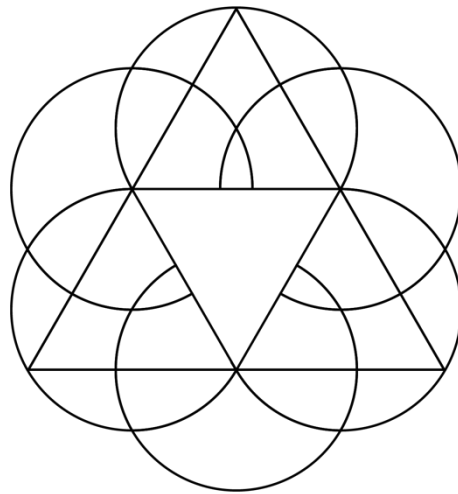


APPROVED, EXECUTIVE BOARD
DELTA DELTA DELTA
Teri Fink Pass, Collegiate Bylaws Chair
Formal Adoption Date: 11/17/2019
Revision Due: 10/01/2021

BYLAWS OF
DELTA LAMBDA
COLLEGIATE CHAPTER OF
DELTA DELTA DELTA FRATERNITY



TRI DELTA

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ARTICLE I – NAME

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

ARTICLE II – PURPOSE

The Purpose of Delta Delta Delta is 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 is also 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 – MEMBERSHIP

Section 1. Chapter Total. The total number of members and new members of Delta Lambda Chapter shall be in accordance with the Butler University panhellenic regulations.

Section 2. Eligibility.

- A. Any undergraduate or postgraduate woman who is currently enrolled at Butler University 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 Delta Lambda Chapter.
- B. Membership shall be as provided in THE BYLAWS OF DELTA DELTA DELTA. Tri Delta does not discriminate on any basis other than gender in the selection of members, and collegiate chapters will not discriminate on the basis of ethnic heritage, national origin, personal appearance, personal beliefs, race, religion, sexual orientation, mental or physical ability.
- C. New member orientation shall be in accordance with Fraternity policies and/or procedures.

Section 3. Membership Requirements.

- A. Membership in Delta Lambda Chapter shall be by invitation issued by the collegiate chapter in accordance with Fraternity policies and/or procedures and local panhellenic regulations. See Article XVI, Section 1C of THE BYLAWS OF DELTA DELTA DELTA.
- B. The alumna advisor, the lifetime membership advisor or designated advisor must be present at the membership selection 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.

Effective beginning Fall elections 2020: The alumna advisor, the membership experience advisor or designated advisor must be present at the membership selection 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.

- C. Special courtesies and consideration shall be given to legacies who are eligible to become members of the Fraternity in accordance with Fraternity and chapter policies and/or procedures.

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 2.75 for each grading period.
 - (1) To be eligible to hold an office, a member shall have at least a 2.85 grade average for the term preceding nomination and maintain this grade average during her term of office and be a member in good standing with the Fraternity and the chapter.
 - (2) To be eligible to be a sponsor of a new member, a member shall have at least a 2.75 grade average for the previous grading period and be a member in good standing with the Fraternity and the chapter.
- B. The standards committee may declare any member failing to maintain the minimum grade point average not in good standing per Article XVII, Section 3B of THE BYLAWS OF DELTA DELTA DELTA. Any officer or sponsor failing to maintain the minimum grade point average to hold office or serve as a sponsor shall no longer be eligible to serve in said position.

Effective beginning Fall elections 2020: The academic committee may declare any member failing to maintain the minimum grade point average not in good standing per Article XVII, Section 3B of THE BYLAWS OF DELTA DELTA DELTA. Any officer or sponsor failing to maintain the minimum grade point average to hold office or serve as a sponsor shall no longer be eligible to serve in said position.

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 2B of THE BYLAWS OF DELTA DELTA DELTA and Article VIII, Section 1C of these bylaws.
- B. Mock Initiations and hazing are forbidden and shall be disciplined by the Executive Board. See Article XIV, Section 5A(2) of THE BYLAWS OF DELTA DELTA DELTA.

Section 6. Extraordinary Membership Status. Extraordinary membership status shall be in accordance with THE BYLAWS OF DELTA DELTA DELTA and Fraternity policies and/or procedures.

Section 7. Affiliation of Members. See Article XVI, Section 2C of THE BYLAWS OF DELTA DELTA DELTA.

ARTICLE IV – CONVENTION

Section 1. Delegates. The collegiate chapter president shall be the official delegate to Convention and Fraternity meetings designated by the Executive Board. See Article XIV, Section 7 of THE BYLAWS OF DELTA DELTA DELTA.

Section 2. Alternate Delegate. An alternate delegate shall be elected by the initiated members in good standing with the collegiate chapter. The alternate delegate must be an initiated member in

good standing with the Fraternity and of the chapter who will be returning to the chapter in the fall.

Section 3. Conference Representation. The collegiate chapter president or alternate delegate is required to attend Convention and/or Leadership Conferences.

Section 4. Conference Responsibility. A delegate and/or alternate delegate who does not return to the chapter for one full term following the Fraternity meeting(s) shall be responsible for the repayment of any expenses incurred by the Fraternity and the chapter.

ARTICLE V – OFFICERS

Section 1. Classification.

- A. The elected offices shall be:
- (1) Collegiate Chapter 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 Chair
 - (c) Continuing Education Chair
 - (d) Member Development Chair
 - (e) Music Chair
 - (4) Finance Team
 - (a) Vice President/Finance
 - (b) Licensing Chair
 - (c) Treasurer
 - (5) Membership Team
 - (a) Vice President/Membership
 - (b) New Member Educator
 - (c) Reference Chair (if applicable)
 - (d) Sponsor Chair
 - (6) Public Relations Team
 - (a) Vice President/Public Relations
 - (b) Activities Chair
 - (c) Chapter Correspondent
 - (d) Collegiate-Alumnae Relations Chair
 - (e) Panhellenic Delegate
 - (f) Philanthropy Chair
 - (g) Risk Management Chair
 - (h) Social Events Chair

Effective beginning Fall elections 2020:

- A. The elected offices shall be:
- (1) Collegiate Chapter President
 - (2) Operations Team
 - (a) Vice President Operations
 - (b) Director of Administration
 - (c) Director of Facility Operations

- (d) Director of Member Finances
- (e) Director of Financial Operations
- (3) Chapter Programming and Development Team
 - (a) Vice President Chapter Programming and Development
 - (b) Director of Academic Excellence
 - (c) Director of Risk Management and Wellness
 - (d) Director of Ceremonies and Ritual
- (4) Community Relations Team
 - (a) Vice President Community Relations
 - (b) Director of Social Events
 - (c) Director of Philanthropy
 - (d) Director of Public Relations and Marketing
- (5) Membership Experience Team
 - (a) Vice President Membership Experience
 - (b) Director of Member Selection
 - (c) Director of Recruitment Events
 - (d) Director of First Year Experience
 - (e) Director of Lifetime Membership

- 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.

Effective beginning Fall elections 2020: Representatives to campus organizations, if not specified above, shall be recommended by the executive committee, approved by the alumna advisor and elected by the chapter.

Section 2. Eligibility.

- A. To hold an office, a member shall:
 - (1) have at least a 2.85 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 with the Fraternity and the chapter; and
 - (4) be approved by the alumna advisor and the 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 the collegiate district officer.

Section 3. Nominations.

- A. The nominating committee shall meet in the term of each year.

Effective beginning Fall elections 2020: The selection committee shall meet in the term of each year.

- B. Nominations shall be in accordance with Fraternity policies and/or procedures.

Section 4. Election of Officers.

- 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 Fraternity policies and/or procedures.
- B. Installation of officers shall take place at a formal chapter meeting 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 Fraternity policies and/or procedures. Additional duties may be established by the officers' council.

Effective beginning Fall elections 2020: Additional duties may be established by the executive committee.

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, Fraternity policies and/or procedures, collegiate chapter bylaws or collegiate chapter policies;
 - (6) failure to comply with university/college rules and regulations; or
 - (7) being a member not in good standing with the Fraternity or 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 with the chapter; or

Effective beginning Fall elections 2020: the conduct 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 with the chapter; or

- (3) the collegiate district officer and approved by the collegiate chapter coordinator; or
- (4) the Fraternity Membership Status Committee, in which case the officer shall be notified by the Fraternity Membership Status Committee.

Section 9. Vacancies.

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

Effective beginning Fall elections 2020: If a vacancy in an office should occur during the academic calendar year, the executive committee shall nominate a member in good standing with the Fraternity and the chapter for the office. The nomination shall be submitted to the alumna advisor and the collegiate district officer for approval. Immediately after approval by the alumna advisor and the collegiate district officer, 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 collegiate chapter president, with the prior approval of the alumna advisor and the collegiate district officer, shall appoint a member in good standing with the Fraternity and the chapter to fill the office. Immediately after approval by the alumnae advisor and the collegiate district officer and upon the chapter's return to campus, an election, officer's training and installation shall take place.

Effective beginning Fall elections 2020: 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 executive committee meeting in the fall, the collegiate chapter president, with the prior approval of the alumna advisor and the collegiate district officer, shall appoint a member in good standing with the Fraternity and the chapter to fill the office. Immediately after approval by the alumna advisor and the collegiate district officer and upon the chapter's return to campus, an election, officer's training and installation shall take place.

- C. If a vacancy in an office should occur during the summer and the officer does not have any duties to fulfill before the first officers' council meeting in the fall, the office shall remain vacant until the first officers' council meeting. At this meeting, officers' council shall nominate a member in good standing with the Fraternity and the chapter for the office. The nomination shall be submitted to the alumna advisor and the collegiate district officer for approval. Immediately after approval by the alumna advisor and the collegiate district officer, an election, officer's training and installation shall take place.

Effective beginning Fall elections 2020: If a vacancy in an office should occur during the summer and the officer does not have any duties to fulfill before the first executive committee meeting in the fall, the office shall remain vacant until the first executive committee meeting. At this meeting, the executive committee shall nominate a member in good standing with the Fraternity and the chapter for the office. The nomination shall be submitted to the alumna advisor and the collegiate district officer for approval. Immediately after approval by the alumna advisor and the collegiate district officer, an election, officer's training and installation shall take place.

ARTICLE VI – STRUCTURE

Section 1. Meetings.

- A. *Officers' Meetings.*

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

B. Chapter Meetings.

- (1) Chapter meetings shall be held each week during the academic calendar year. The collegiate chapter 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 during the academic calendar year and any meeting where Fraternity Rituals are conducted shall be a formal meeting.
- (3) One meeting each month during the academic calendar year 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 of the standards committee.
- (6) Special meetings may be called by the collegiate chapter president with the approval of the alumna advisor.
- (7) Two thirds of the members in good standing with 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 Fraternity policies and/or procedures.
- (2) Attendance shall be required of all new members.

D. Sponsor Meetings.

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

(Based on collegiate chapter circumstances, availability of and/or type of chapter facility, Section E may or may not apply.)

E. Facility Meetings.

- (1) Facility meetings shall be held each month during the academic calendar year.
- (2) Attendance shall be required of all facility residents and the facility director.

Section 2. Property Rights. See Article III, Section 3D(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 VI – STRUCTURE Effective beginning Fall elections 2020

Section 1. Meetings.

A. Executive Committee Meetings.

- (1) The executive committee, composed of the collegiate chapter president and all vice presidents and the alumna advisor, shall meet each week during the academic calendar year. The day, time and place of meetings shall be determined by the officers. The collegiate chapter president or, in her absence, the vice president operations shall preside.
 - (a) Attendance shall be required of all executive committee members
 - (b) Appointed officers and other members may be invited to attend executive committee meetings by the presiding officer.
- (2) Each officer team and its advisor(s) shall meet each month during the academic calendar year.

B. Chapter Meetings.

- (1) Chapter meetings shall be held each week during the academic calendar year. The collegiate chapter president, or in her absence, the vice president operations shall preside. The alumna advisor shall attend, or designate another advisor to attend, chapter meetings.
- (2) One meeting each month during the academic calendar year and any meeting where Fraternity Rituals are conducted shall be a formal meeting.
- (3) One meeting each month during the academic calendar year 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 of the academic committee.
- (6) Special meetings may be called by the collegiate chapter president with the approval of the alumna advisor.
- (7) Two thirds of the members in good standing with 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 Fraternity policies and/or procedures.
- (2) Attendance shall be required of all new members.

D. Sponsor Meetings.

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

(Based on collegiate chapter circumstances, availability of and/or type of chapter facility, Section E may or may not apply.)

E. Facility Meetings.

- (1) Facility meetings shall be held each month during the academic calendar year.
- (2) Attendance shall be required of all facility residents and the facility director.

Section 2. Property Rights. See Article III, Section 3D(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 VII – COMMITTEES

Section 1. Standing Committees.

- A. *Bylaws Committee.* The bylaws committee shall be composed of the secretary as chair, the collegiate chapter president, the vice president/administration, the vice president/finance and the designated advisor. The bylaws committee shall prepare the chapter bylaws for revision or amendment in accordance with Fraternity policies and/or procedures. The advisor shall be a non-voting member of the committee. 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 chair, the collegiate chapter president, the reference chair (if applicable) and the lifetime membership or designated advisor. The membership selection committee shall plan and supervise the implementation of the chapter recruitment program in accordance with Fraternity policies and/or procedures. The advisor shall be a non-voting member of the committee.
- C. *Nominating Committee.* The nominating committee shall be composed of two initiated members from each academic class elected by their respective classes, the collegiate chapter president and the 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 Fraternity policies and/or procedures.
- D. *Officers' Training Committee.* The officers' training committee shall be composed of the collegiate chapter president as chair, the continuing education chair, the vice president/administration and a designated advisor. The officer training committee shall plan and implement officers' training in accordance with Fraternity policies and/or procedures. The advisor shall be a non-voting member of the committee.
- E. *Sponsor Selection Committee.* The sponsor selection committee shall be composed of the sponsor chair as chair, the new member educator, the collegiate chapter president and a designated advisor. The sponsor selection committee shall select sponsors in accordance with Fraternity policies and/or procedures. The designated advisor shall be a non-voting member of the committee. Sponsors may be changed by the sponsor selection committee upon consultation with the Standards Committee and with the approval of the alumna advisor.
- F. *Standards Committee.*
 - (1) The standards committee shall be composed of the vice president/chapter development as chair, the academic development chair, the new member educator, the collegiate chapter president, the vice president/finance and the alumna advisor. Appointed officers and other members may be invited to attend a meeting. If the alumna advisor cannot attend, another advisor may be designated to attend.
 - (2) The standards committee shall meet at least twice a month during the academic calendar year.
 - (3) Minutes of standards committee meetings shall be recorded by a member of the committee selected to be secretary. Minutes are to be maintained according to Fraternity policies and/or procedures.

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

Section 2. Program Committees. Committees may be established to assist an officer in implementing the 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 chair of the administration team. The administration team shall handle administrative operations.
- B. *Chapter Development Team.* The vice president/chapter development serves as a chair 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 a chair 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 chair 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 chair 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, philanthropy activities, social events, activities with alumnae and participation in intramural sports.

Section 5. Advisory Committee.

- A. *How Constituted.* The advisory committee shall be composed of the alumna advisor as the chair, the finance and administration advisor and the lifetime membership advisor. Additional designated advisors may be added.
- B. *Appointment.* The alumna advisor shall be appointed annually by the collegiate district officer or designated Fraternity representative in accordance with Fraternity policies and/or procedures and in collaboration with the collegiate chapter. The alumna advisor shall appoint the balance of the advisory committee.
- C. *Eligibility.* The members of the advisory committee shall be alumnae members in good standing with the Fraternity. Additional eligibility requirements shall be in accordance with Fraternity policies and/or procedures.

- D. *Terms.* An advisor shall not serve in the same capacity for more than three consecutive one-year terms without approval of the collegiate district officer or designated Fraternity representative.
- E. *Duties.* Each advisor shall have duties in accordance with Fraternity policies and/or procedures.
- F. *Meetings.* The advisory committee shall meet at least once a term during the academic calendar year.
- G. *Removal.* An advisor may be removed by the Fraternity Membership Status Committee or designated Fraternity representative.
- H. *Vacancies.* If a vacancy in the office of alumna advisor should occur, a replacement shall be appointed in accordance with Article VII, Section 5B of these bylaws.
- I. *Compensation.* An advisor shall receive no compensation for serving as an advisor.

ARTICLE VII – COMMITTEES – Effective beginning Fall elections 2020

Section 1. Standing Committees.

- A. *Governing Documents Committee.* The governing documents committee shall be composed of the vice president operations as chair, the collegiate chapter president, the director of administration, and the operations advisor or designated advisor. The governing documents committee shall prepare the chapter bylaws and chapter policies for revision or amendment in accordance with Fraternity policies and/or procedures. The advisor shall be a non-voting member of the committee. The governing documents committee will present all changes to the chapter's governing documents for chapter vote. See Article XII, Section 1 of these bylaws.
- B. *Membership Selection Committee.* The membership selection committee shall be composed of the vice president membership experience as chair, the collegiate chapter president, the director of member selection and the membership experience advisor or designated advisor. The membership selection committee shall plan and supervise the implementation of the chapter recruitment program in accordance with Fraternity policies and/or procedures. The advisor shall be a non-voting member of the committee.
- C. *Selection Committee.* The selection committee shall be composed of two initiated members from each academic class, the collegiate chapter president and the alumna advisor. One representative per class is appointed by the executive committee and one representative is elected by their respective class. The collegiate chapter president and the alumna advisor are non-voting members of the committee. The selection committee shall prepare a slate of officers in accordance with Fraternity policies and/or procedures.
- D. *Executive Committee.* The executive committee shall be composed of the collegiate chapter president, the vice president operations, the vice president chapter programming and development, the vice president community relations, and the vice president membership experience and the alumna advisor. The executive committee will meet on a weekly basis during the academic calendar year to manage all aspects of chapter operations, including coordinating all efforts and approvals that are in the best interest of the chapter.

- E. *Sponsor Selection Committee.* The sponsor selection committee shall be composed of the director of first year experience as chair, the sponsor chair (if applicable), the vice president membership experience and a designated advisor. The sponsor selection committee shall select sponsors in accordance with Fraternity policies and/or procedures. The designated advisor shall be a non-voting member of the committee. Sponsors may be changed by the sponsor selection committee upon consultation with the conduct committee and with the approval of the alumna advisor.

- F. *Conduct Committee*
 - (1) The conduct committee shall be composed of the vice president chapter programming and development, the collegiate chapter president, the director of risk management and wellness, one elected class representative per academic class, and the alumna advisor.
 - (2) Duties shall include:
 - (a) upholding Fraternity and chapter bylaws and Fraternity and chapter policies and/or procedures as they relate to member behavior;
 - (b) monitoring members conduct, attitude and commitment;
 - (c) promoting the sisterhood of the chapter;
 - (d) ensuring a risk management program is in place;
 - (e) meeting at a minimum twice a month during the academic calendar year; and
 - (f) submitting meeting minutes in accordance with Fraternity policies and/or procedures.

- G. *Academic Committee*
 - (1) The academic committee shall be composed of the director of academic excellence, the director of first year experience, the director of lifetime membership and a designated advisor.
 - (2) Duties shall include:
 - (a) upholding Fraternity and chapter bylaws and Fraternity and chapter policies and/or procedures as they relate to individual member academics;
 - (b) ensuring academic plans for members are in place;
 - (c) meeting at a minimum twice a month during the academic calendar year; and
 - (d) submitting meeting minutes in accordance with Fraternity policies and/or procedures.

- H. *Finance Committee*
 - (1) The finance committee shall be composed of the director of member finances, the director of financial operations, and the operations advisor or designated advisor.
 - (2) Duties shall include:
 - (a) upholding Fraternity and chapter bylaws and Fraternity and chapter policies and/or procedures as they relate to individual member finances;
 - (b) assessing all EMS requests;
 - (c) meeting at a minimum twice a month during the academic calendar year; and
 - (d) submitting meeting minutes in accordance with Fraternity policies and/or procedures

Section 2. Program Committees. Committees may be established to assist an officer in implementing the 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. *Operations Team.* The vice president operations serves as chair of the operations team. The operations team shall handle all aspects of chapter administration, facility operations and finances

- B. *Chapter Programming and Development Team.* The vice president chapter programming and development serves as chair of the chapter programming and development team. The chapter programming and development team shall be responsible for all aspects of chapter programming.
- C. *Membership Experience Team.* The vice president membership experience serves as chair of the membership experience team. The membership experience team shall manage the yearlong process of member retention and recruitment of new members. The membership experience team prepares the chapter for recruitment and maintains chapter morale throughout recruitment. The membership experience team shall ensure a successful member experience from the new member period through the start of alumnae life and provide a relevant member experience via education about academics, risk, and the history and the Ritual of Tri Delta.
- D. *Community Relations Team.* The vice president community relations serves as chair of the community relations team. The community relations team shall manage external relationships, whether through social events, philanthropic work, or PR and marketing. The community relations team also works to develop a positive public image of the chapter through strong working relationships with the university, local alumnae groups and other stakeholders.

Section 5. Advisory Committee.

- A. *How Constituted.* The advisory committee shall be composed of the alumna advisor as chair, the operations advisor and the membership experience advisor. Additional designated advisors may be added.
- B. *Appointment.* The alumna advisor shall be appointed annually by the collegiate district officer or designated Fraternity representative in accordance with Fraternity policies and/or procedures and in collaboration with the collegiate chapter. The alumna advisor shall appoint the balance of the advisory committee.
- C. *Eligibility.* The members of the advisory committee shall be alumnae members in good standing with the Fraternity. Additional eligibility requirements shall be in accordance with Fraternity policies and/or procedures.
- D. *Terms.* An advisor shall not serve in the same capacity for more than three consecutive one-year terms without approval of the collegiate district officer or designated Fraternity representative.
- E. *Duties.* Each advisor shall have duties in accordance with Fraternity policies and/or procedures.
- F. *Meetings.* The advisory committee shall meet at least once a term during the academic calendar year.
- G. *Removal.* An advisor may be removed by the Fraternity Membership Status Committee or designated Fraternity representative.
- H. *Vacancies.* If a vacancy in the office of alumna advisor should occur, a replacement shall be appointed in accordance with Article VII, Section 5B of these bylaws.
- I. *Compensation.* An advisor shall receive no compensation for serving as an advisor.

ARTICLE VIII – FINANCES

Section 1. New Member, Repledge, Initiation and Badge Fees.

- A. New members shall pay New Member Fee(s) in full to the chapter prior to the Pledge Service.
- B. A Repledge Fee shall be paid in full to the chapter prior to the Repledging Service.
- C. New members and/or repledge members shall pay Initiation Fee(s) plus the Badge Fee in full to the chapter prior to Initiation.

Section 2. Initiated Member and New Member Dues and Other Fees.

- A. *Chapter Dues.* Chapter dues/fees shall be paid in accordance with the statement of financial obligations and chapter policies and/or procedures.
- B. If applicable, a Capital Improvement Fee shall be paid to the chapter.
- C. Members living in the chapter facility shall pay dues and fees in accordance with the statement of financial obligations and individual house licensing agreements.
- D. Members not living in the chapter facility shall pay dues and fees in accordance with the statement of financial obligations.

Section 3. Fines.

- A. 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.
- B. Monetary fines shall be paid by a member to the chapter in accordance with chapter policies and/or procedures.

Section 4. Individual Member Delinquent Accounts.

- A. Any initiated member or new member financially delinquent shall be subject to chapter and/or Fraternity discipline in accordance with THE BYLAWS OF DELTA DELTA DELTA and Fraternity policies and/or procedures.
- B. An initiated member or new member who submits her resignation while owing money shall be given an opportunity to make full payment or to establish an acceptable payment extension agreement. If full payment is not received when due, the chapter will follow the Fraternity financial termination process.

Section 5. Financial Management.

- A. *Chapter Budget.*
 - (1) The financial officers and designated advisor, upon consultation with other officers and advisors, shall prepare a collegiate chapter budget in accordance with Fraternity policies and/or procedures.
 - (2) The budget shall be approved by the financial specialist in accordance with Fraternity policies and/or procedures.
 - (3) 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 Fraternity.
- (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 4B of THE BYLAWS OF DELTA DELTA DELTA.
- (3) All bank accounts will be accounted for within the accounting system and banking institution specified by the Fraternity. This accounting system shall be used for all financial matters. No additional bank accounts may be held by the chapter unless required by the university/college and the Fraternity has been notified.
- (4) Fraternity dues, New Member Fees, Repledge Fees, Initiation Fees, Badge Fees, Collegiate Chapter Convention Reserve Fund Fee, National Housing Endowment Fund Fees and other Fraternity Fees and charges including charges by affiliated entities shall be paid from the chapter bank account to the Fraternity in accordance with Fraternity policies and/or procedures.

(If there is a local or national house corporation or its subsidiaries, only the following paragraphs 5 - 7 apply.)

- (5) The chapter shall pay to the house corporation for rental of the chapter facilities an amount determined by the house corporation directors and the collegiate chapter as defined annually by the lease agreement. The amount shall be paid in accordance with the lease agreement.
- (6) Before the end of the term, the vice president/finance shall pay to the house corporation the designated portion of the New Member Fees, Repledge Fees, Initiation Fees and Capital Improvement Fee.

Effective beginning Fall elections 2020: Before the end of the term, the director of financial operations shall pay to the house corporation the designated portion of the New Member Fees, Repledge Fees, Initiation Fees and Capital Improvement Fee.

- (7) At fiscal year-end, after the calculation procedures are followed and approved by the financial specialist, a surplus payment may be made to the house corporation.

(If no house corporation exists, a chapter may elect to have a savings account and only the following paragraphs 5-6 apply.)

- (5) There shall be a Delta Lambda Chapter savings account. The vice president/finance shall deposit into this account any designated portions of the New Member Fees, Repledge Fees, Initiation Fees and Capital Improvement Fee.

Effective beginning Fall elections 2020: There shall be a Delta Lambda Chapter savings account. The director of financial operations shall deposit into this account any designated portions of the New Member Fees, Repledge Fees, Initiation Fees and Capital Improvement Fee.

- (6) At fiscal year-end, after the calculation procedures are followed and approved by the financial specialist, a surplus payment may be deposited in the chapter's savings account.

C. *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 6. Compensation. A collegiate member shall receive no compensation for serving as an officer either by reduction of dues, fees or otherwise.

Section 7. Distribution of Assets upon Dissolution and Obligations to Reactivated Chapters. See Article XVIII, Section 9B 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 its safekeeping.

Effective beginning Fall elections 2020: The director of ceremonies and ritual shall maintain all Ritual property and provide for its safekeeping.

Section 2. Memorabilia and Archives. As feasible, the chapter shall maintain the chapter archives and display chapter memorabilia, which may include the following:

- A. *A Detailed Record of Delta Delta Delta, 1888-1931*;
- B. *Centennial History of Delta Delta Delta, 1888-1988*;
- C. Bound copies of *The Trident* from date of installation of chapter;
- D. 75th anniversary issue of *The Trident*;
- E. Centennial issue of *The Trident*; and
- F. Delta Delta Delta songbook.

Section 3. Chapter Resources. The chapter resources may include:

- A. Delta Delta Delta Governing Documents:
 - (1) THE BYLAWS OF DELTA DELTA DELTA;
 - (2) Fraternity Policies;
 - (3) Delta Lambda Chapter Bylaws;
 - (4) Delta Lambda Chapter Policies;
 - (5) Statement of Obligations of Membership;
 - (6) Statement of Financial Obligations; and
 - (7) License Agreement, if applicable.
- B. *Reference Materials*:
 - (1) My Tri Delta guides and materials on tridelta.org;
 - (2) the current edition of the National Panhellenic Conference *Manual of Information*;
 - (3) the current edition of *Robert's Rules of Order Newly Revised*.

ARTICLE X - CHAPTER FACILITIES

Section 1. University and Fraternity Regulations. Members and new members living in or visiting chapter facilities shall conform to the housing regulations issued by the campus and Fraternity policies and/or procedures.

(Based on chapter circumstances, e.g., availability of and type of chapter housing or facilities, Sections 2 – 4 will apply, in total or in part.)

Section 2. Chapter Facility Policies. Policies necessary to orderly living, including priorities for chapter facility residency, shall be formulated by the house manager and approved for inclusion in chapter policies by a vote of the chapter in accordance with Fraternity policies and/or procedures.

Effective beginning Fall elections 2020: **Chapter Facility Policies.** Policies necessary to orderly living, including priorities for chapter facility residency, shall be formulated by the director of facility operations and approved for inclusion in chapter policies by a vote of the chapter in accordance with Fraternity policies and/or procedures.

Section 3. Live-In Requirements.

- A. All initiated and new members of the chapter, not living at home or in college required housing, shall be required to live in the chapter facilities, or other quarters where chapter members are housed together, and pursuant to the terms of the license agreement used for the chapter facilities. Only after chapter facilities are at resident capacity will a request to live elsewhere be considered. A written request to live elsewhere must be presented to the standards committee and approved by the financial specialist and the collegiate district officer.

Effective beginning Fall elections 2020: All initiated and new members of the chapter, not living at home or in college required housing, shall be required to live in the chapter facilities, or other quarters where chapter members are housed together, and pursuant to the terms of the license agreement used for the chapter facilities. Only after chapter facilities are at resident capacity will a request to live elsewhere be considered. A written request to live elsewhere must be presented to the executive committee and approved by the financial specialist and the collegiate district officer.

- B. Any member refusing to live in chapter facilities without approval is considered to have resigned her membership in the Fraternity and shall surrender her badge and membership certificate to the alumna advisor as provided in Article V, Section 1C of THE BYLAWS OF DELTA DELTA DELTA. The Initiation Signature Book of the chapter shall be so marked.
- C. Any new member refusing to live in chapter facilities without approval is considered to have resigned her membership in the Fraternity and shall surrender the new member pin and other Fraternity property as provided in Article V, Section 1C of THE BYLAWS OF DELTA DELTA DELTA. The New Member Signature Book of the chapter shall be so marked.

Section 4. House Directors. The collegiate chapter is financially responsible for payment of employees as required by Fraternity policies and/or procedures.

(If there is a local house corporation, Section 5 applies.)

Section 5. House Corporation.

- A. The ownership of chapter property used by the chapter is vested in the Delta Lambda House Corporation.
- B. The collegiate chapter president, the vice president/finance, the house manager, and the designated advisor(s) shall represent the chapter at house corporation meetings.

Effective beginning Fall elections 2020: The collegiate chapter president, the director of financial operations, the director of facility operations, and the designated advisor(s) shall represent the chapter at house corporation meetings.

- ~~C.~~—Permission for use of the chapter facilities for private functions shall be obtained from the house corporation directors.

(If there is a National House Corporation, or one of its subsidiaries, the following Section 5 applies.)

Section 5. House Corporation.

- A. The ownership of chapter property used by the chapter is vested in the Delta Delta Delta National House Corporation or one of its subsidiaries.
- B. Permission for use of the chapter facilities for private functions shall be obtained from the National House Corporation staff.

(If there is no house corporation, neither Section 5 applies.)

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 two 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 Fraternity policies and/or procedures. 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.

Effective beginning Fall elections 2020: The governing documents committee shall prepare the proposed revision or amendment(s) in accordance with Fraternity policies and/or procedures. 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, the secretary shall present any changes made and explain the rationale for any requested changes not approved prior to the formal adoption of the revision or amendment. An affirmative vote of two-thirds of the members eligible to vote who are present and voting providing quorum is present shall be required to formally adopt the revision or amendment. This revision or amendment shall become effective upon formal adoption.

Effective beginning Fall elections 2020: After the revision or amendment has been approved by the Executive Board or the designated Fraternity representative and returned to the chapter, the vice president operations shall present any changes made and explain the rationale for any requested changes not approved prior to the formal adoption of the revision or amendment. An affirmative vote of two-thirds of the members eligible to vote who are present and voting providing quorum is present shall be required to formally adopt the

revision or amendment. This revision or amendment shall become effective upon formal adoption.

Section 2. Distribution.

- A. After chapter adoption of the revised or amended bylaws, the secretary shall provide a dated copy for the chapter repository of governing documents and for each chapter officer and advisor. A copy may be provided for each member.

Effective beginning Fall elections 2020: After chapter adoption of the revised or amended bylaws, the vice president operations shall provide a dated copy for the chapter repository of governing documents 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.

Effective beginning Fall elections 2020: The vice president operations 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 Fraternity policies and/or procedures.