

# **Alpha Epsilon Phi: BETA ALPHA CHAPTER BYLAWS**

## **Created July 2015**

### ARTICLE I. NAME

The name of this organization shall be Beta Alpha Chapter of Alpha Epsilon Phi Sorority, Incorporated.

### ARTICLE II. PURPOSE

The purpose of this organization shall be to establish and maintain a sisterhood of university women for social, educational, charitable and other nonprofit purposes in accordance with the Charter, Constitution and Bylaws of the National Sorority. Each active member of Alpha Epsilon Phi has duties and obligations to her chapter. Every sister agrees to attend chapter functions regularly with enthusiasm. This is a part of the Alpha Epsilon Phi oath. Cooperation helps Alpha Epsilon Phi to grow and become stronger. These bylaws are to ensure that the balance sheet is weighed evenly between the “give” and the “take” side. In this way, both “group autonomy and survival are protected.”

The following bylaws are in no particular order and one section is equally important as the next.

### ARTICLE III. MEMBERSHIP

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

### ARTICLE IV. GOVERNMENT

SECTION 1. The Executive Board of this chapter shall be vested in nine (9) officers that shall be designated President, Vice President of Operations, Vice President of Finance, Vice President of Programming, Vice President of Philanthropy, Vice President of Standards, Vice President of Scholarship, Vice President of Recruitment, and Vice President of New Member Education. Additionally, the New Member Educator who is not designated as Vice President is a member of the Board. In accordance with National Alpha Epsilon Phi stipulations, all members must have a cumulative GPA of 2.5 to be in good academic standing and/or hold office.

#### SECTION 2. Order of Officers Executive Board:

Executive Board:

1. President
2. Vice President of Operations

3. Vice President of Standards
4. Vice President of Finance
5. Vice President of Programming
6. Vice President of Philanthropy
7. Vice President of Scholarship
8. Vice President of Recruitment
9. Vice President of New Member Education

#### EXECUTIVE BOARD RESPONSIBILITIES:

SECTION 3. The President shall (1) preside all meeting of the chapter, with the exception of recruitment meetings; (2) appoint, with the assistance of the EBoard, committees and assistant positions not otherwise provided for in these Bylaws; (3) call special meetings; (4) represent the chapter when necessary or designates an appropriate representative; (5) maintain regular contact with the chapter advisor, faculty advisors, team 1909 captain and operations specialist; (6) notify the National Organization regarding any campus relationship statements, campus standards documents, etc.; (7) approve all checks; (8) has no vote other than serving as a tiebreaker in all chapter votes, to remain unbiased when answering questions and counting votes; (9) maintain regular contact with the campus Student Activities Office; (10) open and distribute all mail to the appropriate officer in a timely manner; (11) review and sign all contracts on behalf of the chapter with the advisor or chapter support team; (12) educate the chapter on National and College policies and procedures; (13) arrange, conduct and oversee elections and officer transition with assistance from the EBoard and advisor, where applicable; (14) immediately following elections, she must contact the National Office to notify them of the change in office;

SECTION 4. The Vice President of Operations shall (1) oversee her chairs, (2) assist the President in the duties of office; (3) record, read, distribute and file, as required, all minutes of the chapter and EBoard meetings; (4) take attendance at all meetings and events, as required, keeping track of excused and unexcused absences and notifying chapter members of attendance requirements in accordance with chapter bylaws; (5) shall work with the President to create a calendar and coordinate with EBoard and all chairs to provide a monthly calendar of events to the chapter by the meeting prior to first meeting of each month; (6) shall replace the President in the event that she cannot fulfill her duties; and (7) maintain the Point System and keep track of each member's progress.

SECTION 5. The Vice President of Finance shall: (1) oversee the her chairs, (2) maintain regular contact with the chapter advisor and finance specialist; (3) collect all monies due to the chapter and National; (4) provide parents, chapter members and potential chapter members with a breakdown of all fees charged each semester; (5) interpret, explain and guarantee observance of National and College financial policies and guidelines to members and EBoard, as necessary; (6) retain in her custody the funds of the chapter in an account in the name of Alpha Epsilon Phi, Beta Alpha Chapter, and maintain/balance all accounts on a monthly basis; (7) present a monthly financial update of the chapter to the members; (8) formulate a budget with the President each semester providing contracts

for all those allocated funds; (9) create a member payment plan, as needed; (10) approve expenditures by chapter members before they occur and reimburses accordingly; and (11) communicate the assigned budget to each chair that requires funding.

SECTION 6. The Vice of President Programming shall: (1) oversee her chairs (2) be responsible for successfully implementing Second Avenue programming according to National guidelines; (3) maintain regular contact with chapter advisor and the programming specialist; (4) coordinate at least three events each semester that fall under the categories of: Personal Growth and Life Skills, Health and Wellness, and History and Heritage; (5) plan all sisterhood and cultural activities; and (6) organize any speakers Alpha Epsilon Phi would like to bring to campus. (7) Provide VP of Standards and her Risk Management chair with a list of guests for events

SECTION 7. The Vice President of Philanthropy shall: (1) oversee her chairs (2) be responsible for directing chapter philanthropy efforts; (3) educate the chapter on importance of philanthropic obligations; (4) organize and coordinate campus and community philanthropic projects; (5) work with the Chapter VP of Finance on distribution of philanthropic proceeds; (6) organize participation of AEPHI in other Greek philanthropy events; (7) plan at least one project to support the Elizabeth Glaser Pediatric AIDS Foundation, Sharsheret, each year; (8) keep a written account of the details of every philanthropic effort the chapter is involved in including the sponsoring organization (maybe another chapter or Beta Alpha), the receiving organization, the amount donated, the date donated, and the action that took place at the event.

SECTION 8. The Vice President of Standards shall: (1) oversee her chairs (2) oversee the selection of the Standards Board; (3) educate the chapter on the purpose of Standards; (4) educate the Standards Board members on their role and duties; (5) preside as a neutral member of the Standards Board following framework including taking minutes and proper notification; (6) educate the chapter on conduct and responsibilities of membership in conjunction with National and chapter policies; (7) not receive a vote during Standards Board meetings unless a tie needs to be broken, in which case, she will make the deciding vote; (8) educate chapter on chapter bylaws in conjunction with the President; and (9) oversee the sanctions imposed by the Standards Board.

SECTION 9. The Vice President of Scholarship: (1) make sure those sisters who need academic help are being provided with assistance (2) plan study sessions with the pledge classes (3) plan events that focus on academics

SECTION 10. The Vice President of Recruitment shall: (1) oversee her chairs (2) organize and direct year round chapter recruitment event efforts; (3) preside at all recruitment meetings and membership selection sessions with the President at which meetings the VP of Recruitment shall remain neutral; (4) submit all forms required by National and the College on time; (5) educate chapter on proper recruitment techniques, communications skills and marketing AEPHI to potential new members (6) educate the chapter regarding membership selection process and prepares member selection materials; (7) follow budget as dictated by campus and chapter maintaining accurate records of purchases, supplies, etc.; (8) form the Recruitment Committee and assign

members to assist with recruitment responsibilities; (9) report recruitment results to the National Office within 48 hours of bid acceptance; and (10) maintain regular contact with chapter advisor and membership specialist.

SECTION 11. The Vice President of New Member Education shall: (1) oversee her chair; (2) be responsible for the entire new member process; (3) lead the new member education meetings; (4) coordinate new member activities; (5) serve as a role model for new members; (6) integrate new members into chapter activities and cultivates relationships between sisters; (7) maintain regular contact with chapter advisor and membership specialist; (8) focus on retention of new members and watch for at risk new members; (9) educate the chapter on member expectations during the new member period; (10) educate the chapter on anti-hazing policies; (11) use First Avenue guidelines, assisting new members in education; (12) act as liaison between new members and initiated members; (13) plan ribboning ceremony and initiation in conjunction with President and Ritual Chair; (14) submit all forms required by National for Initiation in a timely manner; (15) submit all forms as may be required by the Student Activities Office, Greek Council, regarding new members and/or initiation; (16) handle all communication with National, the school, and members of the chapter. (17) Must have had held a position previously.

#### SECTION 12. Executive Board Stipulations.

All Executive Board members are responsible for fulfilling their duties as stated by the Beta Alpha bylaws. Each member of the Executive Board is also responsible for ensuring that their chair positions are fulfilling their duties, as stated by the Beta Alpha bylaws. All Executive Board members must attend and actively participate in Executive Board meetings and must ensure that the chairs they oversee attend the last Executive Board meeting of each month. All Executive Board members are responsible for staying up to date on all National paperwork and keeping appropriate contact with their team specialist. All Executive Board members are required to go through officer transition at the beginning and end of their term. If an Executive Board member fails to serve her full term, it will result in a standards hearing. Most importantly, each Executive Board member is responsible for setting a good example for the rest of the sisters in the chapter.

#### SECTION 13. General Board Chair Responsibilities.

##### A. VP of Operations

(i) Internal Operations Chair: (1) do everything in her power to make sure chapter operations run as smoothly as possible; (2) be responsible for time management; (3) Responsible for positive communication with the chapter example: “this week in AEPHI” and “sister of the week”.

(ii) External Operations Chair: (1) make sure VP of Operations goals for the chapter are being met, (2) responsible for external newsletter.

(iii) Social Media Chair: (1) be creative with ways to promote AEPHI in a positive light; (2) must be organized and efficient; (3) come up with new ideas for all mediums of social media.

(iv) Alumnae Chair: (1) must take initiative in contacting alumnae; (2) responsible for Alumni newsletter.

(v) Marketing Chair: (1) design posters and other materials for recruitment and other events.

(vi) Historian Chair: (1) responsible for documenting chapter's events (2) in charge of recruitment video.

#### B. Vice President of Programming

(i) Programming Chair: (1) do everything in her power to make sure chapter programming runs as smoothly as possible; (2) act as the right hand to the Vice President of Programming throughout the semester; (3) act as a "go to" person for all members in the chapter when the Vice President of Programming is not easily accessible; (4) help the Vice President of Programming organize all second avenue events, sisterhood events, cultural events, and campus programming.

(ii) Sisterhood Chair: (1) plan fun events that sisters can and will attend (2) follow through thoroughly with events (3) listen to chapter's requests and ideas (4) run everything by VP of Programming.

(iii) Social Chair: (1) first priority is the chapter's social reputation and must maintain good relationships with other organizations; (2) plan two to three gatherings a month (3) listen to chapter's wants and needs; (4) always check with VP of Programming for dates.

(iv) Heritage Chair: (1) keep chapter involved with Hillel and other Jewish events and holidays; (2) help plan Jewish programming; (3) be aware of Jewish holidays and ensure no social events are taking place during the High Holidays.

(v) Ritual Chair shall: (1) be one of the oldest and/or most experienced sisters in the chapter; (2) ensure the integrity of all rituals; (3) educate the chapter on the importance of rituals and the values they represent; (4) work with the President to coordinate and communicate with the appropriate participants regarding roles and responsibilities during ritual; and (5) assist the President in organizing the performance of the ritual.

#### C. Vice President of Philanthropy

(i) Philanthropy Events Chair: (1) do everything in her power to make sure chapter philanthropy events run as smoothly as possible; (2) come up with ideas for events; (3) help the Vice President of Philanthropy plan all philanthropic events throughout the semester for Elizabeth Glaser Pediatric AIDS Foundation, and Sharsheret; (5) encourage members to attend other philanthropy events outside of ones put on by the Beta Alpha chapter.

(ii) Philanthropy Community Service Chair: (1) plan and follow through with different volunteering events; (2) contact different organizations for event collaboration.

#### D. Vice President of Standards

(i) Sergeant of Arms Chair: (1) have knowledge of the bylaws, good attendance; (2) act as reinforcement for VP of Standards at all events and chapter.

(ii) Risk Management Chair: (1) must be organized and good at communicating (2) in charge of figuring out sober sisters for needed events.

#### E. Vice President of Recruitment

(i) Rush Chairs: (1) do everything in their power to make sure Recruitment runs as smoothly as possible; (2) act as the assistants to the Vice President of Recruitment

throughout the summer and Recruitment week; (3) contribute ideas and insight; (4) help the VP of Recruitment oversee the Recruitment Committee; and (5) assist the VP of Recruitment in organizing and directing all recruitment workshops.

#### F. Vice President of New Member Education

(i) New Member Educator: (1) do everything in her power to make sure the new member program runs as smoothly as possible; (2) help run the weekly new member meetings with the VP of NME; (3) be present at all new member events; (4) take on any responsibilities assigned by the VP of New Member Education; (5) serve as a role model to the new members; (6) Must have witnessed two processes.

(ii) Assistant to the New Member Educators: (1) do everything in her power to make sure the new member program runs as smoothly as possible; (2) be present at all new member events; (3) serve as a role model to the new members; (4) take on any task assigned by VP of New Member Education and New Member Educator; (5) be responsible for keeping track of new members' attendance.

#### G. Vice President of Finance

(i) Fundraising Chair: (1) help assist with planning, organizing and running fundraising events. (ii) Merchandising Chair: (1) work with VP of Recruitment to create theme related recruitment shirts in a timely manner that is budget friendly; (2) responsible for listening to chapter's ideas and wants for merchandise.

### SECTION 14. Removal of Chapter Officers.

A. The chapter shall observe the rules and regulations prescribed by the National Sorority and these bylaws of the Beta Alpha chapter on qualification for chapter office.

B. If any member of the chapter feels as though an officer is not doing her job as stated in these bylaws of the Beta Alpha chapter, she must discuss it first with the Chapter President and then a decision to bring that sister up to the Standards Board will be made. The Standards Board has the power to remove a sister from office if she is found to be grossly negligent, inefficient or uncooperative, or whose conduct, behavior in office, or academic standing fall below the standards prescribed by the College and/or chapter. If the President is in question, members of the chapter should consult the chapter advisor before bringing her up to the Standards Board.

C. The chapter shall have the authority, by majority vote to remove any officer who is reported by the National Council as grossly negligent, inefficient or uncooperative, or whose conduct, behavior in office, or academic standing fall below the standards prescribed by the Sorority. In the event the National Council makes such a report, it shall be the duty of the chapter to take action of removal accordingly.

### SECTION 15. Terms of Office.

Elections shall take place during the end of each semester at the conclusion of each term. All general board chairs shall serve for a term of one semester. All executive officers shall be elected at the end of the school year with the intent to serve for one year. Should

an opportunity arise that requires an officer to be out of the country or out of the Boston area during the second semester of her term, elections will be held to replace her. Exceptions to this rule include: the Vice President of New Member Education because she is only required to serve for one term.

#### SECTION 16. Other Stipulations.

A. All dates must be cleared by the President before any commitments are made on behalf of the Beta Alpha Chapter. This includes participation in other chapter's philanthropies, planning chapter functions (i.e. social or philanthropic) or other Beta Alpha activities.

B. No officer of the Beta Alpha Chapter may sign any binding contracts that will hold the chapter responsible for anything beyond her term. One-year contracts are the only contracts that may be signed. All contracts must be reviewed by Chapter Advisors.

C. No officer is permitted to request funds from the Beta Alpha account through the Student Business Office without the presence of the Vice President of Finance (especially for recruitment supplies as strict budgetary rules are involved).

#### ARTICLE V. ELECTIONS

SECTION 1. Two-thirds (2/3rds) of active sisters must be in attendance during elections. These are considered to be important meetings.

#### SECTION 2. Position Requirements

A. General Board is open to all members in good standing

B. Executive Board members must have held at least one chair position.

C. The President must have fulfilled one position on General Board served one term on Executive Board.

D. All Board Members must maintain a 2.5 cumulative GPA, as per National policy.

#### SECTION 3. Nomination & Election Procedures.

There is no limit to how many Non Executive Board positions a sister can be nominated for. One sister can only be nominated for one Executive Board position, since we use a trickle down process. If there is no other sister running, the President is responsible for sending out an immediate chapter email requesting nominations for the said position. A final email will be sent a few days before the election. Elections will be held the following week, facilitated by the current President. All positions will be listed for sisters to see, including all nominees' names underneath their potential title. Voting will be done silently and the only individuals permitted to speak are the current President and the candidate who has the floor at the time being. When one candidate is reading her speech, the other candidates for that position must wait outside. When all candidates have finished, they all leave the room and the body moves into a period of pros and cons and/or moderated caucus about each candidate. Sisters must start with a pro and end with a pro. This process can go on as long as the President sees fit, usually until the chapter

feels comfortable to vote. While voting is taking place, all candidates for that position must remain outside until the vote is complete. Everything discussed during elections is for the benefit of the chapter and should never be disclosed to any candidates outside the election room. Disclosure of information will result in a meeting with the Standards Board.

#### SECTION 4. Voting.

All voting shall be by done with a hand vote. A simple majority shall decide the election. Only initiated members in good standing are eligible to vote. The current President may not vote unless there is a tie, in which her vote is the tiebreaker. Voting on ANY MATTER be it elections or amendments to these bylaws cannot take place if less than two thirds of the chapter is present. There are no exceptions to this rule.

#### SECTION 5. Vacancy in Office.

In the event of death, resignation, disability or removal from office, an election shall be held to fill the vacancy within two weeks of the declaration of such vacancy. The member elected shall assume the duties immediately. Should a vacancy occur in the office of President, the Vice President of Operations shall act as president until a successor has been elected. If a vacancy occurs over a time when school is not in session, the election must occur within two weeks of the upcoming semester, unless otherwise agreed upon between the President and Chapter Advisors.

### ARTICLE VI. MEETINGS

The purpose of chapter meetings is to allow members to plan and schedule sorority activities together. Therefore, attendance is mandatory (with a legitimate exception that must be discussed with the Vice President of Operations at least 48 hours in advance) and essential for communication among sisters. All meetings will be held according to Robert's Rules of Parliamentary Procedure and the President will act as Chair.

SECTION 1. The Beta Alpha chapter of Alpha Epsilon Phi will conduct chapter meetings once weekly. This will continue until finals week unless otherwise announced.

SECTION 2. Fines will be imposed upon those who fail to inform the Vice President of Operations that she will not be in attendance 48 hours in advance. Once three unexcused absences occur the sister will be brought up to Standards Board. It is every sister's responsibility to keep track of her own attendance. She may contact the VP Operations to check on her attendance, but a warning will not be issued.

### ARTICLE VII. DUES, FEES & OTHER MONEY

SECTION 1. Chapter membership dues and fees shall be prescribed in the National By-laws, Article V., Section 4 and such dues and fees as shall be deemed necessary for the operation of the chapter.

SECTION 2. The chapter shall be responsible for the observance of the rules and regulations, which the Sorority prescribes to govern the matters of the chapter financing.

SECTION 3 Each sister is responsible for paying the dues in full by the deadline, unless a verbal agreement has been made with the Vice President of Finance prior to the due date. The dues include chapter fees, Greek Council dues and National dues.

SECTION 4. Failure to pay dues on time will result in a Standards Board hearing. If dues are not paid by the deadline without a prior agreement with the Vice President Finance, an additional fine of one dollar per business day (that Emerson is in session) late will result. If you do not pay your dues or complete your payment plan by the specified deadline, you lose your privilege to come to all non-mandatory events.

SECTION 5. All dues must be paid by check, cash, online payment, or money order with readily available funds. If there are financial difficulties, sisters may set up payment plans with the Vice President of Finance. If a sister's check bounces, she is responsible for taking care of all charges inflicted upon the Beta Alpha chapter.

SECTION 6. If a sister of the Beta Alpha Chapter has a financial situation that may prevent her from paying her dues on time or in one lump sum, she must speak to the Vice President of Finance before the dues deadline. A situational payment plan will be worked out between the sister and the VP Finance. This can only work if the sister takes care of it before the deadline.

SECTION 7. If a sister pays for something that the chapter is financially responsible for (i.e. materials for her position), she is entitled to a reimbursement provided she has a receipt to show for it. The receipt must be given to the Vice President of Finance and no one else in order for the reimbursement process to occur. A sister is only be entitled to a reimbursement if she has preapproved the purchase with the Vice President of Finance. Reimbursements must be taken care of the same semester as the purchase was made. Also, if a sister signs up to buy a t-shirt, bid day photos, formal tickets, or other product from the Beta Alpha chapter or from another chapter she is required to pay the Vice President of Finance by a set deadline. If a sister does not pay by the deadline, she will be given an additional fee and she will be brought up on Standards Board.

SECTION 8. If a sister spends money over her predetermined budget, she is personally responsible for paying for the amount overspent. Budgets are carefully figured out based upon the chapter's finances and each position is allotted a certain amount of money for a reason. If there are budgeting issues, the position holder should speak with the Vice President of Finance. It is extremely important for each position holder to stay within their given budget unless she wants to spend her own money. The Vice President of Finance has the final say on all money issues.

SECTION 9. Predetermined fines are listed below and are issued to sisters who do not give the Vice President of Operations notice and get permission for an excused absence. In the case of a monetary fine, from unexcused absences or from a standards hearing, the sister shall pay the fine to the Vice President of Finance. All money accumulated via

finer will be donated to our national philanthropies at the end of each semester unless otherwise specified by the sister paying the fine. All money received from fines will be documented separately from dues by the Vice President of Finance and at the end of the semester the total amount will be divided in half so that half of the fines money will go to Sharsheret and half will go to the Elizabeth Glazer Pediatric AIDS Foundation.

Rituals: If a ritual is missed a sister will be fined ten dollars for the unexcused absence. A sister will be fined twenty dollars if initiation is missed. Sisters must talk to VP of Operations to notify them of the absence and find out if it is excused or not.

## ARTICLE VIII. STATUS

### SECTION 1. Active.

This is a sister who is a student in the Boston area or abroad that pays her dues in full each semester and is in good standing with the Beta Alpha Chapter. Emerson College defines a full-time student as one who is taking twelve or more credits per semester and who maintains a cumulative GPA of 2.5 or above.

### SECTION 2. National Policy.

Alpha Epsilon Phi National does not support an inactive status. A sister may only take a break from sorority if she is not in the Boston area. No sister may take anyone who has previously disaffiliated from the Beta Alpha Chapter to any social functions. There is no such thing as "taking a semester off." If a sister wishes to do so, she should consider disaffiliation. For extenuating circumstances, the sister should work the the President in order to contact National for special status for that semester.

## ARTICLE IX. DISCIPLINE

SECTION 1. The discipline of individual members involving disaffiliation, suspension or probation shall be in accordance with the provisions of the National Constitution and By-laws.

SECTION 2. A new member may be "depledged" only by action of the National Council.

SECTION 3. The Standards Board, by majority vote, may impose local discipline upon new members and active members inconsistent with the Constitution and Bylaws of the Sorority.

## ARTICLE X. STANDARDS

SECTION 1. Alpha Epsilon Phi, Beta Alpha chapter will use a Standards Board to assess issues of misconduct and then discipline sisters accordingly.

SECTION 2. The Vice President of Standards will select Standards Board members at the beginning of each school year. The board will consist of a member of each graduating year or new member class. The chapter will know the identity of Standards Board members.

SECTION 3. Any sister brought to the Standards Board has only two days upon reception of the penalty/fine in which to appeal it. This is done through contact with the Vice President of Standards. The Standards Board handles all appeals. No appeals will be accepted after this two day period.

SECTION 4. Initial penalties will not be monetary, unless the sorority is being held accountable for any action that may occur at a chapter function. The Standards Board, per situation, will determine consequences.

#### SECTION 5. Social Media & Digital Communications

A. All sorority communications must take place over non--Emerson and non--.edu email addresses. Failure to do so could jeopardize Beta Alpha and may result in a Standards Board hearing.

B. Inappropriate social media/ digital activity/communications that tarnishes the reputation of AEPHI will not be tolerated. A first offense will result in a conversation with a member of Executive Board (who must inform VP Standards) and a second offense will result in a Standards Board hearing. For serious circumstances, a first offense may be cause for bypassing the conversation and be subject immediately to a Standards Board hearing.

#### SECTION 6. Reasons for Being Brought Up on Standards Board.

If a sister is caught at an Alpha Epsilon Phi or Greek affiliated function, engaging in illegal activities (i.e. doing or selling drugs)

- If a sister fails to pay her dues on time or at all she will be brought to the Standards Board
- If a sister does not pay fines by deadline
- If a sister makes a commitment to buying a product through the Beta Alpha Chapter such as: t-shirt, bid day photos, formal tickets or other product and does not pay by the deadline, she must appear at a Standards Board hearing to accept the increased fee and pay it at the time of hearing.
- If damage is done at an Alpha Epsilon Phi or Greek affiliated function and the Beta Alpha chapter or our National is held financially accountable, the responsible sister will be brought to the Standards Board. This includes being responsible for your date and or guest(s).
- If a sister violates Beta Alpha chapter bylaws in any way

- If a sister does not fulfill her position. Refer to Article 4, Section 14, B.
- If a sister demonstrates poor, unexcused attendance
- If a sister does not follow the new member rules as expressed by the Vice Presidents of New Member Education
  - If a sister takes part in “dirty rushing” or any other violations of Recruitment Rules
  - If a sister does not attend mandatory event
  - If a sister is accused of hazing, sexual misconduct, repetition of a violation, divulging confidential matters to non--members or any other misconduct that would put Alpha Epsilon Phi’s reputation in question.
  - If a sister acts in a manner that other sisters feel tarnishes the Alpha Epsilon Phi reputation.
    - Inappropriate contact with new members will be decided by standards board, depending on its severity.
  - Not fulfilling the duties of your position as outlined in the bylaws will result in privileges being taken away
  - Inappropriate behavior and other forms of misconduct under the influence or due to alcohol and/or controlled substances.
    - Controlled substances include but are not limited to: Marijuana, Cocaine, Heroin, Ecstasy, Prescription Drugs (not prescribed to the person in question), and other forms of controlled drugs deemed illegal under Massachusetts State and/or Federal Drug Laws.

## ARTICLE XI. RECRUITMENT

SECTION 1. Recruitment is extremely important for the Beta Alpha chapter. Our new members are the future of Alpha Epsilon Phi. Recruitment can only be successful with the presence and participation of every active sister at all practices, rounds and voting. The Vice President of Recruitment is responsible for notifying the chapter of all expectations during this time period.

SECTION 2. An absence from any Recruitment event weakens Alpha Epsilon Phi’s claim to be a unified and strong sorority and it is reflected to the potential new members. Absences from recruitment events are extremely frowned upon will only be excused with a valid reason and prior verbal agreement has been made with the Vice President of Recruitment, President, and chapter advisor. Too much schoolwork and friends from out of town are not a valid excuses or emergencies. All sisters will be notified in advance of all recruitment events, it is expected that all sisters will follow the attendance policy regarding recruitment. If a sister fails to follow the proper procedure, she will be given a fine and/or reported to the Standards Board.

SECTION 3. All sisters are expected to be dressed according to the request of the Vice President of Recruitment. The Vice President of Recruitment will announce appropriate attire for each round of recruitment and all sisters are expected to comply.

SECTION 4. All sisters are required to report to all Recruitment events on time. The Vice President of Recruitment will determine times and all sisters will be notified. Sisters who show up late more than once, will face a fine or a Standards Board hearing, at the discretion of the Vice President of Recruitment and President.

SECTION 5. The process of membership selection is to be determined by the President and VP Recruitment. The President and the Vice President of Recruitment may not vote.

SECTION 6. All sisters will be notified of Recruitment Rules and Policies. Every sister is responsible for following these rules. If a sister violates a Recruitment rule, she will suffer consequences at the discretion of the Vice President of Recruitment and the President.

SECTION 7. THE BETA ALPHA CHAPTER RECRUITMENT BYLAWS ARE SUBJECT TO CHANGE.

#### ARTICLE XI. POSITIONS WITHIN THE GREEK COMMUNITY

SECTION 1. Greek Council or Fraternity and Sorority Life.

When a position is available on the Emerson College Greek Council/ Fraternity and Sorority Life Council to a member of the Beta Alpha Chapter of Alpha Epsilon Phi, it is highly encouraged that at least one sister apply. When given an opportunity like this, it should be taken.

#### ARTICLE XII. ACADEMICS

SECTION 1. Academic Standing and Probation.

Individual chapter members must maintain high academic averages in order for the chapter to maintain the high academic standards expected by Alpha Epsilon Phi. Any member, regardless of academic year, whose average falls below a 2.5 for any single quarter/semester will be called before the standards board and placed on academic probation. This probation will include the following: creation of a personalized, required study program monitored by the Vice President of Standards and Vice President of Scholarship (this program may include study hours, tutoring programs through the university, or individual assistance from faculty or chapter members), no required attendance at chapter functions (excluding chapter meetings, recruitment and ritual activities), and relinquishment of chapter office or committee chair. If during the quarter/semester of probation, the member does not meet the terms of the probation, she will return to a Standards Board hearing and be sanctioned for a major offense. If a member falls below 2.5 GPA for a second consecutive time (excluding coop semester), she will face revocation of social privileges. If a member falls below 2.5 GPA for a third consecutive time (excluding coop semester), she will also need to attend mandatory bi-weekly progress meetings with the Vice President of Standards and Vice President of Scholarship. All sanctions are cumulative. Any member whose grade point average falls

below a 2.5 for a fourth consecutive quarter/semester, is subject to automatic disaffiliation. However, with approval from chapter advisor, chapter support team specialist and President, the Vice President of Standards has discretion over extenuating circumstances.

#### ARTICLE XIII. ATTENDANCE SECTION

1. Vice President of Operations will create a point system that all sisters must adhere to. VP of Operations will notify each sister of her point count to ensure that every sister's attendance is in good standing.

#### ARTICLE XIV. RISK MANAGEMENT

##### SECTION 1. FIPG

FIPG is a risk management policy that includes the rules and regulations that all sisters must follow. These are nonnegotiable policies and any sister who is caught violating FIPG will be brought up on Standards Board. If Emerson College becomes involved, the offending sister will be responsible for her own actions. For specifications of FIPG, please refer to the Alpha Epsilon Phi "All Encompassing Phacts." The President has a copy that should be readily available to any sister. All sisters are responsible for knowing and understanding FIPG. Every new pledge class should be educated on FIPG prior to initiation. Since all sisters have been educated, there is no excuse for violation of these policies.

##### SECTION 2. Risk Management Requirements.

By both National and College regulations, all sisters are required to sign an anti-hazing agreement once each year. Participation in National Collegiate Alcohol Awareness Week is highly encouraged by Alpha Epsilon Phi.

##### SECTION 3. Sober Sisters.

Every Alpha Epsilon Phi social function requires two to four sisters to remain sober throughout the duration of the day until the end of the event. No sister will be required to have this responsibility more than once an academic year, unless given by the Standards Board as a consequence for one's actions. The responsibility will be assigned randomly by the Risk Management Chair with approval by the President or Vice President of Standards and go to the newest sisters first and will work upwards from there.

#### ARTICLE XV. AMENDMENTS

SECTION 1. Suggestions for amendments or changes to these by the Beta Alpha Chapter bylaws may be made by any chapter member and shall be given to the Executive Board for their consideration. All valid, proposed amendments will then be presented to the chapter for a vote.

SECTION 2. A quorum of two-thirds vote of the chapter membership must be present to amend these bylaws and two-thirds of those present must vote in favor of the amendment, not a simple majority. There shall be no proxy voting.

#### ARTICLE XVI. DISAFFILIATION

In order to disaffiliate from Alpha Epsilon Phi, Beta Alpha chapter, the active member must first speak with the President about disaffiliating. Then they must proceed to write a letter of intent to the Executive Board explaining in detail why they choose the disaffiliate and the reasoning behind their decision. Once the Executive Board reviews it, the woman who wants to disaffiliate will be notified and asked to come sign the disaffiliation form.

LML