

BYLAWS OF
EPSILON BETA
COLLEGIATE CHAPTER OF
DELTA DELTA DELTA FRATERNITY

ARTICLE I – NAME

The name of this organization shall be Epsilon Beta Chapter of Delta Delta Delta Fraternity. See Article XIV, Section 1 C of THE BYLAWS OF DELTA DELTA DELTA.

ARTICLE II – PURPOSE

The purpose of Delta Delta Delta shall be to establish a perpetual bond of friendship among its members, to develop a stronger and more womanly character, to broaden the moral and intellectual life, and to assist its members in every possible way. It shall also be the purpose of Delta Delta Delta to promote and develop mutually beneficial relationships between the Fraternity and the colleges and universities where the Fraternity has established chapters, to develop qualities of unselfish leadership among its members, and to encourage them to assume, with integrity and devotion to moral and democratic principles, the highest responsibilities of college women. See Article II of THE BYLAWS OF DELTA DELTA DELTA.

ARTICLE III – STRUCTURE

Section 1. Meetings

A. Officers' Meetings.

- (1) Officers' council, composed of all chapter officers and the alumna advisor, shall meet each week. The day, time and place of meetings shall be determined by the officers. The vice president/administration or, in her absence, the president shall preside.
 - (a) Attendance shall be required of all officers.

- (b) Other members may be invited to attend officers' council meetings by the presiding officer.
- (2) Each officer team and its advisor(s) shall meet each month

B. *Chapter Meetings.*

- (1) Chapter meetings shall be held each week. The president, or in her absence, the vice president/administration shall preside. The alumna advisor shall attend or designate another advisor to attend chapter meetings.
- (2) One meeting each month and any meeting where Fraternity rituals are conducted shall be a formal meeting.
- (3) One meeting each month shall be an open meeting attended by all members and new members.
- (4) Attendance shall be required of all initiated members.
- (5) Classes which conflict with chapter meetings may be scheduled only if they are required for graduation, are offered at no other time and have prior approval by the standards committee.
- (6) Special meetings may be called by the president with the approval of the alumna advisor.
- (7) Two thirds of the members in good standing of the Fraternity and the chapter shall constitute a quorum for meetings. Action shall be by an affirmative vote of a majority of members eligible to vote who are present and voting providing quorum is present unless otherwise specified in THE BYLAWS OF DELTA DELTA DELTA and these bylaws.

C. *New Member Meetings.*

- (1) New member meetings shall be held in accordance with current Fraternity policies.
- (2) Attendance shall be required of all new members.

D. *Sponsor Meetings.*

- (1) Sponsor meetings shall be held in accordance with current Fraternity policies.
- (2) Attendance shall be required of all sponsors.

E. *Membership Selection Meetings.*

- (1) Attendance shall be required of members at membership selection meetings and functions.
- (2) New members shall attend membership selection functions as determined by the chapter.

Section 2. Property Rights. See Article III, Section 3 D (5) of THE BYLAWS OF DELTA DELTA DELTA.

Section 3. Surrender, Withdrawal or Reactivation of Charters. See Article XIV, Section 2 of THE BYLAWS OF DELTA DELTA DELTA.

ARTICLE IV – MEMBERSHIP

Section 1. Chapter Total. The total number of members and new members of Epsilon Beta Chapter shall be in accordance with the Lake Forest College panhellenic regulations.

Section 2. Eligibility

- A. Any undergraduate or postgraduate woman who is currently enrolled at Lake Forest College who has met the qualifications for membership in the Fraternity as provided in THE BYLAWS OF DELTA DELTA DELTA shall be eligible for membership in Epsilon Beta Chapter.
- B. Membership shall be as provided in THE BYLAWS OF DELTA DELTA DELTA.
- C. New member orientation shall be in accordance with current Fraternity policies.

Section 3. Membership Requirements.

- A. Membership in Epsilon Beta Chapter shall be by invitation issued by the collegiate chapter provided that a valid reference or letter of recommendation has been obtained. See Article XVI, Section 1 C of THE BYLAWS OF DELTA DELTA DELTA
- B. Membership in the chapter shall be by invitation issued by the chapter in accordance with current Fraternity policies and local panhellenic regulations.
- C. The alumna advisor or lifetime membership advisor must be present at the chapter meeting and during voting but shall have no vote on potential new members. Other advisors or alumnae may not be present during voting meetings without permission of the Executive Board or the designated Fraternity representative.
- D. Special courtesies and consideration shall be given to legacies who are eligible to become members of the Fraternity in accordance with current Fraternity policies.

Section 4. Academic Standards. Prior approval of the Executive Board or the designated Fraternity representative must be obtained to change any bylaws academic requirement.

- A. Each member shall have a scholastic average of at least 2.5 for each grading period.
 - (1) To be eligible to hold an office, a member shall have at least a 2.7 grade average for the term preceding nomination and maintain this grade average during her term of office. An exception to these requirements for an individual member must be approved by the alumna advisor and collegiate district officer.
 - (2) To be eligible to be a sponsor, a member shall have at least a 2.5 grade average for the previous grading period and be a member in good standing of the Fraternity and the chapter. An exception to these requirements for an individual member must be approved by the alumna advisor.
- B. Any member failing to maintain the minimum grade point average for the previous grading period shall participate in a study program. The standards committee may

declare the member not in good standing of the chapter. See Article XVII, Section 3 B of THE BYLAWS OF DELTA DELTA DELTA.

- C. Epsilon Beta Chapter shall strive to maintain a campus scholastic ranking in accordance with current Fraternity policies.

Section 5. Initiation.

- A. Before the Trident and Stars and Crescent Degrees may be conferred, a new member shall meet the requirements for eligibility for initiation. See Article XVI, Section 2 B of THE BYLAWS OF DELTA DELTA DELTA and Article VIII, Section 1 and 2 of these bylaws.
- B. Mock initiations and hazing are forbidden and shall be disciplined by the Executive Board. See Article XIV, Section 5 A (2) of THE BYLAWS OF DELTA DELTA DELTA.

Section 6. Emergency Financial Status.

- A. Emergency Financial Status may be granted only for unexpected financial hardship in accordance with current Fraternity policies.
- B. The member granted emergency financial status shall retain her membership rights and fulfill membership responsibilities, including financial obligations as specified in Article VIII, Section 4 of these bylaws.

Section 7. Extraordinary Membership Status. Extraordinary membership status shall be in accordance with current Fraternity policies. See Article VIII, Section 3 C of these bylaws.

Section 8. Affiliation of Members. See Article XVI, Section 2 C of THE BYLAWS OF DELTA DELTA DELTA.

ARTICLE V – CONVENTION

Section 1. Delegates.

- A. The president shall be the official delegate to Convention and Fraternity meetings designated by the Executive Board.
- B. If the president is unable to attend, the delegate must be approved by the Executive Board or the designated Fraternity representative prior to the meeting. The delegate must be an initiated member in good standing of the Fraternity and the chapter. Her expenses shall be paid by the Fraternity and the chapter as provided in THE BYLAWS OF DELTA DELTA DELTA.

- C. An alternate delegate shall be elected from the initiated members who will be returning to the chapter in the fall, with the approval of the alumna advisor and collegiate district officer. The alternate delegate must be an initiated member in good standing of the Fraternity and the chapter. Her expenses may be paid in part or in full by the chapter.
- D. If the delegate and/or alternate delegate do not return to the chapter for one full term following the meetings, they shall be responsible for the repayment of any expenses incurred by the Fraternity and the chapter.

ARTICLE VI – OFFICERS

Section 1. Classification.

- A. The elected offices shall be:
 - (1) President
 - (2) Administration Team
 - (a) Vice President/Administration
 - (b) House Manager
 - (c) Secretary
 - (3) Chapter Development Team
 - (a) Vice President/Chapter Development
 - (b) Academic Development Chairman
 - (c) Continuing Education Chairman
 - (d) Music Chairman
 - (e) Member Development Chairman
 - (4) Finance Team
 - (a) Vice President/Finance
 - (b) Treasurer
 - (c) Licensing Chairman
 - (5) Membership Team
 - (a) Vice President/Membership
 - (b) New Member Educator
 - (c) Reference Chairman
 - (d) Sponsor Chairman
 - (6) Public Relations Team
 - (a) Vice President/Public Relations
 - (b) Activities Chairman
 - (c) Chapter Correspondent
 - (d) Collegiate-Alumnae Relations Chairman
 - (e) Panhellenic Delegate
 - (f) Philanthropy Chairman
 - (g) Risk Management Chairman
 - (h) Social Events Chairman
- B. Changes in elected offices must have prior approval of the Executive Board or the designated Fraternity representative.

- C. Representatives to campus organizations, if not specified above, shall be recommended by officers' council, approved by the alumna advisor and elected by the chapter.

Section 2. Eligibility

- A. To hold an office, a member shall:
 - (1) have a least a 2.7 grade average for the term preceding nomination and maintain this grade average during her term of office;
 - (2) have all financial obligations paid in full to the Fraternity and the chapter;
 - (3) be a member in good standing of the Fraternity and the chapter; and
 - (4) be approved by the alumna advisor and collegiate district officer.
 - (5) Exceptions to these requirements may be made only with the approval of the alumna advisor and collegiate district officer.
- B. New members may be nominated for office providing they will have been initiated before installation of officers and have received approval from the alumna advisor and collegiate district officer.

Section 3. Nominations.

- A. The nominating committee shall meet in the fall term of each year.
- B. Nominations shall be in accordance with current Fraternity policies.

Section 4. Election of Officers and Alumna Advisor.

- A. At a chapter meeting the week following the presentation of the slate, the election shall be held. The election shall be by an affirmative vote of a majority of the members eligible to vote who are present and voting providing quorum is present.
- B. Any approved additional nominations shall be presented at this meeting. If there are no additional nominations, a voice vote may be taken. If there are additional nominations, voting shall be by written ballot.

Section 5. Officers' Training and Installation.

- A. Officers' training shall take place between the election and the installation of officers in accordance with current Fraternity policies.
- B. Installation of officers shall take place at a formal chapter meeting within two weeks after the election of officers and shall be in accordance with the rituals of the Fraternity.

Section 6. Duties. The duties of the officers shall be in accordance with current Fraternity policies. Additional duties may be established by officers' council.

Section 7. Terms. Officers shall hold office for one year or until their successors are elected, unless otherwise specified in these bylaws.

Section 8. Removal.

- A. An officer may be removed for:
 - (1) failure to meet chapter academic standards;
 - (2) non-cooperative attitude;
 - (3) conduct unbecoming a member of the Fraternity;
 - (4) failure to carry out the duties of her office;
 - (5) failure to uphold THE BYLAWS OF DELTA DELTA DELTA or policies of the Fraternity;
 - (6) failure to comply with university/college or chapter rules and regulations; or
 - (7) being a member not in good standing of the chapter.

- B. An officer may be removed from office by:
 - (1) the affirmative vote of two thirds of the members of the chapter eligible to vote who are present and voting providing quorum is present and after approval of the alumna advisor and collegiate district officer;
 - (2) the standards committee with the approval of the alumna advisor and the collegiate district officer, if the officer has been declared a member not in good standing of the chapter; or
 - (3) the Executive Board in which case the officer shall be notified by the Executive Board.

Section 9. Vacancies.

- A. If a vacancy in an office should occur during the school year, officers' council shall nominate a member in good standing of the Fraternity and the chapter for the office. The nomination shall be submitted to the alumna advisor and collegiate district officer for approval, immediately after which an election, officer's training and installation shall take place.

- B. If a vacancy in an office should occur during the summer and if the officer should have to fulfill any of her duties before the first officers' council meeting in the fall, the president, with the prior approval of the alumna advisor and collegiate district officer, shall appoint a member in good standing of the Fraternity and the chapter to fill the office after which an election, officer's training and installation shall take place.

ARTICLE VII – COMMITTEES

Section 1. Standing Committees.

- A. *Bylaws Committee.* The bylaws committee shall be composed of the secretary as chairman, president, vice president/administration, vice president/finance and finance

and administration advisor and shall prepare the chapter bylaws for revision or amendment in accordance with current Fraternity policies. See Article XII, Section 1 of these bylaws.

- B. *Membership Selection Committee.* The membership selection committee shall be composed of the vice president/membership as chairman, president, reference chairman and lifetime membership advisor and shall plan and supervise the implementation of the chapter recruitment program in accordance with current Fraternity policies.
- C. *Nominating Committee.* The nominating committee shall be composed of two initiated members from each academic class elected by their respective classes, the president and alumna advisor. The alumna advisor shall be a non-voting member of the committee. The nominating committee shall prepare a slate of officers in accordance with current Fraternity policies.
- D. *Officers' Training Committee.* The officers' training committee shall be composed of the president as chairman, continuing education chairman, vice president/administration and finance and administration advisor and shall plan and implement officers' training in accordance with current Fraternity policies.
- E. *Reference Committee.* The reference committee shall be composed of the reference chairman as chairman, new member educator, president and lifetime membership advisor. The advisor shall be a non-voting member of the committee. Any action of this committee shall be by unanimous vote and in accordance with current Fraternity policies. The reference committee shall provide a means to sponsor a reference for a potential new member when no member is able to provide a reference.
- F. *Sponsor Selection Committee.* The sponsor selection committee shall be composed of the sponsor chairman as chairman, new member educator, president and lifetime membership advisor and shall select sponsors in accordance with current Fraternity policies. Sponsors may be changed by the sponsor selection committee upon consultation with the standards committee and with the approval of the alumna advisor.
- G. *Standards Committee.*
 - (1) The standards committee shall be composed of the vice president/chapter development as chairman, academic development chairman, new member educator, president, member development chairman and alumna advisor. Other officers and members may be invited to attend a meeting. If the alumna advisor cannot attend, another advisor may be designated to attend.
 - (2) The committee shall meet at least twice a month.
 - (3) Minutes of committee meetings shall be recorded by a member of the committee selected to be secretary. A copy of the minutes shall be sent by the vice president/chapter development or the alumna advisor to the collegiate district officer immediately following each meeting. The original copy of the minutes shall be retained by the alumna advisor.

- (4) Duties shall include:
 - (a) presenting chapter policies for chapter vote;
 - (b) enforcing Fraternity and chapter bylaws and policies;
 - (c) monitoring members' conduct, attitude and commitment;
 - (d) promoting the sisterhood of the chapter; and
 - (e) ensuring risk management program is in place.

Section 2. Program Committees. Committees may be established to assist an officer in implementing her program. The committees are in place for the entire term of office of the officer appointing the committee.

Section 3. Project Teams. Teams may be created to accomplish a specific one-time project.

Section 4. Officer Teams.

- A. *Administration Team.* The vice president/administration serves as chairman of the administration team. The administration team shall handle the administrative operations.
- B. *Chapter Development Team.* The vice president/chapter development serves as chairman of the chapter development team. The chapter development team shall develop a relevant member experience through the member development initiative, use of ritual and continuing education.
- C. *Finance Team.* The vice president/finance serves as chairman of the finance team. The finance team shall provide the chapter with a stable financial program and educate the chapter on financial issues.
- D. *Membership Team.* The vice president/membership serves as chairman of the membership team. The membership team shall ensure a successful member experience by preparing the chapter for recruitment, maintaining morale and excitement during recruitment and promoting sisterhood throughout new member orientation.
- E. *Public Relations Team.* The vice president/public relations serves as chairman of the public relations team. The public relations team shall promote a positive public image of the chapter. Areas of emphasis include the chapter's relationship with other Greek organizations, the chapter's philanthropy activities, social events, activities with alumnae and chapter participation in intramural sports and campus activities.

Section 5. Advisory Committee.

- A. *How Constituted.* The advisory committee shall be composed of the alumna advisor as chairman, finance and administration advisor, and lifetime membership advisor. Additional advisors may be added.
- B. *Nomination.* The alumna advisor shall be nominated annually by the collegiate chapter nominating committee, approved by the collegiate district officer and elected by the chapter from alumnae members residing in the area in which the collegiate chapter is

located. If the position cannot be filled, then the alumna advisor may be elected from alumnae members. The alumna advisor, with the prior approval of the collegiate district officer, shall select the remaining advisors in consultation with officers' council.

- C. *Eligibility.* The members of the advisory committee shall be members in good standing of the Fraternity and the alumnae chapter. The alumna advisor shall have been an alumna for at least four years prior to her election except with the approval of the collegiate district officer.
- D. *Terms.* An advisor shall not serve in the same capacity for more than three consecutive years without approval of the collegiate district officer.
- E. *Duties.* Each advisor shall have duties in accordance with current Fraternity policies.
- F. *Meetings.* The advisory committee shall meet at least once a term.
- G. *Removal.* An advisor may be removed by the Executive Board.
- H. *Vacancies.* If a vacancy in the office of alumna advisor should occur, a replacement shall be elected in the same manner as for a vacancy in an office of the chapter. Any other vacancy on the advisory committee shall be filled by appointment of the alumna advisor with the prior approval of the collegiate district officer and in consultation with officers' council.
- I. *Compensation.* An advisor shall receive no compensation for serving as an advisor.

ARTICLE VIII – FINANCES

Section 1. New Member Fees.

- A. A new member fee shall be paid to the chapter.
 - (1) The chapter shall pay the fee as published by the Executive Board to the Fraternity.
 - (2) A fee shall be paid by the chapter to the Epsilon Beta House Corporation or if there is no house corporation, deposited in the Epsilon Beta Chapter Building and Furnishings Account.
- B. A repledge fee shall be paid in full prior to initiation to the chapter.
 - (1) The chapter shall pay the fee as published by the Executive Board to the Fraternity.
 - (2) A fee shall be paid by the chapter to the Epsilon Beta House Corporation or if there is no house corporation, deposited in the Epsilon Beta Chapter Building and Furnishings Account.

Section 2. Initiation Fees.

- A. The initiation fee plus the cost of the badge shall be paid in full prior to initiation to the chapter.
 - (1) The chapter shall pay the fee plus the cost of the badge as published by the Executive Board to the Fraternity.
 - (2) A fee shall be paid by the chapter to the Epsilon Beta House Corporation or if there is no house corporation, deposited in the Epsilon Beta Chapter Building and Furnishings Account.

- B. A fee shall be paid by the chapter to the Epsilon Beta House Corporation or if there is no house corporation, deposited in the Epsilon Beta Chapter Building and Furnishings Account.

Section 3. Member and New Member Dues and Expenses.

- A. *Chapter Dues.* Bills are due within 10 days of the start of each term.

- B. *Housing Expenses.*
 - (1) Capital Improvement Fee shall be paid by the chapter to the Epsilon Beta House Corporation or if there is no house corporation, deposited in the Epsilon Beta Chapter Building and Furnishings Account.
 - (2) Resident Fees.
 - (a) Room
 - (b) Dining service
 - (c) Room deposit
 - (d) Key deposit
 - (3) Non-Resident Fees.
 - (a) Usage
 - (b) Dining service
 - (4) Other Fees.

- C. *Extraordinary Membership Status.* A member who qualifies for extraordinary membership status shall pay chapter dues and fees in accordance with current Fraternity policies. See Article IV, Section 7 of these bylaws.

Section 4. Emergency Financial Status. The member approved for emergency financial status shall pay Fraternity dues, Collegiate Chapter Convention Reserve Fund and National Housing Endowment Fund fees payable in equal installments at the commencement of each term. Additional dues or fees may be billed with the approval of the alumna advisor and financial specialist. See Article IV, Section 6 of these bylaws.

Section 5. Fines. Monetary fines shall be adopted by an affirmative vote of a majority of the members eligible to vote who are present and voting providing quorum is present.

Section 6. Individual Delinquent Accounts.

- A. Any member owing an account for more than 30 days past the due date automatically shall cease to be in good standing with the chapter. The alumna advisor shall take custody of her badge and membership certificate until her membership is restored to good standing. See Article V, Section 1 C of THE BYLAWS OF DELTA DELTA DELTA.
- B. Any member owing an account for more than 60 days past the due date automatically shall cease to be in good standing with the Fraternity and shall be placed on Fraternity probation. The alumna advisor shall continue to hold her badge and membership certificate until her membership is restored to good standing.
- C. If either full payment or an acceptable probationary schedule for payment has not been made within 30 days from the date of the 60-day letter from the financial specialist, the member's membership in the Fraternity is subject to termination by the Executive Board. See Article V, Section 1 C of THE BYLAWS OF DELTA DELTA DELTA.
- D. A member who submits a resignation while owing money shall be given an opportunity to make full payment or to establish an acceptable probationary schedule for payment. If full payment is not received when due, her membership record will be marked terminated rather than resigned.

Section 7. Financial Management.

- A. *Budget.*
 - (1) The financial officers and financial and administration advisor, upon consultation with other officers and advisors, shall prepare a chapter budget in accordance with current Fraternity policies.
 - (2) The budget shall include:
 - (a) an operating fee;
 - (b) Fraternity dues of each member and new member;
 - (c) Collegiate Chapter Convention Reserve Fund;
 - (d) National Housing Endowment Fund fee for each member and new member;
 - (e) accounting fees;
 - (f) contributions to Fraternity funds as voted by the chapter;
 - (g) expenses of the delegate(s) and advisor(s) to Fraternity meetings as designated by the Executive Board; and
 - (h) expenses of a delegate to state or regional meetings.
 - (3) The budget shall be sent to the financial specialist in accordance with current Fraternity policies.
 - (4) The budget approved by the financial specialist shall be presented to the chapter for approval.
- B. *Accounting and Financial Procedures.*
 - (1) The chapter shall follow the accounting system as set forth by the Executive Board. The vice president/finance shall submit accounting reports in accordance with current Fraternity policies.

- (2) All individuals handling money for chapter and housing operations shall be bonded and the fee shall be paid when billed by Executive Office. See Article XVIII, Section 4 B of THE BYLAWS OF DELTA DELTA DELTA.
- (3) All bank accounts shall be in the name of Delta Delta Delta. If the chapter has more than one bank account, prior written approval must be obtained from the financial specialist. A minimum of two officers shall have administrative authority on each account. Advisors and house directors may not be used as signatories on any accounts.
- (4) Fraternity dues, Collegiate Chapter Convention Reserve Fund fee, National Housing Endowment Fund fee and other Fraternity fees and charges shall be paid from the chapter treasury to the Fraternity in accordance with current Fraternity policies.
- (5) There shall be a Epsilon Beta Chapter Building and Furnishings Account. The vice president/finance shall deposit into this account the designated portions of the new member fees, repledge fees, initiation fees and Capital Improvement Fee. Each year the amount of surplus funds shall be determined by the financial specialist and deposited into the Epsilon Beta Chapter Building and Furnishings Account.

C. *Badge Ownership.* See Article V, Section 4 B of THE BYLAWS OF DELTA DELTA DELTA.

D. *Fund Raising.*

- (1) Proper financial management shall include the protection and proper use of all funds received for scholarship or other charitable or philanthropic purposes.
- (2) No funds shall be solicited in the name of the chapter, the Fraternity or the Corporation without the permission of the Executive Board.

Section 8. Compensation. A collegiate member shall receive no compensation for serving as an officer, either by reduction of dues, fees or otherwise.

Section 9. Distribution of Assets upon Dissolution and Obligations to Reactivated Chapters. See Article XVIII, Section 9 B of THE BYLAWS OF DELTA DELTA DELTA.

ARTICLE IX – CHAPTER PROPERTIES

Section 1. Ritual Property. The vice president/chapter development shall maintain all ritual property and provide for their safekeeping.

Section 2. Memorabilia and Archives. The chapter shall maintain the chapter archives and display chapter memorabilia and archives.

Section 3. Library. The chapter library shall include:

A. *Delta Delta Delta Publications:*

- (1) THE BYLAWS OF DELTA DELTA DELTA;

- (2) *A Detailed Record of Delta Delta Delta, 1888-1931*;
- (3) *Centennial History of Delta Delta Delta 1888-1988*;
- (4) bound copies of *The Trident* from date of installation of chapter;
- (5) 75th anniversary issue of *The Trident*;
- (6) Centennial issue of *The Trident*; and
- (7) Delta Delta Delta songbook.

B. Reference Materials:

- (1) *National Panhellenic Conference Manual of Information*;
- (2) the current edition of *Robert's Rules of Order Newly Revised*;
- (3) a standard unabridged dictionary; and
- (4) a book of etiquette.

ARTICLE X – HOUSING REGULATIONS

Section 1. University and Fraternity Regulations. Members and new members living in or visiting chapter housing facilities shall conform to the housing regulations issued by the college or university and the Executive Board

Section 2. Housing Policies. Policies necessary to orderly living, including priorities for moving into chapter housing facilities, shall be formulated by the house manager and approved by chapter vote in accordance with current Fraternity policies.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this chapter in all parliamentary procedures in respect to which they are applicable and consistent with THE BYLAWS OF DELTA DELTA DELTA.

ARTICLE XII – CHAPTER BYLAWS

Section 1. Revisions and Amendments.

- A. The bylaws shall be submitted for revision every four years from the date of last approval and may be amended in the interim as necessary.
- B. The bylaws committee shall prepare the proposed revision or amendment(s) in accordance with current Fraternity policies. The proposed revision or amendment(s) shall be approved by an affirmative vote of two thirds of the members eligible to vote

who are present and voting providing quorum is present and approval of the alumna advisor before being submitted.

- C. After the revision or amendment has been approved by the Executive Board or the designated Fraternity representative and returned to the chapter, an affirmative vote of two thirds of the members eligible to vote who are present and voting providing quorum is present shall be required before adoption.

Section 2. Distribution.

- A. After chapter adoption of the revised or amended bylaws, the secretary shall provide a dated copy for the chapter policy notebook and for each chapter officer and advisor. A copy may be provided for each member.
- B. Copies of the bylaws or amendments shall not be made or distributed until official approval has been obtained and adoption has been completed.
- C. The secretary shall present the approved bylaws in condensed form at a chapter meeting at the beginning of the fall term.

Section 3. Interim Approvals and Waivers. Request for interim approval of a bylaws amendment or a request for a waiver shall be submitted to the designated Fraternity representative or if it concerns finances, to the financial specialist in accordance with current Fraternity policies.