



Gamma Phi Beta

TRUE AND CONSTANT

Alumnae Chapter Operations Manual

Revised Fall 2024

Introduction

The Alumnae Chapter Operations Manual (ACOM) is a reference manual for how alumnae chapters conduct business and should be utilized by all chapter officers, volunteers and members of Gamma Phi Beta Sorority. It should only be shared with Sorority members and Gamma Phi Beta professional staff. It should be downloaded annually by the alumnae chapter president. Refer all questions concerning the ACOM to your alumnae chapter supervisor (ACS). It is expected that all alumnae chapter presidents and volunteers read this manual in its entirety.

Chapter presidents are expected to utilize this manual with all officers and inform chapter members it is available for their use. The ACOM is available for all officers and members to access electronically on [GammaPhiBeta.org](https://www.GammaPhiBeta.org) in the Alumnae Resources section.

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International Bylaws

The international Gamma Phi Beta Articles of Incorporation and Bylaws are official governing documents of the Gamma Phi Beta Sorority. They are the highest authority. They were adopted and can be amended only at International Convention by vote of delegates accredited and registered, provided 60 days' notice has been given to all chapters. All Sorority procedures and policies outlined in manuals and publications must comply with the Bylaws. Every member is expected to abide by the Gamma Phi Beta Bylaws, which define the structure, operations, officers, funding and objects of Gamma Phi Beta.

A copy of the Gamma Phi Beta Articles of Incorporation and Bylaws can be found in the Important Documents and Resources section near the bottom of any collegiate officer resource page on GammaPhiBeta.org.

Procedure for Proposing Amendments to the International Bylaws

A. Amendments

1. May be proposed by International Council, a chapter (must be signed by the chapter's administrative vice president), other groups of members and the International Convention body.
2. Must be submitted to the International President and bylaws chairwoman by October 15 preceding the Convention.
3. Must be sent to each chapter at least 60 days prior to Convention.
4. Require a two-thirds vote of delegates at Convention who are accredited and registered to pass.

Procedure for Distributing the International Bylaws

- A. Refer all requests for Gamma Phi Beta's Articles of Incorporation, Bylaws and/or Rules and Procedures to the chief legal officer.
- B. All subsequent correspondence will be handled by the chief legal officer, who will inform the chapter of the results.
- C. Inform anyone asking for copies of international governing documents that the chapter is unable to fulfill the request and that it will be handled by the chief legal officer.

Procedure for Interpreting International Bylaws

- A. All questions regarding the interpretation of the international bylaws should be referred to the international bylaws chairwoman and chief legal officer.

For more information on local chapter bylaws, reference the [Bylaws](#) section of Alumnae Chapter Procedures in the ACOM.

Amendments To International Bylaws

- A. The international Bylaws may be amended only at Convention by a two-thirds vote of all delegates accredited and registered, provided 60 days' notice has been given to all chapters.
- B. Amendments to the international Bylaws may be proposed by International Council, a chapter, other groups of members or a Convention body.
 - 1. Amendments proposed by a chapter or other groups of members shall be signed by the administrative vice president of the proposing body.
- C. All proposed amendments shall be submitted to the International President and international bylaws chairwoman by October 15 of the year preceding the Convention.
- D. Proposed amendments to the international Bylaws may be sent to the International President or to International Headquarters.
- E. The proposed amendments should be in an amendment format to avoid misinterpretations.

Example Text for International Bylaw Amendment

_____ Chapter proposed that Article _____, Section _____ of the Bylaws, which now read, " _____ ", be amended to read, " _____ ".

Signed,
Administrative Vice President
Chapter President

Place your current copy of the international Bylaws here.

If another booklet is needed, download it from the Gamma Phi Beta website or contact International Headquarters.

A copy of the Gamma Phi Beta Articles of Incorporation and Bylaws are available on [GammaPhiBeta.org](https://www.GammaPhiBeta.org) can be found navigating to Member > Alumnae > Chapter Officer Support and going to the resources and documents section.

*International
Gamma Phi Beta
Rules and Procedures*



International Rules And Procedures

The Gamma Phi Beta Rules and Procedures is the official governing document that supplements the Gamma Phi Beta international Bylaws. This document further clarifies and adds details to policies and principles stated in the international Bylaws. As with the Gamma Phi Beta international Bylaws, all other procedures outlined in manuals and publications must comply with the details of the Rules and Procedures as well.

A copy of the Gamma Phi Beta Rules and Procedures can be found in the Important Documents and Resources section near the bottom of any collegiate officer resource page on [GammaPhiBeta.org](https://www.GammaPhiBeta.org).

The Gamma Phi Beta Rules and Procedures may be amended by International Council. Chapters may submit proposed amendments for consideration at any meeting of International Council. They should be sent, after a chapter vote, to the chief legal officer.

Amendments To International Rules And Procedures

- A. The International Rules and Procedures may be amended at any meeting of International Council. Chapters may submit proposed amendments for consideration at any meeting of International Council. Notice of the adoption or repeal shall be sent to all chapters.
- B. Proposed amendments to the International Rules and Procedures may be sent to the chief legal officer.
- C. The proposed amendments should be in an amendment format to avoid misinterpretations.

Example Text for International Rules and Procedure Amendment

_____ Chapter proposed that Rule _____ of the Rules and Procedures, which now read, " _____ ", be amended to read, " _____ ".

Signed,
Administrative Vice President
Chapter President

Place your copy of the International Rules and Procedures here.

(If another booklet is needed, download it from the Gamma Phi Beta website or contact International Headquarters.)

A copy of the Gamma Phi Beta Rules and Procedures are available [on gammaphibeta.org](https://gammaphibeta.org) can be found navigating to Member > Alumnae > Chapter Officer Support and going to the resources and documents section.

*International
Gamma Phi Beta
Policies*



Introduction To Sorority Policies

Policies are the standard to which all Gamma Phi Beta new members, initiated members and their guests are held. Members can be held responsible for the policy violations of their guests.

Policies apply to collegiate chapters and alumnae chapters when interacting with collegiate chapters.

Any violation of a Gamma Phi Beta policy by a member, new member or their guest shall be considered cause for disciplinary action against the member/new member, chapter or both.

Policy On Alcohol And Drugs

Federal, state, provincial and local laws regarding the use of alcohol and drugs must be obeyed by all members and new members of Gamma Phi Beta Sorority.

Gamma Phi Beta prohibits the abuse of alcohol, prescription drugs, and/or over-the-counter drugs.

The possession, sale, distribution, manufacturing or use of cannabis, in any form, at Gamma Phi Beta events is prohibited, as is the possession of paraphernalia for the use of drugs.

*For information on hosting events with alcohol, please see the **Policy on Alcohol - Guidelines and Procedures for Hosting Events with Alcohol** found in the Procedures section of Gamma Phi Beta's Alumnae Operations Manual.*

*For information on alcohol and chapter facilities, please see **Policy on Alcohol and Drugs - Facilities found in the International Sorority Policies for Facilities** section of Gamma Phi Beta's Alumnae Operations Manual.*

Policy On Amnesty

Gamma Phi Beta recognizes that members' and new members' concern for individual and chapter discipline may encumber a member's or chapter's response in emergency situations or reporting incidents. Gamma Phi Beta empowers its members and chapters to seek assistance in emergency situations where there are health, safety and wellness concerns for oneself or others.

In order to encourage seeking emergency assistance in serious or life-threatening situations as a result of alcohol, drugs, injury, sexual misconduct or other scenario where medical treatment is necessary or believed to be necessary, Gamma Phi Beta may extend amnesty and/or leniency from violations of policies as outlined in the [Policy on Amnesty – Guidelines and Procedure for Use](#).

Policy On The Gamma Phi Beta Badge

All initiated members are required to procure a Gamma Phi Beta badge through the Sorority prior to Initiation.

The badge shall be retained by the member. No member is allowed to give or transfer her badge under any circumstances. Members are expressly forbidden from selling Gamma Phi Beta badges at any time through any means, including but not limited to electronic auction houses.

If international disciplinary is recommended or resignation occurs, the badge shall be returned to International Headquarters.

The badge should be returned to International Headquarters upon the death of a member.

Policy Against Hazing

Hazing is prohibited in any chapter of Gamma Phi Beta Sorority and by any member of the Sorority.

Gamma Phi Beta Sorority defines hazing as any act or behavior whether physical, mental, emotional or psychological, which subjects a person, voluntarily or involuntarily, to discomfort, abuse, mistreatment, degradation, humiliation, harassment, embarrassment or intimidation, or which may in any fashion compromise her inherent human dignity irrespective of member/new member status.

Chapters, members and new members must follow all laws and university policies regarding hazing.

*For more information on hazing definitions and prevention, please see **Policy Against Hazing - Guidelines and Procedures for Use** found in the Procedures section of Gamma Phi Beta's Alumnae Operations Manual.*

Policy On Non-Discrimination

There shall be no membership discrimination based upon factors such as race, color, national origin, ethnic heritage, religion, disability, age, marital or family status, veteran status or sexual orientation in any chapter of Gamma Phi Beta Sorority.

Members representing Gamma Phi Beta will not participate in activities that are demeaning to another individual's race, color, national origin, ethnic heritage, religion, disability, age, marital or family status, veteran status, gender identity, gender expression or sexual orientation. Gamma Phi Beta recognizes the value of each individual and expects all members to promote integrity, respect and regard for others and appreciation for the worth of all individuals.

Policy On Open Flame Devices

Candles and other open flame devices are prohibited during any Gamma Phi Beta activity or event. When candles are necessary for a ritual activity, battery-operated candles must be used.

Policy On Personal Conduct

Gamma Phi Beta Sorority, Inc. is a private organization whose members join voluntarily and agree to uphold the governing documents (Bylaws, Rules and Procedures, Policies, Collegiate Operations Manual and chapter operating procedures) and have the responsibility to adhere to the standards of the Sorority.

Members of Gamma Phi Beta shall not participate in or support any behavior, activity or event which could be considered abusive, harassing, demeaning or degrading to its members, new members or people in general (e.g., physical assault, sexual assault, verbal harassment, discriminatory language, threatening/intimidating behavior, etc.).

Policy On Weapons

Weapons (firearms, explosives, knives, non-lethal weapons, etc.) are prohibited on any property rented by, used in the name of or occupied in the name of Gamma Phi Beta, including but not limited to third party venues or designated areas. All requirements for notification and posting must be met where local laws require.

*International Sorority
Policies For Facilities*



Introduction To Facilities Management Company Policies

Sorority (FMC) policies for facilities are the standard to which all Gamma Phi Beta new members, initiated members and their guests are held in Gamma Phi Beta facilities. Members can be held responsible for the policy violations of their guests. Policies apply to both collegiate chapters and alumnae chapters when interacting with collegiate chapters.

Any violation of a Gamma Phi Beta policy by a member, new member or their guest shall be considered cause for disciplinary action against the member/new member, chapter or both. All members are held accountable through the member discipline process.

Policy On Alcohol and Drugs – Facilities

Federal, state, provincial, local laws and university regulations regarding the use of alcohol and drugs must be obeyed by all members and new members of Gamma Phi Beta Sorority.

Responsible alcohol possession/consumption is permitted in private rooms/suites/day rooms when all residents present are of the legal drinking age and it is permitted by the university.

Alcohol possession/consumption is not permitted in common spaces, including but not limited to dining rooms, chapter rooms, bathrooms and study spaces.

The sale, distribution and manufacturing of alcohol, in any form, on Gamma Phi Beta property is prohibited.

The possession, sale, distribution, manufacturing or use of cannabis, in any form, on Gamma Phi Beta property is prohibited, as is the possession of paraphernalia for the use of drugs.

Policy On Open Flame Devices – Facilities

Candles, incense, halogen lamps/lights, oil burning items and open flame devices are prohibited in any Gamma Phi Beta housing facility, including, but not limited to bedrooms and other living areas.

Appliances with open flames are permitted for the sole purpose of food preparation.

Policy On Weapons – Facilities

Weapons (firearms, explosives, knives, non-lethal weapons etc.) are prohibited on any property owned by, rented by, used in the name of or occupied in the name of Gamma Phi Beta, including but not limited to suites, residence hall floors, residence halls and houses. All requirements for notification and posting must be met where local laws require.

Policy On Guests – Facilities

In the interest of providing safe, inviting facilities, all chapters shall establish local facility rules regarding guests at chapter facilities.

Chapters that wish to allow for overnight guests shall establish a procedure in their local facility rules for the advance registration of nonmember guests, which must include the consent of the roommate(s) and the notification of the facility manager and facility director. Guests whose relationship with a resident member is intimate in nature are prohibited from being overnight guests.

For more information on facility rules, visit [GammaPhiBeta.org](https://www.gammaphibeta.org) > Collegians > Finance > Facility Manager.

*International
Gamma Phi Beta
Position Statements*



Introduction To Gamma Phi Beta Position Statements

Position statements are the public declaration of the Sorority's philosophies regarding certain issues.

Position Statement – Alumnae And Alcohol

Any alumnae activity held while on Sorority grounds and/or while in the chapter facility will abide by these same rules.

For alumnae chapter and affiliated house corporation activities held in conjunction with collegiate members where alcohol will be served, the event must be held at a third-party venue with a licensed bartender.

The use of alcohol should not be used in conjunction with any ritual event.

Alumnae chapters or affiliated house corporations should not in any way charge for and/or sell alcohol.

Position Statement – Auxiliary Groups

An auxiliary group is an unofficial, unsanctioned partner organization to a fraternity or sorority, usually for members of the opposite sex (examples include but are not limited to sweethearts or Big/Little Brother/Sister groups). Gamma Phi Beta Sorority does not recognize membership in auxiliary groups.

Chapters of Gamma Phi Beta shall not maintain auxiliary groups.

Position Statement – Eligibility For Membership

Gamma Phi Beta is an organization that is rooted in fraternal values and is committed to the promotion of inclusion among our members. Any woman shall be eligible for membership, provided she is not, nor has been, an initiated member of an existing National Panhellenic Conference fraternity/sorority.

Gamma Phi Beta seeks individuals for membership who aspire to live our Core Values of Love, Labor, Learning and Loyalty and want to achieve individual worth, intellectual growth, service to humanity and lifetime commitment to our sisterhood.

In an effort to give meaning to the concept of an “all-women” sorority and to give guidance to those making decisions about eligibility for membership, the word “woman” should be interpreted as anyone who identifies as a woman.

Position Statement – Endorsement Of Political Candidates

Candidates for Elected Public Office

A chapter of Gamma Phi Beta Sorority shall not publicly endorse any candidate for public office in the name of Gamma Phi Beta. This includes, but is not limited to, written or verbal endorsement of a candidate or placement of signage endorsing a candidate on Sorority, FMC and AHC owned, operated or occupied property.

Candidates for Campus Organizations and Student Government

Chapters of Gamma Phi Beta Sorority may endorse candidates who are nominated for positions in campus organizations and/or student government.

Position Statement – Greek Councils

Gamma Phi Beta Sorority reaffirms its position and that of the National Panhellenic Conference (NPC) that as soon as two NPC groups have been formed on a campus, a College Panhellenic with its own judicial system must be formed.

Gamma Phi Beta does not support the use of Greek Councils to replace the functions of a College Panhellenic.

Position Statement – Sorority Women Participating In Fraternity Recruitment

Gamma Phi Beta Sorority supports the position of the National Panhellenic Conference that there is no place for sorority women in fraternity recruitment.

Gamma Phi Beta feels strongly that potential members should pledge an organization based on the organization's values, programming and members, not because of those helping them recruit.

Position Statement – Unrecognized Organizations

Gamma Phi Beta chapters shall only have functions, social events, competitive pairings and activities with organizations recognized by the respective university administration and the groups' inter/national governing body.

In the case where the university does not grant recognition to any Greek organizations on campus, Gamma Phi Beta shall have events only with organizations recognized by their inter/national governing body.

International Gamma Phi Beta



About Gamma Phi Beta

Gamma Phi Beta is comprised of three separate entities: Gamma Phi Beta Sorority, Gamma Phi Beta Foundation and the Facilities Management Company. While these three businesses are legally separate, they are united in their purpose of serving the vision of Gamma Phi Beta, which is to inspire the highest type of womanhood.



Gamma Phi Beta
TRUE AND CONSTANT

About Gamma Phi Beta Sorority

Gamma Phi Beta Sorority is one of the oldest women’s organizations in North America and the first to be called a “sorority.” Gamma Phi Beta Sorority was founded November 11, 1874, at Syracuse University in New York. Headquartered in Centennial, Colorado, the Sorority has chartered 190 chapters across the United States and Canada and has more than 250,000 collegiate and alumnae members worldwide. The Sorority includes 135 active collegiate chapters and 114 active alumnae chapters.

Mission

We build confident women of character who celebrate sisterhood and make a difference in the world around us.

Core Values

- Love
- Labor
- Learning
- Loyalty

Guiding Principles

- We promote lifelong commitment, intellectual and personal growth and service to humanity.
- We perpetuate our heritage as we commit to the growth of our Sorority.
- We foster enduring friendships.
- We advocate ethical behavior, respect, authenticity, accountability and integrity.
- We aspire to excellence in all that we do.



Gamma Phi Beta

FACILITIES MANAGEMENT COMPANY

About the Facilities Management Company

The Gamma Phi Beta Facilities Management Company (FMC) is the international housing entity for Gamma Phi Beta. The FMC was established in 2012 to support our ever-growing properties that are owned and/or managed by the Sorority and affiliated house corporations. The FMC is overseen by the FMC Board of Managers who are responsible for the strategic view of the company and to ensure we are providing safe, inviting facilities for Gamma Phi Beta members. The primary function of the FMC is to house our collegiate members and to support the mission and vision of the FMC and Sorority.

Mission

To foster welcoming, inclusive spaces that promote sisterhood by providing innovative, industry-leading properties and asset management services for Gamma Phi Beta and her members.

Guiding Principles

- We support and enhance the collegiate experience for our members.
- We maintain fiscally prudent and operationally sound practices.
- We provide exceptional volunteer opportunities.
- We make ethical decisions for the greater good.



Gamma Phi Beta

FOUNDATION

About the Gamma Phi Beta Foundation

The Gamma Phi Beta Foundation is a 501(c)(3) corporation that was incorporated in 1959 in the state of Illinois to receive tax-deductible gifts. The Foundation provides resources for the Sorority's leadership programs, heightens a lifelong philanthropic commitment among members and supports member education through financial aid programs. The Gamma Phi Beta Foundation operates solely from the generous contributions of members, chapters, family and friends to provide leadership development, philanthropic support and financial aid to the Sorority and her members.

Mission

We are sisters helping sisters financially sustain and advance the mission of Gamma Phi Beta. Through successful fundraising and stewardship, we support Gamma Phi Beta and her members who have scholarship, leadership, philanthropic and emergency needs.

Belonging, Equity, Diversity And Inclusion

Gamma Phi Beta is committed to creating a more just, equitable and loving sisterhood through the Sorority's belonging, equity, diversity and inclusion (BEDI) framework.

BEDI Concepts

For a common understanding of BEDI concepts, the Sorority uses the following shared definitions:

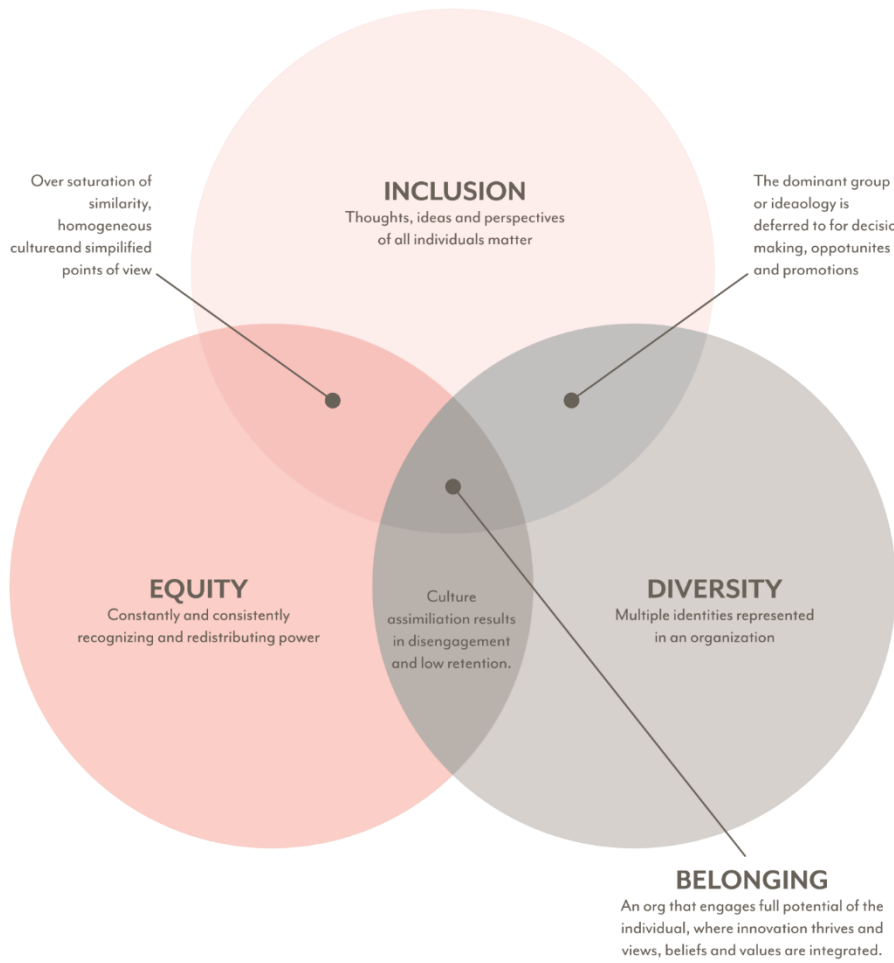
- **Belonging** is exemplified in Gamma Phi Beta when members share and experience both greater belief in themselves as individuals and connection to something larger than themselves. Belonging can be experienced individually, within social circles, on the chapter level or broadly within Gamma Phi Beta.
- **Equity** is exemplified in Gamma Phi Beta when members are provided fair access to the type and quantity of resources individually necessary to have the same opportunities.
- **Diversity** is exemplified in Gamma Phi Beta when members embrace and honor a multiplicity of both individual and shared experiences, values, beliefs and characteristics.
- **Inclusion** is exemplified in Gamma Phi Beta when members intentionally bring historically excluded and marginalized individuals and/or groups into processes, activities, decision/policy making and sharing of power in a way that empowers and celebrates individual/group diversity.
- **Social justice** is exemplified in Gamma Phi Beta when members actively practice allyship and coalition work in order to promote equality, equity, respect and the assurance of rights within and between communities and social groups.

BEDI Framework

To guide how Gamma Phi Beta members think about BEDI, the Sorority uses the following model. This model helps members understand how to engage in BEDI work and informs how the Sorority makes change in each BEDI area.

The Sorority's BEDI framework describes the outcomes that are achieved when diversity, equity and inclusion are pursued on their own, when two pillars are pursued at the same time and when all three pillars are pursued simultaneously. While meaningful outcomes can be achieved when diversity, equity and inclusion are pursued individually or in tandem with another pillar, the only way for the Sorority to achieve belonging is to pursue all three pillars.

Gamma Phi Beta’s BEDI framework adapted from the Turner Consulting Group, “**Winning at the Intersection of Equity, Diversity and Inclusion.**”



BEDI Summit

To move the Sorority forward toward the principles of belonging, equity, diversity and inclusion, Gamma Phi Beta engages in variety of meaningful BEDI initiatives.

One of these initiatives is the Belonging, Equity, Diversity and Inclusion (BEDI) Summit. The BEDI Summit is an annual virtual educational event open to all members of the Gamma Phi Beta community. This event is designed to increase attendees' BEDI competence and provide attendees practical strategies for creating BEDI change. BEDI Summit attendees have the opportunity to engage with industry-leading keynote speakers, receive a digital companion guide to record learning during and after the event, hear from organizational leaders, connect with sisters from around the globe and more.

BEDI Summit event information can be found on GammaphiBeta.org. Event information is updated annually. For questions about the BEDI Summit, email gammaphibeta@gammaphibeta.org.



Beta Base

Beta Base is Gamma Phi Beta's online system consisting of chapter data input and chapter reporting that is instantaneous, efficient, effective and robust. The purpose of Beta Base is to provide a central location for alumnae and collegiate chapters to enter all information they are required to submit to international Gamma Phi Beta, as well as to provide real-time output information for chapter members, advisors, volunteers and International Headquarters staff.



Refer to the officer resources sections of [GammaPhiBeta.org](https://www.gammaphibeta.org) for reporting requirements, training and resources. For assistance with Beta Base, email support@gammaphibeta.org.

Brand Standards And Style Guide

To ensure consistency in Gamma Phi Beta correspondence and writing, it's important that each member follow **Gamma Phi Beta's Brand Standards and Style Guide**.

The style guide has been developed as a foundation to help writers by providing a set of clear, simple standards for effective writing. This content style guide is to be used as the preferred reference tool by Sorority members and non-members for establishing a cohesive written message about Gamma Phi Beta. These guidelines will aid in developing effective and aesthetically pleasing communications that properly represent the Gamma Phi Beta organization and membership. This guide should be used in conjunction with **Gamma Phi Beta's Brand Standards**.

While Gamma Phi Beta has adopted the AP Stylebook as an editorial style to follow, this content style guide also includes entries that are unique and specific to Gamma Phi Beta Sorority or Greek-letter organizations in general. These guidelines are referred to as "Gamma Phi Beta style" and may not necessarily agree with guidelines from other sources.

If you have questions or need to confirm acceptable content usage, please contact the **editorial manager** at Gamma Phi Beta International Headquarters.

Convention

Gamma Phi Beta holds a Convention every two years during even-numbered years. The voting body, which is made up of one delegate from each collegiate and alumnae chapter in good standing in attendance and is weighted in favor of the collegiate influence, elects the International Council and the succeeding Nominating Committee. The voting body also votes on amendments to the Gamma Phi Beta Bylaws.

A collegiate chapter is expected to budget adequate funds to send one delegate, an alternate delegate and, if possible, an advisor to Convention. The delegate and alternate delegate must be elected by their chapter prior to submitting their registration for Convention. Many chapters find it beneficial to send additional members as well. A chapter must be in financial good standing no later than 30 days prior to Convention for their delegate to be eligible to vote during the business meetings at Convention.

An alumnae chapter is encouraged to send a delegate and an alternate delegate to Convention. The delegate and alternate delegate must be elected by their chapter prior to submitting their registration for Convention.

Alumnae and collegiate delegates and alternate delegates are expected to attend all Convention activities. Any Gamma Phi Beta member may attend Convention and participate in all non-voting activities.

Besides business meetings, Convention is a celebration of Gamma Phi Beta sisterhood with the presentation of awards and may include a variety of workshops. Convention is also an opportunity for collegians and alumnae to share ideas on an informal basis and learn from each other's experiences.

Convention reports are distributed to all Convention attendees. The reports summarize the accomplishments of the Sorority, the Facilities Management Company and the Foundation during the past biennium.

Crescent Corner

Gamma Phi Beta's online retail store is CrescentCorner.com. This exclusive retail site for t-shirts, gifts and jewelry offers convenient shopping and quality Gamma Phi Beta merchandise. Crescent Corner is the go-to place for approved, licensed merchandise for recruitment, Bid Day and special gifts for Gamma Phi Beta members and family.

Buying from CrescentCorner.com supports the work of Gamma Phi Beta Sorority. Chapters are expected to use Crescent Corner as their primary vendor for Gamma Phi Beta merchandise.



Crescent Corner, is the only licensed vendor approved to use the Moonball brand. **All Moonball apparel and merchandise must be purchased through Crescent Corner.**

Crescent Corner also offers custom group orders. Crescent Corner can help with group orders for t-shirts, accessories or favors, for recruitment, philanthropy events, Bid Day, family weekend, Homecoming or any other event. Visit CrescentCorner.com or call 303.799.1874 to place custom group orders.

More Gamma Phi Beta merchandise can be found at the marketplace, ShopGammaPhi.com. Here, you can shop from different Gamma Phi Beta licensed vendors across North America.

Extension

Collegiate extension is the process through which Gamma Phi Beta creates new collegiate chapters. Potential campuses are researched by the collegiate extension committee, comprised of International Headquarters professional staff and volunteers.

Whenever there is an existing College Panhellenic at a university, Gamma Phi Beta is only able to extend on that campus with an invitation from the College Panhellenic, as the College Panhellenic must first vote to open for extension.

After Gamma Phi Beta is offered and accepts an invitation to start a new chapter at a college or university, the Sorority conducts an extension recruitment for the initial new member class. In some cases, members of a local sorority are pledged. Whether by establishing a new chapter or the pledging of a local sorority, these women become the charter members of the new chapter when it is installed. All charters are granted by vote of International Council.

Initiated alumnae members of the local sorority may become alumnae initiates of Gamma Phi Beta when the new chapter is installed. If Gamma Phi Beta starts a new chapter in an area near an alumnae chapter, alumnae members may be asked to sponsor and conduct Sorority education for alumnae initiates.

Staff members and volunteers are assigned to work with the new chapter. It is their responsibility to teach the new members Gamma Phi Beta history, policies, procedures, governance and all other facets of a traditional new member program. They also work with the new chapter members in the areas of leadership development, officer responsibilities, chapter programming and in setting up general chapter life.

At the conclusion of the new member period, the International President or another representative of International Council installs the chapter, and members from a nearby collegiate chapter conduct the Initiation ceremony.

International Gamma Phi Beta

International Council

Serving on International Council (IC) is one of the most revered and honored volunteer roles within our Sorority. The members of IC serve as the board of directors for Gamma Phi Beta and are charged with the strategic management of the affairs and assets of the Sorority. Voted into office by our membership at Convention, the members of IC serve two-year terms. Seven members serve on IC, including the International President and six Vice Presidents. Refer to the Rules and Procedures for specific responsibilities of IC.

International Council is legally and fiscally accountable for the well-being of Gamma Phi Beta Sorority and responsible for maintaining the integrity of the organization. They are the visionary body charged with steering Gamma Phi Beta toward a viable future. All chapters may submit business for consideration by sending it to the International President.

To learn more about the Sorority's current IC, visit GammaPhiBeta.org.

Volunteers

As a member-driven organization, Gamma Phi Beta is comprised of volunteers who manage, lead and facilitate the programs, operations and vision of the Sorority. Volunteers are broadly classified into four groups: International Sorority volunteers, local Sorority volunteers, Facilities volunteers and Foundation volunteers.

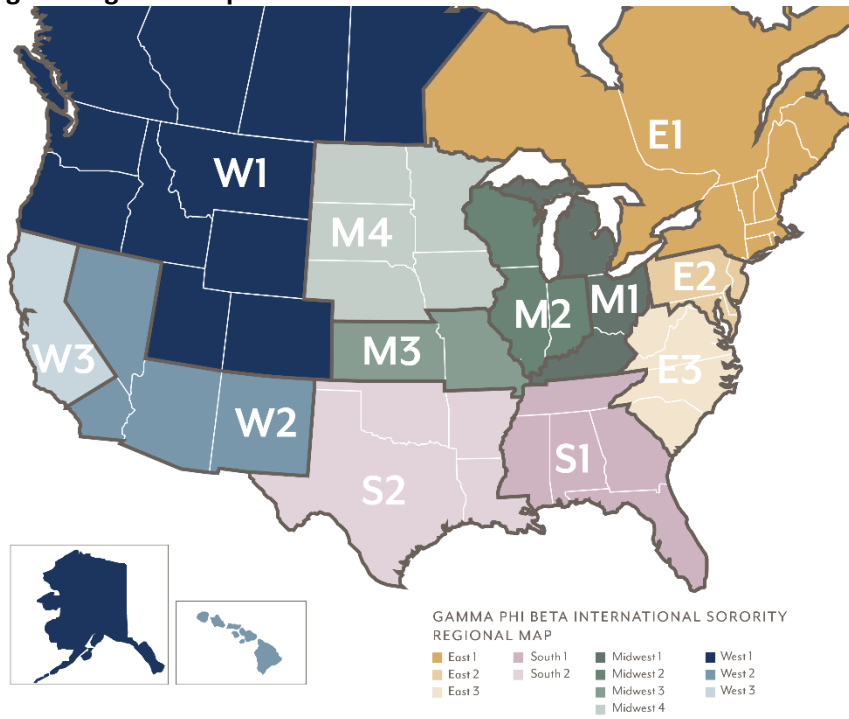
- **International Sorority Volunteers:** All individuals who volunteer with the Sorority internationally. This includes IC, Sorority committee members, regional and new chapter teams, individuals volunteering with specific project teams (education, recruitment, finance, philanthropy, Panhellenic, etc.) and many more.
- **Local Sorority Volunteers:** All individuals who volunteer with the Sorority locally. This includes chapter advisors and other members of the collegiate chapter advisory board and alumnae chapter leaders.
- **Facilities Volunteers:** All individuals who volunteer with the Facilities Management Company (FMC) and affiliated house corporations (AHCs) are considered Facilities volunteers. This includes the FMC Board of Managers, facilities team members, independently operated AHC board members and many more.
- **Foundation Volunteers:** All individuals who volunteer with the Gamma Phi Beta Foundation are considered Foundation volunteers. This includes the Foundation Board of Trustees and volunteers who assist the Foundation with special programs and projects.

For a complete list of current volunteer roles and their job description, visit the Volunteers tab on GammaPhiBeta.org.

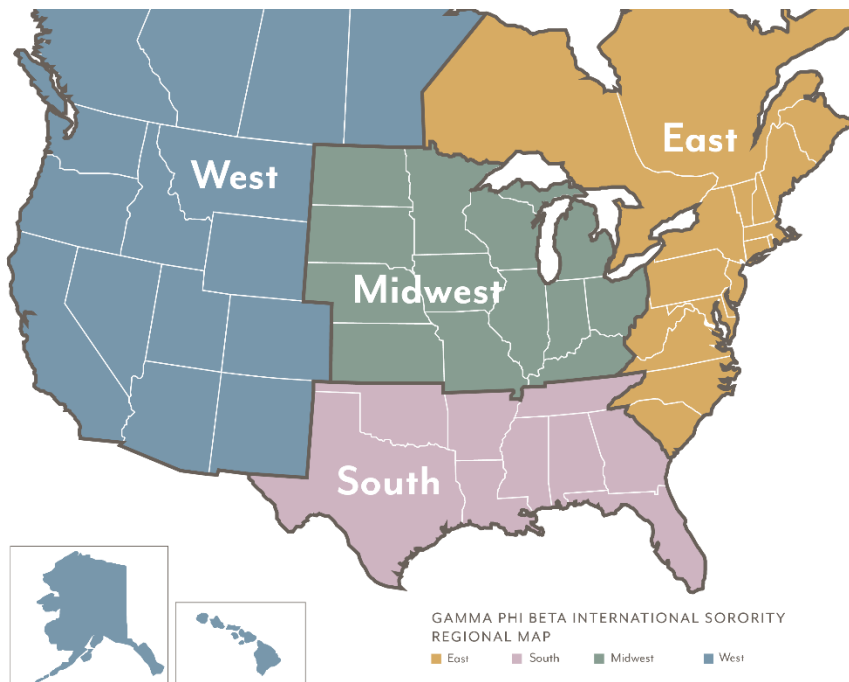
Regions

Gamma Phi Beta collegiate chapters are organized into 12 geographic regions and alumnae chapters are organized in four geographic regions. Please see the regional maps below.

Collegiate Regional Map



Alumnae Regional Map



International Headquarters Professional Staff

Under the direction of IC and the vision of the strategic plan, professional staff work with volunteers to provide programs and services for collegiate and alumnae chapters and members.

International Headquarters professional staff is organized into six divisions:

- **Administration Division:** The Administration division is comprised of the Administration and Human Resources departments. This division can assist you with questions regarding Beta Base, Fidelity technical support, new member processing, Gamma Phi Beta employment opportunities, volunteer opportunities and HR processes.
- **Development Division:** The development division is comprised of our Foundation staff. This division can help you with gifts to the Foundation, planning giving, information about giving societies, information about scholarships and fellowships and Loyalty Grants.
- **Facilities Division:** The Facilities division is comprised of Housing and Facilities staff. This division can assist with the FMC, FMC-owned and operated properties and questions from affiliated house corporations (AHCs).
- **Finance Division:** The Finance division is comprised of the Accounting staff. This division can assist with questions regarding Sorority accounting, reimbursement requests, and the Financial Services program.
- **Marketing and Communications Division:** The Marketing and Communications division is comprised of our Conference and Meetings and Marketing and Communications departments. This division can assist with media relations, brand identity, Sorority event logistics, digital storytelling, Sorority social media inquiries, logo usage and *The Crescent*.
- **Member Experience Division:** The Member Experience division is comprised of our Chapter Services, Education, Panhellenic and Alumnae departments. This division can assist with OmegaFi Vault, OmegaRecruit, OmegaOne, Sorority statistics, ritual questions, member and chapter discipline, chapter officer resources, advisor resources and training, Sorority research initiatives, Order of the Crescent, the collegiate leadership consultant program, Moonball, Sorority extension efforts, Sorority recruitment efforts, collegiate and alumnae chapter operations, alumnae engagement, international alumnae dues and Life Loyal, REAL Leadership events, volunteer training and member education programming.

To learn more about professional staff at International Headquarters, visit [GammaPhiBeta.org](https://www.GammaPhiBeta.org).

International Headquarters

Gamma Phi Beta's International Headquarters (IH) is located in Centennial, Colorado, a suburb of Denver. The suite is a combination of office space and conference room space. The professional staff of the Sorority, Foundation and Facilities Management Company occupy the office space, as needed.

The Sorority's professional staff of International Headquarters, managed by the chief executive officer, is responsible for the business operations of Gamma Phi Beta and functions according to the vision and strategic plan set forth by International Council.

Jeweler, Official

A large selection of Gamma Phi Beta jewelry is available from Herff Jones, Inc., the Sorority's official jeweler for Gamma Phi Beta badges. Gamma Phi Beta badges may only be procured by visiting GammaPhiBeta.org.



Herff Jones also offers chapter guards, officer dangles, bracelets, necklaces, earrings, lavalieres, pendants, pins, rings, milestone pieces and graduation stoles. Members are encouraged to purchase jewelry through Herff Jones, as jewelry royalties provide revenue to Gamma Phi Beta for funding Sorority programs.

Licensing And Licensed Vendors

In order to safeguard appropriate marketing of Gamma Phi Beta's federally registered trademarks and to guarantee quality products, Gamma Phi Beta is a member of a consortium of fraternity and sorority organizations that have entered into a trademark licensing agreement with Affinity Consultants. Affinity Consultants represent Gamma Phi Beta in granting licenses to companies which manufacture merchandise with the Sorority's name, branded logo, Greek letters and coat of arms (crest).

Gamma Phi Beta continues to place a priority on protecting the membership's interests. Through the licensing program, international Gamma Phi Beta has approval rights over all designs which depict Gamma Phi Beta's name, branded logo, Greek letters and crest and all products on which the Sorority's insignia appears (such as t-shirts, Bid Day gifts and any item with "Gamma Phi Beta" on it). Any manufacturer wishing to use Gamma Phi Beta's name, Greek letters, branded logo or crest on merchandise must become licensed prior to selling the Sorority's approved products. Licensed vendors agree to submit all products and designs for approval and to pay royalties. Gamma Phi Beta's goal is to only license companies who are committed to providing quality products to Gamma Phi Beta members.



The Greek Licensed Product Logo

This special Greek Licensed Product logo has been designed for the members of Affinity Consultants. Once a manufacturer has joined the licensing program, all products bearing Gamma Phi Beta symbols will carry the identifying logo from Affinity Consultants. This logo tells members that the Sorority has approved the product and that the company is participating in the licensing program. As informed Gamma Phi Beta consumers, Gamma Phi Beta alumnae and collegians play an essential part in the success of licensing. When purchasing items in a campus bookstore, fraternity/sorority specialty shops or through a catalog, all members should be informed consumers and "look for the logo" as an indication that the product is official Gamma Phi Beta merchandise.

Honor Versus Ownership

A member, upon Initiation, earns the honor of displaying any items from licensed vendors, but she does not receive ownership of those marks. Just as a student at the University of Georgia or an employee of Coca-Cola doesn't individually own their marks, neither does an initiated member of a fraternity/sorority. Nor do they have the right to authorize an unlicensed vendor to produce trademarked merchandise.

What Does Licensed Vendor Mean?

Vendors who have agreed to work with Gamma Phi Beta to ensure the proper use of Sorority trademarks and to sell quality merchandise at reasonable prices. Many licensed vendors provide a royalty payment to the international organization in support of educational programs and services.

How Can I Purchase Gamma Phi Beta Merchandise?

There are many ways to shop Gamma Phi Beta!

- Go to CrescentCorner.com.
- Go to ShopGammaPhi.com.
- Go to the list of licensed vendors on GammaPhiBeta.org.
- Go to GreekLicensing.com and select “find licensed products” to search a list of Gamma Phi Beta licensed vendors.
- Some licensed vendors have storefronts and invite members to shop Gamma Phi Beta on location.

How Can Members Help Protect Gamma Phi Beta’s Brand?

Gamma Phi Beta depends on all members to help protect Gamma Phi Beta’s brand and marks by ensuring the quality of merchandise and service associated with Gamma Phi Beta’s name. Here’s how members can help:

- Purchase Gamma Phi Beta merchandise from CrescentCorner.com.
- Purchase Gamma Phi Beta merchandise only from **licensed vendors**.
- If members are aware of vendors who sell quality merchandise, invite them to become licensed. Have them contact Gamma Phi Beta International Headquarters at 303.799.1874.
- Visit the campus bookstore and invite the manager to buy officially licensed merchandise.
- If members see Gamma Phi Beta’s name and marks being used improperly on merchandise, contact International Headquarters at 303.799.1874 or gammaphibeta@gammaphibeta.org.
- Give chapter items to be produced to licensed vendors for manufacturing. This also includes those items the chapter produces to sell to raise funds for the local chapter.

How Can Local Vendors Become Licensed?

- Direct the vendor to GreekLicensing.com for more information. The vendor is responsible for submitting product samples and a marketing plan to Affinity Consultants.
- Affinity consultants will review the product samples and marketing plan and forward to Gamma Phi Beta International Headquarters for approval.
- The vendor is then notified whether they have been approved to be a licensed Gamma Phi Beta vendor.

Magazine

The Crescent, Gamma Phi Beta's quarterly magazine, has been published continuously since 1900. News about Sorority programs, services and chapter activities is included, as are current Gamma Phi Beta and interfraternal issues, features on individual members and topics of interest to women. A subscription to *The Crescent* is included in the collegiate membership fee, international alumnae dues and Life Loyal membership fees.

Member Competencies

Gamma Phi Beta is proud to offer educational opportunities to our members centered on the Sorority's member competencies. Member competencies are descriptions of knowledge, skills or abilities members should be able to demonstrate as a result of their membership in Gamma Phi Beta. The goal of the member competencies is to develop individuals who are not only great Gamma Phi Betas but also confident leaders, active community members and well-rounded people.

Gamma Phi Beta's member competencies apply to women at all stages of membership within the organization from Bid Day to alumnae membership to service at the highest levels of the Sorority. This focus on developing members as whole people, not just Sorority women, sets us apart.

Member Competencies

Gamma Phi Beta's member competencies are divided into four categories and are defined as follows:

Be Yourself

- **Self-Awareness:** She can identify her personal beliefs, her strengths and weaknesses and engages in thoughtful reflection on who she wants to be.
- **Confidence:** She believes in herself and her ability to make decisions, take actions and achieve positive results.
- **Resiliency:** She perseveres through challenging situations and uses healthy strategies to bounce back from difficult events.

Grow with Others

- **Communication:** She is prepared, thoughtful, engaged and reflective when taking in information and communicating with others.
- **Teamwork:** She can identify attributes of a healthy relationship and contributes individually in creating a positive team dynamic.
- **Mentorship:** She uses her experience to guide and coach other individuals.
- **Diversity and Inclusion:** She celebrates her personal identity and demonstrates respect and appreciation for individuals with identities different than her own.

Lead Your Community

- **Philanthropic Spirit:** She generously donates her time, skills, talent and financial resources to causes important to her and the organization.
- **Community Participation:** She is an active citizen and uses her involvement to enrich and benefit the communities to which she belongs.

Learn for a Lifetime

- **GΦB Knowledge:** She knows the history, current initiatives and future goals of the Sorority and uses her knowledge to make decisions that reflect organizational values and priorities.
- **Critical Thinking:** She is analytical, thoughtful, curious and objective in exploring new ideas prior to forming an opinion or decision.
- **Applied Learning:** She makes connections between different ideas and concepts and applies knowledge and skills to solve complex problems.
- **Personal Excellence:** She strives for continued personal growth and challenges herself to reach high levels of achievement in all areas of her life.

National Panhellenic Conference

Gamma Phi Beta is one of the seven founding members of the **National Panhellenic Conference** (NPC), which currently has 26 member organizations. National Panhellenic Conference functions as a conference rather than a governing body. The 26 organizations are autonomous Greek-letter societies of college women and include undergraduates and alumnae.



The purpose of NPC is to encourage interfraternal relationships through Alumnae and College Panhellenics, assist collegiate chapters of the NPC member organizations and to cooperate with colleges and universities in maintaining high scholastic and social standards. It is important for each member organization to have an equal opportunity to be successful.

NPC Unanimous Agreements are the basis for all NPC actions. These agreements are ratified by the NPC member organizations. The ratification assures that all organizations support the agreements. The Unanimous Agreements can be found in the most recent edition of the **NPC Manual of Information** (available on the National Panhellenic Conference website at NPCWomen.org.)

National Panhellenic Conference meets regularly to discuss issues affecting sororities and to conduct business of the Conference. Business is handled through amendments to the Unanimous Agreements (found in the **NPC Manual of Information**), resolutions and recommendations.

For more information on the National Panhellenic Conference visit NPCWomen.org.

Philanthropy

Gamma Phi Beta’s philanthropic mission is to provide experiences and resources that build spiritual, mental and social resiliency in girls. We do this through our philanthropic focus of Building Strong Girls.

Gamma Phi Beta has a long history of outstanding philanthropic service and community involvement. The Sorority began its concerted commitment to building resiliency in girls in the 1920s, when its members identified a need to provide city girls an experience giving the inspiration and confidence that camping can offer. Since that time, it has helped young women throughout the United States and Canada find inner strength and develop their own sense of self.

Although Gamma Phi Beta was not founded as a philanthropic organization, philanthropy is just as important for chapters as recruitment and social events. Some philanthropic projects are fundraisers and others involve service. Chapters should have both and focus efforts on the Sorority’s philanthropic focus, Building Strong Girls.

Philanthropic Mission

To provide experiences and resources that build spiritual, mental and social resiliency in girls.

Philanthropic Vision

We envision a community in which every girl and woman has the resiliency necessary to advance her own life and the lives of others.



Philanthropic Focus

Building Strong Girls

Gamma Phi Beta brings its philanthropic mission to life through its support of programs that build strong girls.

Gamma Phi Beta has formed collaborative relationships

with organizations that provide programming supporting our philanthropic mission.

Philanthropic Partner: Girls on the Run

Gamma Phi Beta is the proud exclusive National Panhellenic Conference National Partner of Girls on the Run International, a nonprofit organization that allows our membership to actively live our philanthropic focus of Building Strong Girls through hands-on service and charitable giving.

Girls on the Run Mission

We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum that creatively integrates running.

Girls on the Run Vision

We envision a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams.

Girls on the Run has more than 200 local councils that each have different needs. Whether you have a couple of hours a day, week, month or year, there are plenty of opportunities to help build strong girls with our philanthropic partner.

REAL Leadership

REAL (responsible, ethical, authentic and lifelong) Leadership touches every member at every stage of membership. REAL Leadership is a deliberate practice, a relationship, an aspiration and a choice. We believe that leadership development is fundamentally self-development and through our REAL Leadership programming, you will become a better person and a better leader.

Gamma Phi Beta hosts leadership events and programming annually for chapter leaders, advisors, volunteers and alumnae. Each collegiate chapter is expected to annually budget adequate funds for registration and travel costs to send the designated representatives to all Gamma Phi Beta leadership events and programs.



REAL Leadership Experience (RLE)

(for emerging leaders)

REAL Leadership Experience is an in-person, retreat-style leadership event designed for emerging collegiate leaders ready to take the next step in their leadership journey. RLE is a place for members in their first- or second-year of membership to shine, dream big, take chances, examine their innermost selves and learn the principles of REAL Leadership they can apply in their chapters, careers and communities.



REAL Leadership Retreat (RLR)

(for executive council officers)

REAL Leadership Retreat is a virtual leadership retreat for new collegiate executive council members. Gamma Phi Beta is dedicated to equipping collegiate leaders with the skills to be effective leaders in their chapters and beyond. REAL Leadership Retreat facilitators help newly elected executive council members understand their personal communication style, navigate team norms and become positive role models in their chapter.



REAL Leadership Institute (RLI)

(for designated volunteers and professional staff)

REAL Leadership Institute is a leadership event for designated volunteers and professional staff. The purpose of this conference is to provide the opportunity to enhance existing talents and develop relevant skills essential for the success of the Sorority. RLI is a balance of in-depth skill-building, reflection, future planning and sisterhood.

Website And Social Media

Official Gamma Phi Beta Website

Gamma Phi Beta Sorority's official website, GammaPhiBeta.org, offers a variety of Sorority information, photos, news and resources for members and non-members alike.

Official Gamma Phi Beta Social Media

Through various social media platforms, Gamma Phi Beta tells member and chapter stories and engages with a variety of followers.

- Facebook: [@gammaphibetasorority](#)
- Instagram: [@gammaphibetasorority](#)
- LinkedIn: [Gamma Phi Beta International Sorority](#)
- TikTok: [@gammaphibetasorority](#)
- YouTube: [gammaphibetasorority](#)

Gamma Phi Beta also provides members with opportunities to connect with one another through official [Facebook groups](#) and [LinkedIn groups](#).

Establishing Websites

Collegiate chapters, alumnae chapters and affiliated house corporations may establish **chapter websites**. Information pertaining to membership recruitment must be approved by the university's fraternity/sorority advisor and the local Panhellenic, where appropriate. All collegiate and alumnae chapters will have the opportunity to have their website linked from the official international Gamma Phi Beta website. Individual chapter websites should include the approved Gamma Phi Beta colors and identity as outlined in the **brand standards**.

All members are expected to uphold the ideals and purposes of Gamma Phi Beta Sorority. It is important that Gamma Phi Beta websites represent Gamma Phi Beta and fraternity/sorority life with a positive image.

The Purpose Of An Alumnae Chapter

Promote a Closer Bond of Sisterhood

Gamma Phi Beta alumnae chapters thrive because they include initiates from many collegiate chapters who joined together to remain connected to the Sorority. Since varying ages, attitudes and social and economic positions make the alumnae chapter diverse, special efforts should be made to recruit and keep members interested and active.

This can be achieved by:

- Welcoming new alumnae to the area.
- Retaining current members.
- Programming (chapter meetings, events and activities).
- Chapter leadership and successful transitions.
- Active participation in the alumna initiate program.

Communicate with Local Alumnae

Alumnae chapters provide a local network of sisterhood to members living in a geographic region, regardless of their collegiate chapter of Initiation. Members of an alumnae chapter should work to communicate with and include all local alumnae in chapter correspondence and events to widen the reach of our sisterhood.

This can be achieved by:

- Sending a quarterly newsletter to local alumnae.
- Creating a calendar of events that is shared publicly.
- Maintaining active and relevant social media pages

Strengthen Gamma Phi Beta Prestige

Gamma Phi Beta strives to be a premier women's organization by creating confident women of character who strive to make a difference in the world around us. The advantages of membership should inspire in every alumna a willingness to share her abilities and talents to further grow and strengthen Gamma Phi Beta.

This can be achieved by:

- Members attributing their success to their membership in Gamma Phi Beta.
- Members knowing that they are always a Gamma Phi Beta.
- Contributions to the alumnae Panhellenic Association and local community.

Alumnae Engagement

Alumnae engagement is a reciprocal and beneficial relationship between the Sorority and its members. The Sorority works to provide activities and services that keep members' experiences relevant and remembered. The member keeps her personal experience with Gamma Phi Beta likewise relevant through active participation and encouraging others to do the same.

The purpose of alumnae engagement is to connect alumnae in three ways:

- **Alumnae engagement connects alumnae members to the Sorority.** Membership in Gamma Phi Beta is a lifetime experience. Alumnae engagement experiences should create affinity to Gamma Phi Beta and encourage members to commit their time, talents and treasure to the advancement of the Sorority.
- **Alumnae engagement connects alumnae members to one another.** When members are initiated, they promise to be a True and Constant friend. Alumnae engagement experiences should be designed to encourage relationship building and sisterhood among members.
- **Alumnae engagement connects alumnae members in many meaningful forms.** Membership in Gamma Phi Beta should enrich every member's life. Gamma Phi Beta recognizes this can be achieved in various formats and encourages participation in ways that matter to individuals and groups of members, so long as a connection to the Sorority remains.

An engaged alumna member:

- Pays her international alumnae dues annually or is a member of Life Loyal.
- Promotes membership in Gamma Phi Beta.
- Updates her contact information in Gamma Phi Beta's records.
- Seeks connection to other members of the Sorority.
- Communicates the impact Gamma Phi Beta has/had on her life.

Alumnae Chapter Membership as a Form of Alumnae Engagement

Alumnae chapters are one of the many ways in which a member can remain engaged with their Sorority long after graduation. Alumnae chapters connect members to the Sorority and to each other, and their efforts in doing so are important to the overall vision of alumnae engagement.

As alumnae chapters plan events and work to communicate with area alumnae, it is important to recognize that every member has her own path to engaging as an alumna member. Thus, creating diverse experiences relevant to each member will help chapters build relationships with nearby sisters, regardless of their current affiliation with the chapter.

Focusing on alumnae engagement is vital to the success of alumnae chapters. For more information about alumnae engagement, contact the **Alumnae Engagement department** at International Headquarters.

Alumnae Awards

Alumnae Order of the Crescent

The Alumnae Order Of The Crescent (AOOC) should be used each year to determine both strengths and opportunities for your chapter as chapter officers improve alumnae chapter operations using a rubric method. While the chapter president is responsible for the submission of the document no later than December 1, each officer is responsible for oversight of the categories relevant to her role in the chapter. The chapter should only be awarded points for the items accomplished during the current Good Standing Report time frame, January 1 to December 31. Alumnae chapters can future date any happenings taking place during the month of December, as the AOOC is due on December 1 of each year.

For questions regarding the AOOC Rubric, consult the How to Use Alumnae Order of the Crescent available by logging in at GammaPhiBeta.org and navigating to Member > Alumnae > Chapter Officer Support > Alumnae Order Of The Crescent.

Timeline for Alumnae Order of the Crescent

Alumnae chapter officers will follow the below timeline for the AOOC.

January: Alumnae Order of the Crescent Rubric is released. Chapter officers should review the rubric together and determine priorities and next steps based on the discussion.

After an initial discussion, chapters are encouraged to set up a time to discuss the determined priorities so the ACS can provide more personalized support to the chapter. This can count toward one of the communication opportunities as outlined in the rubric.

If the chapter decided to set a goal for the year, they can review the goal with the ACS.

February to November: The chapter can review the initial priorities set by the rubric to ensure they are on track.

November: Discuss your chapter's rubric submission with the ACS. It is suggested to meet via phone or videocall to review the submission together.

December 1: The completed rubric is sent via email to the ACS for final review.

December 15: ACSs will review the rubrics and submit results to the alumnae chapter team leader (ACTL).

January 15: All chapters' AOOC rating for the fiscal year is added to their chapter's dashboard in Beta Base.

Scoring for Alumnae Order of the Crescent

The AOOC Rubric is evaluated using the following scale for each item:

Does not meet expectations: 0 points

Meets expectations: 1 point

Exceeds expectations: 2 points

Far exceeds expectations: 3 points

Rating Scale for Alumnae Order of the Crescent

All items are tallied, and the following scale is used to assign an Alumnae Order of the Crescent rating:

1 Crescent: 1-4 points

2 Crescents: 5-9 points

3 Crescents: 10-13 points

Order of 1874: 14-20 points

Convention Awards

Alumnae/Collegiate Relations Award

This award recognizes an alumnae and collegiate chapter that, through a successful joint effort, have strong communications, rapport, understanding and cooperation toward a shared purpose or goal that may include, but is not limited to, an event, activity, program, scholarship or senior event.

Criteria

The criteria for selection of this award include all of the following:

- Collegiate and alumnae chapter are in good standing.
- Collegiate and alumnae chapter demonstrate outstanding communications, rapport, understanding and cooperation between a collegiate chapter and an alumnae chapter for the achievement of a shared purpose or goal such as a shared event/program, scholastic achievement, philanthropic efforts, recruitment efforts and others.
- Certification from the collegiate chapter supervisor and alumnae chapter supervisor that chapters are eligible for the award.

Beatrice Locke Hogan Award

This award recognizes an alumna member who serves in an alumnae chapter or local community in addition to serving in a Panhellenic community through various roles. The efforts of this alumna member can include general involvement to a leadership role all the while promoting the Panhellenic ideals.

Criteria:

The criteria for selection of this award include all of the following:

- Alumna member is in good standing.
- Alumna member serves the alumnae chapter and/or local community in addition to serving in a Panhellenic community (i.e., general involvement or a leadership role).
- Alumna member exemplifies and promotes Panhellenic ideals within the alumnae Panhellenic and local community through general involvement or a specific leadership role.
- Letter of recommendation from alumnae chapter, alumnae Panhellenic member or local community member the demonstrates why alumna member is deserving of this award.
- Certification from alumnae chapter supervisor that alumnae member is eligible for the award.

Chicago Award

This award recognizes chapters that promote the values of Gamma Phi Beta through consistent demonstrations of sisterhood, loyalty and support of sisters through various events, programs, activities and individual caring of members.

Criteria:

The criteria for selection of this award include all of the following:

- Alumnae chapter is in good standing.
- Alumnae chapter displays consistent and sustained demonstrations of sisterhood, loyalty and support of sisters through various events, programs, activities and individual caring of members.

- Certification from alumnae chapter supervisor that alumnae chapter is eligible for the award.

Clara Worden Membership Excellence Award

This award recognizes alumnae chapters that have shown continuous growth of membership over a four-year period that have directly been shown to benefit various chapter events, its members and general alumnae chapter life.

Criteria:

The criteria for selection of this award include all of the following:

- Alumnae chapter is in good standing.
- Alumnae chapter can demonstrate year-over-year membership growth over a four-year period (2017-21). *This information will be reviewed on the chapter's behalf based on the chapter's rosters from the previous four years.*
- Alumnae chapter can demonstrate improvements in all areas of chapter life (i.e., communications/public relations; collegiate chapter support; member involvement (dues-paying members, member retention, member recognition); philanthropy and service; chapter operations).
- Certification from alumnae chapter supervisor that alumnae chapter is eligible for the award.

Philanthropic Excellence Award

This award recognizes chapters that have shown continuous direct support of Gamma Phi Beta's partner Girls on the Run and the promotion of the philanthropic idea of Building Strong Girls.

Criteria:

The criteria for selection of this award include all of the following:

- Alumnae chapter is in good standing.
- Alumnae chapter has supported Girls on the Run and/or a girl-focused philanthropic organization through volunteer service during the biennium.
- Alumnae chapter has properly submitted funds to our philanthropic partner and/or a girl-focused philanthropic organization by submitting funds to the Gamma Phi Beta Foundation and properly completing the Philanthropy Donation Form in Beta Base each year of the biennium.
- Certification from alumnae chapter supervisor that alumnae chapter is eligible for the award.

Hall of Fame Award

This award recognizes chapters that have shown superior efforts in all areas of an alumnae chapter, including but not limited to sisterhood, growth and retention, service/philanthropy, reporting and alumnae/collegiate relations during the biennium.

Criteria:

The criteria for selection of this award include all of the following:

- Alumnae chapter is in good standing.

- Alumnae chapter did not receive the award in the previous biennium.
- Alumnae chapter can demonstrate superiority in the areas sisterhood, growth and retention, service/philanthropy, reporting and alumnae/collegiate relations during the biennium.
- Additional consideration will be given to alumnae chapters that can demonstrate involvement at the alumnae Panhellenic level and/or promotion of the Panhellenic community.
- Certification from alumnae chapter supervisor that alumnae chapter is eligible for the award.

Communication Excellence Award

This award recognizes the chapter that excels in communication.

Criteria:

The criteria for selection of this award include all of the following:

- Alumnae chapter is in good standing.
- Alumnae chapter can demonstrate superiority in alumnae chapter communications efforts during the biennium.
- Certification from alumnae chapter supervisor that alumnae chapter is eligible for the award.

Alumnae Panhellenic Excellence Award

The award recognizes chapters that have demonstrated continuous and consistent outstanding contributions, involvement and promotion of the Panhellenic community.

Criteria:

The criteria for selection of this award include all of the following:

- Alumnae chapter is in good standing.
- Alumnae chapter has had consistent officer representation on alumnae Panhellenic during the biennium.
- Alumnae chapter can demonstrate meaningful participation in at least 50% of alumnae Panhellenic activities throughout the biennium.
- Alumnae chapter can demonstrate promotion of the Panhellenic community.
- Certification from alumnae chapter supervisor that alumnae chapter is eligible for the award.

Alumna Awards for Individuals

For a detailed listing of these awards, refer to the award pages in the Gamma Phi Beta Rules and Procedures. These awards are frequently presented at Founders Day, and if the alumnae chapter plans to do so, follow the instructions on the award recommendation forms and the awards procedures as outlined on GammaPhiBeta.org.

Merit, Service and Loyalty Awards

These awards recognize members for their service to the Sorority at a local and international level. Chapters or individuals may recommend members who qualify for these awards. Chapters should ask members about their involvement to confirm they meet the criteria before submitting a form.

- **The Merit Roll Award** is awarded to members in good standing who have given long, devoted, and distinguished service to the Sorority at the local level for a minimum of 15 years.
- **The Service Roll Award** is awarded to members in good standing who have given long, devoted service for a minimum of five years at the international level and 15 years total at both the local and international levels as well as financial support to the Gamma Phi Beta Foundation or the Sorority for a minimum of five years.
- **The Loyalty Award** is awarded to members in good standing who have given outstanding service at the international level for at least seven years as well as a minimum of seven years of financial support to the Gamma Phi Beta Foundation or Sorority.

The recommendation forms for the Merit, Service and Loyalty Awards are reviewed on a rolling basis. Please allow for six weeks if you are planning to present the award on a particular date.

[Click here](#) to learn more about each award and nominate a member!

Unsure if a member has already been awarded? [Click here](#) to review a list of previous recipients before submitting a nomination.

[Click here](#) to order Merit, Service and Loyalty award jewelry.

Recognizing Member Milestones

Gamma Phi Beta provides various opportunities to recognize members as they meet significant milestones. Below are suggestions for how you can celebrate other members or your individual membership as significant milestones are reached!

10, 25, 50 and 75 Year Recognition Jewelry

Make sure to help alumnae celebrate membership milestones with official jewelry commemorating members 10, 25, 50 and 75-year initiation anniversary with Gamma Phi Beta. Whether the alumnae chapter provides this item in a celebratory manner, or you promote the milestone pin for individual purchase, **help your members share their Gamma Phi Beta pride!**



For members who initiated in or before 1947, celebrate your diamond anniversary in Gamma Phi Beta.



For members who initiated in or before 1972, celebrate 50 years of membership in Gamma Phi Beta.



For members who initiated in or before 1997, celebrate 25 years of membership in Gamma Phi Beta.



For members who initiated in or before 2012, celebrate 10 years of membership in Gamma Phi Beta.

Golden Crescent (50-Year Member) Awards

This award is for members initiated 50 or more years. An electronic certificate personalized for each member will be sent to the requestee's email. Alumnae chapters are welcome to print this document locally to present to alumnae. To request a Golden Crescent award certificate, please submit an [Alumnae Chapter Supplies Request Form](#).

To determine members reaching 50 years of membership, navigate to your chapter roster and determine what initiation date ranges you want to sort for those reaching 50 years.

Beta Base > Members > Reports > Member Roster

If you would like a report of area alumnae celebrating their 50 years of membership, please submit an Alumnae Area Report Request. More information on this process can be found [here](#).

75-Year Member Recognition

For those celebrating their 75th initiation anniversary with Gamma Phi Beta, a recognition item is available for purchase through International Headquarters. Each order includes a Gamma Phi Beta embroidered handkerchief and a congratulatory letter from the current International President.

It is common for alumnae chapters, initiating chapters or close Gamma Phi Beta friends to gift this item to a member upon their 75th initiation anniversary. Orders for this recognition item can be placed [here](#).

Alumnae Chapter Convention Responsibilities

The governing body of Gamma Phi Beta Sorority comprises the collegiate and alumnae delegates at Convention, so it is very important that each chapter elect a delegate to attend.

Representation by a delegate at Convention.

- A vote via its delegate at Convention, providing the chapter is in good standing 30 days prior to the start of Convention during the year of Convention.
- Proposing amendments to the International Bylaws and the Rules and Procedures. International Council usually meets at least three times a year to discuss and consider Sorority business. Chapters should send proposals to the International President for consideration at these meetings.
- Proposing candidates for any elected international office. Candidates for international elective offices should be submitted to the international nominating committee chairwoman by the specific published date preceding Convention to ensure consideration. Complete a nomination and/or candidate endorsement form available on the Gamma Phi Beta website.
- Relay information gathered about Sorority business and lessons learned about Gamma Phi Beta to alumnae chapter members.

Chapters who are unable to attend Convention are still encouraged to participate in Convention business by proposing amendments to the International Bylaws and proposing candidates for any elected international office.

Alumnae Guests At Collegiate Chapter Events

When appropriate, alumnae are encouraged to attend collegiate chapter events and/or activities, as they can be a great asset to the collegiate chapter. However, remember that alumnae members, no matter when they earned their alumna status, are considered guests of the collegiate chapter (even if they were initiated at that chapter).

Alumnae Guest Attendance at Collegiate Chapter Events

- A. Alumnae **must be invited** to attend any collegiate chapter events, activities, chapter business meetings, social functions and/or Initiation service.
- B. If an alumna guest is acting disruptively at a collegiate chapter event, she may be asked to leave. Engage an advisor to assist, if necessary.
- C. If the collegiate chapter invites alumnae to events or activities:
 1. They are to be held to the same standards as a collegiate member.
 2. Clearly communicate expectations to the guest(s) before the event.
 3. Alumnae invitations need to be reviewed for each event.
 - a. Consider your budget implications when inviting alumnae to events.
- D. Both collegiate and alumnae members are expected to uphold Gamma Phi Beta standards and policies at chapter sponsored events.
- E. If the collegiate chapter knows alumnae or non-members may be stopping by the chapter facility before or after campus events, it is suggested the chapter take proactive steps in preventing any possible policy violations.
 1. Post a sign or notice at the main entrance to your facility stating the Gamma Phi Beta Policy on Alcohol.
 2. Clearly communicate in advance of the event that all persons must adhere to all Gamma Phi Beta policies when on Gamma Phi Beta property or venue of a Gamma Phi Beta event.
 3. Remind current members/new members that alumnae guests may be at your event or may be visiting the facility and they are to be held accountable to all Gamma Phi Beta policies.
 4. Remind chapter members that any alumnae guest who may be staying overnight at the chapter facility must have prior approval in accordance with the Policy on Guests and must adhere to any chapter visitation and facility rules.

If alumnae members/guests violate Sorority policy

- Any chapter member or member in a leadership position should politely and quickly address the person regarding the violation.
- If ineffective in resolving the issue, engage the facility director or chapter advisor to assist with resolving the situation.
- If the alumna member/guest continues to violate Gamma Phi Beta policies, contact an authority to assist with removing the guest.
- If the collegiate members or advisors witness a policy violation, they may complete an Incident Report regarding the alumna member. The completed incident report should be sent to the chief experience officer for further action. You can find their contact information at [GammaPhiBeta.org](https://www.GammaPhiBeta.org).

Alumnae Initiate Program

Gamma Phi Beta welcomes into membership qualified women who never attended college, who attended a college or university without a fraternity/sorority community or who did not become an initiated member of a National Panhellenic Conference sorority while in college. This program allows alumnae members to invite outstanding women to share the pride of becoming a Gamma Phi Beta.

Since alumnae initiates will make special efforts to become Gamma Phi Betas, they are usually supportive, active and enthusiastic members. These women enjoy new friendships, involvements and opportunities and will make worthwhile contributions to the Sorority. This program offers mutual opportunities for both the alumnae chapter and the alumnae initiates.

Eligibility

Women who meet the following eligibility requirements are qualified to become alumna initiates:

- Meets the high standards of Gamma Phi Beta membership.
- Alumnae members of a local sorority where Gamma Phi Beta has been accepted as a new chapter.
- Has never been an initiated member of a National Panhellenic Conference sorority.
- Is not currently an employee of Gamma Phi Beta Sorority, Inc.
- Is not currently an employee of a Gamma Phi Beta affiliated house corporation.

Alumnae Initiate Procedure

In order to be an alumna initiate of Gamma Phi Beta, the member must meet any criteria outlined in the eligibility for membership position statement and not have been initiated any other National Panhellenic Conference sorority. Potential new members who are currently enrolled in a university where there is an active Gamma Phi Beta chapter and do not meet the requirements for alumnae membership as outlined in the **Collegiate Operations Manual** (COM). These individuals should join Gamma Phi Beta through the collegiate chapter.

If the potential new member meets these criteria, then she can apply for alumna initiation into Gamma Phi Beta. In order to be initiated, the member must have:

- Submitted a completed application packet that was approved by the membership review committee.
- Paid the \$175 membership fee as outlined in the Gamma Phi Beta bylaws.
- Paid the \$40 annual international alumnae dues or \$375 for a Life Loyal membership.
- Ordered a Gamma Phi Beta badge through Herff Jones.
- Completed all required Fidelity lessons and new member education exam.

Once these items are received or reviewed by the alumnae engagement coordinator, then the candidate can be initiated.

Initiation Service Types

There are a few types of services that take place for alumnae initiates based on their location or preferences. While most follow the same format, there are a few differences between each that should be dressed.

In-Person Initiation Service at the Collegiate Chapter the Candidate is Initiating Into

This is the most common type of service. An example would be if a candidate lived in Syracuse, New York and wanted to be initiated into Alpha Chapter during the chapter's spring Initiation service. The alumna initiate could participate as usual with no special arrangements or circumstances as long as all other requirements are met.

Virtual Initiation Service

The alumnae initiate volunteer team is responsible for supporting the facilitation of the alumna initiate program in a virtual setting. The virtual format of this program allows prospective alumna initiates to become members of Gamma Phi Beta no matter their physical proximity to a collegiate chapter.

To learn more about the alumna initiate program and how your alumnae chapter can actively participate in the program, email alumnae@gammaphibeta.org.

Example Virtual Alumna Initiation Timeline, fall Initiation:

- Summer: Members provide potential alumna initiate candidates with the interest form found on the Gamma Phi Beta website and other program resources.
- Six weeks before fall cohort initiation date: Assist potential candidates with the application to become an alumna initiate. The application submission deadline is no later than six weeks before the initiation date. The date will be online on the Gamma Phi Beta website.
- Four weeks before fall initiation: Ensure the candidate finishes the Fidelity lesson and New Member Exam. The lessons and the exam need to be completed before the initiation service.
- Virtual Initiation Service
- Post Initiation: Work with the alumna initiate volunteer team leader to get the date of the post-initiation workshop. Ensure that the candidate attends the meeting.
- Post Initiation: Share your newest member on social media, in the newsletter, etc.! Plan a gathering following the initiation service (virtual or in-person) to share a meal or other activity together.

Initiation at Convention

Initiation at Convention is a time-honored tradition in Gamma Phi Beta. The alumnae engagement coordinator and the Alumna Initiate Volunteer team are responsible for contacting people to ensure that there is at least one alumna initiate ensure that there is someone to initiate during the service.

For additional information on the alumnae initiate program and procedures, visit GammaPhiBeta.org.

Area Alumnae Report

The Area Alumnae Report can be requested by any alumnae chapter officer. There are numerous ways to request a report that are outlined below.

1. Website link (bookmark to easily locate)
 - a. fs23.FormSite.com/nelsie13/wouogfosda/index
2. Alumnae Chapter Officer Support website
 - a. Resources > Important Officers Links > Area Alumnae Report Request
3. Beta Base
 - a. Members > Reports > Area Alumnae Report by Miles

You will be asked basic questions to provide you with the most appropriate area alumnae report for your needs. Please be prepared with the following information when submitting a request:

The following output will be provided to the member who submitted the area alumnae report.

- Full Name
- First Name
- Maiden Name
- Last Name
- Informal Name
- Address Status (Lost = outdated address on file)
- Last Updated (The last time the address was changed/updated in the database)
- Address 1
- Address 2
- City
- State/Province
- Zip
- Email
- Chapter
- School
- Mobile Phone
- Home Phone
- Initiation Date
- Graduation Date
- Good Standing Thru Date

This information is to be used by alumnae chapters for directories, mailings and as a tool to reach out to new members not currently involved with or connected to the alumnae chapter. This is not the alumnae chapter's membership roster. Each year, the alumnae chapter should look at members listed in the area alumnae report and contact them about joining an alumnae chapter. This can be done through a mail solicitation, email campaign or social media.

The Area Alumnae Report is not to be used for personal fundraising, soliciting, online voting, commercial purposes or any non-Gamma Phi Beta purpose.

Address Changes

Alumnae chapters should encourage members on the Area Alumnae Report to update their address whenever it changes so that the report remains as accurate as possible. Address changes can be done one of three ways:

A. Through the Gamma Phi Beta website by the member. Members are encouraged to update their own information by logging in to the Gamma Phi Beta website. Once they login, they will be able to update their profile, which will update their information in Beta Base.

B. By the alumnae chapter officers if the member is a part of the alumnae chapter. Address changes for alumnae members can only be done if the member is on the chapter's member roster. If the member is not on the chapter's roster, she can be added and then the chapter officer is able to update her address information.

C. Email the new address information to International Headquarters at gammaphibeta@gammaphibeta.org. Include an initiation year, initiating chapter and maiden name when sending new information.

Assisting Collegiate Chapters

Alumnae support is vital to the success of Gamma Phi Beta's collegiate chapters. Meeting with collegiate chapters inspires current collegians to see the lifelong impact their Gamma Phi Beta membership will have on their futures. From recruitment help to attending an event together, working with our newest and youngest members of the organization will show how their commitment to Gamma Phi Beta in college will last beyond their time in school.

Some ways to maintain a connection with a collegiate chapter include:

- Developing mentor relationships with collegiate members.
- Serving on an advisory board and/or affiliated house corporation of a chapter.
- Volunteering with a collegiate chapter at events.
- Assisting one or more collegiate chapters in the region.
- Writing membership references.
- Volunteering with the collegiate Panhellenic Association at a local college or university.
- Inviting the collegiate chapter's collegiate alumnae relations chairwoman to attend a meeting of the alumnae chapter.

Bylaws

All chapters are required to have chapter bylaws. Chapter bylaws are an internal governing document of the chapter and provide the basic rules relating to the chapter as an organization. Gamma Phi Beta Sorority Bylaws supersede chapter bylaws. Chapter bylaws define the primary characteristics of the chapter, prescribe how the chapter functions and include rules that cannot be changed without prior notice to the chapter membership.

Each chapter establishes its own bylaws, according to model bylaws found on [GammaPhiBeta.org](https://www.GammaPhiBeta.org) and is adopted or amended by vote of the chapter. Every member is expected to abide by them and should have a copy.

Calendar

It is the vice president's responsibility to produce and distribute the monthly or yearly chapter calendar. This is an excellent way to keep members informed about alumnae chapter, collegiate chapter and community events. Distributing this information in a timely manner allows members to properly plan their attendance. Be sure to include dates, times, and locations for all events and have a plan to follow up with those who responded and those who did not.

What to Include

Religious and Cultural Observances and Holidays

- Consult the Gamma Phi Beta's [calendar of observances](#)

Chapter Events

- Chapter business meetings
- Due dates for financial obligations
- Elections
- Interest group activities
- Officer report deadlines
- Panhellenic activities
- Philanthropic activities
- Recruitment
- Ritual services
- Sisterhood activities
- Social functions

Collegiate-alumnae events

- Founders Day
- Senior Celebration
- Events as requested by the collegiate chapter
 - Email the alumnae relations chairwoman at the beginning of each semester to request program days and times that alumnae chapter members and/or officers can collaborate on or attend.

Distribution

The alumnae chapter's calendar of events should be sent to:

- Alumnae chapter members
 - Beta Base > Members > Reports > Member Roster
- Alumnae in the area, regardless of their membership in the alumnae chapter
 - Beta Base > Members > Reports > Area Alumna Report by Miles
- Alumnae chapter supervisor
- Alumnae Engagement department

The alumnae chapter's calendar should be published in/on:

- Chapter website or internal site
- Chapter social media
- Facebook Page, Facebook Group, Instagram, LinkedIn, etc.
- Chapter newsletter

Chapter Closure And Revitalization

Occasionally, for various reasons, alumnae chapters weaken and close. The remaining members are given the responsibility of deciding the chapter's fate, whether to revitalize the chapter or turn in the charter and close the chapter. Both options can weigh heavily on these members. If, after several attempts, there is no communication between the alumnae chapter supervisor and an alumnae chapter, the alumnae engagement team leader can make the recommendation to International Council to close a chapter and revoke the charter.

Procedure for requesting an engagement email with Alumnae Chapter Supervisor

Prior to entertaining the closure process, it is requested that alumnae chapter leadership discuss the option of an engagement email sent by IH to local alumnae. Your alumnae chapter supervisor can submit a request for an engagement email, which are sent three to four times a year.

1. Discuss the need for an engagement email with alumnae chapter leadership.
2. Determine what chapter leadership would like to achieve from the engagement email.
3. Contact your alumnae chapter supervisor to discuss the official submission of an engagement email request.
4. After the engagement email is sent by IH, meet with the alumnae chapter supervisor to discuss the plan for outreach to interested members.

Procedure for closing an alumnae chapter

A request by an alumnae chapter or the alumnae chapter supervisor, if the alumnae chapter no longer has any officers or participating chapter members, to officially close a chapter should meet several criteria prior to requesting permission of International Council to disband the alumnae chapter. Those criteria could include:

- Disinterest in meeting the expectations of Gamma Phi Beta alumnae chapters after attempts at engaging those who might want to lead the chapter.
- Inability to recruit and/or retain members.
- Inability to provide a sisterhood experience for those involved.

As Gamma Phi Beta desires to have alumnae members involved in the Sorority's sisterhood, it is important that the alumnae chapter understand the ramifications of a request to close the chapter. The change in status will affect not only the current alumnae members but also future potential members and possibly a collegiate chapter that is involved with the alumnae chapter.

To give up alumnae chapter status and disband a chapter means the chapter will surrender its charter, which will then be held in trust at International Headquarters

- A. If an alumnae chapter or alumnae chapter supervisor desires to continue the process to close the chapter, several questions should first be considered:
1. Why do we desire to change our status?
 2. How will our action affect our relationship with a collegiate chapter?
 3. Have we utilized all avenues of recruitment to find new members and officers?
 4. Have members from an area alumnae report been actively contacted (in person or by phone) to determine their level of interest in involvement?

5. Has a meeting for goal-setting and problem-solving been conducted? Have the goals that were set been revisited, and has progress been shown?
 6. Do we understand the ramifications of surrendering our charter, records and alumnae chapter funds?
- B. After due consideration has been given by the membership, the president should contact the alumnae chapter supervisor. If deemed appropriate by the alumnae chapter supervisor, a formal vote of the alumnae chapter according to International Gamma Phi Beta Bylaws will be conducted.
1. When making a request to close a chapter, the chapter must request the permission of International Council.
 - a. Refer to the sample memo found in the Resources and Documents section of the **Alumnae Chapter Officer Support** page on GammaPhiBeta.org. The request will be reviewed and voted on by International Council.
- C. If International Council approves the request to close, the alumnae chapter should mail the chapter's charter, chapter records and meeting minutes to International Headquarters and work to close the bank accounts and the IRS EIN associated with the chapter. The remaining funds can be donated to the Gamma Phi Beta Foundation, the Sorority and/or the Facilities Management Company. An IRS Form 990 should still be filed by the chapter for the tax year.

Chapter Websites And Social Media

Alumnae Chapter Websites

Alumnae chapters may establish chapter websites. All chapters can link their website from the official international Gamma Phi Beta website. Individual chapter websites should include the approved Gamma Phi Beta colors and identity as outlined in the **Gamma Phi Beta's Brand Standards Manual**. All members are expected to uphold the ideals and purposes of Gamma Phi Beta Sorority. It is important that Gamma Phi Beta websites represent Gamma Phi Beta and fraternity/sorority life with a positive image and promote belonging, equity, diversity and inclusion.

What to Include

The information below should be available on an alumnae chapter's website.

- Chapter contact information
- Recruitment information/how to get involved
- Calendar
- Community involvement
- Collegiate chapter support
- Area Panhellenic involvement
- Officers
- Awards
- Alumnae initiate program information
- Reference information for potential new members of collegiate chapters
- Archive of past newsletters

Alumnae Chapter Social Media

Alumnae chapters are encouraged to connect with followers (members, friends, family, prospective members, community organizations and the general public) and share who the chapter is through storytelling. When planning posts, chapters should think about how to create engagement, tell a story and use Gamma Phi Beta's brand.

Chapters should contact the alumnae engagement department with questions or concerns about managing social media. Their contact information can be found at GammaPhiBeta.org.

State and Province Laws

If state or province law requires reporting notification, all websites and social media must be in compliance.

Collegiate – Alumnae Relations

Alumnae chapters can be very helpful to collegiate members by providing support during recruitment, philanthropy and ritual events, writing references, serving as advisors, providing career information and many other ways. Building a close relationship with a collegiate chapter brings alumnae the rewards of mentoring outstanding collegians and the experience of sisterhood with these women.

Throughout the year, there are many opportunities for alumnae and alumnae chapters to be involved with a collegiate chapter. Some of these include the following.

- Initiation and other ritual events, like Rite of Passage
- Recruitment preparation and recruitment
- New member program
- Founders Day
- Senior Celebration
- Homecoming
- Move-in day at a housing facility (if applicable)
- Chapter-sponsored philanthropy events
- Advisory board participation

To help coordinate these activities, the alumnae chapter may want to create a year-round alumnae-collegiate activity calendar. The calendar will help assure the chapter has a balanced activity schedule while strengthening alumnae relations. The officer responsible for creating this should coordinate with the alumnae relations chairwoman at the collegiate chapter to compare calendars and brainstorm ideas for collaboration.

The collegiate relations chairwoman promotes positive relations between collegiate and alumnae members. She helps alumnae support collegiate chapters and informs collegiate members about the opportunities available in Gamma Phi Beta after graduation. She is also a resource for ideas for activities, projects, joint programs and social gatherings for interested alumnae and collegiate chapters.

Consider inviting the alumnae relations chairwoman, collegiate chapter president and/or collegiate executive board to a business meeting. Giving this unique glimpse into leadership roles within the alumnae chapter will certainly be of interest to various collegiate officers. Take each opportunity to connect with collegiate women and provide a long-lasting impression that will remain with them if they stay close or travel far and find sisterhood in a different alumnae chapter.

When planning collegiate-alumnae activities and events, the appropriate collegiate and alumnae chapter officers should work together. It is important to note that all activities, including those hosted by the collegiate chapter with or for alumnae, must comply with Gamma Phi Beta policies and procedures, including the Policy on Alcohol and Drugs.

Committees

A committee structure should be in place that involves members of the chapter. This allows officers to delegate important work and gives officers the time to be supervisors of chapter operations. Through the committee system, members learn about and participate in chapter operations and gain valuable skills and understanding for potential future service in chapter leadership positions.

Committees also benefit chapter officers who enhance their leadership skills by working with and delegating tasks to committee members. Effectively used, committees reduce time requirements for everyone and develop team spirit in the chapter. Committees can consist of as many or as few people that are needed to complete the task. Even if a committee is one person, chapters are encouraged to delegate work to members who feel comfortable and confident in their abilities to complete it.

Committee structure

- A. President is an ex-officio member on all committees except for the nominating committee.
- B. Members are appointed to serve as the committee chairwoman.
- C. The chairwoman recruits members to join her committee based on the interests, availability and needs of the chapter.
- D. The chairwoman reports to the chapter about committee progress and successes.

Example committees

- Belonging, Equity, Diversity and Inclusion (BEDI) committee
- Event-specific committee
- Founders Day committee
- Nominating committee
- Philanthropy committee
- Public relations committee
- Recruitment/membership committee
- Sisterhood committee
- Bylaws committee
- Collegiate relations committee
- Others as determined by the chapter

Disciplinary Action For An Alumna Member

Discipline for an alumna member should not be taken lightly, but if conditions require further action, these guidelines provide the appropriate steps to address the discipline issue.

Cause for Disciplinary Action

- A member violates any official rule or policy duly adopted by the Sorority or her chapter.
- A member is disloyal to the Sorority or her chapter.
- A member fails to cooperate in the best interest of the Sorority or her chapter.
- A member engages in conduct detrimental to the reputation or well-being of the Sorority, her chapter or other members.

Guidelines for Member Discipline

- A. Recommendation for alumnae discipline may come from a collegiate chapter, alumnae chapter, international volunteer leader, a member of International Council or professional Sorority staff.
- B. Prior to submitting documentation requesting disciplinary action against an alumna member, the process must start with a conversation/discussion about the issue with the alumna member as directed in the procedures below.
- C. If a hearing is requested by the member, it will occur at the international level with the Membership Review Committee.

Member Discipline Process

Process for Alumnae Member Discipline – Submitted by a Collegiate Chapter

A collegiate chapter deals with an alumna member who violates Gamma Phi Beta policies and procedures (including direct disregard of policies or disrespect of members) as follows:

- A collegiate chapter member, advisor or volunteer completes an incident report.
- The completed incident report is sent to the chief experience officer. Their contact information can be found at GammaPhiBeta.org.
- The procedure for disciplinary action for an alumnae member can be found in the Alumnae Chapter Operations Manual at GammaPhiBeta.org > Member > Alumnae > Alumnae Chapter Officer Support > Resources and Documents

Process for Alumnae Member Discipline – Submitted by an Alumnae Chapter

- A. Within one week of the incident, the alumnae chapter officer contacts the alumnae chapter supervisor to discuss the incident.
- B. If it is agreed there is probable cause for disciplinary action, the alumnae chapter officer completes an Incident Report and sends it to the alumnae chapter supervisor and alumnae chapter team leader.
- C. Within two weeks of the incident, the alumnae chapter supervisor and/or alumnae chapter team leader will talk to the alumna to discuss the incident and the importance of Gamma Phi Beta policies and how her actions reflect on the alumnae chapter as well as the Sorority as a whole.

- D. If after the discussion, it is determined:
 - 1. That no further action is needed, then the process is concluded. Go to step 7.
 - 2. That there is cause for disciplinary action, the alumnae chapter team leader and alumnae chapter supervisor will inform the alumna member (by phone or letter) that her membership may be in jeopardy and that a request for disciplinary action will be recommended.
- E. Within one month of the incident, if disciplinary action is being recommended, the alumnae chapter supervisor and alumnae chapter team leader work together to submit a request for disciplinary action to International Headquarters. Submission includes:
 - 1. Letter requesting disciplinary action:
 - a. Explains the alleged actions and policy violation(s)
 - b. Provides timeline information surrounding the incident
 - c. Summarizes the discussion had with the member regarding the incident
 - d. Includes the recommended disciplinary action (suspension or expulsion.)
 - 2. A copy of the incident report(s)
 - 3. Correspondence with the accused alumna member
- F. All requests to recommend a member for international disciplinary action follow the Gamma Phi Beta Rules and Procedures. The membership review committee will review the case, and they will determine the final membership status.
- G. If applicable, the alumnae chapter supervisor should have a discussion with the alumnae chapter on how to prevent this type of incident from occurring again.

Process for Alumnae Member Discipline – Submitted by an International Volunteer Leader, International Council or Professional Staff (“Workforce member”)

- A. Within one week of the incident, the workforce member contacts the alumnae chapter supervisor to discuss the incident.
- B. If it is agreed there is probable cause for disciplinary action, the workforce member completes an Incident Report and sends it to the alumnae chapter supervisor and alumnae chapter team leader.
- C. Within two weeks, the alumnae chapter supervisor and/or alumnae chapter team leader will talk to the alumna to discuss the incident and the importance of Gamma Phi Beta policies and how her actions reflect on the Sorority as a whole.
- D. If after the discussion, it is determined:
 - 1. That no further action is needed, then the process is concluded.
 - 2. That there is cause for disciplinary action, the alumnae chapter team leader and alumnae chapter supervisor will inform the alumna member (by phone or letter) that her membership may be in jeopardy and that a request for disciplinary action will be recommended.
- E. Within one month, if disciplinary action is being recommended, the alumnae chapter supervisor and alumnae chapter team leader work together to submit a request for disciplinary action to International Headquarters. Submission includes:
 - 1. Letter requesting disciplinary action:
 - a. Explains the alleged actions and policy violation(s)
 - b. Provides timeline information surrounding the incident
 - c. Summarizes the discussion had with the member regarding the incident
 - d. Includes the recommended disciplinary action (suspension or expulsion.)

2. A copy of the incident report(s)
 3. Correspondence with the accused alumna member
- F. All requests to recommend a member for international disciplinary action follow the Gamma Phi Beta Rules and Procedures. The membership review committee will review the case, and they will determine the final membership status.
- G. If applicable, the alumnae chapter supervisor should have a discussion with the alumnae chapter on how to prevent this type of incident from occurring again.

Executive Council

The executive council is responsible for keeping the chapter focused on chapter goals and achieving success in every area of chapter life. By nature of their position as members of the executive council, the individual officers can greatly influence chapter attitude concerning responsibilities, sisterhood and commitment.

Members of the executive council must at all times be exemplary in their behavior, leading the way for others to follow.

Composition

- A. The executive council should include all elected and appointed officers as well as committee chairwomen and representatives from any interest group.
- B. According to the International Rules and Procedures, the following positions are required for an alumnae chapters executive council.
 - 1. Alumnae chapter president
 - 2. Alumnae chapter vice president
 - 3. Alumnae chapter treasurer
- C. All executive council members hold one vote during the executive council meetings.

Responsibilities

- A. A. The executive council should meet on a regular basis.
 - 1. One executive council meeting per month is the suggested minimal meeting schedule.
- B. Plan chapter calendar.
- C. Handle routine business that does not require chapter action.
- D. Be aware of chapter concerns or challenges.

Agenda for Executive Council Meetings

- 1. Call to Order
- 2. Roll Call
- 3. Reading and approval of minutes
- 4. Treasurer's Report
- 5. Report of Officers and Standing Committees
- 6. Reports of Special Committees
- 7. Unfinished Business
- 8. New Business
- 9. Announcements
- 10. Special Recognitions
- 11. Adjourn

Finances

General Guidelines for Financial Management

- A. Retain all financial records for at least seven years.
- B. Retain a copy of all letters, bills, invoices, correspondence and checks. Replacing and/or validating lost checks are the responsibility of the chapter.
- C. Never send a check alone in an envelope. Include a note on a separate sheet of paper with the payment so the money can be properly applied. Attach all checks to a form or note to prevent the loss of the check.

Alumnae chapters may choose to collect or not collect local dues to cover costs associated with running an alumnae chapter. There are different requirements for alumnae chapters that collect dues and those that do not, including online reporting and tax filing with the IRS.

Alumnae Chapters that Do Not Collect Local Alumnae Dues

When an alumnae chapter does not collect local or international dues, the chapter does not need a bank account to operate the activities of the chapter. Members are expected to pay individually for activities sponsored by the chapter, rather than pooling money to an officer who can then make a larger payment in the name of the alumnae chapter.

Alumnae Chapters that Collect Local Alumnae Dues

Local dues are membership dues associated with the individual alumnae chapter that fund local alumnae chapter activities. Local dues are different than international dues, which directly support Gamma Phi Beta Sorority.

Local dues vary in amount by alumnae chapter and are dependent on:

- Participation.
- Activities, including Founders Day, social/philanthropic events and Convention.
- The support of a collegiate chapter.
- Factors specific to the alumnae chapter.

When deciding whether to collect local dues, alumnae chapters should consider the following:

1. How many people do we have in our chapter? Are there enough to warrant collecting dues to fund larger events?
2. What types of activities does our chapter want to do? Do we need to pay as a group or separately?
3. Is there someone in the chapter who is willing to manage this process?
4. Are we hoping to send someone to Convention with chapter funds?

For more information on how to submit alumnae dues, visit GammaPhiBeta.org. Dues statements must say that dues are not tax deductible.

Most alumnae chapters spend most of the money they collect. They “break even” by spending their resources on programming, philanthropy, support for collegiate chapters or a Convention delegate. If

the chapter has a bank account, it is required to file a 990-tax return with the Internal Revenue Service (IRS) and upload a copy to Gamma Phi Beta Sorority, Inc. via Beta Base.

Alumnae chapters, as well as collegiate chapters, are tax exempt organizations under Gamma Phi Beta Sorority, Inc.'s group exemption granted by the IRS (affiliated house corporations are not included in this group exemption and are granted tax exempt status by the IRS on an individual basis).

Alumnae Chapter Bank Accounts

If the chapter is collecting local dues, the chapter must open a checking account in the chapter's name if one is not already open. Two signatures are required on checks from an alumnae chapter account, as Gamma Phi Beta's bonding insurance will not provide coverage if the procedure is not followed. The first signer can prepare a check for payment, sign it and forward it to the officer, who can provide the second signature. Then the payment can be mailed. This is as much of a protection for the chapter treasurer as it is for the chapter. Do not pre-sign checks as this defeats the purpose of co-signed checks and puts the chapter at risk.

Employer Identification Numbers (EIN) and Tax Returns

All alumnae chapters that have a chapter bank account should have an employer identification number assigned by the IRS. This number is required by banks in order to open an account in the chapter name. Contact International Headquarters if your alumnae chapter needs an EIN. Note: The Sorority tax exemption is not an exemption from paying state sales tax on items purchased (except in Oregon). Alumnae chapters with open bank accounts must file IRS tax forms each year for the August 1 to July 31 fiscal year by December 1, annually. After filing the required tax form with the IRS, upload the IRS acknowledgment via Beta Base to fulfill this financial obligation of good standing. Review the chart below to know which IRS form your alumnae chapter must complete.

SCENARIO	FORM 990	FORM 990 N (E-POSTCARD)	FORM 1120	FORM 990-T	NO FORM NEEDED
The alumnae chapter's gross receipts on an annual basis are <i>over</i> \$50,000.	X				
The alumnae chapter's gross receipts on an annual basis are <i>under</i> \$50,000.		X			
The alumnae chapter has a tax-exempt status and an active EIN.	Dependent on receipts	Dependent on receipts			
The alumnae chapter's tax-exempt status has been revoked.			X		
The alumnae chapter has more than \$1,000 of unrelated business income from fundraising efforts not directly related to the chapter's mission.				In addition to 990	
The alumnae chapter does not have a bank account or EIN.					X
The alumnae chapter is in Canada.					X

Explanation of the Federal Tax Exemption Status of the Sorority and Chapters

An organization is not automatically exempt from paying federal income tax because it operates on a not-for-profit basis. The organization must first file an application for exemption with the IRS. A ruling or letter of determination is issued, granting exemption under the specific section of the Code which applies to the organization.

Gamma Phi Beta has qualified for exemption under Section 501(c)(7), which covers organizations that are organized and operated exclusively for pleasure, recreation and other nonprofit purposes. The date of the exemption letter from the IRS is October 29, 1959. This ruling is known as a Group Exemption Letter and covers all collegiate and alumnae chapters as well as the Sorority. Annually, International Headquarters sends a current list of chapters and addresses to complete the annual SRGI Group Exemption report for the IRS on behalf of Gamma Phi Beta Sorority. This ruling does not cover affiliated house corporations, which must file separately for exemption.

Fiscal Year

The fiscal year of the chapter shall correspond with that of Gamma Phi Beta Sorority, Inc., August 1 through July 31.

Treasurer's Report

Annually, the alumnae chapter treasurer is required to report chapter financial information via Beta Base. This report is due no later than December 1 each year.

Financial Information – Fundraising

Fundraising by alumnae chapters must be limited to philanthropic activities only. Chapters wishing to collect money to send a delegate to Convention may solicit members only.

Visit GammaPhiBeta.org for additional information about fundraising as an alumnae chapter.

Submitting Philanthropy/Fundraising Funds

Chapters who raise funds for the Gamma Phi Beta Foundation; our philanthropic partner, Girls on the Run (GOTR) or a girl-focused charitable organization must submit those funds through the Gamma Phi Beta Foundation. Your funds should never be sent directly to your beneficiary.

To do so, you first must register your philanthropy event in Beta Base > Chapter Reporting > Chapter Activities > Actions > Register Philanthropy Event and Event Results. This should be done in advance of your event. Please ensure that you have included the details of who you've raised funds for in the Beneficiary name and address line. After your event, you go to the same file path in Beta Base and update your event results (i.e., how much was raised).

Once you've updated your event results, this generates your chapter's Philanthropy Donation Form specific to that event. To access your report, go to Beta Base > Chapter Reporting > Chapter Activities > Reports > Philanthropy Donation Form. Select your event from the dropdown menu and then click the View Report button on the far right. Use the disk icon to export and print your form.

Funds should be sent to the Foundation within 30 days of the event date.

Once you've printed the Philanthropy Donation Form, please remit the form and a matching check made payable to Gamma Phi Beta Foundation to the following address.

Gamma Phi Beta Foundation
P.O. Box 731699
Dallas, Texas 75373-1699

The Foundation serves as a pass-through organization for sending donations to charitable organizations. Your chapter's Philanthropy Donation Form tells the Foundation where to disperse funds at the end of our fiscal year. Submitting funds through the Foundation allows Gamma Phi Beta to accurately report the philanthropic impact of Gamma Phi Beta. If a chapter wishes to send funds to a local GOTR Council, they must first submit funds to the Gamma Phi Beta Foundation. From there, we submit the funds to GOTR International who then disperse to their local councils. This process was agreed upon and developed with GOTR International.

Tip: *Your chapter cannot use the Foundation's Tax ID in donation letters, sponsorship packets or tax receipts, as that number is not affiliated with your chapter.*

Tip: *If a sponsoring organization requires a W-9, please contactmfoundation@gammaphibetafoundation.org.*

Financial Information – Paying International Alumnae Dues

Instructions for Paying International Alumnae Dues

- A. Alumnae chapters should encourage members who are not Life Loyal members to pay their international alumnae dues (\$40 U.S.) or join Life Loyal directly through the Gamma Phi Beta website.
 1. Annual international alumnae dues are to be submitted to Gamma Phi Beta Sorority, Inc. each year. Dues may be submitted at any time throughout the Gamma Phi Beta fiscal year of August 1 to July 31.
 2. According to Gamma Phi Beta Bylaws, members are in good standing when they pay dues to Gamma Phi Beta Sorority, Inc. International alumnae dues are not a tax deductible donation.
 3. The member roster in Beta Base will be updated to reflect who are members of Life Loyal, who have paid their international alumnae dues and who have not paid their international alumnae dues.
 4. The chapter's treasurer should maintain records and contact members listed on the roster who have not paid their international alumnae dues.
 5. At least six members need to pay international alumnae dues or have joined Life Loyal by December 1 to meet the minimum dues requirement for Good Standing.
- B. Individual Payment: Members are encouraged to pay their international alumnae dues through **the website**. All members with an effective paid-through date on your roster will automatically count toward the alumnae chapters minimum requirement of six dues-paying members.
 1. Payment processing through the website is quick and easy, resulting in status updates within one to two weeks versus four to six weeks with a traditional check in the mail.
- C. Alumnae Chapter Remittance: As dues are received throughout the year, report the dues information via Beta Base and remit the payment to Gamma Phi Beta Sorority, Inc. along with the Remittance Report for International Dues Payment from Beta Base. Keep a copy of this information for the chapter records.
 1. Additional information regarding the remittance process can **be found here**.
- D. Please keep in mind that alumnae chapters and individual members who submit international alumnae dues or Life Loyal via check should allow four weeks time before member's records indicate good standing. Other yearly administrative tasks: Creating a habit of collecting international alumnae dues at the beginning of the fiscal year (August 1) will also create a habit in your membership of making payment at the beginning of the fiscal year. Take the opportunity to handle a couple of additional administrative tasks.
 1. Confirm member contact information on file with IH and make corrections as needed in Beta Base.
 - a. Name, Phone number, email and mailing address.
 2. Review member roster and add/delete members to reflect your current chapter membership.
 3. From your current membership, request the best contact information for sisters in the area who are not engaged. Often, IH does not have accurate information, so correcting this for your chapter's personal outreach can help reach more members in the area.

4. Inquire about potential opportunities to introduce the alumnae chapter to prospective alumna initiates in the area.

International alumnae dues paid through the alumnae chapter and remitted to Gamma Phi Beta Sorority, Inc. as well as dues paid directly to the Sorority via the website or mail (as long as the member indicated the alumnae chapter), by December 1 count toward determining Alumnae Order of the Crescent and good standing (and Convention awards).

International alumnae dues paid by individual members can be paid at any time during the fiscal year to be in good standing with Gamma Phi Beta but must be received by July 31 of the fiscal year to receive credit for that fiscal year. Keep in mind that the number of dues-payers as of December 1 will be used to ensure that the chapter has six dues-paying/Life Loyal members for good standing purposes. All chapter officers must be in good standing, meaning that international alumnae dues have been paid.

Foreign Exchange Rate

All fees and dues owed to Gamma Phi Beta by Canadian or other international chapters shall be paid at par.

Good Standing

Good standing of alumnae chapters is defined in the Gamma Phi Beta Bylaws as the “fulfillment of all international financial and reporting obligations.” This means that all chapter reporting via Beta Base and payment of all fees as noted on the chapter’s financial statement must be submitted to International Headquarters for the chapter to be in good standing with Gamma Phi Beta Sorority. At any point in the fiscal year a chapter is considered in good standing if it is current with all reporting and financial requirements as noted on the chapter’s dashboard and/or the Alumnae Chapter Good Standing Report in Beta Base and the designated due date for each requirement has not yet passed.

Requirements for good standing for alumnae chapters

- Completion of annual alumnae chapter reporting via Beta Base (under Chapter Reporting) no later than December 1.
 - Treasurer’s Report
 - Member Roster
 - Chapter Profile verified
 - Chapter Leadership Roster verified
 - 990 or 1120 submitted
 - Statement of Compliance verified
 - Hold two alumnae chapter events
 - One event must be for initiated members only
- International alumnae dues payment and/or Life Loyal membership for at least six members.
 - International alumnae dues or Life Loyal dues paid directly to International Headquarters, indicating an alumnae chapter designation, will also be credited toward this requirement.
- Alumnae Chapter Statement of Compliance agreed to and electronically acknowledged in Beta Base.
- All invoices paid in full per the Financial Statement in Beta Base.
 - All money owed to international Gamma Phi Beta must be paid, even if past the deadline and into another fiscal year.
- Internal Revenue Service (IRS) reporting acknowledgement uploaded in Beta Base, for all United States chapters with a Federal EIN.

Determining good standing

On a yearly basis, a final annual good standing status will be determined following the December 1 due date for all required reporting. Chapters official good standing status will be posted by January 15 on their Beta Bash Dashboard.

Benefits of being in good standing

- A chapter must be in good standing for both years in the biennium (the two years between Convention) to be eligible to receive a Convention award.
- A chapter must be good standing no later than 30-days prior to Convention for their delegate to be eligible to vote during the business meetings at Convention.

Interest Groups

An interest group is a sub-group of a chartered alumnae chapter interest groups of alumnae chapters are typically less formal in structure and serve the purpose of building sisterhood around a common interest or geographic location.

Benefits Of Interest Groups

Interest groups allow sisters with similar interests to connect over and participate in that interest/activity together. This creates a common ground between sisters and allows conversations and connections to happen naturally, as the group already shares a common bond outside of being Gamma Phi Betas.

This also allows alumnae chapters to create specific programming to meet the individual needs of their members and serves as a great recruitment tool for the alumnae chapter. As members of the interest group become more comfortable with attending Gamma Phi Beta events, they will be more likely to seek out other events, specifically those sponsored by the alumnae chapter.

If an alumnae chapter has questions about interest groups, visit GammaPhiBeta.org or contact the alumnae chapter supervisor listed on the chapter's Beta Base leadership roster.

Member Roster

All Gamma Phi Beta membership records are a part of the Sorority's membership database maintained at International Headquarters. Alumnae chapters and all members can access alumnae membership information and download lists by using the Find a Member feature of GammaPhiBeta.org. In addition, alumnae chapter officers have access to alumnae membership information on Beta Base, as described below, at any time throughout the year.

The chapter's member roster in Beta Base serves two purposes:

- For chapters to keep track of all members that are a part of the local alumnae chapter.
 - Instead of keeping a separate local directory, we ask that you utilize the member roster on Beta Base. The member roster is an IH-maintained database and should be used to ensure that communication is consistent and successfully reaching its intended audience.
- Use this report as a resource when confirming that members' contact information (name, phone, email, address) have not recently changed. This is a great responsibility to incorporate into the first fall kick-off event, as you can also add members to your roster as well.
 - See below for details regarding steps to update member contact information.

As alumnae chapter membership is up to each individual alumna member, it is acceptable for a member to belong to more than one alumnae chapter.

See the Beta Base Basics section for more information on how to add and update members to the alumnae chapter's member roster.

Address Changes

As alumnae move, they will need to update their address for Gamma Phi Beta's records. Address changes can be done in one of three ways:

1. Through the Gamma Phi Beta website by the member. Members are encouraged to update their information on their own by logging in to the Gamma Phi Beta website. Once they log in, they can update their profile, which will update their information in Beta Base.
2. By the alumnae chapter officers if the member is a part of the alumnae chapter. Address changes for alumnae members can only be done if the member is on the chapter's member roster. If the member is not on the chapter's roster, she can be added and then the chapter officer is able to update her address information.
3. Email the new address information to International Headquarters at gammaphibeta@gammaphibeta.org. Include an initiation year, initiating chapter and maiden name when sending new information.

Notification of Death

Notification of a members passing can be sent to gammaphibeta@gammaphibeta.org. Include married name, maiden name, collegiate chapter, address and date of death, if known. Please include a link to the website obituary or other official notification if obtainable.

Encourage family members to send their badge to International Headquarters for placement in Gamma Phi Beta archives.

When a member is marked in the system as deceased, their record will be inactive and they will be removed from all aspects of your chapters current membership roster.

Membership Recruitment

Every alumnae chapter should have a plan to recruit new members to assure that alumnae in the area continue to be engaged with Gamma Phi Beta. This recruitment can be targeted at prospective alumnae in the area, soon-to-be graduates, as well as prospective alumna initiates.

For more information on alumnae chapter recruitment, visit the [Membership Chairwoman](#) webpage.

Membership Retention

In order to increase membership, alumnae chapters should focus on retaining new and current members. This involves creating a plan to ensure that members feel as though their membership is a valued experience in their lives.

Alumnae chapter surveys

One way to collect information about members and their preferences is with surveys. Using data to guide alumnae chapter decisions and operations will make members feel included in decisions and valued for their input. These surveys could be conducted through an email campaign, a social media post or conversations with members. The best way to retain members is to know what they are hoping to gain by joining an alumnae chapter. Meeting their expectations of alumnae chapter membership is a great way to ensure that they will want to remain a member and connected to Gamma Phi Beta.

Meeting Minutes

Minutes are part of the chapter's historical record and are a permanent record of decisions made by the chapter and should be passed between each executive council. When read at the meeting, they serve as a reminder of commitments, responsibilities and background information for continuing discussion.

Minutes are a record of business transacted and should not contain any discussion or a record of what was said. No personal opinion or editorial comments should be included.

A designated officer is responsible for taking minutes at all business meetings and should distribute them to the appropriate parties after the meeting.

Officer Elections And Appointments

- A. Only members in good standing are eligible to serve as chapter officers. Good standing is defined as the fulfillment of all international obligations (payment of annual international alumnae dues or Life Loyal dues) and local alumnae chapter obligations as denoted in the chapter standing rules, if applicable.
- B. Election of officers shall be held no later than May 1.
- C. The elected officers are entered into Beta Base no later than one week after election.
- D. Appointment of committee chairwomen and all appointed officers should be outlined in the chapter's standing rules.
- E. Alumnae chapters should follow the procedures outlined in the chapter's standing rules. If the chapter does not have standing rules, the chapter should use a direct election process.

Officer Transitions

Officer transitions and training are vital to the continuing success and strengthening of the chapter. All incoming and outgoing officers are expected to participate in officer transitions.

Purpose of Officers Transitions

- Maintain effective continuity of the chapter's progress, goals and growth.
- Ensure the successful transfer of important information.
- Build upon the achievements of the outgoing executive board.
- Reinforce positive/productive communication between officers and between the executive council and the chapter.
- Provide an opportunity for incoming officers to plan and establish new goals.
- Create an atmosphere where officers learn to work together effectively.

Components of an officer transition

- A. Outgoing officer prepares for the transition by updating her working notebook.
- B. Incoming officer prepares for the transition by identifying questions she has about the position.
- C. Incoming and outgoing officers have one-on-one meetings to transition materials, supplies and information.
- D. Officer transition meeting where the outgoing and incoming officers can discuss progress on the goals of the chapter.
- E. Incoming officer meeting where the incoming officers can set goals and expectations and plan for the upcoming year.

Working Notebooks

Gamma Phi Beta encourages each officer to have and use a working notebook (either maintained electronically or as a hard-copy binder). It should contain information that will help an officer function more effectively and provide continuity during officer transitions.

The following is a list of basic sections that an efficient working notebook (or electronic files) should contain.

- A. Responsibilities
 1. A copy of the officer's job description from the Officers' Responsibilities Section of the Alumnae Chapter Operations Manual
 2. Beta Base Calendar of Action Items and Dues Dates, if applicable.
- B. Reports and Forms
 1. Calendar of Officers' Responsibilities page in the Procedures section of the Alumnae Chapter Operations Manual
 2. Historical Beta Base reports like the Member Roster, President's Report and Treasurer's Report
 3. Officer goals and accomplishments report.
- C. Statement of Compliance and Standing Rules (if the chapter has adopted standing rules)
- D. Chapter Budget
- E. Correspondence from international officers, including letters received and copies of all letters sent.

F. Meeting agendas and minutes

G. Miscellaneous

1. A chapter calendar
2. Suggestions and ideas
3. Goal setting steps

H. Information specific to each officer

1. The president may want a section for past, present and future agendas and one for goals of the executive council, chapter and each officer.
2. The Panhellenic delegate should have a section for Panhellenic minutes.

How to make each working notebook/electronic file more efficient

A. For notebooks, place the most current information in the front of each section and go chronologically backward.

B. For electronic files, create yearly folders (i.e., 2017, 2018, etc.) and then individual subfolders within each yearly folder for each section topic as noted above.

C. Keep correspondence and reports dating back one year in the working notebook/electronic files and file everything else dating back three or more years.

1. If no files are available, keep all information in the working notebook (or electronically) for four years.

D. Show the incoming officer the resources on the Alumnae section of GammaPhiBeta.org. All resources are reviewed annually and updated, if necessary, by professional staff and volunteers.

Philanthropic Service

“Service to humanity” was one of the original objectives of Gamma Phi Beta’s Founders more than a century ago. This purpose was again emphasized when the Articles of Incorporation were adopted in 1958, listing educational and charitable service among the objects of this organization.

Alumnae chapters can participate in philanthropic service by:

- Serving organizations locally through financial contributions or volunteered time.
- Supporting the Gamma Phi Beta Foundation, philanthropic partners of the Sorority and philanthropic organizations that further Gamma Phi Beta’s philanthropic focus of “Building Strong Girls.”

For more information on philanthropic service in Gamma Phi Beta, visit [GammaPhiBeta.org](https://www.GammaPhiBeta.org).

Public Relations

A well-developed and continually practiced public relations program is essential and expected for every chapter to maintain and execute throughout the year in order to advance a positive image and prestigious reputation within alumnae communities. This requires perseverance year-round to achieve and attain the best representation of who and what Gamma Phi Beta is and to protect our identity.

Starting with the chapter's executive council, public relations are to be addressed in every single aspect of what is done within the chapter. Gamma Phi Beta's brand, who we are and what we say and do, is continually being analyzed. Therefore, each officer and chapter member is to uphold the high standards and expectations set forth by the Sorority. Every action we take as individual members reflects on Gamma Phi Beta at every level and must be quickly assessed and evaluated before proceeding.

Chapters are encouraged to submit photos and stories of positive chapter public relations to gpbmarketing@gammaphibeta.org. This could include, but is not limited to, philanthropic and sisterhood activities, Founders Day events, chapter achievements, awards (individual or chapter), Area Panhellenic involvement and other points of pride. Submissions may be featured in Gamma Phi Beta's marketing materials, such as the website, emails and social media accounts.

Refer to Gamma Phi Beta's **Brand Standards and Style Guide** for detailed public relations information and procedures, including but not limited to understanding brand expectations and proper use of the Gamma Phi Beta brand.

Schedule Of Officer Responsibilities

When	What	Task Description	Where	Note
The fifth of each month	Alumnae Recognition and Awards	Send in nominations for Merit, Service and Loyalty Awards.	Member log-in > Member > Alumnae > Awards > Merit, Service, Loyalty Awards > Nominate a Sister.	Awards received after the fifth will be processed the following month. Please allow five weeks after submitting a nomination to receive the physical certificate in the mail.
Eight weeks before presentation of award or recognition	Alumnae Recognition and Awards	Order official jewelry for alumnae recognition such as Merit, Service, and Loyalty awards, member milestones and officer dangles.	Merit, Service and Loyalty jewelry (requires IH approval) Member Milestone items IIKE Pins Officer recognition dangles	Herff Jones has a six to eight week timeline for items to arrive after processing.
Eight weeks before Initiation	Alumna Initiate Program	Complete required application materials and return to International Headquarters.	Gamma Phi Beta Website > Alumnae > Alumnae Initiate Program	Questions about the program? Email alumnae@gammaphibeta.org
Six weeks before event	Alumnae Recognition and Awards	Request electronic, PDF-format 50-year member recognition certificate(s) through the alumnae supplies request form.	Member log-in > Member > Alumnae > Alumnae Supplies	The certificate may be sent electronically or individuals can choose to print it

				locally for a physical presentation.
Six weeks before event	Founders Day	Register Founders Day celebration on Beta Base.	Beta Base > Chapter Reporting > Chapter Activities > Actions > Register Founders Day Event	
One week after elections	Officer Updates	Submit new officer information via Beta Base. Submit any changes of officers between elections immediately via Beta Base. Installation of officers may occur at a later date.	Step by step instructions	
Within 30 Days	Philanthropy Event Registration and Results	Register philanthropy events and send philanthropy fund donations to International Headquarters in care of the Gamma Phi Beta Foundation, along with the Beta Base generated philanthropy donation report (if applicable).	Beta Base > Chapter Reporting > Chapter Activities > Actions > Register Philanthropy Event and Event Results	
Within 30 Days	Service Hour Submissions	Register service hours in Beta Base .	Beta Base > Chapter Reporting > Chapter Activities > Actions > Register Service Hours	
Within 30 Days	Register General Chapter Event(s)	Submit alumnae chapter general events to Beta Base for quick export when applying to Alumnae Order of the Crescent.	Step by step instructions	
Within 30 Days	Register Chapter Business Meeting(s)	Submit alumnae chapter business meetings to Beta Base for quick export when	Beta Base > Chapter Reporting > Chapter	

		applying to Alumnae Order of the Crescent.	Activities > Actions > Register Chapter Business Meeting	
12/1	IRS Document Submissions	Submit appropriate forms to the Internal Revenue Service for taxes and upload documentation to Beta Base.	Step by step instructions	<i>Required as part of Good Standing.</i>
12/1	Treasurer's Report	Treasurer completes the chapter's Treasurer's Report via Beta Base.	Step by step instructions	<i>Required as part of Good Standing.</i>
12/1	Statement of Compliance	Submit the Statement of Compliance via Beta Base.	Step by step instructions	<i>Required as part of Good Standing.</i>
12/1	Chapter Verification report	Submit the Chapter Verification report via Beta Base.	Step by step instructions	<i>Required as part of Good Standing.</i>
12/1	International alumnae dues reconciliation	Send payment for international alumnae dues collected by the chapter along with the Beta Base generated remittance report to Gamma Phi Beta Sorority, Inc. in order to be considered for good standing...	Step by step instructions	Payments must be processed by December 1 to count towards good standing. Checks mailed for remittance could take four to six weeks to process. Please send your check(s) in the mail as soon as possible to avoid missing the December 1 processing due date
12/1	Founders Day Donation	Send the chapter's Founders Day donation to Gamma Phi Beta Sorority, Inc.		
By May 1	Chapter Election	Elect all chapter officers ensuring that a different member holds the officer of President, Vice President and Treasurer.		<i>Required as part of Good Standing.</i>
By June 1	Alumnae Recognition and Awards	During non-Convention years, send in nominations for Carnation and Honor Roll Awards.		

When applicable	Remit International Alumnae Dues	During fiscal year, August 1 to July 31, collect and send international alumnae dues to Gamma Phi Beta Sorority, Inc. along with the Beta Base generated remittance report.	<u>Step by step instructions</u>	The December 1 date listed above is firm only for determining a chapter's good standing status.
When applicable	Member Record Updates	Update alumnae chapter member contact information in Beta Base as necessary. Encourage individual members to keep their own contact information updated in their Member Profile on GammaPhiBeta.org .		
When applicable	Member Record Updates	Send list of deceased members to gammaphibeta@gammaphibeta.org . Include married name, maiden name, collegiate chapter, address and date of death, if known. Enclose newspaper announcement or other proof. Encourage family members to send their badge to International Headquarters for placement in Gamma Phi Beta archives.		
When applicable	Standing Rules	Submit updated chapter standing rules via Beta Base.	<u>Beta Base ></u> <u>Alumnae Chapter President ></u> <u>Actions ></u> <u>Submit Alumnae Chapter Standing Rules</u>	

Solicitation

Alumnae chapter officers might receive communications or solicitations from outside sources because the contact information for the alumnae chapter is available on Gamma Phi Beta's chapter locator. If this occurs, alumnae chapters are encouraged to communicate with the company or individual to unsubscribe from their messages or let them know that they are not interested.

Members of Gamma Phi Beta also have access to a database of members through the Find a Member feature on the website. This search is not to be used for personal fundraising, soliciting, online voting, commercial purposes or any non-Gamma Phi Beta purpose. If an alumnae chapter officer finds that a member is not abiding by the terms of use, please contact gammaphibeta@gammaphibeta.org.

Songs

Music has been a strong Gamma Phi Beta tradition since the earliest years of the Sorority. Refer to the membership department section of the [GammaPhiBeta.org](https://www.GammaPhiBeta.org) for .mp3 files and sheet music of Gamma Phi Beta songs.

Standing Rules For Alumnae Chapters

Standing rules provide rules related to the details of the administration of the chapter and they can be adopted or changed just like any other motion before the chapter. The standing rules provide the framework for chapter operations and should be considered a living document that will change as the chapter needs change. They govern such chapter procedures as membership, officers, meetings, committees/interest groups, finance and dissolution. The executive council is responsible for maintaining the standing rules.

Established by the alumnae chapter to meet its needs, standing rules should be in writing and reviewed every 2 years and revised (amended) as necessary. Revisions (amendments) may also be made at other times as necessary. Each time an amendment is made, upload the new standing rules to Beta Base.

Content of standing rules

- A. Membership
- B. Officers
 - Elected officers
 - Appointed officers
 - Expectations for officers
- C. Meetings
 - Annual meeting
 - Voting
- D. Committees/Interest Groups
- E. Finances
- F. Dissolution

Revisions (amendments)

Standing rules should be reviewed every two years and revised as needed. In order to amend the standing rules, alumnae chapters must do the following.

- A. Adoption at alumnae chapter business meeting or executive council meeting:
 - President leads discussion.
 - Distribute a copy to each member.
 - Vote to adopt standing rules.
 - Majority vote required.
 - If discussing/voting at an executive council meeting without non-officers present, distribute any changes to dues paying members, at minimum, for comments.
- B. Approval by the alumnae chapter supervisor:
 - President sends standing rules to the alumnae chapter supervisor.
 - Standing rules are in effect after the alumnae chapter supervisor approval is received.
- C. Once approved:
 - Distribute a copy to each alumnae chapter officer. They may be distributed to all alumnae chapter members.
 - Upload the updated version into Beta Base.

Statement Of Compliance

Every alumnae chapter is required to annually agree to and electronically acknowledge a Statement of Compliance. This statement indicates that the alumnae chapter will adhere to all Gamma Phi Beta Sorority, Inc. policies and procedures. The statement reads as follows: “(Name of chapter) Alumnae Chapter of Gamma Phi Beta Sorority hereby agrees to adopt and comply with all rights and responsibilities for alumnae chapters as enumerated in the current Articles of Incorporation, Bylaws and Rules and Procedures of Gamma Phi Beta Sorority.”

- A. The Statement of Compliance should be agreed upon by the alumnae chapter.

- B. The Statement of Compliance replaces the need for local chapter bylaws. The alumnae chapters may adopt standing rules for local governance. A model set of standing rules is found in the Procedures section of the Alumnae Chapter Operations Manual and as an alumnae resource on GammaPhiBeta.org.

The Statement of Compliance is to be electronically acknowledged by a chapter officer via Beta Base each year by December 1.

Job Descriptions



President

Supervisor: Alumnae Chapter Supervisor

Department: Executive

Date Created or Revised: July 2023

Purpose

The chapter president will use her leadership and knowledge of Gamma Phi Beta to ensure all functions of chapter operations are being fulfilled in accordance with the goals of the chapter and serve as the representative of her alumnae chapter to alumnae in her community. She oversees the executive council officers, collegiate relations chairwoman and Alumnae Panhellenic Delegate.

Responsibilities

- Serve as the chapter liaison to Gamma Phi Beta International Sorority, Inc. (including the Sorority, Foundation and Facilities Management Company).
- Supervise the work of the executive council by setting goals for the chapter and officers and leading meetings with the executive council.
- Facilitate the elections process for the alumnae chapter.
- Maintain Beta Base Reporting and the completion of the following reports:
 - President's Report
 - Statement of Compliance
 - Leadership Roster
 - Chapter Profile
 - If no programming chairwoman, Service Form, Philanthropy Donation Form and Founders Day Event Report
- Oversee the process and submission of Convention Awards during Convention years.
- Update and maintain the alumnae chapter's standing rules on an annual basis. Submit updates to Beta Base after approval from Alumnae Chapter Supervisor.
- Maintain alumnae chapter supplies and historical files, including the chapter's charter and ritual supplies.
- If the alumnae chapter only has the three required officers (president, vice president and treasurer), assume the responsibilities of the programming chairwoman, including overseeing the operation of the chapter's interest groups and the Alumnae Panhellenic delegate.

Expectations

- Review the Alumnae Chapter Operations Manual and resources on GammaPhiBeta.org.
- Maintain a working notebook that tracks the alumnae chapter's goals and progress.
- Know the chapter's standing rules and the ways they might guide the work of the role.
- Communicate with the alumnae chapter supervisor assigned to the chapter.
- Understand and practice Gamma Phi Beta's alumnae engagement philosophy.
- Pay international alumnae dues or join Life Loyal.

Preferred Competencies and Experiences

- Previous leadership experience in an organization preferred.

- Engages in decision-making.
- Consults resources when making decisions.
- Identifies chapter needs.
- Implements inclusive practices in chapter activities.
- Desires to try new initiatives or ideas to build alumnae engagement.

Vice President

Supervisor: Chapter President

Department: Executive

Date Created or Revised: July 2023

Purpose

The vice president oversees the tasks and operations of the chair positions in the alumnae chapter and acts as the president in case of absence or disability. She will also coordinate a member information campaign annually through the chapter.

Responsibilities

- Act as president in case of temporary absence or disability of the president.
- Take minutes at any executive council meeting and business meetings.
- Coordinate a member information update campaign through alumnae chapter communications.
- Edit member information in Beta Base as updates are received, including addresses, email and phone number changes.
 - Send information about deceased members to GammaPhiBeta@GammaPhiBeta.org.
- Oversee the membership chairwoman, programming chairwoman and other chairwomen as determined by the alumnae chapter's standing rules.
 - If the alumnae chapter only has the three required officers (president, vice president and treasurer), assume the responsibilities of the membership chairwoman and the technology chairwoman.

Expectations

- Review the Alumnae Chapter Operations Manual and resources on [GammaPhiBeta.org](https://www.GammaPhiBeta.org).
- Maintain a working notebook that tracks the officer's goals and progress.
- Know the chapter's standing rules and the ways they might guide the work of the role.
- Communicate with the chairwomen of the alumnae chapter.
- Understand and practice Gamma Phi Beta's alumnae engagement philosophy.
- Pay international alumnae dues or join Life Loyal.

Preferred Competencies and Experiences

- Previous leadership experience in an organization preferred.
- Engages in decision-making.
- Consults resources when making decisions.
- Identifies chapter needs.
- Implements inclusive practices in chapter activities.
- Desires to try new initiatives or ideas to build alumnae engagement.

Treasurer

Supervisor: President

Department: Executive

Date Created or Revised: July 2023

Purpose

The treasurer works to maintain financial stability of the chapter through remittance of international alumnae dues and disbursements of the chapters.

Responsibilities

- Collect international alumnae dues and local alumnae chapter dues, if the chapter has a bank account.
 - International alumnae dues payments can be remitted by individuals at GammaPhiBeta.org. Collection of local alumnae chapter dues is not required.
 - Send international dues payments collected by the chapter to Gamma Phi Beta's lockbox using the Remittance Report found on Beta Base.
- Manage the Member Roster on Beta Base as international dues payments are submitted.
- Submit the appropriate tax forms to the Internal Revenue Service by December 15 annually, if the chapter has an open bank account.
- Keep records of all collections and disbursements of the alumnae chapter.
- Keep records of bank account information and the chapter's EIN, if collecting local alumnae chapter dues.
- Maintain Beta Base Reporting and the completion of the following reports:
 - Treasurer's Report
 - Form 990 Upload
 - Member Roster

Expectations

- Review the Alumnae Chapter Operations Manual and resources on GammaPhiBeta.org.
- Maintain a working notebook that tracks the chapter's financial history.
- Communicate with the alumnae chapter supervisor about questions relating to dues payments and remittance.
- Know the chapter's standing rules and the ways they might guide the work of the role.
- Understand and practice Gamma Phi Beta's alumnae engagement philosophy.
- Pay international alumnae dues or join Life Loyal.

Preferred Competencies and Experiences

- Previous leadership experience in an organization preferred.
- Understanding of financial best practices and ethics.
- Diligence in organizational management.
- Engages in decision-making.
- Consults resources when making decisions.
- Identifies chapter needs

Alumnae Panhellenic Delegate

Department: Chairwomen

Date Created or Revised: July 2023

Purpose

The alumnae Panhellenic delegate serves as Gamma Phi Beta's representative to the area alumnae Panhellenic organization and liaises between the two groups.

Responsibilities

- Represent the alumnae chapter in the local/area alumnae Panhellenic organization.
- Serve as an officer in the alumnae Panhellenic organization as required by rotation or its bylaws.
- Communicate alumnae Panhellenic group deadlines or events to the appropriate party.
- Refer to the alumnae chapter supervisor with questions regarding alumnae Panhellenic.

Expectations

- Review the Alumnae Chapter Operations Manual and resources on [GammaPhiBeta.org](https://www.GammaPhiBeta.org).
- Have a working knowledge of the Alumnae Panhellenic's governing documents and processes.
- Maintain a working notebook that tracks the officer's goals and progress.
- Know the chapter's standing rules and the ways they might guide the work of the role.
- Communicate with the officers of the alumnae chapter.
- Plan activities and advertise them in an appropriate time frame.
- Understand and practice Gamma Phi Beta's alumnae engagement philosophy.
- Pay international alumnae dues or join Life Loyal.

Preferred Competencies and Experiences

- Communicates with others clearly and effectively.
- Engages in decision-making.
- Consults resources when making decisions.
- Implements inclusive practices in chapter activities.
- Desires to try new initiatives or ideas to build alumnae engagement.

Collegiate Relations Chairwoman

Supervisor: President

Department: Chairwomen

Date Created or Revised: July 2023

Purpose

The collegiate relations chairwoman seeks to build relationships between the alumnae chapter and a collegiate chapter in order to encourage lifetime engagement with Gamma Phi Beta.

Responsibilities

- Work with the collegiate chapter's alumnae relations chairwoman to attend or plan events hosted by the collegiate chapter, including but not limited to:
 - Recruitment aid
 - Initiation
 - Homecoming
 - Senior Celebration
 - PACE meeting attendance
 - Founders Day
 - Mentorship programs as determined by the collegiate chapter
 - General alumnae events
- Publicize these events to the alumnae in the area of the collegiate chapter and include activities on the chapter's calendar.

Expectations

- Review the Alumnae Chapter Operations Manual and [resources on GammaPhiBeta.org](https://www.gammaphibeta.org).
- Maintain a working notebook that tracks the officer's goals and progress.
- Communicate with the officers of the alumnae chapter and the collegiate chapter.
- Plan activities and advertise them in an appropriate time frame.
- Understand and practice Gamma Phi Beta's alumnae engagement philosophy.
- Pay international alumnae dues or join Life Loyal.

Preferred Competencies and Experiences

- Communicates with others clearly and effectively.
- Encourages participation and leadership from collegiate chapter leaders.
- Organized and detail-oriented in event planning.
- Engages in decision-making.
- Consults resources when making decisions.
- Identifies chapter needs and builds activities around those.
- Implements inclusive practices in chapter activities.
- Desires to try new initiatives or ideas to build alumnae engagement.

Membership Chairwoman

Supervisor: Vice President

Department: Chairwomen

Date Created or Revised: July 2023

Purpose

The membership chairwoman works to build alumnae engagement in the geographic area of the chapter by developing a recruitment and retention plan for the chapter, maintaining contact lists of members and communicating with area alumnae.

Responsibilities

- Plan and implement a membership recruitment and retention plan to increase alumnae engagement.
- Utilize the area alumnae report in Beta Base to identify sisters new to the area or members that haven't been previously contacted.
- Contact new alumnae to the area or those who are not a part of the chapter and invite them to events.
- Follow up with alumnae who attend events to invite them to other events or to join the chapter.
- Coordinate a newsletter to be distributed to all alumnae in the area that includes information about the alumnae chapter and ways to be engaged.
- Use Beta Base to receive updated contact information for alumnae and update distribution lists as information is sent.
- Keep record of members who no longer wish to receive communications from the alumnae chapter and remove them from chapter communications.

Expectations

- Review the Alumnae Chapter Operations Manual and resources on [GammaPhiBeta.org](https://www.gammaphibeta.org).
- Maintain a working notebook that tracks the officer's goals and progress.
- Know the chapter's standing rules and the ways they might guide the work of the role.
- Communicate with the officers of the alumnae chapter.
- Understand and practice Gamma Phi Beta's alumnae engagement philosophy.
- Pay international alumnae dues or join Life Loyal.

Preferred Competencies and Experiences

- Communicates with others clearly and effectively.
- Engages in decision-making.
- Consults resources when making decisions.
- Identifies chapter needs and builds activities around those.
- Implements inclusive practices in chapter activities.
- Desires to try new initiatives or ideas to build alumnae engagement.

Philanthropy Chairwoman

Supervisor: Vice President

Department: Chairwomen

Date Created or Revised: July 2023

Purpose

The philanthropy chairwoman works to build a relationship with the Sorority's philanthropic partner in the area of the alumnae chapter and make the Sorority's philanthropic focus of Building Strong Girls relevant in philanthropic activities.

Responsibilities

- Plan philanthropy and service events with Gamma Phi Beta's philanthropic partner, Girls on the Run, or another organization that supports the philanthropic focus of Building Strong Girls.
- Remit funds raised from philanthropy events through the Gamma Phi Beta Foundation.
- Work with the programming chairwoman or president to have philanthropic activities added to the chapter's calendar.
- Maintain Beta Base Reporting and the completion of the following reports:
 - Service Form
 - Philanthropy Donation Form

Expectations

- Review the Alumnae Chapter Operations Manual and resources on GammaPhiBeta.org.
- Maintain a working notebook that tracks the officer's goals and progress.
- Know the chapter's standing rules and the ways they might guide the work of the role.
- Communicate with the officers of the alumnae chapter.
- Plan activities and advertise them in an appropriate time frame.
- Understand and practice Gamma Phi Beta's alumnae engagement philosophy.
- Pay international alumnae dues or join Life Loyal.

Preferred Competencies and Experiences

- Communicates with others clearly and effectively.
- Organized and detail-oriented in event planning.
- Engages in decision-making.
- Consults resources when making decisions.
- Identifies chapter needs and builds activities around those.
- Implements inclusive practices in chapter activities.
- Desires to try new initiatives or ideas to build alumnae engagement.

Programming Chairwoman

Supervisor: Vice President

Department: Chairwomen

Date Created or Revised: July 2023

Purpose

The programming chairwoman works to plan and implement activities for the alumnae chapter based on the wishes and needs of area alumnae.

Responsibilities

- Plan events for area alumnae, which could include social, philanthropy, service or educational events.
 - Remit funds raised from philanthropy events through the Gamma Phi Beta Foundation, if there is no philanthropy chairwoman.
- Plan events with a collegiate chapter, if there is not a collegiate relations chairwoman.
- Survey members' interest to create programming ideas and implementing events based on the findings.
- Maintain a calendar of activities that is distributed to area alumnae.
- Plan a Founders Day event for area alumnae.
- Implement and oversee interest groups of the alumnae chapter, if determined necessary by the membership.
- Maintain Beta Base Reporting and the completion of the following reports:
 - Founders Day Event Report
 - If there is no philanthropy chairwoman, Service Form and Philanthropy Donation Form

Expectations

- Review the Alumnae Chapter Operations Manual and resources on GammaPhiBeta.org.
- Maintain a working notebook that tracks the officer's goals and progress.
- Know the chapter's standing rules and the ways they might guide the work of the role.
- Communicate with the officers of the alumnae chapter.
- Plan activities and advertise them in an appropriate time frame.
- Understand and practice Gamma Phi Beta's alumnae engagement philosophy.
- Pay international alumnae dues or join Life Loyal.

Preferred Competencies and Experiences

- Communicates with others clearly and effectively.
- Organized and detail-oriented in event planning.
- Engages in decision-making.
- Consults resources when making decisions.
- Identifies chapter needs and builds activities around those.
- Implements inclusive practices in chapter activities.
- Desires to try new initiatives or ideas to build alumnae engagement.

Technology Chairwoman

Supervisor: Vice President

Department: Chairwomen

Date Created or Revised: July 2023

Purpose

The technology chairwoman builds an alumnae chapter's online presence by maintaining social media accounts, websites and email platforms to engage members digitally.

Responsibilities

- Oversees and posts to any social media accounts owned by the alumnae chapter.
- Maintains the alumnae chapter's website and updates it as necessary with relevant content.
- Helps with designing or sending newsletters using services like MailChimp or Emma.
- Serves as the chapter's resource on technological questions and helps officers understand tools they can use to do their roles.

Expectations

- Review the Alumnae Chapter Operations Manual and resources on [GammaPhiBeta.org](https://www.gammaphibeta.org).
- Maintain a working notebook that tracks the officer's projects and progress.
- Share passwords of accounts and login instructions with the executive council.
- Communicate with the officers of the alumnae chapter.
- Plan activities and advertise them in an appropriate time frame.
- Understand and practice Gamma Phi Beta's alumnae engagement philosophy.
- Pay international alumnae dues or join Life Loyal.

Preferred Competencies and Experiences

- Experience with social media or websites is preferred.
- Communicates with others clearly and effectively.
- Consults resources when making decisions.
- Identifies chapter needs and builds solutions around them.
- Implements inclusive practices in chapter activities.
- Desires to try new initiatives or ideas to build alumnae engagement.



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