

# Constitution for the Phi Upsilon Chapter of Alpha Epsilon Phi

Approval Date: February 28, 2021

NOTE: All changes to executive board positions and general board positions will officially change at the Spring 2021 election cycle.

## **Article I Name**

The name of the organization shall be Phi Upsilon Chapter of Alpha Epsilon Phi Incorporated.

## **Article II Purpose**

The purpose of this organization shall be to establish and maintain a sisterhood of university women for social, educational, charitable, and other non-profit purposes in accordance with Charter, Constitution and By-Laws of the National Constitution.

## **Article III Membership**

Membership in this organization shall be governed in accordance with the eligibility requirements and procedures prescribed in the National Constitution and By-Laws. A member of Phi Upsilon Chapter must be a student at Hofstra University and must be in good standing with said Chapter.

- a. Any active member transferring to Hofstra University may affiliate with the Phi Upsilon Chapter under the procedures of the National sorority.
- b. Any member who shall be disaffiliated from membership through personal request or direct action by the Phi Upsilon Chapter with the approval of the Advisory Board, Province Director, and National Council shall forfeit her membership in the total organization of Alpha Epsilon Phi.

## **Article IV Government**

The Government of the Phi Upsilon Chapter shall be vested in the Executive Board

consisting of:

1. President
2. Vice President of Operations
3. Vice President of Finance
4. Vice President of Programming
5. Vice President of Social Standards
6. Vice President of Recruitment
7. Vice President of New Member Education
8. Vice President of Social Responsibility
9. Vice President of Philanthropy & Service Learning

Section 1: Every E-board position is a year-long term (January-December).

Section 2: Every officer must:

- a. Read all updated manuals and materials pertaining to her position.
- b. Be responsible for reporting the status of their team chairs to the president, e-board, and chapter as appropriate.
- c. Be aware of corresponding national workers who can serve as resource people.
- d. Be familiar with all national policies and procedures.
- e. Be familiar with the insurance coverage provided through the National Office and how to report incidents.
- f. CC the President on all emails to the National Office and the University.

Section 3: No member may hold an Executive Board position if she owes money to the chapter or if she is in bad standing with the chapter. To run for an Executive Board position or Assistant New Member Educator, Assistant Finance or Assistant Recruitment, the member must have been active for at least one full semester. To run for President, the member must have been an active sister by the previous spring semester.

Section 4: The *President* shall:

- a. Preside at all meetings.
- b. Appoint, with the assistance of the e-board, all officers and committees not otherwise provided for in chapter by-laws.
- c. Exercise general supervision over the chapter by leading through ritual and leading by example.
- d. Represent the Phi Upsilon chapter, when necessary, or designate an appropriate attendee.
- e. Maintain regular contact with the chapter advisor, team captain and operations specialist; this means returning all phone calls and e-mails, as well as making

initial calls.

- f. Submit (or follow up on submission by other officers) all forms and reports required by the national organization as well as forms required by Hofstra University, Panhellenic, etc.
- g. Notify the national organization regarding any campus relationship statements, standards programs, etc.
- h. Co-sign all checks; checks over \$300 must have advisor's approval.
- i. Serve as tie-breaker in all chapter votes (Not vote unless a decision must be reached.)
- j. Opens and distribute all mail and e-mail to the appropriate officer in a timely manner.
- k. Maintain regular contact with Hofstra University's Greek office (Office of Student Leadership and Engagement - OSLE)
- l. Attend AEPHI functions, as well as regional Panhellenic events.
- m. Review and sign all contracts on behalf of the Phi Upsilon chapter with the advisor or a member of the chapter support team.
- n. Educate the Phi Upsilon chapter on National and Hofstra University policies and procedures.
- o. Arrange, conduct, and oversee elections and officer transition with assistance of the E-board and advisor.

Section 5: The *Vice President of Operations* shall:

- a. Be responsible for the position of secretary/chapter communications and oversight for operations team and the chairs included on that team.
- b. Assist the President in her duties of office.
- c. Represent the Phi Upsilon chapter when the President cannot do so.
- d. Maintain regular contact with the chapter advisor and operations specialist; this means returning all phone calls and e-mails, as well as making initial calls.
- e. Record, read, distribute and file all minutes of all chapter and E-board meetings.
- f. Take attendance at all meetings and chapter functions.
- g. Keep track of excused/unexcused absences.
- h. Notify chapter members of attendance requirements in accordance with chapter by-laws.
- i. Create and maintain updated chapter member roster, including contact information, emergency information, birthdays, e-mail addresses, phone number and any other necessary information.
- j. Compile, with E-board, a monthly calendar of events and distribute it to the chapter at the first meeting of each month.

Section 6: The *Vice President of Finance* shall:

- a. Be responsible for the position of treasurer and oversight for the finance team and the chairs included on that team.
- b. Maintain regular contact with chapter advisor and finance specialist; this means returning all phone calls and e-mails, as well as making initial calls.
- c. Collect all monies due to the chapter and National.
- d. Provide chapter members with a breakdown of all fees charged. e. Interpret, explain and guarantee observance of Hofstra University and National financial policies and guidelines to members and e-board, as necessary.
- f. Maintain proper receipts for all monies paid.
- g. Retain in her custody the funds of the chapter in an account in the name of Alpha Epsilon Phi, Phi Upsilon Chapter, and maintain/balance all accounts on a monthly basis at minimum.
- h. Present a monthly financial update of the chapter to the members. i. Submit all forms required by the national organization, bank or campus office. j. Formulate budget with executive board input and approval, obtaining final approval of budget from advisor or finance specialist.
- k. Create payment plans in conjunction with Vice President of Social Standards, as needed.
- l. Change bank signature card information after elections and within two weeks of new officer installation.
- m. Approve expenditures by chapter members before they occur and reimburses accordingly.

Section 7. The *Vice President of Programming* shall:

- a. Be responsible for the position of Second Avenue and oversight for the programming team and the chairs included on that team.
- b. Implement chapter's Second Avenue programs according to National guidelines.
- c. Be responsible for the position of Letters with Pride and oversight for programs executed to fulfill Hofstra University requirements.
- d. Maintain regular contact with chapter advisor and programming specialist; this means returning all phone calls and e-mails, as well as making initial calls.

Section 8: The *Vice President of Social Standards* shall:

- a. Be responsible for the Standards Board.
- b. Select, in conjunction with the President, the Standards Board.
- c. Educate chapter on the purpose of standards and rituals.
- d. Educate standards board members about their role and duties.

- e. Preside as a neutral member of the standards board and provide framework for the standards process including taking minutes, facilitating meetings and ensuring proper notification.
- f. Educate the chapter on conduct and responsibilities of membership in conjunction with Second Avenue.
- g. Maintain regular contact with chapter advisor and operations specialist; this means returning all phone calls and e-mails, as well as making initial calls.
- h. Educate chapter on chapter by-laws, in conjunction with the President.
- i. Oversee sanctions as set forth by standards board.
- h. Hand out write-ups to chapter members and schedule follow-up meetings.
- i. Complete and submit all forms and reports related to the position.
- j. Be responsible for all ritual and ceremonial materials and supplies.
- K. Responsible for monitoring members' social media accounts.

Section 9: The *Vice President of Recruitment* must:

- a. Organize and direct year-round chapter recruitment efforts.
- b. Preside at all recruitment meetings and membership selection sessions, which require her to remain neutral.
- c. Ensure that all members are aware of Panhellenic rules governing recruitment and that said rules are observed.
- d. Submit all recruitment forms required by National or Hofstra University.
- e. Represent chapter at all campus Panhellenic or National recruitment programs/activities regarding recruitment. Attends and participates in all Panhellenic recruitment decisions and discussions.
- f. Educate chapter on proper recruitment techniques, communication skills, and marketing AEPi to potential members.
- g. Pay special attention to the needs of potential members following National and campus policies.
- h. Educate chapter regarding membership selection process and prepare member selection materials (voting cards, pen, paper, etc.).
- i. Follow budget as dictated by Vice President of Finance, maintaining accurate records of purchases, supplies, etc.
- j. Assign members to assist with recruitment responsibilities as necessary.
- k. Notify the Alpha Epsilon Phi National Office, in a timely manner, of any recruitment infractions filed by or against the chapter via the membership specialist.
- l. Maintain regular contact with chapter advisor and membership specialist; this means returning all phone calls and e-mails, as well as making initial calls.

Section 10: The *Vice President of New Member Education* shall: a.

- Lead new member education meetings.
- b. Coordinate new member activities.
- c. Serve as a role model for new members.

- d. Integrate new members into chapter activities and cultivate relationships among sisters.
- e. Maintain regular contact with the chapter advisor and membership specialist; this means returning all phone calls and e-mails, as well as making initial calls.
- f. Focus on retention of new members
- g. Educate chapter before recruitment takes place on member expectations during new member period.
- h. Educate chapter on anti-hazing policies.
- i. Act as a liaison between new members and current sisters.
- j. Using First Avenue, assist new members in education regarding AEPi history, obtaining pearls for badge, etc.
- k. Plan dates for all rituals and work with the VP of Social Standards to maintain all supplies and materials.
  - l. Submit all new member education forms required by National and OSLE.

Section 11: *The Vice President of Social Responsibility*

- a. Responsible for risk management and social planning for the chapter.
- b. Collects and maintains emergency card file and birthday list in conjunction with vice president-operations (secretary).
- c. Educates chapter on National and campus risk management policies.
- d. Represents chapter at campus, National or any other meetings regarding risk management, etc.
- e. Plans social functions in accordance with campus and National policies.
- f. Adheres to rules/policies set forth by campus and National when planning and carrying out activities.
- g. Obtains approval for all event contracts and monetary expenditures from chapter president, vice president-finance and advisor (or team captain, if chapter does not have an advisor).
- h. Maintains event records with pertinent information using the National Event Report Form.
- i. Completes and submits all forms and reports related to the position.
- j. Maintains regular contact with chapter advisor, team operations specialist, and team captain; this means returning all phone calls and e-mails, as well as making initial calls.

Section 12: *The Vice President of Philanthropy & Service Learning*

- a. Responsible for the position of philanthropy and community service and oversight for that team and the chairs included on that team.
- b. Educates chapter on importance of philanthropic obligations.
- c. Organizes and coordinates campus and community philanthropy projects.
- d. Works with vice president-finance on distribution of philanthropic proceeds.
- e. Works with vice president-recruitment to plan philanthropy round of

recruitment

- f. Ensures that chapter is notified of both internal and external service opportunities.
- g. Plans at least one project to support EGPAF and/or Sharsheret.
- h. Works with PR chair to promote the success of philanthropy within the university community.
- i. Maintains regular contact with chapter advisor and finance specialist; this means returning all phone calls and e-mails, as well as making initial calls. Section 13: The Executive Board shall distribute awards at the end of each semester. No sister is eligible to win these award more than once.
  - a. *AEPHI of the Year* for the senior who has contributed the most to the sorority over the years (excludes current President.)
  - b. *Scholastics Award* to the senior with the highest cumulative GPA.
  - c. *Little Miss AEPHI* (chosen by the E-board) to the sister that has been recognized for their excellence in all aspects of the sorority. This includes participation, attendance, leadership, and dedication. This award is not meant for seniors.
  - d. *Phi Upsilon Award* to the sister who has shown outstanding dedication and loyalty to the chapter (excludes current President and newest members.)
  - e. *Jenny Sand Award*: In memory of our Sister Jenny Sand who was known for her caring heart and helping hand. This is for sister who carries on Jenny's legacy of compassion towards her sisters.

Section 14: The Non-Executive Board (General Board) will consist of:

- a. Assistant Recruitment Chair
- b. Assistant New Member Educator
- c. Assistant Finance/Fundraising Chair
- d. Letters With Pride Chair
- e. Public Relations Chair
- f. Scholarship Chair
- g. Historian
- h. Alumnae and Parents Chair
- i. Panhellenic Delegate
- j. Sisterhood Social Chair
- k. T-Shirt Chair
- l. Fall Fest Chair/ Greek Week Chair
- m. Formal Chair
- n Social Chair
- o. Jewish Heritage Chair
- p. Diversity and Inclusion Chair

Section 15: The *Assistant Recruitment Chair* shall:

- a. Assist the VP of Recruitment in all aspects.
- b. Assume the responsibilities of the VP of Recruitment in her absence.
- c. Gather and keep track of any items needed for recruitment (Ex. signs, water, table cloths, AEPHI flag, scrapbooks, flowers, giraffe, trophies, crafts, recruitment board, recruitment signs, etc.)

Section 16: The *Assistant New Member Educator* shall:

- a. Assist VP of New Member Education in all aspects.
- b. Assume responsibilities of the New Member Educator in her absence.
- c. Gather and keep track of any items needed for new member education.

Section 17: The *Assistant Finance/Fundraising Chair* shall:

- a. Assist VP of Finance in all aspects.
- b. Head the Fundraising Committee.
- c. Plan and help execute any fundraising events.
- d. Know and follow the budget given.

Section 18: The *Letters With Pride Chair* shall:

- a. Be responsible for the chapter completing second-avenues given by the National Office.
- b. Be responsible for the chapter completing the Letters With Pride program given by the school.
- c. Work under the guidance of the VP of Programming.

Section 19: The *Public Relations Chair* shall:

- a. Promote the sorority in a positive way through social media.
- b. Maintain AEPHI Hofstra Facebook Page, Twitter, Instagram, website, Tumblr account, etc.
- c. Send pictures to [pictures@aephi.org](mailto:pictures@aephi.org) and [hugreeklife@gmail.com](mailto:hugreeklife@gmail.com).
- d. Submit all material called for by the editor for publication in Columns.
- e. Collaborate with chairs to develop marketing plan for events.

Section 20: The *Scholarship Chair* shall:

- a. Assist the VP of Social Standards in filling out forms given by National Office.
- b. Recognize chapter member achievements on a regular basis.
- c. Ensure chapter members meet campus and National GPA requirements to maintain membership and hold e-board positions.
- d. Collaborate with Second Avenue/Letters With Pride Chair to plan positive scholarship programming for the chapter.
- e. Inform the chapter on all scholarship opportunities.
- f. Inform the President of all members who do not meet GPA requirements.
- g. Create and maintain a written academic plan.

Section 21: The *Historian* shall:

- a. Work under the guidance of VP of Recruitment
- b. Save and keep track of pictures from events throughout the semester.
- c. Print out all pictures for scrapbook.
- d. Collect scrapbook and all materials needed for it.
- e. Keep and maintain a permanent file of all souvenirs, photos, newspaper clippings and other printed material deemed worthy of preservation.

Section 22: The *Alumnae and Parents Chair* shall:

- a. Work under the guidance of VP of Programming
- b. Maintain and update the list of alumnae e-mails.
- c. Maintain and update the list of parent e-mails.
- d. Send out monthly e-mails to alumnae and parents from the [AephiHofstra@gmail.com](mailto:AephiHofstra@gmail.com) account about past and upcoming events (Must also CC National and Faculty advisors.)
- e. Plan one parent and one alumnae event per year (one each semester).

Section 23: The *Panhellenic Delegate* shall:

- a. Work under the guidance of the President
- b. Represent AEPHI at all Panhel meetings and serve as communicator between Panhel, IFSC, and AEPHI.
- c. Keep the chapter aware of all pertinent information regarding Panhellenic by taking minutes at meetings and reporting back to the chapter on a timely and regular basis.
- d. Inform the chapter of Panhellenic events, opportunities for member involvement, elections, etc.

- e. Must have been an active sister in the chapter for one year.

Section 24: The *Sisterhood Social Chair* shall:

- a. Work under the guidance of VP of Programming
- b. Plan and coordinate at least two events/activities that encourage sisterhood bonding.
- c. Know and follow the budget given.

Section 25: The *T-shirt Chair* shall:

- a. Create T-Shirt ideas and have the chapter vote on them.
- b. Get design approval from VP of Recruitment and any other necessary parties.
- c. Find the lowest price by researching printing companies and place the order.

Section 26: The *Greek Week Chair/Fall Fest* and assistant shall:

- a. Work under the guidance of VP of Social Responsibility
- b. Plan and execute all necessities for Greek Week activities, including making teams, choreographing dances, making togas, etc.
- c. Know and follow the budget given.

Section 27: The *Formal Chair* shall:

- a. Works under the guidance of VP of Social Responsibility
- b. Plan one formal per semester.
- c. Know and follow the budget given.
- d. Responsible for sister most likely's and all other formal awards.
- e. Know and follow all risk-management policies
- f. Must be an active sister in the chapter for one year.

Section 28: The *Social Chair* shall:

- a. Works under the guidance of VP of Social Responsibility
- b. Plan all social events.
- c. Know and follow the budget given.
- d. Know and follow all risk-management policies.

Section 29: The *Crafting Committee* shall:

- a. Works under the guidance of VP of Recruitment
- b. Responsible for the creation, set-up and breakdown of all recruitment crafts

Section 30: *The Recruitment Committee* shall:

- a. Works under the guidance of VP of Recruitment
- b. Responsible for initiating outreach to potential new members
- c. Attend Meet the Greeks and other recruitment events

Section 31: *The Philanthropy Committee* shall:

- a. Works under the guidance of VP of Philanthropy & Service Learning
- b. Responsible for the creating materials and goods for philanthropy sales

Section 32: *The Programming Committee* shall:

- a. Works under the guidance of VP of Programming
- b. Responsible for the creating materials for Gala and Senior Send-Off

Section 33: *The Homecoming / Greek Week Committee* shall:

- a. Works under the guidance of VP of Social Responsibility
- b. Aids in the development of Homecoming and Greek Week ideas and materials

Section 34: *The Fundraising Committee* shall:

- a. Works under the guidance of VP of Finance
- b. Aids in the development of fundraising ideas and materials

Section 35: *The Scholarship Committee* shall:

- a. Works under the guidance of VP of Social Standards
- b. Identify members who are not meeting or at risk of not meeting National or University academic standards.
- c. Conduct study hours and report to the VP of Social Standards as is necessary.

Section 36: *Jewish Heritage Chair* shall:

- a. Works under the guidance of VP of Programming
- b. Coordinates AEPi - Hillel and Chabad partnership events
- c. Educates chapter on Jewish heritage

Section 37: *Diversity and Inclusion Chair* shall:

- a. Works under the guidance of the VP of Programming.
- b. Informs and educates the chapter of the importance of being inclusive and accepting of all cultures, religions and ethnic backgrounds.

Section 42: No member may hold more than two general board positions at a time unless there are no other nominations. No member may hold more than one Executive Board position. No Executive Board member may hold a general board position unless there is an extreme circumstance and permission is granted by the National Vice President-Chapter Operations.

## **Article V New Member Education**

All new member education activities and events will be directed and carried out by the New Member Educator with assistance from the Assistant New Member Educator, and the approval of the Executive Board. All new member activity will be followed in accordance with Hofstra University Policy and with the Alpha Epsilon Phi National Avenues Programs.

Section 1: At no time shall any sister take initiative in directing any new member education activity or give instructions to the new member class without prior approval of the New Member Educator.

Section 2: At no time shall any sister or alumnae be off campus with any new member without prior approval of the New Member Educator and OSLE

Section 3: Workshops

- a. There shall be a mandatory new member education workshop for all sisters who have been initiated the previous semester.
- b. This workshop will be directed by the current New Member Educator with the approval of the Executive Board.
- c. In the event that there was no member class initiated the previous semester, then the workshop will be mandatory for the last new member class to be initiated.
- d. New member education workshops will be mandatory for any

transfers affiliating with the chapter.

Section 4: New sisters and transfers will have no new member education privileges until they have been active in the chapter for a full year. .

Section 5: Any sister who has not maintained active attendance or GPA requirements may not participate in new member education activities. Active attendance is determined by the VP of Operations.

Section 6: The Standards Board will be responsible for assigning new member probation to any sister who has violated Hofstra University, Alpha Epsilon Phi National, or Chapter rules.

Section 7: The New Member Educator and Assistant New Member Educator are not permitted to take a little in the new member class they are conducting. The newest initiated member class is also ineligible for littles. The only exception to this rule is by an Executive Board vote based on extreme circumstances.

Section 8: At no time during the new member education process shall any member of the new member class be found in the presence of or participating in the consumption of alcohol and/or other illegal substances on or off campus.

## **Article VI Standards Board**

The Standards Board will be run by the Vice President of Standards. The Board will consist of one to three sisters from each year (freshman, sophomore, junior, senior) appointed by the VP of Standards. No Standards Board member may hold an Executive Board position.

Section 1: The Standards Board as a whole shall:

- a. Handle disciplinary actions by enforcing a probation and fining policy.
- b. Deal confidentially with problems such as financial or personal concerns about the sorority.

Section 2: To eliminate the possibility of a biased hearing, no member on the Standards Board should presides in hearings involving her big, little, closest friend, etc. A substitute will be put in her place for this meeting.

Section 3: All disputes will be judged and handled by the Standards Board. A member will be served a summons to appear before the Standards Board. Every member has the right to appeal.

Section 4: If the VP of Standards does not follow membership or position responsibilities, the President shall call the VP of Standards to Standards. The President must communicate this call to Standards to the chapter advisor(s), team captain, and team operations specialist. A member of the Standards Board will serve as the head of Standards for this particular hearing.

Section 5: All sisters shall:

- a. Attend all sorority functions
- b. Provide services to the sorority
- c. Promptly meet all financial obligations
- d. Uphold the values of Alpha Epsilon Phi
- e. Support and respect other sisters and other organizations
- f. Arrive promptly and remain for the duration of the meeting or event
- g. Assist the new members in completion of the new member education obligations
- h. Hand in excuses for absences 24 hours in advance
- i. Maintain a 2.5 cumulative GPA

Section 6: Mandatory Functions shall be:

- a. Chapter Meetings
- b. Rituals and Ceremonies
- c. Recruitment Events
- d. Officer elections
- e. Membership selections
- f. New member education events as stated by the New Member Educator
- g. Fundraising events
- h. Philanthropy events
- i. Letters with Pride and Second Avenue events
- j. Any other event stated by the President as mandatory

Section 7: Sisters are expected to be at ALL mandatory functions. If a member is going to be absent she must inform the VP of Operations at least 24 hours in advance. Excused absences will be at the discretion of the VP of Operations. One unexcused absence will result in a \$50 fine, to be paid by one week to the VP of Finance. If that fine is not paid, the sister will be brought up to Standards.

Section 8: Minor Infractions: a member may be placed on probation when she has been found to violate the accepted standards of conduct. The following are considered minor infractions sufficient to establish grounds for probation:

- a. Failure to fulfill sorority financial obligations
- b. Unjustified failure to attend regular chapter meeting or other

- events
- c. Disrespect to the advisor, National Representatives, University officials, or other sisters.
- d. Inappropriate behavior under the influence of alcohol and/or controlled substances
- e. The first offense regarding the use of alcoholic beverages and/or controlled substances preceding or during a meeting
- f. Failure to maintain a 2.5 cumulative GPA
- g. Failure to fulfill sorority obligations after being initially warned

Terms of the probation for minor infraction may include, but are not limited to:

- a. A loss of social privileges for the term of the probation
- b. Removal from positions for the period of probation (to be determined by Standards Board)
- c. May not wear letters or symbols for the period of the probation
- d. Must attend all meetings, but may not vote
- e. Must participate in all mandatory events
- f. Must deliver badge to Standards Chair to be held during the period of probation
- g. Must give a presentation to the entire chapter explaining how their actions were wrong

The period of probation for a minor infraction may not exceed one month

Section 9: Major Infractions: the following are considered major infractions sufficient to warrant probation with a high level sanction:

- a. Hazing violations
- b. Sexual misconduct
- c. Misconduct under the influence of alcohol or other controlled substances
- d. Serving alcohol to a minor
- e. Possession and or consumption of alcoholic beverages or controlled substances on chapter property
- f. Destruction of property or vandalism
- g. Divulging confidential material to non- members
- h. Conduct which would discredit the good name and reputation of the chapter, National Organization, or University
- i. Repeated violations of minor infractions

Terms of the probation for major infractions may include, but are not limited to:

- a. Loss of social privileges for one semester
- b. Permanent removal from office
- c. May not wear letters for the period of probation

- d. Must attend all meetings, but will have no voice or vote
- e. Must participate in any and all community service for the period of probation
- f. Must make verbal apology to the chapter and a written note to National Council
- g. Shall organize a chapter educational meeting on a subject related to the case
- h. Cannot transfer in a good standing while on probation
- i. Following national procedures of disaffiliation

Section 10: Automatic Disaffiliation: a member may be disaffiliated without regard to probation for the following:

- a. Theft from members of the chapter
- b. Buying, selling, or dealing controlled substances on chapter premises
- c. Serious hazing violation
- d. Any violation of a federal, state, or local law where charges are filed
- e. Public display of sexual misconduct

## **Article VII Elections**

Elections shall be announced at least two weeks in advance.

Section 1: Nominations will be taken from the floor. The member must be present to accept the nomination, unless excused by the VP of Operations. She will then be contacted by the President to accept or deny the nomination. Once a person accepts a nomination, she has up until 24 hours prior to elections to decline the nomination.

Section 2: Election procedures

- a. Sisters who have been initiated in the current semester may not vote on Executive Board elections until the following semester elections but are allowed to participate in pro-con-pro.
- b. Speeches for elections must be limited to 3 minutes
- c. At least two members must be running for each position.
- d. An election must be held for each and every position.
- e. The order of elections shall be in the order listed in Article IV.
- f. There will be no seniority in elections. For example, if a senior is running against a sophomore, the senior will not be awarded the position based on seniority.
- g. If a sister forfeits her position during her term, a formal election

- must be held immediately to replace the position. Regular nomination and election procedures should occur.
- h. Positions may not be held by fifth-year students
  - i. Executive Board votes must be physically written down and counted by the President and VP of Social Standards.
  - j. Executive Board and General Board votes will be cast by members closing their eyes and raising their hand. Hands will be counted by the President and VP of Social Standards.
  - k. Every nominee for all Executive Board and General Board positions will be pro-con-proed prior to voting. This procedure will be presented as an option by the President after a sister has given her speech.
  - l. The voting sisters will always have the opportunity to pro-con up to 5 cons for Executive Board positions. If no one engages in a con, there must be an entire round of Pro-Con-Pro in order to always end on a Pro.
  - m. Each candidate is limited to two cons for the following General Board Positions:
    - a. Assistant Recruitment Chair
    - b. Assistant New Member Educator
    - c. Assistant Finance/Fundraising Chair
  - n. The remaining General Board Positions are limited to one con.

### **Article VIII Financial Obligations**

Dues are subject to change every semester as deemed necessary by the VP of Finance and voted on by the Executive Board. All changes in dues shall be announced at least one month before the dues are due.

- a. All financial obligations must be fulfilled in order to attend and end of the semester formals or semi-formals.
- b. All financial obligations must be fulfilled in order to run for positions. c. Any sister that is not fulfilling financial obligations will be put on social probation until her payments have been fulfilled to the Vice President of Finance.
- d. Every sister must be on a payment plan that will be established by the Vice President of Finance.

### **Article IX Fifth Year Student Policy**

- 1. Housing will be made available to fifth-year students if, and only if, the house is not filled to capacity.

2. No fifth-year student shall become an elected officer of the chapter unless permission has been granted by the Vice President-Chapter Operations.
3. A fifth-year student may be granted alumna status at the completion of her fourth year. If she chooses, she may pay to participate in specific activities. Notification of alumna status must be sent, in writing, to the National Office.

## **ARTICLE X AMENDMENTS**

This constitution may be amended by a majority vote of National Council or by a two-thirds (2/3) vote by mail in the same manner as the Sorority By-laws may be amended.

Constitution review and revision overseen by:  
**Alexa Weissman - President**

Constitution revision approved by the Phi Upsilon chapter on: February 28, 2021