

Janet Ricket Loos  
Documents Audit Committee Member  
11870 SW Belmont Terrace, Beaverton, OR 97008  
[AGDDAC1@outlook.com](mailto:AGDDAC1@outlook.com) 503-644-0926

February 27, 2014

Dear Epsilon Kappa Chapter,

Congratulations!

Your Chapter bylaws are approved. Approval date: February 27, 2014. Your next bylaw review date is: February, 2016. Your chapter now has a fine document that delineates the rights and responsibilities of chapter members, new members, and Executive Council.

A copy of these bylaws is to be furnished to all members. Also please send a copy to your Province Director.

A copy of this approval letter is to be attached to all copies of the bylaws.

Loyally,

*Janet Ricket Loos*

Janet Ricket Loos

CC:  
Documents Audit Committee Chairman  
Province Director  
Chapter Advisor

**Bylaws of Epsilon Kappa Chapter**  
**of**  
**Alpha Gamma Delta**  
*Pittsburg State University*  
*January 2014*

**Article I—Governing Documents**

The governing documents of Epsilon Kappa Chapter of Alpha Gamma Delta Fraternity shall be:

The Governing Documents of Alpha Gamma Delta, as defined in Standing Rule 1 of the Fraternity *Constitution and Standing Rules*.

Chapter documents listed below:

1. Chapter bylaws
2. Activity Recognition Point System
3. Code of Standards
4. House Rules
5. Order of Election
6. Study Rules
7. Financial Obligation Statement

**Article II—Scholarship**

A. Pledging

The grade point average required for pledging shall be at least a 2.5 on a 4.0 scale.

1. High school grades are based on high school graduation grade point average if no college or university grades are available.
2. College grade point average is based on a minimum of 12 credit hours.

B. Initiation

1. When Initiation is scheduled prior to the end of the term of pledging, the grade point average required shall be the same as the grade point average held at the time the woman pledged.
2. When Initiation is scheduled after the end of the term, the grade point average required for Initiation shall be a 2.5 on a 4.0 scale based on a minimum of 12 credit hours for the previous term.

C. Affiliation

A member of another chapter of Alpha Gamma Delta who wishes to affiliate with this chapter must submit proof that her grade point average on leaving her original chapter was at least that required for Good Standing.

D. Good Standing

The grade point average for members to be in Good Standing shall be a 2.5 on a 4.0 scale based on completion of a minimum of 12 credit hours for the previous term.

E. Parents' Letter

The Vice President Scholarship shall send the official Scholarship Letter to Parents, complete with comparative information, no later than March 31 of each year. The average of the individual initiated member or new member shall not be included in this letter.

### **Article III—Finance**

A. Fiscal Year

The fiscal year shall be from July 1 to June 30.

B. Review of Financial Records

The annual review of the chapter's financial records shall be ordered by the Chapter Advisor to take place at the end of the fiscal year and to be completed by August 15. For clarification of the chapter's financial situation at the time of installation of officers, the Chapter Advisor may arrange for a special review at that time.

C. Payments to the Chapter

1. The New Member Fee must be paid prior the Pledge Service.
2. Initiation Fees and full cost of the Badge must be paid prior to the Initiation Service.
3. Collegiate member and new member dues shall be due and payable by the 1<sup>st</sup> business day of the month and no later than the 5<sup>th</sup> business day of the month during the academic year. Fees not paid by the 5<sup>th</sup> business day of the month will incur a late charge.
4. House bills shall be payable by the 1<sup>st</sup> business day of each month and no later than the 5<sup>th</sup> business day of each month during the academic year. Fees not paid by the 5<sup>th</sup> business day of the month will incur a late charge.

5. The member or new member will be charged for any bank fees incurred by the chapter for a refused check.
6. When there is an overpayment to *Omega*, refunds will not be given without extenuating circumstances approved by Executive Council. Executive Council can only reimburse the member for the actual amount the chapter received after the *Omega* fees were deducted.
7. A check refused for payment by the bank shall incur this charge and further payment will be required by cashier's check or money order to cover the charge and amount of the refused check. All future payments to Alpha Gamma Delta, for a full calendar year, from the date the bank posted the second returned check will be made by cashier's check or money order.
8. Credit card payments are acceptable.

#### D. Fees and Dues

##### 1. New Member Fee

- a. The amount of the New Member Fee shall match the total New Member Fee in the chapter budget.
- b. The New Member Fee shall be allocated as follows:
  - International Fraternity New Member Fee
  - Chapter Operating Fund
  - Reserve Fund
  - House Association Property Support

##### 2. Initiation Fee

- a. The amount of the Initiation Fee shall match the total Initiation Fee in the chapter budget.
- b. The Initiation Fee shall be allocated as follows:
  - International Fraternity Initiation Fee
  - Alumnae Chapter Fee
  - House Association Property Support (may be paid in installments before and after Initiation for a maximum of two terms after Initiation)
  - Chapter Operating Fund
  - Reserve Fund

##### 3. The Badge Lifetime Leasehold Fee shall be paid prior to Initiation.

##### 4. Collegiate Member and New Member Dues

- a. The chapter's dues shall **never be lower than the average** amount charged by the other women's fraternities on campus.
- b. The dues shall be paid per month.
- c. The dues shall be allocated as follows:
  - Chapter Operating Fund

Reserve Fund

House Association Property Support

5. House Bills

- a. Room and Board shall be paid by all members and new members who have signed an agreement to live in the chapter housing.
- b. The amount of house bills for Room and Board and/or Parlor Fees shall be determined by House Department expenditures in the chapter's budget.
- c. A Parlor Fee shall be paid by all collegiate members and new members who have not signed an agreement to live in the chapter housing or in support of chapter suites/lodges in exchange for use of the chapter's housing/suite/lodge and any meals taken therein.
- d. The amount of the Parlor Fee shall be included in the chapter's budget.
- e. When chapter housing is not full, even though the membership is large enough to have accomplished this, those eligible members and new members living outside of the chapter housing shall have a Parlor Fee assessment such as to compensate for the Room and Board of those empty spaces plus a reasonable service charge for the additional bookkeeping.
- f. The chapter will collect a room/key deposit and/or a security deposit for each member who has signed an agreement to live in the chapter housing.

6. Housing Fees

Each collegiate member and new member shall pay fees to the House Association from allocations of the:

New Member Fee

Initiation Fee (may be paid in installments before and after Initiation for a maximum of two terms after Initiation)

Collegiate member dues and new member dues

7. Affiliation Fee

- a. A fee shall be paid by a collegiate member of another chapter at the time of her affiliation with this chapter.
- b. The fee shall be equal to the current Property Support payment.
- c. The entire Affiliation Fee is allocated to the House Association.

8. Personal Expenses

- a. Individual purchases will be placed on a member's or new member's Omega Fi account and will be billed according to Omega Fi terms.
- b. Additional fees for social events will be placed on a member's or new member's Omega Fi account and will be billed according to the Omega Fi terms.

- c. The chapter may levy fines against members or new members. Fines will be placed on the member's or new member's Omega Fi account and will be billed according to the Omega Fi terms.
- d. Specific amounts of fines will be designated on the Financial Obligation Statements given to members and new members annually.

E. Chapter Funds

- 1. Surplus Funds. Funds in the chapter's checking account at the end of each fiscal year in excess of the amount needed to operate until the first dues are paid in the fall shall be allocated:

Reserve Fund	50%
Property Support/House Association	50%

- 2. Chapter Operating Fund. The sources of the chapter Operating Fund shall be:

- New Member Fees
- Initiation Fees
- Collegiate member and new member dues
- Fines and Penalties
- Parlor Fee

- 3. Reserve Fund. The sources of the Reserve Fund shall be:

- New Member Fees
- Initiation Fees
- Collegiate member and new member dues
- 50% of Surplus

- 4. Property Support. The sources of the House Association funding shall be:

- New Member Fees
- Initiation Fees
- Collegiate member and new member dues
- Affiliation Fees
- Property Support Fees
- 50% of Surplus

## Article IV—Purchases

### A. Authorization

1. Each purchase within an individual officer's budget shall be authorized according to the Payment Request Voucher procedures before a member or new member shall purchase or charge goods or services in the name of the chapter.
2. Unauthorized purchases shall not be reimbursed by the chapter. The cost must be borne by the member or new member making the purchase.

### B. Contracts

1. Any contract procuring goods or services for the chapter negotiated by an individual officer for the chapter shall be presented unsigned to Executive Council for review. Local legal counsel may be obtained for reviewing the contract prior to signing.
2. All contracts shall be signed by the planning officer and a collegiate Executive Council officer after being reviewed and approved by Executive Council and approved by the chapter.
3. Any contract not reviewed and approved in compliance with the prescribed procedures shall become the total responsibility of the individual officer(s) who signs.

## Article V—Attendance

### A. Chapter and/or New Member Meetings

1. Each initiated member and new member shall make every effort to attend required chapter or new member meetings and chapter programs.
2. Work schedules shall be arranged to allow attendance at chapter and/or new member meetings; study for tests and work on assignments shall be scheduled at times other than during meetings.
3. Classes shall be arranged to allow attendance at chapter and/or new member meetings.
  - a. An exception may be made for a class that is a prerequisite or major requirement which is not offered at another time.
  - b. The request for an exception shall be submitted to Executive Council in writing.

### B. Required Fraternity Events

1. Alpha Gamma Delta **requires** attendance for the following Fraternity events:
  - a. Each event during recruitment
  - b. Each day of Recruitment Workshops

- c. Each day of Recruitment Training School
  - d. Each day of Polish Week
  - e. Pledge Service(s)
  - f. Initiation Service(s)
  - g. Feast of Roses
  - h. International Reunion Day
  - i. Officer Training
  - j. Executive Council Workshop
  - k. Annual House Association meeting
2. Unexcused absences shall be penalized by a fine per event.
- C. Executive Council/ Chapter Council/Team Meetings/Committee Meetings
- 1. Executive Council officers shall attend all Executive Council meetings.
  - 2. All officers shall attend Chapter Council meetings and applicable team and committee meetings.
  - 3. Unexcused absences shall be penalized by a fine per meeting.
- D. Required Chapter Functions/Events
- 1. The chapter requires attendance at the following chapter functions/events:
    - a. All philanthropy/fundraising events for the Alpha Gamma Delta Foundation and/or the Connie Yates Brown Scholarship Fund
    - b. Chapter Meetings
    - c. House Cleanups (MHC, MMHC)
    - d. I-Week Ceremonies
    - e. Sisterhood Retreats
    - f. Officer Retreats
  - 2. Unexcused absences shall be penalized per function/event.
- E. Excused Absence
- 1. An absence may be excused by Executive Council for a valid reason.
  - 2. An absence shall be explained to Executive Council, in writing (proof may be required), via the Vice President Operations at least three days prior to the event.
  - 3. Valid reasons for excused absences shall be:
    - a. Serious illness or death in the immediate family.
    - b. Serious illness of the member or new member.
    - c. Representing the college or university officially.

- d. Meetings, examinations or interviews for future secondary programs of study with the confirmation of supporting documentation.
  - e. Future employment and job search with the confirmation of supporting documentation.
  - f. Previously contracted employment that cannot be rescheduled.
  - g. Approved study or personal absence as described in E., 4.
4. Study excuses may be used only for chapter and/or new member meetings for study purposes. Two excuses shall be allowed per academic term.
  5. One personal absence shall be allowed per academic term. This may be used for a required Fraternity event or required chapter event. A personal absence must be for a legitimate reason and approved by Executive Council.
  6. Programs, as described in the *Member Development Team Handbook*, are required for the selected target group and the attendance procedure must be followed for those members and new members for those specific programs.

F. Notice

Notice of the time, date and place of a required Fraternity event or a required chapter event shall be posted at least two weeks prior to the date of the event.

G. Responsibility of Absent Collegiate Member

A collegiate member or new member who is absent from a meeting, required Fraternity event or required chapter event shall be responsible for informing herself concerning what took place. Lack of knowledge shall not be an acceptable excuse for non-participation in events planned, duties assigned or responsibilities to be fulfilled.

## **Article VI—Fines**

A. Non-payment of Dues and/or House Bills

Unless a promissory note has been negotiated and signed with the Vice President Finance or Finance Advisor, a bill unpaid by the 5<sup>th</sup> business day of the month shall be subject to a fine.

B. Unexcused Absences

1. There shall be a fine for an unexcused absence from the following Fraternity events:
  - a. Each event during formal recruitment
  - b. Each day of Recruitment Workshops

- c. Each day of Recruitment Training School
  - d. Each day of Polish Week
  - e. Pledge Service(s)
  - f. Initiation Service(s)
  - g. Feast of Roses
  - h. International Reunion Day
  - i. Officer Training
  - j. Executive Council Workshop
  - k. Annual House Association meeting
2. There shall be a fine for an unexcused absence from required chapter events:
    - a. Each informal recruitment event which has been voted to be a required chapter event.
    - b. All other required chapter events.

C. Payment of Fines

1. A member or new member shall be notified promptly by a member of the Finance Team that a fine has been imposed.
2. All fines should be paid within one week after notification.
3. Unpaid fines shall be considered as accounts receivable and shall be handled as such by the Vice President Finance.
4. Continued non-payment of fines shall result in Change in Membership Status action.

## **Article VII—Awards**

A. Presentation

An achievement event shall be held at least annually for the purpose of presenting scholarship, philanthropy and activity awards.

B. Awards

1. An award shall be presented to the member pledged since the last awards event who has achieved the highest grade point average during the period she was a new member.
2. Individual awards shall be presented to the sophomore, junior and senior members who have achieved the highest grade point average since the last awards event.
3. Individual awards shall be given to the sophomore, junior and senior members who have shown the most improvement in their grade point average or the highest percentage of improvement since the last awards event.

4. An award shall be presented to the senior who has attained the highest cumulative grade point average.
5. Individual awards shall be given to the new member, sophomore, junior and senior members who have made the greatest philanthropic contribution since the last awards event.
6. An award shall be given to the member who has contributed the most community service hours.
7. Individual awards shall be given to the new member, sophomore, junior and senior members who have made the greatest contribution in activities and leadership since the last awards event.
8. An award shall be presented to the senior who has made the greatest contribution in activities and leadership during her college or university enrollment.
9. An award shall be presented to the collegiate member who attained the most attendance points for programming.

C. Budget

A specific amount sufficient to cover the cost of purchasing and/or engraving of these awards shall be budgeted annually.

### **Article VIII—Recruitment/Membership**

A. Recommendations

The chapter shall endeavor to obtain a hometown recommendation on each potential new member.

B. Recruitment Functions

In accordance with National Panhellenic Conference recommendations, alcoholic beverages and men shall never be included in any form at any recruitment activity or contact, either formal or informal.

### **Article IX—Housing Occupancy**

A. Requirements

1. All members shall be required to live in the chapter house unless the number of members exceeds the maximum capacity of the housing.
2. The capacity of the chapter house is 17.

3. All officers required to live in the chapter house are:
  - a. President
  - b. Vice President Finance
  - c. Property Coordinator
  - d. Alpha Coordinator
4. All other officers shall have priority for living in the chapter house.
5. Members living at home with their parents or legal guardians and members working for room and board as Resident Counselors shall not be required to live in the chapter house unless serving as an officer.
6. A member living in a residence previously purchased by her parents specifically for the member to live in while she is in school shall not be required to live in the chapter housing.
7. No alumna shall live in the chapter housing without written permission from International Council.

B. Priorities for Living in the Chapter Housing

Members shall live in the *chapter housing* according to the following priorities:

1. Executive Council officers
2. Chapter Coordinators
3. Seniors
4. Remaining members by Initiation Order
5. New members may live in the chapter house in order of school classification when there is space available.

C. Permission for Living Elsewhere

1. **Only** when the chapter house is filled to capacity may members live elsewhere.
2. The order for permission to live elsewhere and remain in Good Standing shall be:
  - a. Members on practicum which require residence in specific facilities or away from the campus location.
  - b. Senior members in Good Standing at the time the request is made.
  - c. Extenuating circumstances will be considered by Executive Council only when supporting documentation is presented for consideration and the vacancy can be filled.

D. Requirements for Members and New Members Living Out of the Chapter House

1. All members living out of the chapter house shall continue to pay chapter dues and for all meals taken at the chapter house.

2. All members and new members living out of the chapter house shall fulfill all chapter obligations and attend all Fraternity/chapter events.
3. Failure to comply with the financial and participatory requirements shall result in loss of Good Standing.
  - a. A member shall be placed on suspended membership.
  - b. A new member's pledge shall be terminated.

E. Resident Agreements

1. Members and new members living in the chapter house shall sign a Resident Agreement prior to moving into the housing and shall fulfill its terms.
2. Resident Agreements shall be signed and returned with the security deposit to the Property Advisor, Finance Advisor or Chapter Advisor no later than the end of spring break.

### **Article X—Male Visitation**

A. Definitions

1. Male visitation is defined as the presence of males in the chapter living facilities for any purpose.
2. Public areas of the chapter house shall be those areas that do not concern the personal living quarters of the members.
3. Non-public areas of the chapter house are parts that concern the personal living quarters of the members.

B. Public Areas

1. The public areas of the chapter house are:
  - a. Formal Living Room
  - b. Foyer
  - c. Dining Room
  - d. Front TV Room (located off Formal Living Room)
  - e. Kitchen
2. Male guests are allowed in the public areas of the chapter house with a member/new member escort during the following hours:
  - a. Sunday through Thursday: 9:00 a.m. to 12:30 a.m.
  - b. Friday and Saturday: 9:00 a.m. to 2:00 a.m.

C. Non-public Areas

1. The non-public areas of the chapter house are:
  - a. Bedrooms
  - b. Members' bathrooms/showers
  - c. Sleeping quarters
  - d. Upstairs living room
  - e. Any of the upstairs area
  - f. Basement
  - g. Back hallway
2. Male guests may be allowed in non-public areas for specific hours during special occasions only when approved by Executive Council prior to the visitation day.

### **Article XI—Quorum and Voting**

A. Quorum

The quorum for chapter meetings, Executive Council meetings and committee meetings shall be a majority of their members.

B. Absentee Ballot

There shall be no absentee ballots cast.

C. Voting

A vote is carried by the majority of those present and voting, with the following exceptions:

1. Termination of a new member—two-thirds vote of those present and voting.
2. Approval of an affiliated member—two-thirds vote of those present and voting.
3. Amendment to the chapter bylaws—two-thirds vote of those present and voting.
4. To serve alcohol only to persons of legal age at a chapter sponsored or co-sponsored event—three-fourths vote of those present and voting.

## Article XII—Amendments

### A. Approval

1. Executive Council shall approve any action to amend or repeal any part of these bylaws prior to the presentation to the chapter and the Documents Audit Committee Member.
2. Documents Audit Committee Member shall approve any action to amend or repeal any part of these bylaws prior to the presentation to the chapter.

### B. Notice

Two weeks notice shall be given to all members that a motion to amend or repeal all or part of these bylaws is to be presented.

### C. Chapter Vote

An affirmative vote of two-thirds of the collegiate members in Good Standing present and voting shall be required.

### D. Effective Date

An approved amendment or change shall become effective upon receipt of written approval from the chapter's Documents Audit Committee Member and the chapter approval.

Date approved by Executive Council: Jan. 27, 2014

Date approved by Chapter Vote: Jan. 27, 2014

Signed: Cassandra Janett Cleaver Date: 2/8/14  
Chapter Advisor

Signed: Amber Marks Date: 2-4-14  
President

Approved by:

Signed: Janet Ricket Loos Date: 2-27-14  
Documents Audit Committee Member