

# **BETA ETA CHAPTER BYLAWS DELTA PHI EPSILON SORORITY**

## **ARTICLE I OBJECTIVE**

1. The name of this organization shall be DELTA PHI EPSILON, Beta Eta Chapter, located at the New Jersey Institute of Technology, whose purpose is to foster and promote the ideals and principles of the Delta Phi Epsilon International Sorority, whose Constitution, Bylaws, Policies and Procedures, as amended and supplemented from time to time, are hereby adopted and incorporated herein by this reference, and made a part of hereof as though more fully set forth herein.

## **ARTICLE II MEMBERSHIP**

1. Active Member: Any woman who is a duly initiated member in accordance with Article I of this Chapter's constitution, and is in compliance with all standards of academic performance, financial responsibility, conduct, and other requirements set forth by the Delta Phi Epsilon International Constitution, Bylaws, Rules, Policies, and Procedures as amended and supplemented from time to time.
  - 1.1. An active member in good standing is defined as:
    - 1.1.1. Having paid all financial obligations.
    - 1.1.2. Having met GPA requirements.
    - 1.1.3. Having complied with the current attendance policy set forth by the Vice President of Operations.
    - 1.1.4. Having completed all twenty community service hours within the time frame set forth by the Vice President of Programming.
  - 1.2. If a sister is deemed not in good standing, she shall lose her:
    - 1.2.1. Voting rights.
    - 1.2.2. Social privileges.
  - 1.3. In order to return to good standing, the sister must have:
    - 1.3.1. Fulfilled all financial obligations including but not limited to any applicable fines.
    - 1.3.2. Raised GPA to the requirement.
    - 1.3.3. Completed all unfulfilled community service requirements from the previous semester.
    - 1.3.4. If applicable, completed sanctions set by the The Standards Board.

2. Alumnae Member: Any former, active member, who has graduated with a bachelor's degree, having paid off all her financial obligations with this chapter, and the Delta Phi Epsilon International Sorority, provided however that an alumnae member's participation in chapter activities shall be on a voluntary basis as time permits, all graduating seniors can participate in the Senior to Alumna Expectations of Membership and the Senior to Alumna Ritual.
3. Alumna Initiate: Any woman who is not a member of another National PanHellenic Conference Sorority and has been singled out for her contributions to Delta Phi Epsilon Sorority or has distinguished herself to this sorority for either her academic, social, or philanthropic accomplishments or for benefactions to mankind, who had been initiated as an alumna after approval by the Delta Phi Epsilon International Governing Board.
4. Inactive Member: A sister must petition her chapter's Leadership Team for Inactive Status three weeks before the beginning of the semester in which she would like to have Inactive Status. A member may be declared inactive for documented reasons including full time internships, study abroad, co-op programs, student teaching, university enrollment requirements or severe illness. No member should be approved for inactive status for reasons not listed above. Inactive status changes are permitted only after approval by the chapter's Leadership Team, approval of the International Headquarters (if applicable), and after full payment of her own per capita fee as billed to this chapter from the International Office. No member may be inactive for more than one semester without prior written approval from the International Office. If a request for Inactive Status is denied by this chapter's Leadership Team, then the sister must remain active or deactivate. All exceptions shall be referred to the International Headquarters for approval.
5. Non-Continuing Member: Member who chooses to discontinue her studies at the New Jersey Institute of Technology but continues as a member of the International Delta Phi Epsilon Sorority.
6. Outgoing Transferring Member: Any member in good standing in the Beta Eta chapter who transfers to another college or university. If there is a chapter of this sorority at that school, she may ask to affiliate to that chapter. The international organization will provide the member with chapter information. Once the member has affiliated with the new chapter, she is responsible to follow the new dues structure and recompense any new financial fees. In order to maintain her standing, the transfer member must fill out a Transfer/Non-Continuing Form and submit it with the appropriate payment of the per capita fee to the International Headquarters. The form must be submitted within two weeks of her enrollment in the new institution.
7. Incoming Transferring Member: Any member in good standing in their previous chapter who transfers to the New Jersey Institute of Technology may affiliate themselves to the Beta Eta Chapter if they desire. Once the member has affiliated with the Beta Eta Chapter she is responsible to follow the new dues structure and recompense any new financial fees. She must abide by all current Beta Eta bylaws and regulations. A member who declines such affiliation may, nevertheless, continue as a member in good standing internationally provided that she pay her per capita fee to the International Headquarters until such time as she would have been graduated. In order to maintain her standing, the transfer member must fill out a Transfer/Non-Continuing Form and submit it with the appropriate payment of the per capita fee

to the International Headquarters. The form must be submitted within thirty days of her enrollment in the new institution.

8. Disaffiliation: Any active member who is no longer able or willing to be a member of the Delta Phi Epsilon Sorority. Disaffiliation is a permanent status change and cannot be changed at any later date. Any fees or dues submitted to the International Headquarters or the Beta Eta Chapter prior to the disaffiliation are non-refundable.
  - 8.1. Sister Disaffiliation: An active member who would like to disaffiliate must submit a signed letter stating her desire to terminate membership, chapter affiliation, and a current email and mailing address to the International Headquarters. Only signed letters will be accepted.
  - 8.2. Chapter Disaffiliation: The chapter may seek disaffiliation of a sister if the Standards Board determines she is in violation of current Beta Eta bylaws, Standards of Excellence, NJIT Greek Life Policies or convicted of a criminal charge.
    - 8.2.1. Any chapter requesting a sister's disaffiliation must submit all Standards Board material and the Request for Chapter Disaffiliation Form, which will then be reviewed by International Headquarters. If disaffiliation is approved, the sisterhood badge may be requested back by the chapter.
  - 8.3. New Member De-Pledging: Any new member who chooses not to complete the New Member Process or no longer desires to become a member of Delta Phi Epsilon Sorority. The new member must notify the New Member Educator.
  - 8.4. Chapter New Member De-Pledging: If the new member is found to be in violation of the current Beta Eta bylaws, Standards of Excellence, NJIT Greek Life Policies or convicted of a criminal charge, she may be sent to Standards Board. If determined necessary at the hearing, the Standards Board will determine appropriate sanctions which could be as severe as removal from the new member process.

### **ARTICLE III INVITATION TO MEMBERSHIP**

1. A prospective initiate shall be tendered a bid by closed ballot, in accordance with the bidding requirement of this chapter, and the Delta Phi Epsilon International Constitution, Bylaws, Policies and Procedure, as amended and supplemented from time to time. The closed ballot process must be taken seriously and must be forever kept discrete. The decision made of a prospective initiate is carefully considered and made with concern and care for the future of the sorority. During the closed ballot, if the sisters so choose to change their decision on a prospective new member, whether she has been voted to become a new member or not, the sisters may only do so once.
2. A prospective initiate must be eligible to join a Greek letter organization as stated by the policies and procedures of the New Jersey Institute of Technology, the Constitution and bylaws of the Inter Fraternity Sorority Council, and the Constitution and bylaws of the National PanHellenic Council before being able to accept a bid for membership.
3. After a bid is accepted, the new member fee has been received and after the completion of the ritual ceremony, the prospective initiate shall be known as a new member of the Delta Phi

Epsilon International Sorority and is encouraged to wear the purple recognition pin of the Delta Phi Epsilon Sorority.

4. The orientation period for new members shall not exceed six weeks.
5. New Member membership shall not be rescinded nor shall the training period be renewed except after the International Executive Council has received full advice or such intentions and has signified its assent.
6. At the expiration of the stipulated six week period, and provided the new member has successfully completed all requirements to be performed or completed by a new member during the training period in accordance with the policies and procedure of the Delta Phi Epsilon International Sorority and as adopted by this chapter, the new member shall be formally initiated as a member of this chapter of the Delta Phi Epsilon Sorority, in accordance with the Ritual of this Sorority, thereby becoming a member for life.
7. An initiate shall pay all initiation and publication fees directly to this chapter.
8. The Sorority pin may only be confiscated by or returned to this chapter or its duly appointed agent in accordance with the general provisions of this Sorority regarding deactivation and/or disaffiliation.

#### **ARTICLE IV INVITATION TO ALUMNAE INITIATES**

1. The prospective alumna initiate shall be tendered an invitation to membership [i.e. a bid] in the same member as provided by Article III, a., of these Bylaws and shall be initiated according to the ritual of this sorority.
2. An alumna initiate member shall not pay any initiation fees or assessments. Those submitting the request for alumnae initiate membership shall pay for all fees.
3. An alumna initiate shall have full alumnae membership privileges.
4. All alumna initiate applications must be approved by the International Governing Board prior to offering membership to that person.
5. Potential alumna initiated must not be affiliated with another National PanHellenic Conference Group.

#### **ARTICLE V QUALIFICATIONS FOR VOTING**

1. Every active member in good standing shall have the right to vote at all meetings unless otherwise stated by the Standards Board.
2. The right to vote is limited to the members who are physically present at the time of discussion and the time a vote is taken.
  - 2.1. On any question or vote brought to the chapter, rules cannot be suspended, even if by unanimous vote, to allow an absent member to vote.

3. Quorum shall be set as the majority of members in good standing. Quorum must be met in order to allow for votes to be ratified.
4. If the semester is not in session, or an immediate vote is required, the President may call for anonymous electronic voting via E-mail to all members in good standing.

## **ARTICLE VI MEETINGS**

1. The order of business at all meetings of this chapter shall be as follows, provided that this order may be suspended at any regular meeting by a majority vote; provided further that at all special meetings only such business shall be transacted as that for which such special meetings have been called:
  - 1.1. New member report (if any)
  - 1.2. Reciting of Prayer and Creed
  - 1.3. Roll Call
  - 1.4. Minutes approved from previous meeting
  - 1.5. Dates for the week
  - 1.6. Report of Leadership Team Members
  - 1.7. Old Business
  - 1.8. New Business
  - 1.9. Announcements
2. Any initiated active member of this chapter of the Delta Phi Epsilon International Sorority shall have the right, duty, and privilege to attend all meetings, ceremonies, and all other affairs of the chapter.
3. All chapter meetings shall be secret. IF any members of this sorority divulges anything transpiring at a chapter meeting or ceremony of this chapter to a person not a member of this Sorority, such an act shall be deemed prima facie.
4. Items sent to the Secretary to be added to the agenda must only be added once and repetitions should be removed by the Secretary and re-ordered at her discretion.

## **ARTICLE VII ELECTIONS**

1. The election of all officers shall be by closed ballot.
2. All officers shall be elected by a majority vote of the members in good standing and physically present at the time a vote is taken.

3. A slate of nominees must be presented to the chapter at a regular meeting at least one week prior to the elections meeting.
  - 3.1. Additional nominations are permitted when the slate is presented to the chapter.
  - 3.2. No additional nominations or reconsiderations are permitted after the floor is closed for nominations. The floor may not reopen.
    - 3.2.1. Additional nominations will only be accepted in the event that no nominee is able or willing to run for the nominated position.
4. At the elections meeting, only those nominated for the specific Leadership Team position are eligible to be elected for said position.
  - 4.1. Members nominated, but not elected Leadership Team Positions will not “trickle down” to proceeding Leadership Team positions.
5. Members nominated, but not elected for any non-Leadership Team position will only be able to “trickle” into corresponding positions under the same Leadership Team Position.
6. Elections will be done in order of Leadership Team followed by their sub-positions.
  - 6.1. The only exception to this is the Director of Finance and New Member Educator. They will be voted on immediately after the Leadership Team.
  - 6.2. If the chapter has more sisters than available positions, each sister is limited to holding only one position at a time.
  - 6.3. During the elections meeting, sisters are able to be elected to up to two positions as long as they drop one elected position and only hold one position by the end of the election meeting.
7. In the event that a nominee for a Leadership Team position does not meet the minimum standards, a Leadership Team Waiver to Run Form must be completed and sent to the International Headquarters for consideration three weeks prior to the election.
8. Names and contact information of all new officers should be reported to the Chapter Advisory Board, International Headquarters Membership Manager and NJIT Greek Life Office immediately after elections.
9. Terms of office for any position shall not be limited. A term consists of one year. The chapter shall have the ability to vote on members to continue their position after their term.
10. If the semester is not in session, or an immediate vote is required, the President may send the chapter a call for self-nominations via E-mail. All nominations will be sent to members twenty four hours before an anonymous electronic voting is allowed. Voting will follow majority.

## **ARTICLE VIII DUTIES OF OFFICERS**

1. The President shall have the duty to:
  - 1.1. Call and preside at all meetings of this chapter.
  - 1.2. Cast the deciding vote in the event of a tie.

- 1.3. Appoint such teams as she may deem necessary for the proper conduct and administration of the chapter affairs.
- 1.4. Solemnize and preside at all ritual ceremonies.
- 1.5. Affix her signature to all official correspondence, documents, and vouchers for the disbursement of chapter funds.
- 1.6. Be a member ex-officio of all teams and committees.
- 1.7. Act as a liaison to the International Headquarters, Chapter Advisor, and the New Jersey Institute of Technology.
2. The Vice President of Operations shall have the duty to:
  - 2.1. Supervise the positions of Secretary, Coordinator of Risk Management, Coordinator of Chapter Assessment Program and Director of Finance.
  - 2.2. Maintain and enforce the chapter's attendance policy.
  - 2.3. In the event of the removal of President from office, her resignation, or inability to discharge the powers or duties of the office of President, she shall become the President of the chapter for the remainder of the pending term of office.
3. The Vice President of Programming shall have the duty to:
  - 3.1. Supervise the positions of Coordinator of Fundraising, Coordinator of Philanthropy, Coordinator of Community Service, Coordinator of Website, and Coordinator of Sports.
4. The Vice President of Recruitment shall have the duty to:
  - 4.1. Supervise the positions of Coordinator of Recruitment, Coordinator of Public Relations, and PanHellenic/Greek Council Representative.
5. The Vice President of Membership Development shall have the duty to:
  - 5.1. Supervise the positions of New Member Educator and Coordinator of Alumnae Programming, and Coordinator of P.E.A.R.L.
6. The Vice President of Academic Affairs shall have the duty to:
  - 6.1. Supervise the positions of Coordinator of Social Events, and Coordinator of Special Events.
7. Member – at – Large shall have the duty to:
  - 7.1. Supervise the positions of Coordinator of Sisterhood Programming, Ritualist, and Historian.
  - 7.2. Manage and appoint the chapter's Standard's Board.
8. Vice President of Housing Management shall have the duty to:
  - 8.1. Supervise the position of Coordinator of House Beautification.
  - 8.2. Manage relations with NJIT Residence Life and implement house policies approved by the chapter.

**ARTICLE XI**  
**ROBERT'S RULES OF ORDER**

1. Robert's Rules of Order shall be the authority on all questions of Parliamentary Law exempting such rules that may conflict with the provisions of the Constitution and the Bylaws of this chapter.

## **ARTICLE X SUBSTANCE POLICY**

1. The Delta Phi Epsilon International Collegiate Member Alcohol Policy as set forth in the in the Delta Phi Epsilon International Bylaws and the policy manual of the Delta Phi Epsilon International Sorority is hereby adopted and incorporated herein as the alcohol policy of this chapter.
2. There shall be no association between the Delta Phi Epsilon International Sorority and alcohol or narcotics on any and all social media, for sisters of the age 21 or older. There should be no alcohol or narcotics present on any and all social media for sisters who are underage.

## **ARTICLE XI HAZING POLICY**

1. The Delta Phi Epsilon International Collegiate member Hazing Policy as set forth in the in the Delta Phi Epsilon International bylaws and the policy manual of the Delta Phi Epsilon International Sorority is hereby adopted and incorporated herein as the hazing policy of this chapter.

## **ARTICLE XII MEMBERS STANDARDS BOARD**

1. The provisions for a member standards board and for the imposition of sanctions upon chapter members as set forth in the Delta Phi Epsilon International bylaws and the policy manual of the Delta Phi Epsilon International Sorority is hereby adopted and incorporated herein as the procedure for a member standards board and for the imposition of sanctions upon members of this chapter.
2. A sister can be requested for review by the Standards Board after submitting official written documentation to the Member at Large.
  - 2.1. Reasons for submitting requests are outlined in the Standards Board Manual and can be up to the discretion of any sister.
3. After a proper Standards Board trial has been held, the Standards Board has the power to impose sanctions and, when deemed necessary, can seek chapter disaffiliation.

**ARTICLE XIII**  
**PROCEDURE FOR AMENDMENT OF THE BYLAWS**

1. The DELTA PHI EPSILON International Collegiate Member procedure for amendment of the bylaws as set forth in the Delta Phi Epsilon International bylaws and the policy manual of the Delta Phi Epsilon International Sorority is hereby adopted and incorporated herein as the procedure for amendment of the by-laws of this chapter. To amend bylaws, the chapter must be presented with the changes at least one week prior to voting. The vote must pass by two-thirds.