall prepare and submit the new officer installation to the National Officer District President and Secretary.
- 3.2 Vice President of Membership
 - 3.2.1 Shall preside at chapter meetings in the absence of the President.
 - 3.2.2 Shall assume the office of President, if the office has become vacant, and if the Vice President of Membership chooses to accept the position.
 - 3.2.3 Shall be responsible for educating and training the membership candidates, initiating the Sorority, and the membership education of all members.
 - 3.2.4 Shall coordinate rituals.
 - 3.2.5 Shall recommend the Assistant Membership Educator(s), with the final appointment by the Executive Board.
 - 3.2.6 Shall chair the Membership committee.
 - 3.2.7 Shall present a written Membership Education Program to the chapter and sponsor for approval two (2) weeks before first degree. It shall include, but not be limited to: weekly tests, weekly requirements, and proposed dates for Jay Blanchard, first degree, second degree, third degree, and any other ceremonies.
 - 2.7.a) An electronic copy must be distributed to the sisterhood prior to approval.
 - 3.2.8 Must have retained membership in the sisterhood for at least two (2) consecutive semesters (excluding summers and membership candidacy period).
 - 3.2.9 Shall be responsible for the preparation of rush events.
 - 3.2.10 Shall administer the membership candidate final exam in the fall semester to all active sisters.

- 3.2.11 The Vice President of Membership shall not be eligible to take a little sister during their term in office.
- 3.3 Vice President of Special Projects
 - 3.3.1 Shall chair the service committee.
 - 3.3.2 Shall report on all special projects that arise in the sisterhood.
 - 3.3.3 Shall serve as liaison between the chapter, the sponsor, and the director of bands concerning all things service related.
 - 3.3.4 Shall serve as liaison to the Special Projects committee of Kappa Kappa Psi.
 - 3.3.5 Shall be responsible for developing and executing at least one (1) service project per semester.
 - 3.3.6 Shall be responsible for organizing and executing concert receptions.
 - 3.6.a) Concerts include wind ensemble, concert band and Symphonic band.
 - 3.3.7 Must have retained membership in the sisterhood for at least two (2) consecutive semesters (excluding summers and memberships candidacy period).
- 3.4 Recording Secretary
 - 3.4.1 Shall record the minutes of all chapter meetings, executive board meetings, and officer meetings.
 - 3.4.2 Shall have one (1) hand-written or typed copy of minutes from each meeting.
 - 3.4.3 Shall provide one (1) electronic copy of the chapter meeting minutes to all members of the sisterhood forty-eight (48) hours after that meeting adjourns.
 - 3.4.4 Shall keep a typed copy of the chapter minutes in the Recording Secretary notebook as a permanent record.
 - 3.4.5 Shall keep an accurate records book which is to include:
 - 4.5.a) Attendance
 - 4.5.b) Member directory with the following information for all active and conditional members
 - 4.5.b.1) Phone Numbers
 - 4.5.b.2) Email addresses
 - 4.5.b.3) Birthdays
 - 4.5.c) Contact Sheet which is to be distributed at the beginning of each semester
 - 3.4.6 Shall take attendance at all Tau Beta Sigma events including football games.
 - 3.4.7 Shall appoint someone to record the minutes upon absence from a meeting.
 - 3.4.8 Shall collect schedules from active membership for the upcoming semester. All schedules collected must be an official copy from my.ucf.edu and no other form of schedule or calendar shall be accepted.
 - 3.4.9 Shall collect all active members schedules for the current semester by the third official meeting of the semester and also by the next official meeting after the withdrawal deadline.
- 3.5 Treasurer
 - 3.5.1 Shall co-sign all checks for monies disbursed.
 - 3.5.2 Shall organize receipts and regulate disbursements of the chapter.
 - 5.2.a) Shall deposit all monies within five (5) working business days of receiving them.

- 5.2.b) Shall issue a receipt for transactions between members and the chapter immediately upon receiving monies (e.g. dues).
- 3.5.3 Shall be responsible for keeping records of all chapter finances.
 - 5.3.a) Shall provide all officers and committee chairs with a ledger each semester for all transactions.
- 3.5.4 Shall retain a copy of every financial transaction.
- 3.5.5 Shall provide a chapter financial report at each meeting.
- 3.5.6 Shall be responsible for ordering all regalia from the National Office.
- 3.5.7 Shall chair the Ways and Means Committee.
- 3.5.8 Shall collect original store receipts from sisters to be considered for reimbursement.
 - 5.8.a) Receipts must be received by the second meeting following the date of purchase.
- 3.5.9 Shall be responsible for developing and executing at least two (2) fundraisers per semester (excluding summer semesters).
- 3.6 Parliamentarian
 - 3.6.1 Shall be responsible for maintaining order at all chapter meetings.
 - 3.6.2 Shall be responsible for enforcing chapter discipline by:
 - a) Notifying members who are not upholding their obligations.
 - b) Explain the actions members will face for neglecting their obligations.
 - c) Reviewing the discipline procedures with those members, as outlined in Article V of the by-laws.
 - 3.6.3 Shall implement and use the National, District, and Zeta Psi Chapter Constitutions.
 - 3.6.4 Shall be responsible for conducting a complete constitutional review every year.
 - 3.6.5 Shall update and distribute an electronic copy of the chapter constitution and bylaws to every active member at the beginning of each semester.
 - 3.6.6 Shall chair the jurisdiction committee.
 - 3.6.7 Must have maintained membership in the sisterhood for at least two (2) consecutive semesters (excluding summer and membership candidacy period).
 - 3.6.8 Must have held a previous office or committee chair in sisterhood, or have been active for four (4) semesters.
- 3.7 Historian(s)
 - 3.7.1 Shall be responsible for completion of the chapter scrapbook, written and pictorial.
 - 3.7.2 Shall submit chapter pictures to the Southeast District scrapbook.
 - 3.7.3 Shall construct and present slide shows for the two (2) following events:-
 - 7.3.a) Marching Knight Banquet
 - 7.3.b) TBS/KKPsi banquet both fall and spring.
 - 3.7.4 Shall continuously update the chapter board in the Music Building
 - 3.7.5 Shall chair the History and Traditions Committee.
 - 3.7.6 Shall research and make a proposal for a chapter composite picture once a year during the spring semester.
- 3.8 Corresponding Secretary
 - 3.8.1 Shall be responsible for the maintenance of corresponding records.
 - 3.8.2 Shall be responsible for submitting an article to the Podium and District publications.
 - 3.8.3 Shall be responsible for checking the chapter mailbox and e-mail.

- 3.8.4 Shall inform the chapter of any upcoming National or District events.
- 3.8.5 Shall inform other chapters about Zeta Psi's events via e-mail, list serves, mail, etc.
- 3.8.6 Shall send out a chapter Newsletter, the Pig Pen, to other chapters in the SED at least once a year.
- 3.8.7 Shall Chair the Public Relations Committee
- 3.9 Alumni Secretary
 - 3.9.1 Shall be responsible for maintaining communication with the National and Southeast District Alumni Association.
 - 3.9.2 Shall promote alumni activities.
 - 3.9.3 Shall keep alumni informed of events by means of chapter email.
 - 3.9.4 Shall be responsible for sending out newsletters to chapter alumni at the beginning of the fall, spring, and summer semesters.
 - 3.9.5 Shall compile and update the Chapter Alumni Directory each year.
 - 3.9.6 Shall distribute an electronic copy of the Pig Pen to all alumni.

Section 4. Appointed Officers

- 4.1 Webmaster
 - 4.1.1 Shall maintain a current and functional Chapter website.
 - 4.1.2 Shall work with the Corresponding Secretary and Historian in keeping an updated Chapter calendar and directory as needed.
- 4.2 Lyre Guard
 - 4.2.1 Shall be responsible for conducting the Chapter in any Sisterhood related musical endeavors.
 - 4.2.2 Shall use her/his musical knowledge to aid the Chapter in performing to the best of its musical ability.
 - 4.2.3 Shall be responsible for maintaining current music folders for song rehearsals.
- 4.3 Assistant Membership Educator
 - 4.3.1 Shall be responsible for assisting the Vice President of Membership with membership education of the Membership Candidates and the Sorority.
 - 4.3.2 Shall be responsible for the preparation of rush events.
 - 4.3.3 Shall compile a directory of each Membership Candidate class consisting of name, email, phone number, and birthday to be delivered to all active members and membership candidates prior to First Degree.
 - 4.3.4 Shall attend all Membership Candidate Meetings.
 - 4.3.5 Shall distribute two (2) copies of the semester schedule to the chapter. The first shall be given out the week prior to the approval of the Vice President's schedule. The second shall be distributed at the chapter meeting after the approval.
 - a) If the Vice President's schedule is approved, no supplemental copy shall be distributed.
 - 4.3.6 Shall be appointed by the Vice President of Membership.
- 4.4 Special Projects Assistant
 - 4.4.1 Shall be responsible for assisting the Vice President of Special Projects in delegating duties, organization, and execution of special projects and events.
 - 4.4.2 Shall coordinate everyday duties (example: water coolers at practice.)
 - 4.4.3 Shall act as the Vice President of Special Projects in her or his absence.
 - 4.4.4 Shall be appointed by the Vice President of Special Projects.
- 4.5 Florida Day Chair
 - 4.5.1 Shall be responsible for coordinating Florida day events on behalf of the sisterhood.

- 4.5.2 Shall work with the Florida day chair from Kappa Kappa Psi.
- 4.5.3 Shall report all information to the sisterhood.
- 4.5.4 Shall be appointed by the president with exec board and social chair approval.
- 4.5 Social Chair
 - 4.5.1 Shall chair the social committee.
 - 4.5.2 In the event that a Florida Day Chair can not be selected the social chair will assume all responsibilities of the Florida Day Chair.
- 4.6 Ritual Chair
 - 4.6.1 Shall chair the Ritual & Regalia committee.

Article IV. Committees

Section 1. General

- 1.1 Standing committees shall meet at least once a month.
 - 1.1.1 Attendance shall be taken at each committee meeting.
 - 1.1.2 If absent from a meeting, a committee member must submit an excuse to the Recording Secretary by the next chapter meeting.
- 1.2 Traditional chapter committees shall meet at the chair's discretion.
- 1.3 Committee chairs shall submit an itemized budget, to the Treasurer, by the first (1st) official meeting of the semester.
- 1.4 Chairs must submit an electronic report to the exec board prior to the start of the next official chapter meeting, including attendance and discussions/decisions.
- 1.5 Committee Chairs must decide their meeting times prior to committee assignments, so that members may choose committees appropriate to their schedules.

Section 2. Standing Committees

- 2.1 Membership Committee
 - 2.1.1 The Vice President of Membership shall chair the Membership Committee.
 - 2.1.2 Responsibilities of this committee shall be:
 - a) Plan activities for rush, the membership candidate period, and membership education classes.
 - b) Help prepare membership education programs for the candidates and chapter.
 - c) Meet regularly during the Membership Education period to review and evaluate the process.
- 2.2 Ways and Means Committee
 - 2.2.1 The Treasurer shall chair the Ways and Means Committee.
 - 2.2.2 The responsibilities of this committee shall be to plan and implement fundraisers.
- 2.3 History and Traditions Committee
 - 2.3.1 The Historian(s) shall chair the History and Traditions Committee.
 - 2.3.2 Responsibilities of this committee shall be:
 - a) Assist in the design and completion of the scrapbook.
 - b) Assist in the preservation of the scrapbooks.
 - c) Assist in the production and presentation of slide shows.
 - d) Assist in the design and completion of a Convention Display in conjunction with the Eta Sigma Chapter of Kappa Kappa Psi (if voted on to do so).
 - e) Assist in the preservation of all slides and photographs that are property of the chapter.

2.4 Service Committee

2.4.1 The Vice President of Special Projects shall chair the Service committee.

2.4.2 Responsibilities of this committee shall be:

- a) To create, organize, and implement all service projects done by the Sorority or in conjunction with Kappa Kappa Psi.
- b) To organize the care and maintenance of the Marching Knight uniforms.
- c) To implement any National and District service programs on the chapter level.

2.5 Ritual and Regalia

2.5.1 The President shall appoint the chair of the Ritual and Regalia Committee.

2.5.2 The responsibilities of this committee shall be:

- a) To ensure safekeeping over all ritual objects.
- b) To update and repair ritual objects as necessary.
- c) To prepare each ritual.
- d) To keep the chapter educated on the rituals of Tau Beta Sigma.

Section 3. Traditional Chapter Committees

3.1 Social Committee

3.1.1 The President shall appoint the chair of the Social committee.

3.1.2 The responsibilities of this committee shall be:

- a) To plan and organize the following social events of the chapter:
 - 1) Jay Blanchard Day (fall/spring)
 - 2) Retreat (fall/spring)
 - 3) Sisterhood Week (spring)
 - 4) Holiday Party
 - 5) Annual Canoe trip in conjunction with Kappa Kappa Psi
- b) To organize the Marching Knights Banquet each fall.
- c) To help organize the Tau Beta Sigma / Kappa Kappa Psi Banquet each spring.

3.2 Jurisdiction Committee

3.2.1 The Parliamentarian shall chair the jurisdiction committee.

3.2.2 The responsibilities of this committee shall be:

- a) To review and research proposed amendments to the Chapter Constitution and By-Laws and to report on findings to the sisterhood before they shall be voted on.
- b) To assist the Parliamentarian with yearly constitutional review.
- c) To assist the Parliamentarian with the education and re-education of proper parliamentary and chapter procedures.

3.3 Public Relations Committee

3.1 The Corresponding Secretary Shall Chair the Public Relations Committee

3.2 Responsibilities of this Committee Shall be:

Shall assist in creating the Chapter newsletter, the Pig Pen

- b) Shall assist in the completion of an article for submission to both the *Podium* and District publications.
- c) Shall assist in advertisement opportunities for chapter fundraisers, service projects and other functions when appropriate.

Article V. Chapter Operations

Section 1. General

- 1.1 The chapter shall operate under the Zeta Psi Constitution and By-Laws.

Section 2. Meetings

- 2.1 Meeting Times shall be voted on and passed by a two-thirds (2/3) majority vote. They must be voted on for each new semester. Voting shall take place when the chapter feels is necessary.
- 2.2 Quorum consists of fifty (50) percent of total active membership with at least two (2) elected officers, one of which must be a member of the Executive Board.
- 2.3 The Executive Board may call emergency, mandatory meetings when it is deemed necessary with no less than twenty-four (24) hours notice.
- 2.4 If absent from a meeting, an active member must give a written proxy to the Recording Secretary. This proxy shall state the name of its holder and must be turned in prior to that meeting. Any proxy not turned in before that meeting will be void.
- 2.5 Excusal notes for missing a formal chapter event must be turned into the Recording Secretary before the beginning of the next meeting.
- 2.6 The Executive Board shall determine if an absence is excused or unexcused. Decisions made by the Executive Board must be made with a two-thirds (2/3) majority vote.

Section 3. Attendance

- 3.1 Members must attend chapter meetings for all business prior to the beginning of business for the first non-executive board officer.
- 3.2 Officers in charge of mandatory events will determine the time requirements for members to be considered as attended.
- 3.3 Members must submit a note if they will be more than 15 minutes late to an event.

Section 4. Decorum

- 4.1 The use of cell phones during meetings shall be prohibited.
- 4.2 Consumption of any intoxicating substance (e.g. alcohol, any type of illegal drug) shall be prohibited at any official chapter event.
- 4.3 Members must attend the chapter meeting for all business prior to the beginning of business for the first non-executive board officer.

Section 5. Monetary Obligations

- 5.1 Dues
 - 5.1.1 If necessary, a minimum down payment of ten (10) dollars may be made by the third meeting and the remaining amount is due ten (10) days prior to the deadline set by National Headquarters for fall and by the first meeting in March for spring.
 - 5.1.2 If dues are not paid in full by set deadlines, the member will be placed on probation. Extreme circumstances can be brought before the Executive Board for consideration.

Section 6. Convention Delegates

- 6.1 As stated in the National Constitution, delegates shall be elected thirty (30) days prior to district convention and sixty (60) days prior to National Convention.
- 6.2 A member is eligible to be delegate only if s/he has been to a previous convention.
 - 6.2.1 In the event the chapter President is attending District and/or National Convention, and has attended a previous convention, the President will be automatically elected delegate to the convention in question provided s/he chooses to accept the chapter's nomination.

Section 7. Discipline

- 7.1 A member will be given the opportunity to be advised by the executive board no later than one week prior to being placed on probation, suspension, or EXPULSION in order to discuss and/or correct the issue. Refer to the National Constitution 6.617-6.619.
- 7.2 The Executive Board shall inform the member of the probationary status and prescribe the terms and conditions necessary to remove the probationary status, if not already stated in this constitution.
- 7.3 While on probation, a member:
 - a) Loses all voting privileges.
 - b) Loses any privileges of office.
 - c) Loses the privilege of receiving a little sister.
 - d) Loses the privilege of choosing a little brother.
 - e) May attend all official meetings.
- 7.4 Probationary status will not expire at the end of any semester and will remain in effect until the member has made restitution
- 7.5 A member may be put on suspension if the member in question:
 - 6.4.1 Is on probation and has not successfully made restitution.
 - 6.4.2 Displays conduct unbecoming of a sister including but not limited to:
 - a) Leaking of Ritual
 - b) Hazing
 - c) Inappropriate conduct while in letters or in a service setting
 - d) Any other action deemed inappropriate by the chapter
- 7.6 While on suspension a member:
 - a) Loses all voting privileges.
 - b) Loses any privileges of office.
 - c) Loses the privilege of having a little sister/brother.
 - d) Loses the privilege of attending any social event the chapter sponsors or is associated with.
 - e) Loses the privilege of attending rituals.
 - f) Loses the privilege of wearing letters.
- 7.7 When on suspension a member must fulfill all obligations or requirements asked of them within a specified time period, which must be given to the member in writing. The suspension may be lifted by three-fourths (3/4) total active membership after the requirements have been fulfilled.
- 7.8 The chapter sponsor and District Counselor must be informed prior to a member being placed on suspension. The District Counselor and National Headquarters must be informed within ten (10) days of placement and lifting of suspension.

- 7.9 A suspended member who does not successfully meet the obligations specified, or any member who repeatedly violates the National, District, or Chapter policies or procedures, may be expelled by three-fourths (3/4) total active membership, by secret ballot. This disciplinary action is not reversible; expulsion will be noted on the master roster at National Headquarters.
- 7.10 Any member who may be expelled has a right to a hearing in front of the active chapter membership and Chapter Sponsor. At least one (1) week prior to this hearing the chapter membership, Chapter Sponsor, District Counselor, and National Headquarters will be notified.
- 7.11 Any expelled member shall lose all rights and privileges of a member, including wearing letters and attending any chapter-sponsored events, will be in bad standing, and must return any regalia and property of the Sorority.