

**Phi Sigma Rho**  
**Epsilon Chapter Bylaws**  
**University of Kentucky**

**Article I**  
**Insignia**

**Section 1. Chapter Colors**

The chapter colors are Kentucky Blue and Silver to represent the unity of the University of Kentucky and the Sorority, respectively.

**Section 2. Chapter Motto**

The Chapter Motto is:

With our sights set on the stars and our feet planted firmly on the ground, we create a future for ourselves as sisters and engineers.

**Article II**  
**Ritual**

**Section 1. Ritual**

Ritual guidelines shall be followed in accordance with the Sorority's National materials. Ritual is to remain a secret known only to members of the Sisterhood.

**Section 2. Participation – Attendance**

Tardiness to any ritual/ritual practice without approval of the VP of Standards will result in additional philanthropy point requirements. The amount will be determined by standards board, but will not exceed five hours. These points cannot be made up using other methods.

**Section 3. Participation – Respect**

Proper respect of the sorority's National Ritual must be shown at all times. Disrespect of ritual will result in the sister getting additional philanthropy point requirements as stated in Section 2a. Disrespect includes but is not limited to improper attire, inappropriate language, laughing while ritual is in progress, and not knowing your Vows/Creed. If an infraction regarding attire is noted prior to ritual and the sister can remedy the situation then no penalty will be invoked. If it occurs during/after ritual then the sister will be approached by the VP of Standards and made aware of her violation of the sorority's bylaws as well as the above consequence.

**Article III**  
**Membership**

**Section 1. Chapter Membership Status**

**1.1 Active Status**

**1.1.1** Members with active status shall be any sister in good standing with the sorority currently enrolled as a student at the University of Kentucky with a previous semester Grade Point Average of at least 2.5/4.0. Members with active status shall be required to:

- a. Pay dues each semester as voted upon by the chapter membership;
- b. Participate in Pearl and Penguin Point activities and achieve the required number of points as deemed necessary by Standards Board.

## **1.2 Alumna Status**

**1.2.1** A sister who graduates from the University of Kentucky, or who transfers to a different school is granted Alumna Status. If another chapter of Phi Sigma Rho exists at the school a member transfers to, she may choose to become an active member of that chapter. Sisters on Alumna Status are invited to any Open Event throughout the semester but are excluded from Sisterhood Events.

**1.2.2** Sisterhood Events include:

- a. Penguin Pass
- b. Fall and Spring Retreat
- c. Recruitment Events
- d. Candidate Meetings
- e. Inspiration Week Events; excluding Big/Little Reveal and Family Dinner

**1.2.3** All other events not considered Sisterhood Events are classified as Open Events.

**1.2.4** Early Alumna status can be granted upon request at the discretion of Standards Board in compliance with National Bylaws. A form, available from the Vice-President of Standards, and a letter of request should be submitted to the Vice President of Standards for consideration of any status changes at least seven days in advance of any academic semester. If the request is accepted, the Vice President of Standards will notify the Sister that her alumna request has been granted. Early Alumna will be required to pay the remainder of their 7 active semesters (this does not include the candidate semester).

## **1.3 Honorary Member**

**1.3.1** Honorary membership will be granted to individuals who have shown outstanding commitment to the improvement of the sorority and its continuation. This status shall be awarded to an individual who has received three letters of recommendation, and is accepted by 85% of the current chapter membership. This status shall be awarded in compliance with National Bylaws.

## **1.4 Candidate Status**

**1.4.1** Members who are inducted but not initiated are on Candidate Status. For specific Candidate Requirements refer to Article III, Section 3.

**1.4.2** Candidates are restricted from participating in chapter Penguin Pass and Fall and Spring Retreat and Sisterhood Vows. Candidates are encouraged to attend active socials. During the visit to active meeting Candidates are permitted to stay

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until the close of New Business, except any discussion pertaining to the Membership Educators' process or any information known only by initiated members of the Sorority.

## **1.5 Inactive Status**

**1.5.1** Inactive Status is available to sisters in extenuating circumstances that include but are not limited to Sisters who:

- a. Are trying to raise their grade point average;
- b. Have an excessive class load;
- c. Are undergoing personal difficulties;
- d. Are a Residence Hall Advisor.

**1.5.2** A form, available from the Vice-President of Standards, and a letter of request should be submitted to the Vice President of Standards for consideration of any status changes seven days in advance of any academic semester. If the request is accepted, the Vice President of Standards will notify the Sister if her Inactive status has been granted. A member on inactive status:

- a. Is required to pay current inactive dues;
- b. Is encouraged to participate in at least one sorority philanthropy;
- c. Is encouraged to attend all recruitment events;
- d. Is encouraged to attend sorority retreats;
- e. Is encouraged to attend all socials;
- f. Is prohibited from being an officer, director, or committee chair;
- g. Is prohibited from voting;
- h. Is encouraged, but not required, to attend chapter, and committee meetings;
- i. Is ineligible to be a Pearl Sister or Big Sister during pledging semester.

**1.5.3** If an Inactive Status request is made for two consecutive semesters, she must meet with Standards Board for a consultation. Standards Board will then decide whether to grant the request.

## **1.6 Sister-at-Large Status**

**1.6.1** A sister-at-large is any member who is not currently at the University of Kentucky but will be returning for classes within a year's time. This status includes Co-op students, study abroad students, and other sisters as determined by Standards Board. As a sister-at-large, a member shall:

- a. Be responsible for national dues, Panhellenic dues and any other amount the sorority is billed for having her on the roster;
- b. Be encouraged to attend sorority activities;
- c. Be prohibited from voting and taking a Little sister without a consultation with Standards Board.

**1.6.2** If a member is co-oping in Lexington or somewhere nearby, she can choose not to be placed on the Sister-at-Large Status. She will then be allowed to participate as any other active member.

## **1.7. Alert Status**

**1.7.1.** A sister is placed on Alert Status if her previous semester grade point average falls at or above 2.5, but below 2.75.

**1.7.2.** A sister placed on Alert Status:

- a. Must meet with the Director of Scholastic Development within the first three weeks of the beginning of the semester.
- b. Will be encouraged to meet with the chapter's faculty advisor to discuss the scholarship plan (academic resources, study skills, career planning, etc)
- c. Will have the option to be assigned an academic mentor within the chapter, preferably within her major.
- d. Will have double the number of study passes available (Sunday-Thursday, Friday-Saturday, and meeting passes)

## **1.8 Probationary Status**

**1.8.1** A sister is placed on Probationary Status if:

- a. Her previous semester grade point average falls below 2.5.
- b. Her cumulative grade point average falls below a 2.0 (per National Bylaws)
- c. Standards Board deems it necessary due to Pearl Points or attendance.

**1.8.2** A sister placed on Probationary Status:

- a. The first semester of probation the sister will remain Active and responsible for Active dues but the sister:
  - i. Shall only have to achieve 75 percent of Pearl Points
  - ii. May be excused from one additional chapter meeting a month for a study pass.
  - iii. Is required to attend tutoring as prescribed by the Scholarship Program set out by the Director of Scholastic Development. The tutoring is mandatory but will be included in the Sigma category for the sister.
  - iv. Shall be removed from office and/or committee chair
  - v. Shall be ineligible for being a Pearl or Big Sister
- b. If the sister has a previous semester grade point average below a 2.5 after being on probation for one semester she shall be sentenced to:
  - i. Removal of office or committee chair;
  - ii. Ineligibility for being a Pearl or Big Sister;
  - iii. An increase in mandatory tutoring hours as set by the Director of Scholastic Development.
  - iv. Shall only have to achieve 50 percent of Pearl Points
- c. If a sister is placed upon probation a second time during her active time at the University even if it is not two consecutive semesters, the sister shall start the probationary status at 1.8.2b unless Standards Board deems otherwise.
- d. If the sister on probation does not improve her semester grade point average to

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at least a 2.5 by the end of her third semester of being placed on probation, the sister shall be deactivated from the sorority.

**1.9 Senior Status**

**1.9.1** Senior Status shall be:

a. Any sister expecting to graduate at the end of the current semester. Sisters expecting to graduate have the same responsibilities as members with active status, but are exempt from one chapter meeting per month and have a reduced percentage of Pearl Points as determined by Standards Board.

b. a personal choice for each Sister. This status is not required but is available if desired the final semester before graduation.

**1.9.2** In the event of any special circumstances, the sister may consult Standards Board who will decide whether Senior Status will be granted.

**1.10 Default Status**

**1.10.1** Default Status is required for any sister who has carried an outstanding balance with the sorority from the previous semester. A member on default status:

a. Is required to pay current active dues;

b. Is required to attend all mandatory events with the exclusion of Socials and Retreats;

c. Is ineligible to attend Socials or Retreats;

d. Is prohibited from being an officer, director, or committee chair,

e. Is ineligible to be a Pearl Sister or Big Sister while this status is in effect.

**1.10.2** In the event the sister pays her outstanding balance, she will be removed from Default Status and promoted to Active Status.

**1.11 Status Changes**

**1.11.1** All changes in a sister's status must be reported to Standards within seven days of the start of the academic semester, or the sister will automatically have Active Status. This is accomplished by emailing the Vice President of Standards before the deadline.

**Section 2. Selection and Initiation**

**2.1 Candidate Requirements**

**2.1.1** All Potential New Members must:

a. Sign the form for the Fraternity/Sorority Affairs Office to release grades to the sorority during Recruitment week but before Invite Night

b. Have a minimum 2.75/4.0 cumulative GPA from college or 3.0/4.0 cumulative GPA from high school;

c. Be a full-time or Co-Op student through the University of Kentucky;

d. Be working towards a degree in an acceptable major according to the list approved by the National Council;

- e. Pay a candidate fee which is determined by the current chapter membership;
- f. Complete all requirements for Candidate State as judged by the Directors of Membership Education.

## **2.2 Candidate Selection**

**2.2.1** Voting for a Candidate Member Class will be conducted at the meeting before Bid Party. Each Active Sister will anonymously vote online or on paper, whichever is given by the membership educators. The voting is based on a three point scale. Each eligible member will give each Candidate one (1), two (2), or three (3) points. The points are defined as:

- a. three (3) points - liked her and want her as a sister
- b. two (2) points – hesitant to have as a sister
- c. one (1) point – do not want her as a sister

**2.2.2** After voting, the points will be totaled. Eligible members receiving at least eighty-five percent (85%) of the maximum total points (three times the number of members voting) will be extended a bid.

## **2.3 Bids**

**2.3.1** Bids will be delivered immediately after the meeting during which Candidate Selection Voting is held. A bid will be extended to each Potential New Member who received the necessary number of votes. A bid may be accepted by attendance at the Bid Party or by contacting the Directors of Membership Education under extenuating circumstances. A bid will remain eligible for one full year from its delivery.

## **2.4 Candidate Member Evaluation**

**2.4.1** The progress and attitudes towards Phi Sigma Rho of each candidate will be presented to the chapter on two occasions during the candidate period. The purpose of this is for evaluation of the candidate members. The first evaluation will be three weeks after Induction and the second will be two weeks before Initiation. The candidate members will be informed of these evaluations at the first candidate meeting and it will be expressed that they could disassociate at the second evaluation, if the chapter deems it necessary.

**2.4.2** Chapter will be open for discussion after each of the candidate's progress has been given. The presenter of these reports is up to the discretion of the candidate member educators. After discussion of each candidate member, chapter will have a ballot vote. The standards for voting will follow the same guidelines as those for selecting the candidate member class during recruitment (Art. III, Section 2.2.1). If the candidate member does not receive eighty-five percent (85%) vote in the first evaluation a report will be given to the chapter by the member educator(s), as needed. If a candidate member does not receive eighty-five percent (85%) of the votes at the second evaluation, she will not be initiated into Phi Sigma Rho. There will be no probation period for any candidate member after the final vote. If a member feels that the candidate member has

special circumstances for not completing requirements, this can be mentioned in the discussion before voting, and then during voting someone may make a motion to consider the special circumstances while voting on the candidate member.

## **2.5 Candidate Membership and Activation**

**2.5.1** Membership Educators coordinate the pairing of actives (bigs) with the new members (littles). The President must be present to approve all pairings and ensure that there has been no bias in the assignments and that pairings reflect the needs of the candidates.

**2.5.2** Upon successful completion of the candidate member requirements, the candidate member will become an Active member of the sorority. The Initiation Ceremony will be held at the end of the Candidate period according to the National Ritual.

**2.5.3** If the candidate member does not complete the requirements, she will be de-pledged and will be invited to go through the following recruitment if she wishes.

**2.5.4** Candidates must have a cumulative college GPA of 2.75 or above which includes midterm grades at the midterm of the semester during the Membership Education Period. Candidates who do not meet this requirement will be required to repeat the Membership Education Period again, completing all requirements as stated in the Membership Education Syllabus.

**2.5.5** All Candidates should comply with Article VI, Sections 4, 5, and 6. Candidates should pay special attention to 6.1.18 and 6.1.19.

## **2.6 Anti-Hazing Policy**

**2.6.1** Refer to the National Hazing Policy for Chapter Policies:

a. As a sisterhood, Phi Sigma Rho will be dedicated to maintaining a safe and comfortable environment, free from the threat of hazing. Hazing is herein defined as any action taken or situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

b. Any act that is suspected as hazing should be submitted in writing to National Council. This notification should be signed, so that National Council can contact the person if further details are necessary. This information will be kept confidential. Upon notification of hazing practices, the National Council Field Director will immediately investigate the allegations, and the chapter will risk probation for up to two years.

c. Examples of hazing include, but are not limited to, the following:

i. Paddling in any form.

ii. Creation of excessive fatigue.

iii. Wearing, publicly, apparel which is conspicuous and not normally in good taste.

iv. Engaging in public stunts or buffoonery.

v. Performing morally degrading or humiliating games and activities.

- vi. Forcing, requiring or endorsing the consumption of alcoholic beverages or any other drug.
- vii. Requiring the ingestion of any undesirable, unwanted substance.
- viii. Scavenger hunts, road trips, or any other such activities when not done for information gathering purposes consistent with the educational purposes of the organization.
- ix. Deprivation of sleep.
- x. Blindfolding members at any time.
- xi. Any type of personal servitude, such as running errands.
- xii. Verbal harassment, including yelling or screaming at sisters.
- xiii. Requiring members to walk or march in formation.
- xiv. Deception or threats contrived to convince the candidate that she will not be activated.
- xv. Expecting participation in an activity that the full membership would not do.

**2.6.2** The Chapter shall also stay in compliance with the Anti-Hazing policy put forth by the University of Kentucky and the National Panhellenic Council.

## **Article IV Organization**

### **Section 1. Duties of Officers**

#### **1.1 President**

**1.1.1** The President shall be responsible for:

- a. Presiding over all chapter meetings in a timely and orderly manner;
- b. Directing and overseeing the work of the chapter;
- c. Calling special meetings and appointing committees as deemed necessary;
- d. Calling and conducting the order of Executive Board meetings;
- e. Attending Sorority President's Council and National Council or sending a delegate;
- f. Approving all disbursements made by the Treasurer;
- g. Obtaining necessary materials for meeting;
- h. Serving as a point of contact between the Sorority and the University;
- i. Conducting voting and counting the votes.
- j. Assisting Membership Educators in the big-little pairing process as an objective third party.

**1.1.2** The president's vote is required at all Executive Board meetings and only as a tiebreaker in general chapter meetings.

#### **1.2 Vice-President of Standards**

**1.2.1** The Vice-President of Standards shall be responsible for:

- a. Heading Standards Board and enforcing the rules, precedents, and constitution

- of the Sorority;
- b. Overseeing all committees;
- c. Updating and maintaining the Master Membership list;
- d. Collecting status change requests before the academic semester begins and bring the requests to standards board in a timely manner;
- e. Overseeing the Point System and maintaining a point database for each Active Sister;
- f. Receiving the list of Sisters on Probation from the Director of Scholastic Development and notifying those Sisters of their Probation Status;
- g. Meeting monthly with standards board;
- h. Updating the Master Bylaw Document with Bylaw Revisions approved on by the Chapter and sending out the most updated Bylaws to the chapter once a revision is approved;
- i. Notifying the Sisters who owe fines at the end of the semester due to missing required points and following Article VI: 3.1.4 in determining the fine amount;
- j. Aiding the president in any way deemed necessary.

**1.2.2** The Vice-President of Standards shall preside in the absence of the President.

### **1.3 Vice-President of Internal Affairs (Secretary)**

**1.3.1** The Vice-President of Internal Affairs shall be responsible for:

- a. Recording the minutes of all active meetings and making them available in a reasonable amount of time;
- b. Maintaining attendance records;
- c. Coordinating the location for active meetings and Rituals;
- d. Keeping a record of Sorority Property;
- e. Distributing officer contracts;
- f. Keep an updated contact list of Members in the Sorority.

**1.3.2** The Vice-President of Internal Affairs shall assume the position of President in the absence of both the President and Vice-President of Standards.

### **1.4 Vice-President of Communications**

**1.4.1** The Vice-President of Communications shall be responsible for:

- a. Serving as the official liaison between the active chapter and the alumnae association and planning Alumni events;
- b. Advertising relations and communications between other chapters and the campus community and overseeing respective activities including, but not limited to: Homecoming and participation in Greek fundraisers and activities, unless otherwise designated in the duties of an event officer (e.g. Bowlathon chair);
- c. Overseeing the production of the newsletter, holiday cards, thank you notes, and other correspondences as necessary;
- d. Coordinating semesterly care packages to be sent to Sisters-At-Large.

**1.4.2** The office of Vice President of Communications shall be allowed to remain

open in the event there are not enough actives to fill the spot or should no one choose to run. In this event, the duties would be divided among the other Executive Board officers.

**1.5 Vice-President of Finance (Treasurer)**

**1.5.1** The Vice-President of Finance shall be responsible for:

- a. Overseeing all sorority purchases and payments;
- b. Presenting bills to members of the chapter;
- c. Keeping record of receipts, expenditures, and all sorority financial information electronically and in hard copy;
- d. Preparing term budgets to be approved by Executive Board and active members of the chapter;
- e. Filing taxes and maintaining tax exempt status;
- f. Collecting dues and fines from chapter members;
- g. Preparing an audit of the chapter's books and records at least once every two years by the National Vice President of Finance or the designated representative.
- h. Collect and maintain records of dues and fees contracts from all members.

**1.6 Vice-President of Sisterhood Development (Social Chair)**

**1.6.1** The Vice-President of Sisterhood Development shall be responsible for:

- a. Organizing and overseeing all chapter social functions which includes:
  - i. Planning a minimum of six socials per semester to be voted on by the chapter;
- b. Abiding by all risk policies, alcohol policies, contracts, and other safety considerations determined by Nationals, the University of Kentucky FSL, and third parties (i.e. alcohol vendors, event venues, caterers);
- c. Planning a formal event each semester;
- d. Planning a Sisterhood Retreat each term:
  - i. Spring retreat should be an overnight or full day event;
  - ii. Fall retreat should be a half day event;
- e. Attending all mandatory or appropriate risk management determined by the FSL and the chapter President.

**1.7 Vice President of Scholarship**

**1.7.1** The Vice President of Scholarship shall be responsible for:

- a. Promoting and rewarding high scholarship;
- b. Organizing an old test file, if desired by the chapter and deemed by the Executive Board to be a low-risk endeavor to the University standing of the chapter and its members;
- c. Informing the Vice-President of Standards and Standards Board of members on academic probation as defined by these bylaws;
- d. Organizing a senior award and senior send-off at the end of each semester;
- e. Overseeing a scholarship program;
- f. Maintaining the scholastic record of all members and the chapter

g. Ensuring confidentiality of all members' GPA records, which are to be shared only with the President and each respective member.

**1.8 Directors of External Affairs**

**1.8.1** The Directors of External Affairs shall be responsible for:

- a. Attending all Panhellenic Council meetings;
- b. Making sure the Sorority is in good standing with the Panhellenic Council;
- c. Acting as a liaison with the Panhellenic Council and chapter events in the University's Greek community;
- d. Reporting Panhellenic related announcements to the chapter;
- e. Encouraging positive relations amongst other sorority chapters in the University.

**1.8.2** There shall be two Directors of External Affairs. One shall be elected in the Fall and one in the Spring semester. Should a Sister no longer be able to serve, a special election shall be held to select another representative. The replacement shall serve the remainder of the semester.

**1.9 Membership Educator(s)**

**1.9.1** Membership Educator(s) shall be responsible for:

- a. Overseeing the Candidates' progress for initiation;
- b. Setting membership education requirements to approve by Executive Board before bids are distributed;
- c. Leading voting on PNM's before bids are distributed;
- d. Create the Penguins for Bid Party;
- e. Matching Pearl Sisters and Pearls;
- f. Provide the Candidate Binders for Inductions;
- g. Planning all functions to promote new membership;
- h. Informing all candidates of the Candidates' requirements during the first week of the Candidate period;
- i. Matching Bigs and Littles;
- j. Informing Executive Board of all candidate activities and of any problems concerning the candidates;
- k. Following the Candidate program as outlined in the National Manuals;
- l. Contacting the National Administrative Assistant to obtain pearl pins, active membership certificates, member manuals, and active pins;
- m. Conducting candidate member evaluations as outlined in Article III, Section 2.4;
- n. Providing roses for Initiations.

**1.10 Bowlathon Chair**

**1.10.1** The bowlathon chair shall be responsible for coordinating the annual bowlathon (to be held in the fall semester) and overseeing all aspects of its operation included but not limited to:

- a. Advertising for Bowlers;

- b. Updating Greek Organizations on the specifications of the event;
- c. Finding/renting a venue for the event;
- d. Finding donors for the event;
- e. Creating duties for Active Sisters at the event.

**1.11 Director of Community Outreach**

**1.11.1** The Director of Community Outreach shall be responsible for:

- a. Planning service projects;
- b. Promoting participation in a philanthropic event;
- c. Recording attendance of all service hours and reporting the results to the Vice President of Standards and President;
- e. Organizing and overseeing chapter participation in the Sorority's National Philanthropies.

**1.12 Society of Women Engineers Representative**

**1.12.1** The SWE representative shall be responsible for:

- a. Attending all SWE meetings or finding a substitute if she is unable to attend;
- b. Reporting activities within SWE at the chapter meetings;
- c. Encouraging positive relations amongst the members of SWE and Phi Sigma Rho;
- d. Encouraging Sisters to attend SWE meetings.

**1.13 Engineering Student Council Representative**

**1.13.1** The ESC representative shall be responsible for:

- a. Attending all Engineering Council meetings or finding a substitute if she is unable to attend;
- b. Reporting activities within the Engineering Council at the chapter meetings;
- c. Encouraging positive relations amongst the members of the Engineering Council and Phi Sigma Rho;
- d. Organizing the involvement of Phi Sigma Rho for E-Day;
- e. Organizing the involvement of Phi Sigma Rho at the Freshmen Orientation for the College of Engineering.

**1.14 Directors of Recruitment Events**

**1.14.1** The Director(s) of Recruitment Events shall be responsible for:

- a. Planning and overseeing all recruiting events throughout the year, including but not limited to: official recruitment events, bid party, College of Engineering activities at which the chapter is required/allowed to recruit, and Panhellenic tabling;
- b. Making sure the chapter is following National Panhellenic Council's recruitment guidelines;
- c. Coordinating the purchase of any favors deemed necessary by the sorority for recruitment.
- d. Serving as point of contact for PNM's through Bid Party.

e. The two Directors will be elected on alternating semesters, so that one will always have a semester of experience.

**1.15 Historian**

**1.15.1** The Historian shall be responsible for:

- a. Maintaining and updating the chapter's history and scrapbook;
- b. Organizing annual composite pictures;
- c. Supplying the Website Coordinator with pictures of Sorority events.

**1.16 Public Relations Chair**

**1.16.1** The Public Relations Chair shall be responsible for:

- a. Creating and maintaining the Epsilon chapter webpage,
- b. Moderating the content of the e-mails sent to the listserv and managing the sorority e-mail community;
- c. Keeping the sorority up to date on technological options and advances that can be useful to the sorority;
- d. Informing Standards Board of misuse of electronic facilities with signed documentation of the offenses in a hard-copy form.

**1.17 Director of Risk Management**

**1.17.1** The Director of Risk Management shall be responsible for:

- a. Being familiar with National Council, University of Kentucky Chapter, and IFC/Panhellenic Greek Alcohol Policies;
- b. Be familiar with the University of Kentucky Hazing Policy;
- c. Acting as a liaison between the sorority and IFC/Panhellenic;
- d. Enforcing of alcohol policy and sober patrol at social events;
- e. Educating Active members and candidates throughout the semester regarding Risk Procedures about Alcohol, Hazing, Drug Policies, Public Behavior, and Safety Procedures.
- f. Monitoring social media and enforcing appropriate behavior regarding posted content that coincides with Phi Sigma Rho policies.

**1.18 Parliamentarian**

**1.18.1** The Parliamentarian shall be responsible for:

- a. Acting as Sergeant at Arms;
- b. Working with the President to enforce Robert's Rules at chapter meetings;

**1.19 Alumnae Advisor**

**1.19.1** The Alumnae Advisor shall be responsible for:

- a. Creating an alumnae list each semester through contact with each graduating sister on her future plans;
- b. Continuing to encourage alumnae to stay involved with Phi Sigma Rho through activities, meetings, or funds whenever possible;
- c. Organizing a yearly alumnae event.

**1.20 Fundraising Chair**

**1.20.1** The Fundraising Chair shall be responsible for:

a. Planning and coordinating a fundraiser, as defined by the Vice President of Finance of Nationals and the Vice President of Finance of the Epsilon Chapter, each calendar year.

**1.21 Girl Scout Liaison**

**1.21.1** The Girl Scout Liaison shall be responsible for:

- a. Maintaining contact and good communication with the local Girl Scout Council Office;
- b. Coordinating volunteers for Girl Scout events when needed.

**1.22 Ritual Chair**

**1.22.1** The Ritual Chair shall be responsible for:

- a. Guarding all ritual materials;
- b. Communicating with National Ritual Committee when necessary;
- c. Organizing all ritual practices and run-throughs each semester prior to Inductions and Initiations;
  - i. One ritual workshop for Inductions
  - ii. One ritual workshop for Initiations
- d. Organizing all Inductions and Initiations ceremonies, including possible refreshments;
- e. Making sure all Sisters are prepared for Ritual.

**1.23 Intramural Coordinator**

**1.23.1** The intramural coordinator shall be responsible for:

- a. Creating teams through the University of Kentucky;
- b. Encouraging members to sign up and show up to scheduled games and practices;
- c. Turning in rosters and attending meetings for any sports the Sorority chooses to participate in;
- d. Organizing a practice schedule as needed;
- e. Arranging for the purchase of any necessary materials after approval from Executive Board.

**1.24 Greek Sing Chair**

**1.24.1** The Greek Sing Chair shall be responsible for:

- a. Attending all Greek Sing meetings or designating a replacement to go to the meeting;
- b. Coordinating props, costumes, practice times, choreography, and concepts;
- c. Picking a theme;
- d. Assigning a Greek Sing Committee:
  - 1. Choreography
  - 2. Secretary/ Finance
  - 3. Music
  - 4. Costumes
  - 5. Props

6. Makeup

7. Hair

**1.25 DanceBlue Chair**

- a. Attend bi-weekly DanceBlue meetings;
- b. Be official DanceBlue team captain;
- c. Serve as liaison between DanceBlue and the chapter;
- d. Plan and organize fundraising events including but not limited to restaurant nights, community canning's, and donation letter drives;
- e. Keep track of all donations and spirit points gained by the team.

**1.26 Merchandise Chair**

- a. Design/create the chapter merchandise for each semester;
  - i. Must abide by all Affinity Consultants Policies
  - ii. Must follow National Insignia Guidelines
- b. Distribute chapter merchandise;
- c. Organize, price, and sell old merchandise in office;
- d. Enforce members to abide by all Affinity Consultants policies.

**1.27 Cupcake Wars Chair**

- a. The Cupcake Wars Chair shall be responsible for coordinating the annual Cupcake Wars competition (to be held in the spring semester) and oversee all aspects of its operation, including, but not limited to:
  - i. Recruiting teams
  - ii. Updating Greek Organizations on the specifications of the event
  - iii. Finding/renting a venue for the event
  - iv. Finding donors for the event
  - v. Collaborating with the fundraising chair to coordinate a restaurant night
  - vi. Creating duties for Active Sisters for the event
  - vii. Buying all supplies necessary for the event
  - viii. Sending thank you notes to participants after the event

**1.28 New Active Mentor**

- a. The New Active Mentor will act as a guide for new members as they complete their first active semester. She will be a resource for any aspect of the Phi Sigma Rho experience (points, statuses, events, opportunities, etc.).
- b. The New Active Mentor will be elected at a meeting where the new actives are present in their candidate semester, therefore allowing the new actives to vote for their mentor. The New Active Mentor will be assigned this pledge class for the following semester and a new Mentor will be elected for every subsequent pledge class.

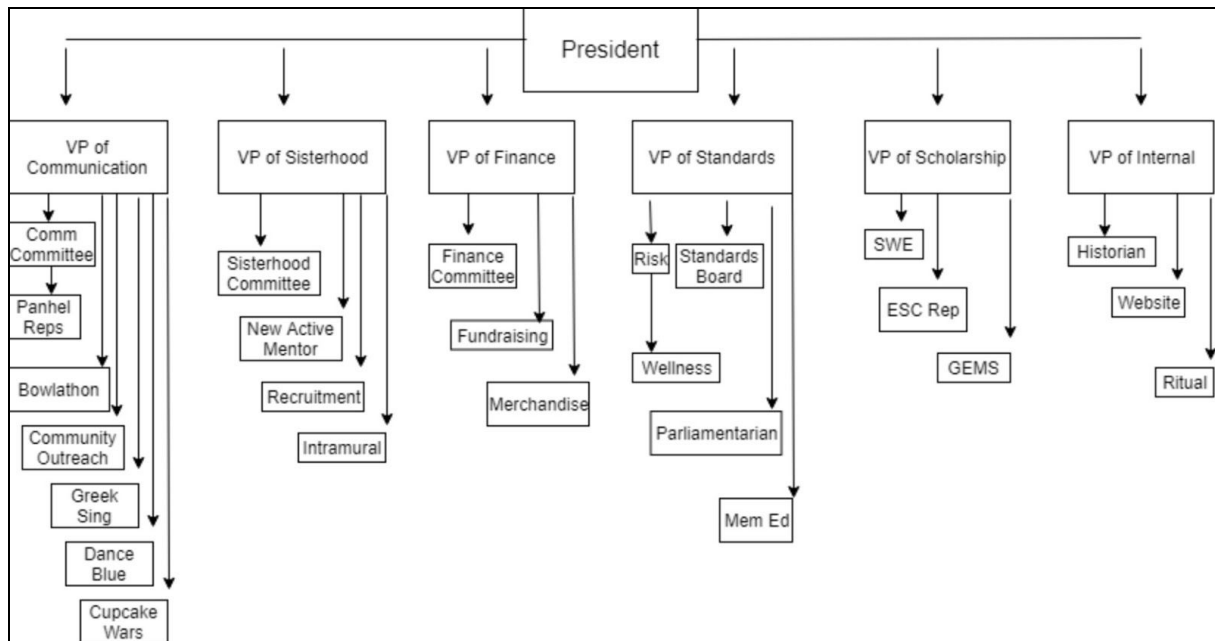
### 1.29 Wellness Coordinator

a. The Wellness Coordinator will work closely with the Director of Risk Management to facilitate wellness events and provide wellness resources to the chapter.

### 1.30 Diversity and Inclusion Chair

- a. The Diversity and Inclusion Chair will be responsible for planning activities in order to promote a more inclusive and diverse environment within the chapter and promoting this atmosphere in general. This includes, but is not limited to:
- i. Attending Panhellenic Diversity and Inclusion Committee meetings and relaying information to the chapter
  - ii. Supporting our recruitment chair and chapter members to promote a diverse and inclusive recruitment
  - iii. Ensuring that general chapter members stay informed on how to foster a diverse and inclusive environment within the chapter and the Greek community as a whole

### Section 1a. Officer Flowchart



## **Section 2. Duties of Committees**

### **2.1 Executive Board**

**2.1.1** The Executive Board shall be chaired by the president, and shall consist of the President, Vice-President of Standards, Vice President of Communication, Vice-President of Internal Affairs, Vice-President of Finance, and Vice-President of Sisterhood Development. The Executive Board shall:

- a. Meet prior to each chapter meeting or as deemed necessary;
- b. Organize the chapter meetings;
- c. Review mail correspondence, and
- d. Review and discuss topics concerning the sorority.

### **2.2 Standards Board**

**2.2.1** The Standards Board shall be chaired by the Vice-President of Standards, and shall consist of four sisters. Two sisters shall be elected in the Fall election and two in the Spring. Each term shall last for two semesters. When there is a tie vote among the Standards Board members, the Vice-President of Standards shall have the deciding vote. The Standards Board shall be responsible for:

- a. Interpreting and defining the bylaws of the Sorority;
- b. Deciding appropriate actions to be taken when policies are broken or members do not uphold the standards of the sorority;
- c. Meeting at least monthly to oversee the Bylaws and to discuss potential revisions.

## **Section 3 Officer Stipulations**

### **3.1 Restrictions on Offices**

**3.1.1** During each semester no sister shall hold more than two offices, unless approved by Executive Board.

**3.1.2** A sister must have at least one (1) active semester before running for standards board, recruitment chair, membership educator, New Active Mentor, Director of Community Outreach, ritual chair, Director of Risk Management, and dance blue chair.

### **3.2 Executive Board Members**

**3.2.1** A Sister must be an Active sister for one full semester before holding an office which is on Executive Board. An Executive Board member shall not hold an office on Standards Board during the same semester, excluding the Vice-President of Standards.

### **3.3 Greek Sing Chair**

**3.3.1** A Sister must have participated in Greek Sing in a previous year to act as the committee head.

### **3.4 Deadline for Officer Turnover**

**3.4.1** Officer binders and other office-specific items must be turned over by the meeting immediately following officer transitions.

**3.5 Officer Replacements**

**3.5.1** If for any reason a sister must resign from her office a full reelection in accordance with Article VI, Section 2 must be followed.

**3.5.2** If for any reason the sorority feels a sister is not performing the duties of her office, a complaint should be made to Standards Board. After that action, a two-thirds majority vote is required at the chapter meeting in order for officer removal to occur.

**3.5.3** If for any reason the President is unable to complete her term, Vice-President of Standards or Vice-President of Internal Affairs shall act as President until a re-election can be held.

**Article V  
Finances and Property**

**Section 1 Dues**

**1.1 Active Dues**

**1.1.1** Active dues shall be set by the Vice-President of Finance and approved by the Executive Board at the beginning of each academic semester. Dues will also be proposed and voted on during chapter meeting, in the form of the budget. Components which will be covered by active dues include, but are not limited to, recruiting, copies, homecoming, and socials.

**1.2 Inactive Dues**

**1.2.1** Inactive dues shall be composed of components in which the inactive's name appears on the roster. These include, but are not limited to, Panhellenic dues, National dues, Sorority insurance costs, and composite fees.

**1.3 Sister-at-Large Dues**

**1.3.1** Sister-at-Large dues shall be composed of components in which their name appears on the roster. Some examples are Panhellenic dues, National dues, sorority insurance costs, and composite fees.

**1.4 Candidate Dues**

**1.4.1** Candidate dues shall be decided by the Executive Board semesterly. These dues are traditionally higher than active dues to cover more upfront fees that are incurred. Some components of the dues include member manual, candidate pin, paddles, active pin, and chapter t-shirts.

**1.5 Dues Set**

**1.5.1** Dues are set by the Executive Board on a bi-annual basis when budgets are reviewed. Executive Board shall be able to vote on due increases. This decision will be made each semester at the start of a new semester calendar.

## **Section 2      Deadlines**

### **2.1      Due Date**

**2.1.1** The deadline for due payment shall be set by the Vice-President of Finance and approved by Executive Board upon approval of the budget by the Chapter. All dues must be paid by the date designated or fines will be incurred.

### **2.2      Payment Plans**

**2.2.1** A payment plan may be arranged with the Vice-President of Finance before the last day to pay dues if for some reason dues cannot be paid in full on the date they are due. The Vice-President of Finance need not notify Executive Board of such plan unless stipulations are not met.

### **2.3      Late Fees**

**2.3.1** Fines shall be assessed when a sister has failed to pay her dues or make a plan for payment by the date designated. The fines shall be as follows:

- a. The initial fine shall be ten dollars for the first week.
- b. The following week shall also incur a ten dollar fine.
- c. The third week and each subsequent week shall incur a fine of twenty-five dollars.

**2.3.2** Late fines may be overruled only by Standards Board. A sister shall notify the Vice-President of Finance of the intent to appeal and the initial amount owed must be paid in full before an appeal can proceed.

## **Section 3      Expenditures**

**3.1.1** Executive board must pre-approve any non-budgeted expenditures over \$25.00.

**3.1.2** Any non-budgeted expenditure that is not approved will be paid for by the member who incurred the charge.

**3.1.3** Receipts shall be presented to the Vice-President of Finance before expenditures can be reimbursed unless prior arrangements have been made. Receipts must be submitted within 2 weeks of purchase. In the case a receipt cannot be found, an appeal can be made to Executive Board provided there is proof of payment.

## **Section 4      Obligation Form**

**4.1.1** The following form should be signed by each member of the Sorority:

*I understand that I am making a contract with Phi Sigma Rho, Epsilon Chapter. I agree that if I fail to pay my sorority dues in full or establish a payment plan by the given payment dates, late fees of \$10 per week for the first two weeks and \$25 for each additional week will be charged. I understand that if all outstanding dues are not paid by the end of the semester in question; I will be placed on default status. I understand that the above mentioned late fees also apply if I am on a payment plan and default on a scheduled payment. Before being placed on default status, I will receive the following notices:*

*First, a written notice signed by the Vice President of Finance and stating the outstanding*

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*balance due will be issued five weeks from the last day of term.*

*Second, a written notice signed by the President and Vice President of Finance and stating the outstanding balance due will be issued four weeks from the last day of term.*

*Third, a written request to appear before Executive Board will be issued three weeks from the last day of term. Upon receipt of these notices, I shall have the option to enter a second contract with Phi Sigma Rho. This contract will state the payment conditions under which I shall be obligated to pay my past due balance. In conjunction with the new contract, Standard's Board shall determine my status to be Default for the following semester.*

*Any dues paid during that default semester will first be applied to the outstanding balance and I will continue to owe the balance for the current semester's dues. In the event I pay the previous balance before the following semester's dues are to be paid or pay both the previous balance and current semester's dues during the semester, default status will be changed to active status. Should I fail to pay my balance a second semester, however, I understand that the above notices will be repeated and I may face deactivation.*

*I understand that by signing this form, I am agreeing to pay 7 semesters of dues to Phi Sigma Rho, Epsilon Chapter. Should I change to alumna status, I am still responsible to dues for 7 semesters. If I fail to pay those dues, the above procedure will be followed. If after 2 semesters of default, I understand that my alumna status will be revoked and I will face deactivation. I understand that the 7 semester requirement does not apply if I graduate or transfer from the University of Kentucky prior to my seventh semester as a member of Phi Sigma Rho.*

*I understand that if I am deactivated, I am required to pay all accumulated fines and current semester dues.*

## **Section 5 Financial Hardship**

In the event that a sister cannot fulfill her financial responsibility of dues for a semester, there will be a scholarship fund set up to aid in the payment. The fund will be comprised of small donations from other sisters in the chapter. To be eligible, the sister must complete an application to express her need and turn it in to standards board for consideration. Then, a joint session of standards and executive board will convene to make the final decision.

## **Section 6 Fines**

### **6.1 Greek Sing Contract**

**6.1.1** If sister chooses to participate in Greek Sing by signing a written contract, and does not dance on the day of the performance without an excuse approved by VP of standards, then there will be a fine of \$35.

**6.1.2** If a Sister chooses to participate in Greek Sing by signing a written contract and misses any of the practices for an unexcused meeting, there will be a fine of \$10 per missed practice. This does not apply to the one unexcused absence allowed under Bylaw 3.4.2.

**6.2 6.2.1** Each pearl sister is required to spend time with her pearl at least twice before the end of her membership education period. A fine of \$15 will be imposed if one or both are not completed.

## **Article VI Chapter Operation**

## **Section 1 Chapter Meeting Order**

**1.1.1** The order of chapter meetings shall be decided by the President and Parliamentarian.

**1.1.2** The chapter meeting shall have a time limit of ninety minutes with the exception of elections and major issues.

## **Section 2 Voting and Officer Elections**

### **2.1 Voting Procedures**

**2.1.1** The voting procedure shall be the following.

- a. The President does not vote unless there is a tie.
- b. Members cannot leave during voting.
- c. All members shall remain anonymous on ballots.
- d. Each ballot shall be collected individually from each voting member to eliminate double votes.
- e. A ballot does not have to be collected in an uncontested vote.
- f. Abstaining from voting always will be an option.
- g. The President shall count the votes.
- h. In case of an absence on the day of voting due to prior excused reason, a prior vote shall be permitted and given to the president. The deadline for prior votes is the day before the voting shall occur.
- i. Nominations shall be closed 24 hours before elections.
- j. Each member nominated for an office shall make a speech. Other candidates can hear each other's speeches. There shall be no time limit on the speeches. The order of speeches shall be by volunteer basis first, then selected by random.
- k. Each person running for a position will be able to vote.
- l. Any person may request to recount the votes in the presence of an Executive Board member within 24 hours of the release of the winners of an election.
- m. Voting may be conducted electronically or by written vote, but not both.
  - i. President will be responsible for making sure ballots are only sent to those who attend the meeting at which the voting is occurring and those sisters who have an excused absence.
- n. A question and answer session may be held during election for only the President and Vice President of Standards.
  - i. Only one candidate for the position will be asked questions at a time. The other candidates will be asked to leave the room.
  - ii. There will be a time limit for the question and answer session for each candidate which is determined by the President and the Parliamentarian.

### **2.2 Requirements for Running for Office**

**2.2.1** Nominees for each officer position must have a minimum cumulative GPA

of 2.75 and previous semester GPA of 2.5. GPA requirements are based off the final grade report from the semester previous to the election semester.

**2.2.2** Director of External Affairs must have a minimum cumulative GPA of a 2.8 and a previous semester GPA of a 2.5.

**2.2.3** If an officer receives below a 2.5 semester GPA from the semester of her election, she will be required to step down from the office immediately. A new officer will be elected at the first meeting of the semester. If a sister has a GPA below a 2.5 during her first semester in office, she will be required to step down. A new officer will be elected at the beginning of the second semester to complete the term.

**2.2.4** The President nominees must have previously served on Executive Board and be active (including the pledging semester) in the sorority for at least two years, or have the bylaws suspended by (3/4) vote of active members.

**2.2.5** The Vice-President of Standards nominees must have previously served on Standards Board for a full term of one year or have permission from the Executive Board of the previous semester to run.

**2.2.6** Executive Board nominees must have been an Active Sister for one full semester previous to running.

### **2.3 Oath Procedure**

**2.3.1** The oath of office shall be given at the last meeting in the semester of election.

**2.3.2** The retiring president and acting president shall make an address and administer the oath of office, collectively, with the new officers.

**2.3.3** Oath of Office:

“I do solemnly swear (or affirm) that I will fulfill, to the best of my ability, the duties of my office and that I will at all times maintain the honor of Phi Sigma Rho, so help me God.”

**2.3.4** The retiring President or acting President shall then deliver a short speech at the close of which she shall present the official gavel and yield control of the meeting to the new President. The new President shall then make an address of acceptance.

**2.3.5** Any elected officer not present for the installation shall take the oath of office at the next regular chapter meeting.

### **2.4 Length of Term**

**2.4.1** All officer positions are for one year. All Executive Board, and other offices, except President, may be split between two people, by semester, if necessary.

### **2.5 Election Schedule**

**2.5.1** Election for all offices is held during final four weeks of the Fall semester. Nominations are made the week before and up to the day before elections. Standards Board and Panhellenic Council election are to be held during the final

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four weeks of the Spring as well as Fall semester. Executive Board shall set the official date of elections and this date shall be at least two weeks after that semester's initiation.

## **2.6 Eligibility of Voting**

**2.6.1** Sisters who are eligible to vote are those with active status or senior status, except sisters who are not in good financial standing.

**2.6.2** The President is only permitted to vote in tiebreaker situations.

## **Section 3 Mandatory Functions and Points**

### **3.1 Points**

#### **3.1.1 Pearl Points**

**3.1.1.1** The following events are considered mandatory and must be attended by all sisters. The pearl points attendance at each event earns are listed in parenthesis.

Bowl-a-thon (Fall only) (10)

Spring Philanthropy Event (Spring only) (10)

Recruitment Events (5 each)

Recruitment Workshop (5)

Ritual Workshop (5)

Inspiration Week Activities (5)

Bid Party (10)

Chapter Meetings (2)

Induction (20)

Initiation (20)

Infinity Ritual (20)

Attending E-day for 1 hour (Spring only) (10)

GEMS (Fall only) (5)

Chapter Spring Retreat (25)

Chapter Fall Mini Retreat (10)

5 Philanthropy hours per semester (1 per hour)

\*Additional events are subject to be added during the semester

**3.1.1.2** Bonus Pearl Points can be awarded for:

Dressing to pin at non-required meetings (2/meeting)

Sister of the Week (2pts)

Officer of the Week (2pts)

Scholar of the Week (2 pts)

Additional community service (1 per hour)

\*Additional events are subject to be added during the semester

#### **3.1.2 Penguin Points**

**3.1.2.1** The following events are considered mandatory and must be

attended by all sisters. The penguin points attendance at each event earns are listed in parenthesis.

- Formal (20)
- Senior Send-Off (10)
- Alumni Event (5)
- 1 Homecoming Event (Fall only) (10)
- Official Socials and/or Greek Events, number and breakdown as determined by Standards Board (5 each)

\*Additional events are subject to be added during the semester

**3.1.2.2 Bonus Penguin Points can be awarded for:**

- Wearing Phi Sigma Rho Shirt during I-Week Event (1 each event)
- Wearing Phi Sigma Rho Shirt during Recruitment Event (1 each event)
- Attending non-scheduled sisterhood activity (2)
- Participating in an intramural event (3)
- Cheering on an intramural event (2)
- Forming study groups with fellow sisters (2)
- Attending study sessions that are planned by the Director of Scholastic Development (to be decided by Standards Board)

\*Additional events are subject to be added during the semester

\*There shall be a maximum number of study groups with fellow sisters and unofficial socials per semester to be determined by Standards Board.

**3.1.3** The Points will be collected online by VP of Standards. All points must be submitted by the monthly deadline determined by the VP of Standards. Any points not submitted in a timely manner will not be accepted.

**3.1.4 Point Deficiency**

In the event a Sister does not meet the Point total for the semester, she must make up the balance by using bonus Points or paying fines in the following manner:

Fines:

1-5	\$5
6-10	\$10
11-20	\$20
21-25	\$25
26-30	\$30
31-35	\$35
36-40	\$40
41-45	\$45
46 and up	\$50 and discussion w/ Standards Board

Three weeks from the last day of the semester, the outstanding balance of Points will be converted into a payable fine due immediately unless an alternative has been arranged with Standards Board beforehand. If the balance is not satisfied, Standards Board shall decide the consequences.

### **3.2 Absences**

**3.2.** Any sister will be automatically excused from a mandatory event if the event conflicts with a class and only if it is written explicitly on her Pearl point list for that month. In order for any other absence to be considered excused, the Vice President of Standards must be notified at least twenty four (24) hours before the mandatory function or meeting unless extenuating circumstances exist. The following are accepted excuses for an absence:

- a. death in the family
- b. participation in a wedding
- c. a test on the night of the event
- d. class on the night of the event
- e. family in town during an event
- f. help session at the same time as the event
- g. illness
- h. plant trip or interview during event
- i. work - does not excuse from weekly chapter meetings and may only be used once during Recruitment Events and I-Week (including Invite Night and Bid Party)
- j. One absence is allowed for all members from a Sunday-Thursday event (excludes weekend events, but includes Recruitment Events and I-Week) for a study pass.
- k. Study Passes may not be used for Inductions or Initiations.
- l. An additional study pass is allowed per semester for a weekend event on Friday or Saturday.
- m. The reason for absence must be submitted in writing to the Vice-President of Standards at least 24 hours before the missed event.
- n. If more than one event will take place on the same night, one study pass will cover all events.

**3.2.1** If a Sister will not be attending a Greek Sing Practice she must also notify the Greek Sing Chair and/or a Greek Sing Committee Member at least 24 hours before the event.

### **3.3 Unexcused Absences from Mandatory Events**

**3.3.1** Any sister who does not attend a mandatory event and is not excused for the event shall have to earn the amount of missed pearl points or pay fines as

necessary.

### **3.4 Allowed Absences**

**3.4.1** Actives will be allowed one unexcused absence from chapter meetings per semester.

**3.4.2** Sisters participating in Greek Sing will be allowed one unexcused absence from Greek Sing Practice per semester.

### **3.5 Chapter Meeting Tardiness**

**3.5.1** An active will be declared absent if she is not present at the opening of New Business. This offense will be treated as a normal absence.

**3.5.2** In order for tardies to be excused, the Vice-President of Standards must be notified of a valid excuse (as listed in Article III, Section 3.3).

### **3.6 Executive Board**

**3.6.1** All Executive Board meetings and special meetings called by the president (given a notice two weeks before the meeting) will be mandated for board members. If an executive retreat will be held for officer exchange, it will also be mandatory for new and old officers.

### **3.7 Standards Board**

**3.7.1** Standards Board will be mandatory for members elected on the board including the Vice-President. Board members who cannot attend the meeting shall send a replacement decided by the chapter.

## **Section 4 Appropriate Behavior**

### **4.1 Dress Code**

**4.1.1** The active pin may only be worn during formal dress and the placement of the pin is above the heart on the left side, not on collars or jacket lapels.

**4.1.2** Formal dress for meeting shall be defined as business casual and excludes the following:

i. Shorts, Mini Skirts/Dresses, Sweatpants, Leggings worn as pants, Jeans or other denim articles of clothing, T-shirts, Sweatshirts, Sneakers, Flip Flops, and Casual Tank Tops or Camisoles.

ii. Exceptions to the dress code may be made by Standards Board as they see fit, for personal, religious, or medical reasons.

**4.1.3** Formal dress for all Ritual events shall be defined as the following:

i. All actives should wear primarily black, (A minimum of 75%), with complimentary accessories permitted.

ii. Dress should be tasteful and conservative, and should not deter from the importance of the ceremony.

iii. Footwear should be dressy and in good taste

**4.1.4** All occasions which require formal dress shall be decided by Executive Board

4.1.5 Violations of the dress code should be reported to Vice President of Standards and addressed by Standards Board.

4.1.6 Candidates will not be allowed to wear letters unless the words “\_\_\_\_\_ Class” are on the shirt.

## 4.2 **Wearing Pins**

4.2.1 Sorority pins may never be worn while drinking. Rings and lavaliers may be worn at all times.

4.2.2 Pins may only be worn while explicitly representing Phi Sigma Rho.

4.2.3 Pins may be worn while asking for support of a sorority function (e.g. asking for door prizes for Bowl-A-Thon) in compliance with Article VI, Section 4.1.1.

4.2.4 Pins may be worn to other organizations’ formal events (e.g. SWE Conference).

4.2.5 Pins may not be worn to class.

## 4.3 **Wearing Letters**

4.3.1 Sorority letters may never be worn while drinking.

4.3.2 Stitched letters should only be worn while well-groomed and dressed in overall good taste.

4.3.3 Public appearance and behavior while wearing letters should represent the Sorority in a positive manner. The public image of the sorority should be upheld when wearing letters.

4.3.4 Stitched letters should never be worn with pajama pants, short-shorts, leggings worn as pants, sweatpants or other similarly inappropriate clothing items.

## 4.4 **Public Behavior**

4.4.1 Excessive drinking, public displays of affection, and inappropriate conversations (including, but not limited to, alcohol, drugs, and sex) are prohibited while wearing letters, pins, or at a sorority function.

4.4.2 Drinking is prohibited 3 hours before the start time of all chapter functions a sister is attending and 1 hour after the end time of a chapter functions a sister is attending, excluding chapter functions following the alcohol procedures outlined in bylaw 6.1.

4.4.3 Online behavior in which a Sister is associated or mentions Phi Rho should be in compliance with all other Public Behavior stipulations.

4.4.4 At a sorority event, a concerned sister should mention the words “Don’t forget to wear your letters on Monday”, which will indicate inappropriate behavior.

4.4.5 After an initial warning, a sister can be reported to Standards Board. She will face a maximum fine of \$20 payable within two weeks of notification, or a number of service or philanthropy hours as seen suitable by Standards Board. After repeated reports, a member can be asked to deactivate as stated in the Constitution with the discretion of Standards Board and with the approval of

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Executive Board.

#### **4.5 Guests**

**4.5.1** If a member brings a guest, she must let the officer in charge of the event know as soon as possible before the event.

**4.5.2** The member must explain our policies to the guest. The guest must sign our alcohol policy at the event if alcohol will be present.

**4.5.3** Any guest who comes to a Phi Sigma Rho event must come escorted by an active or candidate; otherwise they will be asked to leave the premises.

**4.5.4** If a guest is permitted at formal, each member can only bring one guest.

### **Section 5 Electronic Communication**

#### **5.1 Online Content**

**5.1.1** All emails sent to the Phi Rho email community should pertain to issues, questions or ideas relating specifically to the Sorority.

**5.1.2** Responses to requests for votes or sign ups should be sent directly to the sender of the original e-mail, not to the entire listserv community.

**5.1.3** General questions not pertaining specifically to the Sorority may be asked only through the Phi Rho Facebook group, but should still be appropriate and in good taste.

**5.1.4** Any inappropriate online content on any social media site, including but not limited to Facebook, Instagram, Snapchat stories, Twitter, etc, posted by or tagging a sister may be asked to be taken down at the discretion of Vice President of Standards or Director of Risk Management following guidelines in section 6.1.21.

#### **5.2 Penalties**

**5.2.1** Anyone violating the guidelines for email content more than once will receive a written warning from the Website Coordinator and will have their posts to the listserv moderated by the Website Coordinator for a period of one month.

**5.2.2** Upon the third offense, the sister will be presented to Standards Board for disciplinary actions up to and including prohibition from posting messages to the listserv for the remainder of the semester in which the offenses took place.

### **Section 6 Alcohol and Drug Policy**

#### **6.1 Responsibilities**

**6.1.1** It is the responsibility of each member of the Sorority to be aware of the laws, policies, and consequences concerning alcohol and drugs.

**6.1.2** Each member and candidate has the responsibility of keeping a concerned and watchful eye over her sisters at all Sorority events.

**6.1.3** The president shall remain sober at all Sorority events. She may drink

alcohol in moderation; however, she is responsible for the Sorority at all times and therefore should always be aware of the consequences of Sorority actions and be prepared to act if a dangerous situation arises. If the president does not attend the function the same applies to the Vice President of Standards and so on the list of Executive Officers.

**6.1.4** If any sister is proven by investigation to be in possession of illegal drugs, she will be deactivated automatically; warnings will not be issued and probation will not be granted.

**6.1.5** No quantity of alcohol or illegal substances will ever be paid for with the sorority dues.

**6.1.6** No theme party will be based on an alcoholic beverage or becoming intoxicated.

**6.1.7** At specified functions where alcohol is served, drinks may be provided at a specified place, only until a predetermined time to be no later than one hour prior to the end of the function, and never to someone who appears intoxicated or is under the legal drinking age.

**6.1.8** Any organization with which the Sorority is planning a function must first agree to comply with the alcohol and drug policy.

**6.1.9** At every social event where alcoholic beverages are served there must be non-alcoholic beverages and food served. These must be easily accessible and available throughout the event.

**6.1.10** All sisters attending a social event will be escorted home by a designated driver, taxi service, or will walk home or be driven by someone who is not under the influence of alcohol or illegal substances.

**6.1.11** At all social events where alcohol is being served, individuals called silver sweatshirts will be available to promote the safety of all members. Silver Sweatshirts must be present for all mandatory and non-mandatory events where alcohol is being served.

**6.1.12** Silver sweatshirts shall be chosen first on a voluntary basis. If fewer sisters volunteer than the chapter feels are needed (two is a minimum), names will be drawn from a list of sisters that have agreed to attend and have not served as a silver sweatshirt yet that semester. No active or candidate should have to serve as a silver sweatshirt if she has done so previously in that same semester.

**6.1.13** Seniors in the sorority will be exempt from silver sweatshirt duty at annual events.

**6.1.14** Punishment of any violators of the aforementioned policy will be determined by Standards Board.

**6.1.15** If a picture contains a sister under 21 years of age and alcohol, no matter if the sister is holding the alcohol or if another person is holding the alcohol or if the alcohol is in the background and it is posted on a social media site, they have 12 hours to remove it after being notified by the Vice President of Standards or

Epsilon Chapter Bylaws

Director of Risk Management.

**6.1.16** A sister of 21 years of age or older may be asked to have a picture containing alcohol taken down at the discretion of Vice President of Standards or Director of Risk Management.

**6.1.17** Pictures of alcohol are considered but not limited to solo cups of any color, liquor bottles, beer bottles, decorative and non-decorative shot glasses and wine bottles. Other alcohol items are up to the discretion of Director of Risk Management.

**6.1.18** Actives are not permitted to invite Candidates to any party where alcohol will be present. The Active(s) who invited the Candidates will be fined and/or given extra Philanthropy hours as determined by Standards Board. The fine is not to exceed \$25.

**6.1.19** Actives are not permitted to invite Candidates to their house/apartment if alcohol will be present. If Candidates are found at the Active's house/apartment, the Active(s) who live there and are present will be fined and/or given extra Philanthropy hours as determined by Standards Board. The fine is not to exceed \$25.

**6.1.20** Sisters are not permitted to smoke in letters which includes but is not limited to Hookah, cigarettes, e-cigs, and vapor.

## **Article VII Discipline**

### **7.1 Delivery of Trial Notice**

**7.1.1** In Standards Board meetings, grievances and/or impeachment request will be worked out in a civilized manner where all aspects of the case will be reviewed and deliberated. Notification of the meeting time and place must be given within a maximum of one (1) week notice by means of a letter and/or email.

**7.1.2** In the event that the sister in question is an alumnae status the grievances must be reported to the Alumni Association and the Chapters Standards Board and the Alumna Association should work together to resolve the grievances.

**7.1.3** In the event of an impeachment trial, the officer in question, the accusing party (which is no more than two representatives), and Standards Board members must be present. Failure of the representatives of the accusing party to attend will result in the said case to be dismissed indefinitely.

**7.1.4** Standards Board members cannot serve as representatives in Standards Board trials (due to the need of impartiality). In the case that Standards Board member is involved, the backup Standards Board member shall partake in the trial.

**7.1.5** The accused sister may choose to meet with the VP of Standards and forego the Standards Board Trial. If a sister chooses to forego the Standards Board Trial,

the VP of Standards shall decide upon all actions taken according to bylaw 7.2.

**7.2 Action**

**7.2.1** The Standards Board has the right to rule on a grievance/dispute, implement fines, and nominate a sister for removal of office.

**7.2.2** The Standards Board has the right to nominate a sister for deactivation.

**7.3 Grievance Proceedings**

**7.3.1** The sister with a grievance must first submit a formal complaint to the Vice President of Standards in writing within 3 days (72 hours) after the initial incident. The concerned sister may request a trial proceeding along with the formal complaint. If a trial is found necessary standards board will meet with the concerned sister to decide if there are circumstances to necessitate anonymity

**7.3.2** The Vice President of Standards will then set a Standards Board meeting. The Standards Board and accusing sister(s) must be present only. The Vice President of Standards will give in a time frame of a maximum one week notice of the meeting time and place to discuss if a trial will be held and what the violations the accused will face.

**7.3.3 Formal Trial**

**7.3.3.1** The written complaint will be read to Standards Board. The active sister(s) involved will speak for a maximum of 5 minutes pertaining to their grievance/dispute. Next, the accused will be given the opportunity to speak and call witnesses if they are desired. Standards Board should ask both parties questions pertaining to the matter. After discussion with both parties, they will be dismissed. Standards board members will discuss the matter and come to a ruling at the end of the Standards Board meeting. This meeting will not exceed 90 minutes. A ruling on must be decided at or before 90 minutes is completed and shall be final.

**7.3.3.2 Appeals**

The accused sister may submit one appeal in writing to Standards Board within 24 hours of receiving the ruling. Standards board will then have a maximum of 1 week from receipt of the appeal to discuss the appeal and convene if necessary. The alternate standards board member and President will also be consulted upon the matter. The president may serve as liaison to Nationals if necessary. A majority vote from standards board members, the alternate member, and President will decide the final ruling, with the Vice President of Standards serving as the tiebreaker if necessary.

**7.3.4 Impeachment Process-** Standards Board may nominate any officer for removal of officer for violations of the Bylaws or for non-productively as defined in their officer descriptions.

i. A sister must first submit a formal written request for impeachment of an Executive Board member to the Vice President of Standards within 3 days (72 hours) after the incident.

- ii. The Vice President of Standards will then set a Standards Board meeting. The Standards Board and accusing sister(s) must be present only. The Vice President of Standards will give a minimum one week notice of the meeting time and place to discuss if a trial will be held and what the violations the accused will face.
- iii. The written complaint will be read to Standards Board. The active sister(s) involved will speak for a maximum of 5 minutes pertaining to their grievance/dispute. Next, the accused will be given the opportunity to speak and call witnesses if they are desired. Standards board members will discuss the matter and come to a ruling at the end of the Standards Board meeting. This meeting will not exceed 90 minutes. A ruling on must be decided at or before 90 minutes is completed and shall be final.
- iv. If Standard Board believe the officer has violated the Bylaws or has been nonproductive in their position, Standards Board may nominate the officer for impeachment. After Standards Board has nominated an officer for impeachment, the officer will be removed from office if there is a two-thirds majority vote at a chapter meeting

## **Section 2 Probation**

### **2.1 Probationary Status**

**2.1.1** A member who fails to obtain a cumulative GPA of 2.75 (for Alpha Iota or later classes) or 2.5 (for all classes before Alpha Iota) or previous semester grade point average of a 2.5 will be put on Probationary Status. The member will then abide by Article III Section 1.7.

## **Section 3 Deactivation**

### **3.1 Deactivation Recommendation**

**3.1.1.** A member who has unexcused absences from at least 75% of the sorority's events, both mandatory and non-mandatory, and who has not made any attempt to pay her dues for a semester will be brought in front of standards board or executive board to begin the process of deactivation.

**3.1.2.** A Sister may be recommended to Standards Board or Executive Board for Deactivation by either herself or another member of the Sorority if that Sister feels her conduct warrants recommendation for Deactivation.

### **3.2 Deactivation Procedures**

**3.2.1** After deactivation is recommended for a sister to the Standards Board or Executive Board, the status of the sister of concern will be decided in the following manner:

- a. Deactivation procedures will commence if there is a 3/4ths vote to do so by

all voting members of the sorority.

b. Once notified, the sister of concern has 7 days to appeal to the Standards Board.

c. If no appeal is made, or if Standards Board holds to the prior decision, deactivation is effective the eighth following notification.

d. The sister being asked to deactivate is required to pay all accumulated fines and the current semester's dues.

e. The deactivated sister must sign the Release Oath attached to the Constitution and return her member manual, pearl pin, and active badge, and active certificate. If all four are not returned at the time of deactivation, the sister must reimburse the chapter \$50. By signing the deactivation form the sister is cutting her ties to Phi Sigma Rho and its privileges, for her to portray a member in any way shape or form in voice or on paper is perjury.

## **Section 4      Violations**

### **4.1      Violation of Bylaws**

**4.1.1** If at any time a sister feels another member has violated the bylaws a written communication should be expressed to Vice-President of Standards and Standards Board, at which time they will determine the appropriate punishment.

## **Article VIII Amendments**

An amendment to this Bylaw document may be proposed by submitting a written petition to the Executive Board. This will be addressed and voted upon in New Business. A favorable vote of three-fourths (3/4) of the voting members and a favorable vote of two-thirds (2/3) of the Executive Board will render the amendment effective.