

Gamma Phi Beta Sorority, Inc.

Rules and Procedures

2018

GAMMA PHI BETA SORORITY

RULES AND PROCEDURES

MEMBERSHIP (Bylaws - Article II)

1. PLEDGING (Section 2)

- a. Academic Requirement – An entering freshman must not be simultaneously enrolled in high school and attending college, be an undergraduate regularly matriculated according to the definition of matriculated established by that institution and have a minimum 2.8 high school cumulative grade point average (on a 4.0 scale) to be eligible for pledging. Other students must have a minimum 2.4 college or university cumulative grade point average (on a 4.0 scale) to be eligible for pledging. Exceptions may be made with approval of the chapter advisor and the collegiate chapter supervisor. In the case of new chapters, exceptions may be made at the discretion of the extension recruitment team with approval of the collegiate chapter supervisor. Collegiate chapters are strongly encouraged to set a minimum high school cumulative grade point average of at least 3.0 (on a 4.0 scale) for entering freshmen and a minimum of the all-women’s or all-sorority average, whichever is higher, for other students.
- b. Eligibility – Any woman shall be eligible for pledging, provided she is not, and has never been, an initiated member of an existing National Panhellenic Conference (NPC) fraternity/sorority.
- c. Pledging Ceremony – A collegiate chapter or new chapter may conduct a pledging ceremony. Pledging by a new chapter must be conducted under the supervision of at least one initiated member. An alumnae chapter may conduct a pledging ceremony for an alumna initiate or new chapter.
- d. New Member Period – The new member period of a candidate shall extend for one calendar year. If the candidate is not initiated within the year, her candidacy shall lapse and she may not enjoy the privilege of being a new member.
- e. Renewal of Pledge – A new member whose pledge has lapsed due to failure to fulfill the requirements of the chapter for Initiation may be renewed only after these requirements have been met. If a chapter wishes to re-pledge such a candidate, the regular method of selection to membership shall be followed.

2. INITIATION (Section 2)

- a. Approval
 - (1) Collegiate Initiates – A collegiate chapter’s Initiation week activities and Initiation plans and the date for Initiation must be submitted via Beta Base at least two (2) weeks prior to the commencement of Initiation week. Prior to Initiation, both the Initiation week activities and Initiation are permitted as long as all financial and other requirements outlined in Beta Base are fulfilled.
 - (2) Alumnae Initiates – The Membership Review Committee and the initiating collegiate chapter or a local alumnae chapter shall approve the membership of the alumna initiate. The collegiate chapter shall approve the Initiation of each alumna initiate. Alumnae initiates may only be initiated into a collegiate chapter that is currently active.
- b. Initiations Allowed – Initiation ceremonies shall be limited to one in each regular term unless special permission for additional Initiation ceremonies is granted by the chapter’s collegiate chapter supervisor.
- c. Membership Certificates – Upon payment of the membership fee, badge fee and signing of the Loyalty Pledge, each initiate shall receive a membership certificate from International Headquarters.

- d. Badges – Each initiate will order a badge through the Sorority at the time of her Initiation as a symbol of her membership. The badge is the property of the Sorority. Leasehold is taken by each member at the time of Initiation.
 - e. Initiations – Initiation ceremonies shall be conducted exclusively by collegiate chapters.
3. MEMBERSHIP STATUS (Section 2)
- a. If a member returns to the college or university of her chapter of Initiation after an absence, she automatically continues as a collegiate member of that chapter and must fulfill all obligations of membership unless:
 - (1) She affiliated with a second chapter, or
 - (2) Her original academic class graduated, or
 - (3) She has graduated from college with a bachelor's degree
 - b. Affiliate
 - (1) If a member who affiliated with a second chapter transfers back to the college or university of her initiating chapter, she may be re-affiliated by her initiating chapter, provided all affiliation procedures are followed.
 - (2) If a member who resigned her membership is reinstated, and her original academic class has not yet graduated, she will follow the affiliation process in order to be considered a collegiate member of her initiating chapter or of the chapter at the school where she is currently enrolled.
 - (3) If after a suspension period when the member's request to remain a member is granted, and her original academic class has not yet graduated and she is still attending the school of her initiating chapter, she resumes her collegiate status. Only if she is attending another school will she follow the affiliation process should she desire to resume her collegiate member status.
 - c. Transfer – If a member transfers to another college or university without a Gamma Phi Beta chapter and is able to fulfill the obligations of membership at her initiating chapter, she may remain a member of that chapter, provided Panhellenic and university regulations permit.
 - d. Graduate or Fifth-Year Student – Any graduate member, or any member who is in her fifth or sixth year of college, or any member whose original academic class has graduated, may remain or become an active member of a collegiate chapter for one year by a two-thirds vote of the chapter.
 - e. Alumna Status – An initiated collegiate member is granted alumna status as follows:
 - (1) Upon graduation from college (even if she completes her bachelor's degree in less than four years).
 - (2) Upon completion of four years of college (whether or not at the school of her initiating chapter).
 - (3) Her original academic class has graduated (regardless of pledge date).
 - (4) For whatever reasons, she leaves the school of her collegiate chapter prior to graduation (whether or not she has completed her bachelor's degree).
 - (5) Upon transfer to another school (whether or not there is a Gamma Phi Beta chapter on campus).
 - (6) Upon completing a membership suspension period and her original academic class has graduated.
 - (7) Upon reinstatement after a resignation period.
 - (8) Upon falling below the minimum full-time student requirement as outlined in the chapter's bylaws per a college/university/College Panhellenic policy pertaining to full-time student status for participation in student organizations.
 - (9) In the case of the reorganization of a collegiate chapter, International Council may confer alumnae status upon any member of said chapter. Members so designated shall remain alumnae unless special permission for a change in status is granted by International Council.
 - (10) Should a collegiate chapter close, alumnae status shall be conferred upon members of the chapter at the time of the closing.

(11) Under special circumstances, International Council may grant alumnae status to any collegiate member.

4. RESIDENCE REGULATIONS

- a. Gamma Phi Beta housing facilities are maintained for the benefit of Gamma Phi Beta members and new members who are students at the university where the chapter is located. Consequently, only members and new members who are full-time students and/or counted in the chapter's Panhellenic Total at such university have both the privilege and the obligation of residing in the housing facility. Exceptions to this rule (including, but not limited to, housing of alumnae, fifth- and sixth-year students, graduate students and non-members) may only be granted upon the concurrent approval of the collegiate chapter, the affiliated house corporation or local facilities advisory committee, upon consultation with the Gamma Phi Beta Facilities Management Company. In the event an exception is granted, any such individual must agree to abide by all Gamma Phi Beta policies and procedures.
- b. Gamma Phi Beta does not consider an apartment or a neighborhood house where a group of members live to be an official Gamma Phi Beta residence or annex even though members may call it the annex or otherwise refer to it as a Gamma Phi Beta facility. Such a dwelling arrangement is strictly an agreement between the individual renters and the landlord; the Sorority is not a party to the contractual relationship. If the renters announce any kind of event that could be construed as a Sorority gathering at such a residence, that event must follow the Sorority policies required for any third-party venue and members taking part in the event will be held accountable for adherence to those policies.
- c. The affiliated house corporation or Gamma Phi Beta Facilities Management Company, as applicable, is responsible for determining the number of women needed to fill the specific facility. The chapter is responsible for filling the facility and determining who those women will be. The chapter bears the financial responsibility for those rooms or beds left unfilled.
- d. Members of collegiate chapters which operate a facility are required to live in Sorority housing during their entire residency as undergraduate students unless:
 - (1) They are living with their parent or guardian at the parent's or guardian's primary residence, or
 - (2) University or college rules require otherwise, or
 - (3) University employment with living requirement prevents, or
 - (4) The facility is full, as determined by the affiliated house corporation or Gamma Phi Beta Facilities Management Company, as applicable.

5. EXCUSED STATUS

- a. Chapter Financial Obligations – May be granted, in rare instances, to an initiated member for local chapter dues only, because of financial hardships. The procedure shall be as follows:
 - (1) The applicant must submit a written statement to the executive council documenting her inability to pay chapter dues and fees.
 - (2) Upon recommendation of the executive council, approval must be secured from the financial advisor and chapter advisor
 - (3) The chapter may request the signing of a note, or if applicant is a minor, the note should be signed by a parent or guardian.
 - (4) Excuses are valid for one term (semester, quarter, etc.) only and must be renewed prior to the beginning of each term.
 - (5) All international obligations and local facilities fees must be paid.
 - (6) Chapter meetings must be attended and all other duties as a member fulfilled.
- b. Chapter Meetings and/or Chapter Activities – May be granted, in rare instances, to an initiated member. The procedures shall be as follows:

- (1) The applicant must submit a written statement to the executive council documenting her inability to attend chapter meetings and/or activities.
 - (2) Upon recommendation of the executive council, approval must be secured from the chapter advisor.
 - (3) Excuses are valid for one term (semester, quarter, etc.) only and must be renewed prior to the beginning of each term.
 - (4) All local and international financial obligations must be met.
 - (5) Members selecting courses of study which are held at the same time as chapter meetings when the same course is available at another time period will not be excused.
- c. Non-Resident Members – A non-resident member is a member that enrolls in another school for course work including but not limited to study abroad, cross-enrollment or simultaneous enrollment courses. A non-resident member status may be granted to an initiated member from chapter responsibilities and/or local financial and/or housing obligations if her course of study requires that she is away from campus for a term or longer. The procedure shall be as follows:
- (1) Approval must be secured from the chapter advisor and financial advisor.
 - (2) Students studying abroad do not pay international dues for the term (semester, quarter, etc.) they are abroad.
 - (3) All international facilities fee payments must be paid.
- d. Special Circumstances – Any special cases not falling in the above three categories but meriting consideration for excused status must be approved by the chapter advisor, financial advisor and collegiate chapter supervisor.
- e. College Panhellenic Reporting – Non-resident members or members on excused status for an academic year for reasons mentioned in 5.c. or for some special circumstances shall not be included on the chapter roster submitted to the College Panhellenic. Upon return to campus, the member will be placed back on the chapter roster submitted to the College Panhellenic.

6. RESIGNATIONS (Section 2)

(Please consult the Collegiate Operations Manual for additional discipline procedures.)

- a. Submission – A member wishing to resign shall submit a request for resignation on the appropriate Sorority form. It shall be the duty of a member submitting a voluntary resignation and of the chapter president and the chapter advisor to consult about the matter, and if the chapter president and the chapter advisor shall determine that there is good cause for such submission or that it is in the best interest of the Sorority that the resignation be accepted, they shall sign the resignation. Should the chapter president and chapter advisor determine there is not good cause for the resignation, they will discuss with the member and come to a mutual resolution to the situation. A resignation shall become effective upon verification by International Headquarters of a dated resignation form bearing the resigning member's signature. The badge and membership certificate of the resigning member shall be returned to International Headquarters.
- b. Outstanding Financial Obligations – If resignations are received by International Headquarters showing outstanding financial obligations, the member will be sent a letter from International Headquarters giving her the opportunity to pay the money owed within 15 calendar days. If the member pays money owed, her request will be processed as a resignation. However, because a member may not resign if she is not in financial good standing, International Council will vote on termination of membership for outstanding financial obligations if payment is not received.

7. MEMBER DISCIPLINE (Section 2)

(Please consult the Collegiate Operations Manual for additional member discipline procedures.)

- a. Membership Review Committee – The committee is composed of three Gamma Phi Beta alumnae appointed by International Council to review requests for international disciplinary action from chapters, alumnae initiate applications and requests for early alumna status and make a recommendation for action to International Council. Member resignation requests resulting in

termination recommendations due to outstanding financial obligations are referred directly to International Headquarters for processing.

- b. Discipline Recommendations and Action – All member discipline recommendations from collegiate or alumnae chapters shall be signed by the respective chapter president and include documentation that all steps were followed. In the case of a collegiate chapter recommendation, the collegiate financial vice president, chapter advisor and financial advisor shall also sign the recommendation. In the case of an alumnae chapter recommendation, the chapter's alumnae chapter supervisor shall also sign the recommendation.
 - (1) The collegiate chapter's executive council, advisors, regional volunteers, international team leader – new chapter operations, international team leader-regional operations, members of International Council or professional staff may initiate disciplinary action against a collegiate member, including immediate referral to a collegiate chapter's executive council or the Membership Review Committee.
 - (2) The alumnae chapter's officers, alumnae chapter supervisor, alumnae engagement team leader, collegiate chapter advisors, regional/new chapter volunteers, a member of International Council or professional staff may initiate disciplinary action against an alumna member through a referral to the Membership Review Committee.
 - (3) During an investigative visit, the investigative team may recommend a member for local probation, suspension or termination. The recommendation will go to the executive council or Membership Review Committee as appropriate. If referred to the Membership Review Committee the case will follow paragraphs 7d and 7e.
- c. Special Circumstances – In extreme circumstances when there is reasonable belief that a collegiate or alumna member has committed a serious violation(s) of federal, state, provincial or local laws, university policies and/or Gamma Phi Beta policies such that swift action is necessary, International Council may execute a member suspension or termination by unanimous vote without review by the Membership Review Committee.
- d. Notification – When International Headquarters receives completed written documentation for international disciplinary action against a member, the accused member shall be notified in writing that International Council plans to consider disciplinary action against her.
- e. Membership Review Committee Hearing
 - (1) The accused member may, within 10 calendar days after receipt of such notice, request a hearing before the Membership Review Committee. Such a request by a member shall be in writing and shall be mailed or delivered to designated professional staff at Gamma Phi Beta International Headquarters. The hearing is to be held within two months after receipt of the request for the hearing or within such further time as the accused member and the Membership Review Committee may mutually determine.
 - (2) The hearing may be held via video conference. Written notice of the time and place of the hearing shall be given to the accused member at least 15 calendar days prior to the hearing. All expenses of the accused member in connection with attendance at and participation in the hearing shall be borne by the member.
 - (3) When an accused member has been provided with notice of the time and place of the hearing, International Headquarters may, on behalf of the Membership Review Committee, inquire of the member in writing whether she intends to appear or present a defense at the scheduled hearing. An accused member's indication that she will not appear or present a defense at a scheduled hearing, or an accused member's failure to respond to such an inquiry at least seven calendar days before the scheduled hearing, shall be deemed a waiver of her right to such a hearing.
 - (4) In the event that a member refuses delivery of mailed notice, or in the event that a mailed notice cannot be delivered because of a change of address of which the member has not provided to International Headquarters, the mailed notice shall be deemed delivered. It is the member's responsibility to provide International Headquarters with current contact information.

(5) The hearing shall be conducted in a fair and reasonable manner affording the accused member an opportunity to present a defense and to challenge the information presented against her. The hearing may include consideration of the record of the case developed at the local level, if any, and may also include presentation of such additional relevant information or testimony as may be offered and deemed appropriate by International Council or the Membership Review Committee, including statements from the chapter on its rationale for the original decision. In addition, the chapter shall be given the opportunity to rebut any new information submitted by the member. Only a direct witness to the incident may accompany the accused member during the hearing. Neither the Sorority nor the accused member shall be represented by legal counsel during the hearing. No technical rules of evidence will apply at the hearing.

f. Disposition

(1) Following the international discipline hearing before the Membership Review Committee, the Membership Review Committee shall forward to International Council the record of its proceedings and shall recommend to International Council a decision on the case. International Council may accept, modify or reject the recommendation of the Membership Review Committee, and the decision of International Council shall be final.

(2) Following the international discipline hearing before the Membership Review Committee, or if there was no hearing because the member chose not to attend, International Council shall proceed to render a final decision in the case and, in the event that disciplinary action is deemed appropriate, to prescribe the penalty, which may include international suspension or expulsion. The severity of the penalty shall correspond to the seriousness of the member's misconduct. The member shall receive prompt written notice of this action. Any penalty prescribed by International Council shall be effective at the time designated in the notice.

8. REINSTATEMENT

- a. A former member who resigned her membership and is granted reinstatement is reinstated as an alumna member. If a former member's membership is reinstated while she is an undergraduate, she may affiliate with any collegiate chapter, affiliation procedures shall be followed. Reinstatement may be granted upon receipt of the reinstatement fee and purchase of a badge through the Sorority.
- b. A former member whose membership has been terminated due to unfulfilled financial obligations may seek reinstatement of her membership, provided those financial obligations have been paid.
- c. Only former members who have resigned with an endorsement for reinstatement or whose memberships have otherwise been terminated for financial reasons are eligible for reinstatement.
- d. Requests for reinstatements before two years have elapsed, will be considered by International Council only after input is received from the chapter officers and advisors who signed the resignation form.

9. ALUMNAE INITIATES (Section 2) – An application for an alumna initiate is valid for a period of one year. If Initiation has not occurred within that time, a new application must be submitted in order to keep the application active.

COLLEGIATE CHAPTERS (Bylaws - Article III)

10. GRANTING OF CHARTERS (Section 1-4)

- a. Formation of a New Chapter – International Council, after input from Extension Committee, shall be the voting body to act on the formation of a new chapter by recruitment or the acceptance of the petition of a local group.
- b. Petitioning Local – When a local group desiring to petition to establish a new chapter communicates with Gamma Phi Beta, the director of Sorority Growth shall arrange adequate investigation with agreement of the Extension Committee. If, after the investigation, the facts presented warrant,

International Council shall accept the petition by an affirmative vote. This local group, when pledged, shall be known as a Gamma Phi Beta new chapter.

- c. Name – Collegiate chapter names may be assigned to a new chapter to facilitate the formation of a local facilities advisory board or acquisition of a housing facility.
- d. Charter – A charter granted to a new chapter for the establishment of a collegiate chapter shall contain the following:

Be it known that Gamma Phi Beta Sorority, Inc. hereby authorizes the granting of this Charter for a chapter of the Sorority, to be known as (collegiate chapter name) at the (name of college/university) and confers upon said chapter the privilege of holding meetings, transacting business, receiving members and performing all other acts in accordance with the articles of incorporation, bylaws and rules and procedures of the Sorority.

The granting of any such charter shall obligate the chapter, with the aid of local alumnae, to set up and establish governing documents that contain terms as may be required by the Sorority's articles of incorporation, bylaws, rules and procedures and policies.

11. CHAPTER PROBATION (Section 6) – In the event that International Council places any chapter on probation, the managing director of Risk and Policy shall specify the terms of the probation in writing to the chapter. The probation terms may include educational programming, social restrictions or other sanctions commensurate with the violations involved.

12. CHARTER REVOCATION AND SUSPENSION (Section 7)

- a. Allegations – If any alleged conduct as outlined in the Bylaws is brought to the attention of International Council or professional staff which would involve possible charter revocation or suspension, the managing director of Risk and Policy shall at once conduct or cause to be conducted an investigation and shall designate one or more persons, not to exceed eight in number, to investigate and make recommendations to International Council. This investigating authority shall, prior to making any recommendations, give reasonable notice of the allegations to the chapter and provide an opportunity for the chapter or its representatives to be heard and present its defenses, if any, to such charges.
- b. Notice of Action and Sanctions – After the investigation is completed, the investigating authority shall make a written recommendation to International Council. International Council may either determine that no action shall be taken, or that action shall be taken and prescribe the sanctions, including probation, suspension, charter revocation, suspension fine or other disciplinary action. International Council shall give prompt written notice of such action to the chapter. The sanctions shall become effective at the time designated in the notice.
- c. Appeal – Within 21 calendar days of receiving the notice of action a chapter may appeal the decision of International Council. Such appeal shall be made in writing and shall be delivered to the executive director at International Headquarters. The appeal may be heard by International Council at any regular or special meeting held within two months of receipt of the notice of appeal or within such further period of time as the parties may mutually determine. The managing director of Risk and Policy will provide notice of the time and place of the appeals hearing. During the hearing, International Council will review the case as previously presented, and any additional evidence or testimony as may be offered. The decision on the appeal shall be made by International Council within 14 calendar days of the hearing and such decision shall be final. The chapter is responsible for any expenses involved in an appeal.
- d. Revocation or Suspension Appeal – In the event a chapter shall appeal a charter revocation or suspension, such revocation or suspension shall remain in place pending final disposition of the appeal. International Council may appoint a special advocate to assist the chapter with the appeal.

process. During the appeal process, the chapter shall not have the right to pledge or initiate women as members of Gamma Phi Beta. In the event of probation, the penalties shall not be suspended during the revocation or suspension appeal.

- e. No Appeal – In the event that no appeal is filed within the time specified, the original decision of International Council becomes final. In the event that the chapter fails to appear to present any defense, International Council may dismiss the appeal or proceed to review the case and make its final decision.

13. GOVERNMENT (Section 11)

- a. Financial Obligations – If a member is unable to fulfill her financial obligations and is granted excused financial status, her international obligations must still be met, either by the member or from chapter funds.
- b. Nominations – No later than October 1 of each year a nominating committee shall be formed composed of the chapter advisor and one initiated representative elected by each academic class. A list of candidates, one for each office, shall be presented. Each candidate's eligibility for an elective office shall be verified by the collegiate chapter supervisor before her election, whether at regular election time or to fill a vacancy.
- c. Elections and Appointments – The executive council of the collegiate chapter shall consist of the president, administrative vice president, education vice president, financial vice president, membership vice president, Panhellenic affairs vice president and public relations vice president. Should chapter size dictate, with the approval of the collegiate chapter supervisor, the executive council may consist of a minimum of president, administrative vice president and financial vice president. They shall be elected no later than December 31 of each year. The remaining officers may be elected or appointed as the chapter shall determine by vote. If such officers are to be appointed, the appointments shall be made by the newly-elected president of the chapter, subject to the approval of the elected officers. All such appointments shall be made within the two weeks following officer transitions.
- d. Eligibility for Office – In order for a member of a collegiate chapter to be qualified for any of the foregoing offices, she shall be in good standing. In the term preceding her election or appointment she shall have made at least the scholastic average required for graduation and shall maintain this average each term in order to remain in office, unless granted special permission by the chapter's collegiate chapter supervisor. The chapter may set higher academic requirements in its standing rules than specified here. In order to verify fulfillment of the preceding conditions, each nominee and officer shall submit a statement regarding her academic good standing and scholastic average, which should be verified by the chapter's academics chairwoman.
- e. Term of Office – The term of office shall be one year.
- f. Installation – The officers of the collegiate chapters shall be installed any time after the election but no later than the first regular meeting in March.
- g. Duties – The duties of the officers of the collegiate chapters shall be those which may be provided for in the bylaws, the rules and procedures, the Collegiate Operations Manual or such as usually pertain to the respective offices. If a chapter fails to comply with an established deadline, an authorized sorority volunteer or professional staff may contact the chapter at the chapter's expense asking for immediate compliance.
- h. Mentor – The president of each collegiate chapter shall appoint a mentor for the next regular meeting with Ritual. The mentor shall prepare a written and unsigned report which shall be a constructive discussion of the attitude of the chapter toward any problem. The mentor's name shall be known only to the president, who shall read the report at the chapter meeting and then place it in the chapter files.
- i. Executive Council – Each collegiate chapter shall provide for the membership of its executive council, which shall be the seven elected officers listed in 13c, unless an exception is approved by the chapter's collegiate chapter supervisor. The chapter president shall be chairwoman.

- j. Vacancies – An office may be declared vacant for cause by the collegiate chapter supervisor with approval of the regional or new chapter team leader. Vacancies in elective offices shall be filled by following the procedures for regular nominations and elections. Vacancies in appointive offices shall be filled by following the procedures for appointments. In the case that the entire executive council is removed from office, the collegiate chapter supervisor and chapter advisor shall appoint interim officers until the chapter is authorized by the collegiate chapter supervisor to hold elections, which may not be until the following election cycle.

14. MEETINGS

- a. New Member Meetings – During the period prior to Initiation, new members shall hold regular weekly meetings presided over by the new member educator.
- b. Quorum and Voting – A majority of the members (which shall include initiated and new members) in good standing shall constitute a quorum. Only members in good standing may vote or transact chapter business in chapter and membership selection meetings. New members in good standing may vote on all chapter business, including chapter officer elections. New members may not vote in membership selection.

15. PLEDGING QUOTA/TOTAL

- a. Quota – International Gamma Phi Beta expects each collegiate chapter to pledge 100 percent of Panhellenic Quota during each academic year.
- b. Recruitment Style – When a recruitment style is utilized that does not stipulate a specific Quota, each collegiate chapter shall pledge the maximum number allowed by the College Panhellenic.
- c. Total – International Gamma Phi Beta expects each collegiate chapter to pledge to and remain at Total during each academic year.

16. CHAPTER SUPERVISION (Section 12)

- a. Chapter Advisory Board – Each chapter shall have an advisory board. All advisors shall be appointed annually.
 - (1) Chapter Advisor – The chapter’s collegiate chapter supervisor shall appoint the chapter advisor for her assigned chapters.
 - (2) Other Advisors – The chapter advisor shall appoint the other advisors on the advisory board.
- b. Chapter Supervision – At any time, the managing director of Risk and Policy, after consultation with the respective regional team leader, may approve one or more risk and policy specialist or other volunteer and/or place a collegiate chapter on supervision status.
- c. New Chapter Status – Every new chapter shall be placed on new chapter status under the direction of a collegiate chapter supervisor for a period of time until the chapter is prepared for transition into the region.

ALUMNAE CHAPTERS (Bylaws - Article IV)

17. GRANTING OF CHARTERS (Section 1)

- a. Requirements – In order to petition for a charter, an alumnae chapter must have a minimum of six members in good standing.
- b. Procedure – A petition containing the name of the chapter, approved by the alumnae engagement team leader, and the names of the petitioning charter members shall be submitted to International Headquarters. A petition for an alumnae chapter is valid for one calendar year. If installation has not occurred within one calendar year, a new petition must be submitted in order to keep the petition active.
- c. Charter – A charter granted to a local group for the establishment of an alumnae chapter shall contain the following:

This is to certify that a charter is hereby granted to (name of chapter) Alumnae Chapter by International Council of Gamma Phi Beta Sorority, Inc., which confers upon said chapter the privilege of holding meetings, transacting business and doing all other acts in accordance with and subject to the articles of incorporation, bylaws and rules and procedures of the Sorority.

18. GOVERNMENT

- a. Nominations – A nominating committee shall be formed by February 1. It shall present nominations for elected chapter officers not later than March 1.
- b. Elections and Appointments – The elected officers of each alumnae chapter shall be elected no later than May 1. The officers of an alumnae chapter shall include: president, vice president and treasurer and may include alumnae references committee chairwoman, membership vice president, program vice president, public relations vice president, alumnae-collegiate relations chairwoman, corresponding secretary, *The Crescent* correspondent, historian, Panhellenic affairs vice president and philanthropy chairwoman. Any remaining officers shall be appointed by the president with the approval of the executive council.
- c. Eligibility for Office or as Delegate – No alumnae chapter member serving as an elected or appointed officer, committee member or delegate to Convention or special meetings shall serve until the member is certified in good standing.
- d. Duties – The duties of officers of the alumnae chapter shall be those which may be provided for in the International Bylaws, the Rules and Procedures, the Alumnae President's Book or such as usually pertain to the respective offices. Each alumnae chapter shall be responsible for sending articles to the editor of *The Crescent*.
- e. Quorum and Voting – Each alumnae chapter may determine the number of members which shall constitute a quorum. Only members in good standing may vote or transact business.
- f. Chapter Name – A request for a change in a chapter's name must be submitted to International Council for approval.
- g. Statement of Compliance – All statements in governing documents, including the policies and procedures outlined in the Alumnae President's Book, should be adhered to by the alumnae chapter officers and members.

AFFILIATED HOUSE CORPORATIONS (Bylaws - Article V)

19. AFFILIATED HOUSE CORPORATIONS

- a. Members – All members, if any, of a Gamma Phi Beta affiliated house corporation shall be members in good standing of Gamma Phi Beta Sorority. Termination of membership in the Sorority shall also terminate the member's rights as a member of an affiliated house corporation, if said corporation has members.
- b. Board Composition – At least three directors of an affiliated house corporation board shall be alumnae members of the Sorority in good standing. All other directors shall be elected or appointed pursuant to the affiliated house corporations' governing documents.
- c. Fire Sprinkler Systems in Gamma Phi Beta Facilities – All facilities owned or operated by the Sorority, Gamma Phi Beta Facilities Management Company or by affiliated house corporations with live-in capability are required to be fitted with a fire sprinkler system by December 31, 2015.
- d. Borrowing – Affiliated House Corporations may not borrow more than \$10,000 from any source or sources without the prior approval of the Facilities Management Company.
- e. Dissolution – Affiliated house corporations may voluntarily dissolve through mutual written agreement with the Sorority to become a part of the Facilities Management Company. Affiliated house corporations should contact the AHC manager to begin the process of voluntary dissolution.

APPOINTED Volunteers (Bylaws - Article VI Section 3)

20. APPOINTED VOLUNTEERS

- a. Definition – An appointed volunteer is any volunteer appointed by International Council, including those serving on special or standing committees, those that report to the International President, panhellenic alternate delegates, the Foundation Chair and the Facilities Management Company Board of Managers.
 - (1) An appointed volunteer may not hold more than one appointed position without approval from International Council.
 - (2) Appointed volunteers will be notified of the length of appointment at the time they receive their notification of appointment.
- b. Service – All appointed volunteers serve at the discretion and will of International Council.
- c. Special and Standing Committees – All committees are governed by charters outlining the composition of the committee and appointment terms.
 1. Awards Committee – The Awards Committee is a standing committee appointed by International Council (IC) to make recommendations to IC for all alumnae individual awards with the exception of the Carnation Award, Honor Roll and President’s Award.
 2. Bylaws Committee – The Bylaws Committee is a standing committee appointed by IC to assist IC in the maintenance and accuracy of the Sorority’s governing documents and to assist IC with the presentation of amendments to the Articles of Incorporation and the Bylaws at Convention.
 3. Extension Committee – The Extension Committee is a standing committee appointed by IC to assist IC in its collegiate extension decisions.
 4. Finance Committee – The Finance Committee is a standing committee appointed by IC to assist IC in the oversight of (a) the integrity of the consolidated financial statements of the Sorority; (b) the independent auditor’s qualifications, independence and performance; (c) achievement of the Sorority financial objectives; (d) the Sorority’s investments; (e) compliance by the Sorority with financial legal and regulatory requirements; and (f) development of the Sorority’s policies and practices with respect to major financial risk exposures.
 5. Governance and Personnel Committee – The Governance and Personnel Committee is a board committee determined by IC to assist in the oversight of (a) annual self-evaluation; (b) on-boarding of IC members upon election; (c) continuous education of IC members in the areas of fiduciary, strategic and generative governance; (d) review of specific working documents; and (e) with personnel issues concerning the executive director and professional staff material benefits changes. Authority will be granted to members of this Committee by Board Resolution.
 6. Leadership Development Committee – The Leadership Development Committee (LDC) is a special committee appointed by IC to optimize resources and best prepare future leaders for highest-level service within Gamma Phi Beta.
 7. Membership Review Committee – The Membership Review Committee is a standing committee appointed by IC to review requests for the Sorority international disciplinary action and status changes. The committee also reviews and approves applications for alumnae initiates and reviews requests for granting alumna status under special circumstances.
 8. Ritual and History Committee – The Ritual and History Committee is a standing committee appointed by IC to serve as a resource for all ritual matters and to preserve the history of the Sorority.
 9. Technology Committee – The Technology Committee is a standing committee appointed by International Council (IC) to assist IC in its oversight of (a) the

Sorority's technology opportunities and resulting financial obligations and technology investments; and (b) operational technology risk.

- d. National Panhellenic Conference Delegate – The National Panhellenic Conference Delegate (NPCD) shall be appointed by International Council and directly report to the International President. The NPCD will be appointed by August 1 in the off Convention year and will serve with no limit to the number of terms. The NPCD will represent Gamma Phi Beta at the National Panhellenic Conference (NPC) and other interfraternal events at the direction of International Council. The NPCD will be the official delegate of the Sorority and after consultation with International Council will vote on behalf of the Sorority on NPC business. The NPCD shall participate in International Council meetings at the direction of the International President.
- e. Supervision – An appointed volunteer may hold a position in which she supervises herself, only with approval of International Council.

21. VOLUNTEERS

- a. Definition – A volunteer is any individual who gives their time to Gamma Phi Beta. These individuals are broadly classified into three groups.
 - (1) Sorority volunteers – All those that volunteer with the Sorority both locally and as appointed volunteers.
 - (2) Facilities volunteers – All those that volunteer with the Facilities Management Company, local facilities advisory committees and/or affiliated house corporations.
 - (3) Foundation volunteers – All those that volunteer with the Gamma Phi Beta Foundation.
- b. Service – All volunteers serve at the discretion and will of their supervisor.
 - (1) Volunteers will be notified of the length of appointment at the time they receive their notification of appointment.
 - (2) Any volunteer who holds more than one role will need approval from all supervisors.
- c. Supervision – A volunteer may hold a position in which she supervises herself, only with approval of the hiring manager.

INTERNATIONAL COUNCIL (Bylaws - Article VII)

22. INTERNATIONAL COUNCIL (Section 1)

- a. International Council (Bylaws - Article VII)
 - (1) International Council members are, above all, legally and fiscally accountable for the well-being of Gamma Phi Beta and responsible for maintaining the integrity of the organization. They are the visionary body charged with steering Gamma Phi Beta toward a viable future. They communicate effectively the mission of the Sorority to everyone they meet – collegiate chapters, alumnae chapters, parents, university officials and community members.
 - (2) Service to the organization is a high priority. Council members commit a great deal of time to reading and answering email, attending Conventions, conferences, interfraternal meetings and workshops, traveling to special assignments, extensions, installations and visits to alumnae and collegiate chapters. The commitment of time and travel is a fundamental requirement which takes a Council member away from her family, friends, job and local commitments.
 - (3) International Council members are responsible for establishing member policy and seeing that policy is upheld. They must have demonstrated leadership ability, as well as good managerial style, communication and analytical skills. They are team players, self-motivated and able to relate well to people. They understand and appreciate the role of professional staff and volunteers and are role models to members. They dedicate their talents and energy to meet the demands and responsibilities of their offices.
 - (4) Every member of International Council attends all Council meetings and participates in the planning, monitoring and advancement of the Sorority's mission, vision, strategic plan, goals, policies and procedures at all times. Every member of International Council works to develop

the Sorority budget and monitors its implementation. Every member of International Council serves as a voting member of International Council.

- (5) International Council along with the Foundation Board of Trustees serve as members of the Foundation and Council members accept their role as partners with the Foundation and as fundraising leaders. This partnership enhances the Foundation's ability to provide grants for financial aid to members, for a large portion of the Sorority's leadership programs and for support of Gamma Phi Beta's international philanthropy. Two members of International Council serve on the Board of Trustees of the Foundation; therefore, a periodic report from the Foundation to the Sorority is appropriate.

b. Role of International Council

- (1) The International President – The International President prepares and presides over all International Council meetings and the business meetings of Convention. She leads and participates in the planning, monitoring and advancement of the Sorority's mission, vision, strategic plan, goals, policies and procedures at all times. She represents and promotes Gamma Phi Beta and the members of the Sorority. She oversees Gamma Phi Beta's international image and public relations efforts. She is a proven leader who understands and communicates the mission of the Sorority. She oversees REAL Leadership Institute and Convention. She serves as an ex-officio member of all boards and committees, except the Awards Committee, Nominating Committee and Membership Review Committee. She is the direct supervisor of the executive director. She has the desire and ability to maintain an extensive travel schedule. The International President must continually strive to balance loyalty to the past, a respect for the present and a vision for the future. The International President votes only in the case of a tie vote.

- (2) Vice President – The Vice President (VP) reports to the International President. There are six Vice Presidents on International Council. Each VP is responsible for serving as the keeper of the overall vision, philosophies and strategies of Gamma Phi Beta Sorority. She develops, promotes and monitors the Sorority's vision, mission, goals, policies, positions statements, strategies and Rules and Procedures. She thoughtfully considers all matters that come before International Council, including (but not limited to) insurance, liability, general operating expenses and budget concerns, crisis management and specific issues brought to International Council by professional staff, other International Council members and volunteer leaders.

- (3) Vice Chairwoman – The Vice Chairwoman of International Council is elected at the start of each biennium. It is preferred that the Vice Chairwoman have served one term on IC prior to appointment. It is preferred that the Vice Chairwoman not be appointed to the boards of the Foundation or the Facilities Management Company. The Vice Chairwoman shall not serve as the chair of another special or standing committee. The Vice Chairwoman shall chair International Council meetings and conference calls when the International President is unavailable. She shall assist the International President with matters between meetings. She shall assume other duties as assigned.

23. EXECUTIVE DIRECTOR – The executive director is selected by International Council and directly reports to the International President. The executive director acts as secretary and treasurer of the corporation and as secretary at all meetings of the International Council and the Sorority as directed by the International President. The executive director oversees all International Headquarters professional staff, Sorority volunteers, facilities volunteers and business operations of the Sorority. The executive director is the administrative director of International Headquarters facilities. The executive director shall serve as an ex-officio, voting member of the Gamma Phi Beta Facilities Management Company and an ex-officio, non-voting member of the Gamma Phi Beta Foundation Board of Trustees and act as the business manager of *The Crescent*.

24. RATIFICATION OF VOTES (Section 8) – The results of votes taken between meetings shall be ratified at the next International Council meeting and shall be recorded in the minutes of the meeting.
25. INTERNATIONAL NOMINATING COMMITTEE
- a. Qualifications for Elected Alumnae Committee Members – Any alumna member in good standing is eligible to serve on the International Nominating Committee (Nominating Committee) except for those concurrently serving on International Council or members who are paid employees of Gamma Phi Beta Sorority Inc., Gamma Phi Beta Facilities Management Company or Gamma Phi Beta Foundation.
 - b. Election of Alumnae Members of Nominating Committee – Five members and two alternates shall be elected at each Convention.
 - (1) Delegates will vote for five alumnae members of the Nominating Committee. Subject to Article IX Section 3 (b), the five candidates receiving the highest number of votes shall be elected to the Nominating Committee. The two candidates receiving the next highest number of votes shall be elected alternates.
 - (2) Should a member be unable to serve, an elected alternate determined by lot shall replace her. If a vacancy still exists on the Nominating Committee, the other members of the Nominating Committee and the chairwoman shall appoint, by majority vote, an alumna member to serve.
 - c. Appointment of Collegiate Committee Members
 - (1) Collegiate members in good standing may apply to serve on the Nominating Committee through an application process developed by the Nominating Committee and approved by International Council.
 - (2) Collegiate members of the Nominating Committee shall be appointed prior to the election of the Nominating Committee on which they will serve.
 - (3) Job descriptions and applications shall be distributed to all collegiate chapters no later than November 1 prior to a Convention year.
 - (4) Applications shall be due from collegiate applicants no later than January 1 in a Convention year.
 - (5) Applicants must have two years remaining as undergraduate members.
 - (6) The Nominating Committee shall screen applicants in the same manner used for alumnae candidates for Nominating Committee.
 - (7) Two candidates and two alternates shall be selected and their names shall be submitted to International Council for approval by March 1 in a Convention year. Only one member per chapter may be selected.
 - (8) Collegiate members of the Nominating Committee shall be expected to attend Convention the year they are appointed, at Sorority expense, and participate in all Nominating Committee activities during the biennium.
 - (9) Collegiate members of the Nominating Committee shall not be their chapter delegate the year their slate is voted into office.
 - d. Vice Chairwoman – A vice chairwoman from among its members shall be elected at the first meeting to serve in the absence of the chairwoman.
 - e. Procedures
 - (1) Meetings and Procedures – The Bylaws set forth the requirements for meetings and procedures of the Nominating Committee.
 - (2) Nominations in Case of Omission of Convention – In the event a Convention is omitted by a vote of the chapters, the International President shall authorize the research committee to devise a plan for selecting a Nominating Committee and making recommendations by mail or otherwise.

All Bylaws provisions relating to nominations shall be as fully followed as the circumstances will permit.

- (3) Election in Case of Omission of Convention – The International President shall authorize the research committee to devise a plan for holding an election by mail or otherwise. The details of such plan shall be determined by the research committee, but all Bylaws provisions relating to elections shall be followed as the circumstances will permit.
- (4) Posting Names of Nominees – The names of nominees will be posted on the Gamma Phi Beta Sorority, Inc. website.

CONVENTION, SPECIAL MEETINGS AND LEADERSHIP CONFERENCES (Bylaws - Article IX)

26. ORGANIZATION FOR THESE EVENTS (Section 1-6)

a. Convention

- (1) Notices – Notices of Conventions with the time and place shall be sent to the collegiate and alumnae chapters no less than 60 days prior to the date of the Convention. Notices of special meetings with the time, place and business to be considered shall be sent to the collegiate and alumnae chapters no less than 20 days prior to the date of the meeting.
- (2) Voting Body – Collegiate and alumnae chapters shall have a vote if all international reporting and financial obligations have been met 30 days prior to the meeting.
- (3) Credentials – Each delegate and alternate to a Convention or special meeting shall be an initiated member in good standing as defined in the Bylaws, Article IX, Section 3, and shall present to the credential committee the official Convention credential card signed by the recording secretary of the chapter she represents.
- (4) Sergeant-at-Arms – At all Conventions or special meetings there shall be a sergeant-at-arms who shall be appointed by the International President.
- (5) Attendees – All Gamma Phi Beta members and candidates for membership, employees and approved guests are invited to attend all non-ritual portions of Convention events.
- (6) Committee – The local Convention arrangements chairwoman shall select a committee. The duty of this committee shall be to make local arrangements for the Convention, subject to the approval of the director of conferences and meetings.
- (7) Convention Business – Convention business shall include:
 - (a) Call to order
 - (b) Opening exercises
 - (c) Appointment of Convention committees
 - (d) Approval of Convention program
 - (e) Credentials committee report
 - (f) Report of Nominating Committee
 - (g) Election of International Council and Nominating Committee
 - (h) Vote on Articles of Incorporation/Bylaw amendments
 - (i) Unfinished business
 - (j) New business
 - (k) Report of resolutions committee
 - (l) Adjournment
- (8) Convention Programming – Convention programming shall be devoted to the development of the highest type of womanhood through leadership seminars, workshops and forums.
- (9) Convention Site – International Council shall be empowered to select a Convention site and make reservations up to six years in advance. Chapters may submit suggestions at any time.
- (10) Convention Purpose – The purpose of Convention shall be to receive reports, conduct business pertaining to the general operation of the Sorority and to elect officers. (Bylaws — Article IX, Section 1.a.)

- (11) Convention Expenses – The Sorority, directed by International Council, may assume partial or total Convention and special meeting expenses of International Council, Sorority volunteers, delegates or other members, based on projected costs and income of Convention. A registration fee will be paid by all approved Sorority volunteers attending Convention and special meetings. Any chapter not in good standing at Convention or special meeting is required to reimburse the Sorority for any funded expense.
- b. REAL Leadership Conferences – REAL Leadership Conferences shall educate chapter officers and members, inspire the highest type of womanhood through pertinent educational programs and enhance each member’s knowledge of the Sorority and the international organization.
 - c. REAL Leadership Institute – The purpose of REAL Leadership Institute is to educate the Gamma Phi Beta workforce and provide insight into the overall functions of the Sorority.
 - d. Housing and Facilities Conference – The purpose of the Housing and Facilities Conference is to provide resources on facility management and to educate Gamma Phi Beta affiliated house corporations, local facilities advisory committees and facilities volunteers on facility best practices. This conference is intended for affiliated house corporations, local facilities advisory committees, chapter presidents, financial vice presidents, facility managers and financial advisors.
 - e. REAL Leadership Experience – The REAL Leadership Experience is the avenue by which the Sorority provides critical leadership development to first- and second-year members to empower them to impact the growth of their chapter and college community. Members are invited to apply for this four-day retreat-style leadership conference and selected by professional staff members.
 - f. REAL Leadership Academy – The REAL Leadership Academy shall educate chapter presidents and chapter advisors (as invited on even-numbered years), inspire the highest type of womanhood through pertinent leadership development and educational programs and enhance attendees’ knowledge of the Sorority and international organization.

FUNDS AND FINANCE (Bylaws - Article X)

27. DUES AND INFORMATION (Section 1-10)

- a. Information to Parents – Prior to Initiation, the parents or guardians of all new members shall be advised fully regarding the financial obligations that will be incurred by the new members upon joining the Sorority, unless the chapter has received a request otherwise in writing by the new member.
- b. Non-Refundable Dues and Fees – Membership fees, annual collegiate dues and the international facilities fees are only refundable within three weeks of Bid Day. Exceptions may be granted by the chief financial officer in consultation with the director of Chapter Services.
- c. Annual International Alumnae Dues
 - (1) Payments may be made to the nearest alumnae chapter and submitted by the chapter to International Headquarters no later than December 1 of each year.
 - (2) All members may pay directly to International Headquarters by mail to an address specified by International Headquarters or at GammaPhiBeta.org.
 - (3) All members may choose one-time Life Loyal dues fee as determined by International Council paid directly to International Headquarters by mail to an address specified by International Headquarters or at GammaPhiBeta.org
 - (4) Except for Life Loyal dues, all payments of dues shall cover the fiscal year (August 1 - July 31).
- d. Annual International Collegiate Dues
 - (1) The annual international collegiate dues are set at \$120. These dues will be adjusted again per the cost of living adjustments on August 1, 2022.
 - (2) To determine the cost of living adjustment every four years, information from the United States Consumer Price Index (CPI) website, specifically the CPI calculator (http://www.bls.gov/data/inflation_calculator.htm) shall be used to calculate the cumulative change in the CPI during the preceding four years.

- (3) In preparation for the August 1 effective date, a change to annual collegiate dues shall be set before collegiate chapter's spring budgeting period begins in February.
- (4) Since the CPI calculator does not calculate on a month-by-month basis, the immediate preceding four years (i.e., 2017 to 2021) and the current dues amount are used as the parameters for the calculation. The resulting dollar amount is rounded up to nearest even number so the two semi-annual installments are a whole number.
- e. International Facilities Fee
 - (1) The international facilities fee is set at \$27. This fee will be adjusted again per the cost of living adjustments on August 1, 2022.
 - (2) To determine the cost of living adjustment every four years, information from the United States Consumer Price Index (CPI) website, specifically the CPI calculator (http://www.bls.gov/data/inflation_calculator.htm) shall be used to calculate the cumulative change in the CPI during the preceding four years.
 - (3) In preparation for the August 1 effective date, a change to this fee shall be set before collegiate chapter's spring budgeting period begins in February.
 - (4) Since the CPI calculator does not calculate on a month-by-month basis, the immediate preceding four years (i.e., 2017 to 2021) and the current fee amount are used as the parameters for the calculation. The resulting dollar amount is rounded up to nearest even whole number.
- f. New Chapter Fees – All new members of a new chapter shall pay a one-time new chapter fee of \$75. These fees are to be collected by the new chapter and remitted to International Headquarters during the new chapter's first term, prior to Installation.
- g. Financial Reports to Membership – A financial report covering the biennium shall be included in the Convention Report. Individual members or chapters may request a copy of the annual audit of Gamma Phi Beta Sorority, Inc. and Affiliates from International Headquarters.
- h. Payments – Canadian and International chapters shall pay all fees and dues owed to Gamma Phi Beta at par.
- i. Leadership Education Fund Grants – The Sorority shall make annual grant requests, wish lists and an annual written report to the Foundation concerning use of grants received from the Foundation.

28. MONIES OWED TO THE SORORITY (Bylaws - Article X)

- a. Collegiate chapters and affiliated house corporations must submit payment for all monies owed to the Sorority and verified by International Headquarters within 30 days of being billed by International Headquarters.
- b. All monies owed to the Sorority must be fulfilled and verified through International Headquarters.
- c. Collegiate Chapters
 - (1) In the event payment is not received within 60 days and the amount is more than \$1,000, the collegiate chapter shall be considered financially delinquent and will be placed on social event restriction and/or probation.
 - (2) In the event payment is not received within 120 days, outstanding collegiate chapter invoices will be assessed a 25 percent monthly late fee on all monies owed that are more than 30 days past due and the collegiate chapter shall be considered financially delinquent and will be placed on social event restriction and/or probation regardless of amounts owed.
- d. Affiliated House Corporations
 - (1) In the event payment is not received within 60 days, outstanding affiliated house corporation invoices will be assessed a 15 percent monthly late fee after 61 days on all monies owed that are more than 30 days past due.
 - (2) In the event payment is not received within 120 days, outstanding affiliated house corporation invoices will be assessed a 25 percent monthly late fee on all monies owed that are more than 30 days past due.

29. The FACILITIES MANAGEMENT COMPANY

- a. A Vice President shall be an ex-officio, voting member of the Board of Managers of the Facilities Management Company.
- b. The executive director of the Sorority shall be an ex-officio, voting member of the Board of Managers of the Facilities Management Company.
- c. The Facilities Management Company Board of Managers has authority vested in accordance with provisions of the Facilities Management Company Operating Agreement.

30. FOUNDATION

- a. The voting membership of the Foundation shall be composed of the voting members of International Council and the voting members of the Board of Trustees of the Foundation. The members of the Foundation shall have voting rights only with respect to amending the Articles of Incorporation and the Bylaws of the Foundation and with respect to a distribution of the assets of the Foundation in accordance with Article XI of the Foundation Bylaws.
- b. The executive director of the Sorority shall be an ex-officio, non-voting trustee of the Foundation.
- c. Biennially, International Council shall select two of its members, in addition to the executive director, to serve as voting trustees of the Foundation.

INSIGNIA, SYMBOLS AND RITUAL (Bylaws - Article XIII)

31. GAMMA PHI BETA IDENTIFICATION

a. International Council Badge

- (1) The International Council badge is 3/4" diameter cast in a yellow-gold metal with a white enamel crescent and pearl Greek letters. It may only be worn by a current or former Grand/International Council member.
- (2) The International President badge is 3/4" diameter cast in a yellow-gold metal with a white enamel crescent and diamond Greek letters. It may only be worn by a current or former Grand/International President.

b. Membership Badge

- (1) The membership badge shall be worn only by initiated members of the Sorority and members may possess more than one badge.
- (2) The badge may be made into a ring, charm or pendant. When the badge is worn as a pin, it is placed over the heart (left side). The correct placement is to put the thumb of the right hand at the base of the throat, placing the badge where the little finger falls over the heart. Guards, pins, honor society and fraternity pins are worn slightly lower and to the left of the badge.
- (3) Badges are purchased through International Headquarters. No badge may be released to the chapter or member until the membership fee, badge payment and Loyalty Pledge are received at International Headquarters. In the case of an installation, badge orders may be released to the supervising officer prior to the Initiation.
- (4) The badge is the property of the Sorority. When a member purchases a badge, she purchases the right to wear the badge for the duration of her membership. The badge shall be retained by the member as long as international disciplinary action (international suspension or expulsion) or resignation of membership does not occur. At such time that international disciplinary action or resignation occurs, the badge will be returned to International Headquarters.
- (5) Under no circumstances may a badge be loaned, given, transferred or sold to a non-member through any means, including but not limited to electronic auction houses.
- (6) A collegiate member may not permanently give her badge to another member.
- (7) Under no circumstances may a badge be sold to another party.
- (8) International Council shall determine the permissible metals, jewelry and engraving.
- (9) Chapters may not establish local rules limiting the choice of badge (e.g., plain or jeweled).
- (10) Replicas may be used for display at Founders Day and Panhellenic events and similar occasions.

- (11) The badge should be returned to International Headquarters upon the death of a member. The exception to this policy is that the badge can instead be given to an initiated Gamma Phi Beta relative.
- c. Pins and Charms
- (1) Honor Roll Pin – The Honor Award pin may be worn by a member who has been placed on the Honor Roll. The Honor Award pin shall be the coat-of-arms in gold mounted on a white enamel crescent in which the word Honor is inscribed.
 - (2) Carnation Award Pin – The Carnation Award pin may be worn by a member who has received the Carnation Award. The Carnation Award pin shall be a carnation encircled in a laurel wreath with a monogram at the base of the circle.
 - (3) Merit Award Pin – The Merit Award pin may be worn by a member who has been placed on the Merit Roll. The Merit Award pin shall be a round disc with a carnation molded in the center, Greek monogram above the carnation and the word Merit below it.
 - (4) Service Award Pin – The Service Award pin may be worn by a member who has been placed on the Service Roll. The Service Award Pin shall be a gold, open-centered circle with pearls encompassing a torch, representing leadership, with the Greek monogram across the top center of the open circle.
 - (5) Loyalty Award Pin – The Loyalty Award pin may be worn by a member who has received the Loyalty Award. The Loyalty Award pin shall be an oval disc with four links of chain molded in the center representing the four Founders, the words Gamma Phi Beta above the links and the word Loyalty below.
 - (6) IIKE Award Pin – The IIKE Award pin may be worn by an alumna member who has received the IIKE Award. The IIKE Award pin shall be a staggered monogram of those Greek letters.
 - (7) 75-Year Award – The 75-Year Award will be given only to members who have been initiated 75 or more years.
 - (8) Golden Crescent Award Pin – The Golden Crescent Award pin may be worn by members who have been initiated 50 or more years. The Golden Crescent Award pin shall be a golden crescent opening upward, with the Greek letters Gamma, Phi and Beta in black at the base of the crescent.
 - (9) 25-Year Award Pin – Members who have been initiated 25 or more years shall be eligible for the 25-Year Award. This pin shall be a silver crescent with a numeral 25 in the middle of the crescent.
 - (10) 10-Year Pin/Charm – Members who have been initiated for 10 years or more shall be eligible to wear the 10-Year pin/charm. This pin/charm shall be a silver circle with a crescent moon to the right of the numeral 10.
 - (11) New Member Pin – The new member pin shall be worn by all new members at times when initiated members wear their badge during the new member period. It must be returned to the chapter if the new member is not initiated. The new member pin shall be a brown shield with a light brown crescent in the center and is worn with the points of the crescent straight up, pointing over the shoulder. The same rules for placement and wearing of the badge apply to the new member pin.
 - (12) Parents Pin – The parents pin may be worn only by parents of initiated members and by house directors. The parents pin shall be a brown shield with a pink carnation in the center.
 - (13) Recognition Pin – The recognition pin may be worn by initiated members only. The Recognition Pin shall be a monogram of the Greek letters.
 - (14) Helen M. Dodge Society – Designated Sorority volunteers who maintain all necessary continued training requirements are eligible to be members of the Helen M. Dodge Society
- d. Coat-of-Arms – The laws of trademark heraldry shall govern the use of the Sorority coat-of-arms, also known as the crest. It shall be worn and/or used by initiated members only. The lamp is gold; the ribbon under the shield is light brown, on which are the dark brown letters; the three carnations are pink on a light brown background; the book is light brown on a gold background; the gold crescent moon is on a dark brown background.

- e. Symbols
 - (1) The Greek letters, the words “Gamma Phi Beta,” and the crescent may be worn by new members and initiated members.
 - (2) The crescent, carnation, Greek letters, words Gamma Phi Beta or any other symbol of Gamma Phi Beta Sorority are to be used in a manner that reflects the integrity of the Gamma Phi Beta brand.
 - (3) All Gamma Phi Beta insignia and items on which the Sorority’s symbols are displayed must be returned to the chapter if a member resigns or is expelled or if a new member period expires or is broken.
- f. All marks and insignia of Gamma Phi Beta) are not to be used in any format that depicts the use alcohol or drugs; displays racism, sexism, sexual actions or profanity; or in any derogatory or other manner that impacts the integrity of the Gamma Phi Beta brand.

AWARDS OF HONOR (Bylaws - Article XIV)

32. AWARDS OF HONOR – Members may receive only one of the following awards in any given year: Service Roll, Merit Roll and Loyalty Award. Exceptions due to unusual circumstances may be considered by International Council.
- a. International Council Members – Although members of International Council shall not be eligible to receive an award while holding office, if a member has been recommended and approved for an award prior to being elected to International Council, the award will be held for that member until her Council term is completed.
 - b. Honor Roll – Any chapter or individual may submit to International Headquarters the name of a member considered to be eligible for the award. The names should be submitted to International Council during odd-numbered years. International Council shall determine those members deemed worthy for the Honor Roll and presented at Convention. Following the approval of International Council and the succeeding Convention, the names shall be inscribed on the Honor Roll.
 - c. Service Roll – The Awards Committee shall select by June 1 each year the names of members deemed worthy for the Service Roll. Following the approval of International Council, the names shall be announced at Founders Day programs of chapters and a Service Roll certificate presented to each award recipient. Those added in the past biennium shall be listed in Convention records.
 - d. Merit Roll – The Awards Committee shall select by June 1 each year the names of members deemed worthy for the Merit Roll. Following the approval of International Council, the names shall be announced at Founders Day programs of the chapters and Merit Roll certificate presented to each award recipient. Those added in the past biennium shall be listed in Convention records.
 - e. Loyalty Award – The Awards Committee shall select by June 1 each year the names of members deemed worthy for the Loyalty Award. Following the approval of International Council, the names shall be announced at Founders Day programs of the chapters and a Loyalty Award certificate presented to each award recipient. Those added in the past biennium shall be listed in Convention records.
 - f. Carnation Award – Any chapter or individual may submit to International Headquarters the name of a member considered to be eligible for the award. International Council shall determine those worthy of the Carnation Award and the names shall be announced at each Convention.
 - g. Preservation – The recipient’s names of the Honor, Service, Merit Rolls, Loyalty and Carnation Awards shall be preserved permanently in International Headquarters.

AWARDS OF RECOGNITION (Bylaws - Article XV)

33. AWARDS OF RECOGNITION

- a. 75-Year Award – Official International Headquarters records shall determine eligibility. An award may be ordered from Gamma Phi Beta’s website by the chapter and presented to the honored

member, preferably on Founders Day. All 75- year members, for the current year, receive a note from the International President.

- b. Golden Crescent Award (50-Year Award) – Official International Headquarters records shall determine eligibility. An engraved certificate and/or 50-year pin may be purchased from Gamma Phi Beta’s website by the chapter or individual. Both shall be presented to the honored member, preferably on Founders Day. All 50-year members, for the current year, receive a note from the International President.
- c. Ten-Year Award – Members who have been initiated for 10 years or more shall be eligible for the Ten-Year Award.
- d. 25-Year Award – Eligible members may purchase the 25-year pin through Gamma Phi Beta’s website.
- e. IIKE Award – Any chapter or individual may submit to International Headquarters the name of any alumna member who has received this award. The criteria for this award are delineated by the alumnae chapter. A IIKE Award pin may be purchased from Gamma Phi Beta’s website by the chapter and presented to the honored member, preferably at Founders Day.
- f. Gamma Phi Beta Loyal Friend Award – A paperweight may be purchased from Gamma Phi Beta’s website by the chapter and presented to the honored friend, preferably at Founders Day.

MISCELLANEOUS RULES AND PROCEDURES

34. CONTACTING THE MEMBERSHIP

- a. A chapter (collegiate or alumnae) or its supporting affiliated house corporation may contact any or all members initiated by that chapter.
- b. A chapter (collegiate or alumnae) or its supporting affiliated house corporation may contact other chapters or affiliated house corporations and members for ideas on such subjects as recruitment, PACE, Panhellenic and housing policies.
- c. A chapter (collegiate or alumnae) may contact other chapters/members in the region only with the prior permission of the regional team leader.
- d. A chapter (collegiate or alumnae) may contact the whole membership or any part outside of the region only with the prior permission of the managing director of Marketing and Communications.
- e. The Gamma Phi Beta Facilities Management Company may contact the whole membership without the prior permission of the International President.
- f. Chapter membership rolls may be released to Gamma Phi Beta International Headquarters, the chapter advisor, the supporting affiliated house corporation or Gamma Phi Beta Facilities Management Company (if applicable), the regional team and the fraternity/sorority advisor (or the university’s designee).
- g. Chapters/members may not use member contact information obtained from the Gamma Phi Beta website or through International Headquarters for non-Sorority interests.

35. PUBLICITY – Authorization for the use of a photograph, picture or other likeness for commercial purposes identifying a member or new member with the Sorority must be granted by the managing director of Marketing and Communications. Clearance must be obtained in advance from the managing director of Marketing and Communications for all radio and television appearances, interviews with the press, speeches to the general public by a member or new member identifying herself with the Sorority, and any publicity releases, except those of a purely social nature or of chapter or individual honors.

36. SALE OF ARTICLES – The promotion of any project that involves the sale of articles by a member, chapter or group on an international scale shall have the approval of managing director of Marketing and Communications. Items may be sold locally or within the region without international approval, though must be purchased through a licensed vendor of Gamma Phi Beta products.

37. TRAVEL AUTHORIZATION – All travel pertaining to Sorority business shall be authorized by direct supervisors.
38. PARENTS CLUBS – Parents clubs may be formed under the direction of the supporting affiliated house corporation, local facilities advisory committee and/or the collegiate chapter president. Their primary purpose shall be the promotion of friendship among parents of collegiate chapter members. Most parents clubs also support the collegiate chapter and/or its housing facility. The Member Experience division shall be responsible for oversight of these clubs.
39. LEGACIES – A sister, daughter, granddaughter or great-granddaughter of a Gamma Phi Beta shall be given special consideration for membership by the chapter on the campus where she is enrolled. For the purpose of definition, step-daughters, step-sisters, step-granddaughters and step-great-granddaughters may be considered legacies, if desired by the Gamma Phi Beta legacy-maker.
40. POLICIES AND POSITION STATEMENTS
- a. Policies are the standards to which all members of Gamma Phi Beta are held. Policies can be found in the Collegiate Operations Manual and the Alumnae President's Book.
 - b. Position statements are the public declarations of the Sorority's philosophies and recommendations concerning specific issues. Position statements can be found in the Collegiate Operations Manual and the Alumnae President's Book.
41. AMENDMENTS OF RULES AND PROCEDURES
- a. Chapters may submit proposed amendments for consideration at any meeting of International Council.
 - b. Rules and procedures may be adopted by a majority vote of International Council. Notice of the adoption of such new rules and procedures shall be sent to all chapters.
 - c. Rules and procedures may be amended or repealed by a majority vote of International Council after two weeks previous notice to all International Council members. Notice of the adoption of such amendment or repeal shall be sent to all chapters.
 - d. Proposed amendments to the rules and procedures shall be posted for 30 days on the members-only section of the international Gamma Phi Beta website for member review prior to final adoption. Notice of adoption shall be sent to all chapters.
42. LEGAL COMPLIANCE – All Gamma Phi Beta activities will conform to federal/country, state, provincial, local and university laws and regulations.
43. RECORDING OF HEARINGS – In any instance in which a hearing is conducted for the purposes of member or new member discipline and/or charter revocation, the hearing will be recorded.

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