

# Gamma Phi Beta Sorority

Rules and Procedures

Fall 2024



# GAMMA PHI BETA SORORITY

## RULES AND PROCEDURES

### MEMBERSHIP (Bylaws - Article II)

#### 1. PLEDGING (Section 2)

- a. Academic Requirement – An entering first-year student 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.
- 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 – 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 shall approve the membership of the alumna initiate with consideration for the recommendations provided.
- b. Initiations Allowed – Initiation ceremonies shall be limited to two in each regular term unless special permission for additional Initiation ceremonies is granted by the chapter advisor.
- 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 – As a symbol of her membership, each initiate will obtain a badge through the Sorority per the process in Rule 31 prior to her Initiation.
- e. Initiations – Initiation ceremonies shall be conducted by collegiate chapters or for alumnae initiates by an international Initiation Service.

#### 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) A member is not eligible to affiliate while she is on an international disciplinary status.
- c. Graduate Student, Fifth-Year Student or Sixth-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 majority vote of the chapter.
- d. 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 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, alumnae status may be conferred upon any member of said chapter.
  - (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, the Membership Review Committee may grant alumnae status to a collegiate member with approval of the chief experience officer.

#### 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. In the event non-members are residents, 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. All collegiate members of chapters which operate a facility are required to live in Sorority housing 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 outlined in the Collegiate Operations Manual.
  - (1) All international obligations and local facilities fees must be paid.
- b. Chapter Meetings and/or Chapter Activities – May be granted, in rare instances, to an initiated member. The procedure shall be outlined in the Collegiate Operations Manual.
  - (1) All local and international financial obligations must be met.
- c. Study Away Members – A study away member is a member that studies internationally or in a domestic exchange program, is student teaching away from campus, participates in clinical rotations away from campus, or is participating in a co-op and/or full-time internship. A study away 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 outlined in the Collegiate Operations Manual.
- 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 and collegiate chapter supervisor.

## 6. RESIGNATIONS (Section 2)

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

- a. Submission – A member wishing to resign shall voluntarily submit a Request for Resignation to the chapter president. The member, chapter president and chapter advisor shall consult about opportunities to retain membership and confirm the resignation is the necessary outcome. A resignation shall become effective upon verification by International Headquarters of a dated Request for Resignation form. The badge and membership certificate of the resigning member shall be returned to International Headquarters.
- b. Outstanding Financial Obligations – If a Request for Resignation is received at International Headquarters from a member who has outstanding financial obligations, her membership will be terminated for unmet financial requirements. If payment in full is received at any time, then her resignation request will be honored, and her status will be changed to resigned and she is then eligible for reinstatement.

## 7. MEMBER DISCIPLINE (Section 2)

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

- a. RECORDING OF HEARINGS – In any instance in which a hearing is conducted for the purposes of member or new member discipline the hearing will be recorded. Recordings will be deleted thirty

- days from when the member receives the hearing outcome.
- 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 and chapter 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 and new chapter volunteers, 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 chapter 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) The following teams may recommend a member for local probation, membership suspension or membership termination. The recommendation will go to the executive council or Membership Review Committee as appropriate.
      - (a) Investigative visit team
      - (b) Membership review team
  - 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, local laws, college/university or Gamma Phi Beta policy such that imminent action is necessary and/or the discipline process is futile, International Council may execute a membership suspension or termination by unanimous vote without review by the Membership Review Committee.
  - d. Notification – When International Headquarters receives completed written documentation for disciplinary action against a member, the accused member shall be notified in writing that the Membership Review Committee plans to consider disciplinary action against her.
  - e. Membership Review Committee Hearing
    - (1) The accused member may, within five calendar days after receipt of such notice, request a hearing before the Membership Review Committee. Such a request by a member shall be emailed to the designated staff at International Headquarters. The hearing is to be held within one month 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 five calendar days prior to the hearing. All expenses of the accused member in connection with attendance at and participation in the hearing shall be the responsibility of the member.
    - (3) The hearing shall be conducted in a fair and reasonable manner, affording the accused member an opportunity to share her side of the situation 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 as may be offered and deemed appropriate by the Membership Review Committee, including statements from the executive council and/or chapter advisor on its rationale for the original decision. In addition, the executive council and chapter advisor 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.
  - f. Final Decision

The Membership Review Committee shall render a final decision in each case, which may include membership suspension, membership termination or no disciplinary action. In the event the Membership Review Committee alters the initial recommendation, the chief experience officer must be consulted prior to a final decision. The severity of the action shall correspond to the seriousness of the member's misconduct. The member shall receive prompt written notice of this action. Any prescribed action shall be effective at the time designated in the notice to the member.

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 the Membership Review Committee only after input is received from the chapter officers and advisors who signed the resignation form.

9. ALUMNAE INITIATES (Section 2)

- a. 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.
- b. All alumnae initiate applications are reviewed and approved by the Membership Review Committee.

**COLLEGIATE CHAPTERS (Bylaws - Article III)**

10. GRANTING OF CHARTERS (Section 1-4)

- a. Formation of a New Chapter – International Council shall be the voting body to act on the formation of a new chapter.
- b. Petitioning Local – When a local group desiring to petition to establish a new chapter communicates with Gamma Phi Beta, the chief experience officer 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.
- 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 DISCIPLINE (Section 8)

- a. In the event that International Council places any chapter on a cease and desist, the chief experience officer shall specify the terms of the cease and desist in writing to the chapter.
- b. The chief executive officer or chief experience officer may place a chapter on any other disciplinary status and specify the length and terms. The terms of the disciplinary status may include educational programming, social restrictions or other sanctions commensurate with the violations involved.

12. CHARTER REVOCATION AND SUSPENSION (Section 9)

- 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 chief experience officer or their designee shall at once conduct or cause to be conducted, an investigation and shall designate one or more persons 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 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.

13. CHAPTER DISPENSATION

- a. The chief experience officer may grant dispensations outside of the Bylaws and Rules and Procedures.
- b. All dispensations shall be subject to annual review by the chief experience officer, which may revoke or modify such dispensation.

14. GOVERNMENT (Section 13)

- 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 November 1 of each year, a nominating committee shall be formed composed of the chapter advisor and initiated representative(s) elected by each academic class. A list of candidates, one for each office, shall be presented. Each candidate's eligibility for an elected office shall be verified by the chapter advisor 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.
- 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 are provided for in the Collegiate Operations Manual or such as usually pertain to the respective offices.
- h. Mentor – The president of each collegiate chapter shall appoint a mentor for the next chapter business (formal) meeting. 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 elected 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.

## 15. 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 and not on a special status 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.

## 16. PLEDGING QUOTA/TOTAL

- a. Quota – International Gamma Phi Beta expects each collegiate chapter to pledge 100% 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.



17. CHAPTER SUPERVISION (Section 14)

- a. Chapter Advisory Board – Each chapter shall have an advisory board comprised of a chapter advisor, financial advisor and recruitment advisor. The chapter advisor shall serve as the chair of the chapter advisory board.
  - (1) Chapter Advisor – The chapter’s collegiate chapter supervisor shall appoint the chapter advisor for her assigned chapters.
  - (2) Financial Advisor – The chapter advisor shall appoint the financial advisor.
  - (3) Recruitment Advisor – The chapter advisor shall appoint the recruitment advisor.
  - (4) Other Advisors – The chapter advisor shall appoint the other advisors on the advisory board.

**ALUMNAE CHAPTERS (Bylaws - Article IV)**

18. GRANTING OF CHARTERS (Section 2)

- 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 manager, 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.

19. GOVERNMENT

- a. Elections and Appointments – The elected officers of each alumnae chapter shall be elected no later than November 1. The officers of an alumnae chapter shall include president, vice president and treasurer. Any remaining officers shall be appointed by the president with the approval of the vice president and treasurer.
- b. Eligibility for Office or as Delegate – Alumnae members must be in good standing to serve as alumnae chapter officers or delegates to Convention.
- c. 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 Chapter Operations Manual or such as usually pertain to the respective offices.
- d. 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.
- e. Chapter Name – A request for a change in a chapter’s name must be submitted to International Council for approval.
- f. Statement of Compliance – All statements in governing documents, including the policies and procedures outlined in the Alumnae Chapter Operations Manual, should be adhered to by the alumnae chapter officers and members.

**AFFILIATED HOUSE CORPORATIONS (Bylaws - Article V)**

20. 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.
- 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 chief housing officer to begin the process of voluntary dissolution.

### **APPOINTED VOLUNTEERS (Bylaws - Article VI Section 3)**

#### **21. INTERNATIONAL COUNCIL APPOINTED VOLUNTEERS**

- a. Definition – An International Council appointed volunteer is any volunteer appointed by International Council, including those serving on special or standing committees, those that report to the International President, Foundation Chair and Facilities Management Company Board of Managers.
  - (1) An appointed volunteer may not hold more than one appointed position without approval from International Council and the appointed volunteer’s supervisor.
  - (2) Appointed volunteers will be notified of the length of appointment at the time they receive their notification of appointment.
- b. Service – All International Council 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. Audit and Finance Committee – is a standing committee to support both International Council and the FMC Board of Managers in their financial and fiduciary responsibilities.
  - 2. Belonging and Inclusion Committee – is a standing committee appointed by International Council to support the prioritization, identification, and implementation of practices related to belonging, equity, diversity and inclusion in the context of Gamma Phi Beta Sorority.
  - 3. 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.
  - 4. Extension Committee – is a standing committee appointed by IC to assist IC in its collegiate extension decisions.
  - 5. 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 chief executive officer and professional

staff material benefits changes. Authority will be granted to members of this Committee by Board Resolution.

6. Leadership Development Committee – is a standing committee appointed by IC to optimize resources and best prepare future leaders for highest-level service within Gamma Phi Beta.
7. 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. NPC Advisory Committee is a standing committee appointed by IC to review and draft National Panhellenic Conference legislation, as well as recruit members to serve in NPC leadership roles.
9. 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.
10. 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.
11. 150<sup>th</sup> Committee – is a special committee appointed by International Council to oversee and execute the activities and experiences offered to members as a way to celebrate and honor Gamma Phi Beta’s 150<sup>th</sup> anniversary.

## 22. VOLUNTEERS

- a. Definition – A volunteer is any individual who gives their time to Gamma Phi Beta. These individuals are broadly classified into four groups.
  - (1) International Sorority volunteers – All those that volunteer with the Sorority internationally.
  - (2) Local Sorority volunteers – All those that volunteer with the Sorority locally.
  - (3) Facilities volunteers – All those that volunteer with affiliated house corporations.
  - (4) 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) International Sorority volunteer terms are two years in length.
  - (2) International Sorority volunteer terms begin on August 1 of odd numbered years.
  - (3) International Sorority volunteers are limited to three consecutive two-year terms in the same role.
  - (4) International Sorority volunteers appointed prior to August 1st of even numbered years will be considered serving a full term and only be appointed to two more consecutive two-year terms.
  - (5) Any volunteer who holds more than one role will need approval from all supervisors.
- c. Oversight – The chief executive officer oversees the workforce volunteers.

## **INTERNATIONAL COUNCIL (Bylaws - Article VII)**

23. MEETINGS –\_Once a year International Council shall hold a meeting or conference call of all board members of Gamma Phi Beta Sorority, Gamma Phi Beta Facilities Management Company and Gamma Phi Beta Foundation. The purpose of this meeting will be to discuss topics that impact the three entities including but not limited to finances, strategic plans, board development and current and future organizational trends. If at any time an issue arises that impacts all three entities and it cannot be delayed until the next meeting, the International President, Facilities Management Company Chairwoman, Foundation Chair or Chief Executive Officer may call a meeting to discuss the issue.

24. CHIEF EXECUTIVE OFFICER – The chief executive officer is selected by International Council and directly reports to the International President. The chief executive officer 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 chief executive officer oversees all International Headquarters professional staff, Sorority volunteers, facilities volunteers and business operations of the Sorority. The chief executive officer is the administrative director of International Headquarters facilities. The chief executive officer 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*.
25. 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.
26. 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, Board of Managers or Board of Trustees 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 – Election of the Nominating Committee is set forth in the Bylaws. If 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.
    - (2) Collegiate members of the Nominating Committee shall be appointed prior to the election of the Nominating Committee on which they will serve.
    - (3) Applicants must have at least two years remaining as undergraduate members.
    - (4) The Nominating Committee shall screen applicants in the same manner used for alumnae applicants for Nominating Committee.
    - (5) Two members and two alternates shall be selected, and their names shall be submitted to International Council for approval by May 1 in a Convention year. It is preferred that only one member per chapter be selected.
    - (6) 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.
    - (7) 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 selected at the first meeting to serve in the absence of the chairwoman.
  - e. Procedures
    - (1) Meetings and Procedures – The Nominating Committee shall meet to finalize the candidate slate no later than April 1 preceding Convention.
    - (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 chief executive officer 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 chief executive officer to devise a plan for holding an election by mail or otherwise. The details of such plan shall be determined by the chief executive officer, but all Bylaws provisions relating to elections shall be followed as the circumstances will permit.
- (4) Posting Names of Nominees – The names of slated candidates 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) 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.)
- (2) 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.
- (3) Voting Body – Collegiate and alumnae chapters shall have a vote, via their delegate, if all international reporting and financial obligations have been met 30 days prior to the meeting.
  - (a) Chapters must elect their Convention delegate and alternate delegate.
  - (b) An alumnae chapter delegate may not be a nominating committee candidate.
- (4) 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 form signed by the recording secretary (or other officer not serving as the delegate or alternate) of the chapter she represents.
- (5) Sergeant-at-Arms – At all Conventions or special meetings there shall be a sergeant-at-arms who shall be appointed by the International President.
- (6) 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.
- (7) 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.
- (8) Convention Business – The convention business agenda will be determined by International Council and may 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) Adjournment

- (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 Expenses – The Sorority, directed by International Council, may assume partial or total Convention and special meeting expenses of International Council, Sorority volunteers, 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. Distribution - Electronic distribution may include e-mail, attachment to an email or posting to the Gamma Phi Beta website.
- c. REAL Leadership Retreats – The purpose of REAL Leadership Retreats is to support officers' transitions into their new roles and build strong teams between executive officers and their support teams.
- d. REAL Leadership Institute – The purpose of REAL Leadership Institute is to educate the Gamma Phi Beta workforce and provide skill development to enhance the overall functions and operations of the Sorority.
- e. 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, and facilities volunteers on facility best practices. This conference is intended for affiliated house corporations, chapter presidents, financial vice presidents, facility managers, facility advisors and financial advisors.
- f. REAL Leadership Experience – The purpose of REAL Leadership Experience is to provide critical leadership development to first- and second-year members by empowering them to impact the growth of their chapter and college community. Members are invited to apply for the REAL Leadership Experience with participants being selected by members of the workforce.
- g. Belonging, Equity, Diversity and Inclusion (BEDI) Summit – The purpose of the BEDI Summit is to provide a leadership summit dedicated solely to creating a more just, equitable and inclusive Gamma Phi Beta. The BEDI Summit is intended for both collegiate and alumnae members of the Sorority.
- h. Recruitment Summit – The purpose of the Recruitment Summit is to provide critical education and training regarding collegiate chapter recruitment activities to Gamma Phi Beta's recruitment advisors and volunteers.

## **FUNDS AND FINANCE (Bylaws - Article X)**

### **27. DUES AND INFORMATION**

- a. 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.
- b. 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) All alumnae annual and Life Loyal dues will be billed and paid in United States dollars.
- c. Fees and Dues – Shall be set by IC and the FMC by March 1. Any chapter who wants to petition for modified dues or fees shall provide a proposal to IC or the FMC by June 1. Unexpected or emergent

situations will be addressed on a case-by-case basis by contacting the chief experience officer or chief housing officer.

- d. 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.
- e. Canadian Collegiate Chapter Payments – Canadian collegiate chapter fees and dues will be billed in United States dollars and the Sorority will be responsible for the exchange rate.
- f. Leadership Education Fund Grants – The Sorority shall make annual grant requests, and an annual written report to the Foundation concerning use of grants received from the Foundation.

#### 28. MONIES OWED TO THE SORORITY

- 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.
  - (2) In the event payment is not received within 120 days, outstanding collegiate chapter invoices will be assessed a 25% 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% 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% 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 chief executive officer 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. International Council shall ratify all modifications, amendments or restatements of the Foundation's Bylaws for them to be effective.
- b. Biennially, International Council shall select two of its members 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 leased 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.
  - (4) The badge is the property of the Sorority. When a member leases a badge, she receives 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 (membership suspension or membership termination) 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) Upon the death of a member, the badge should be returned to International Headquarters or given to an initiated Gamma Phi Beta relative.
- c. 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.
- 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 and 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, initiated members, families, friends, staff, etc.
  - (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 of 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. **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 of 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. 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.
  - b. **Service Roll** – The alumnae engagement coordinator shall verify eligibility for members nominated for the Service Roll on a monthly basis. Members who are awarded the Service Roll will be notified and will receive an award certificate. Those added in the past biennium shall be listed in Convention records.
  - c. **Merit Roll** – The alumnae engagement coordinator shall verify eligibility for members nominated for the Merit Roll on a monthly basis. Members who are awarded the Merit Roll will be notified and will receive an award certificate. Those added in the past biennium shall be listed in Convention records.
  - d. **Loyalty Award** – The alumnae engagement coordinator shall verify eligibility for members nominated for the Loyalty Award on a monthly basis. Members who are awarded the Loyalty Award will be notified and will receive an award certificate. Those added in the past biennium shall be listed in Convention records.
  - e. **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. 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.
  - f. **Preservation** – The recipients’ names of the Honor, Service, Merit Rolls, Loyalty and Carnation Awards shall be preserved permanently in International Headquarters.

#### **AWARDS OF RECOGNITION**

33. **AWARDS OF RECOGNITION**
  - a. **75-Year Award** – Members who have been initiated for 75 years or more shall be eligible for the 75-Year Award. Official International Headquarters records shall determine eligibility. An award may be ordered from Herff Jones website by the individual or chapter and presented to the honored member, preferably on Founders Day.
  - b. **50-Year Award** – Members who have been initiated for 50 years or more shall be eligible for the 50-Year Award. Official International Headquarters records shall determine eligibility. An award may be purchased from Herff Jones website by the chapter or individual. and presented to the honored member, preferably on Founders Day.

- c. 25-Year Award – Members who have been initiated for 25 years or more shall be eligible for the 25-Year Award. Official International Headquarters records shall determine eligibility. An award may be ordered from Herff Jones website by the individual or chapter and presented to the honored member, preferably on Founders Day.
- d. 10-Year Award – Members who have been initiated for 10 years or more shall be eligible for the 10-Year Award. Official International Headquarters records shall determine eligibility. An award may be ordered from Herff Jones website by the individual or chapter and presented to the honored member, preferably on Founders Day.
- 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 Herff Jones website by the chapter and presented to the honored member, preferably on Founders Day. 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.

## **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, Panhellenic and housing policies without prior permission of the regional team leader.
- 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 chief marketing officer.
- 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. Unauthorized use of member contact information may result in chapter/member discipline.

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 chief marketing officer. Clearance must be obtained in advance from the chief marketing officer 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 the chief marketing officer. 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 and follow the workforce travel policy.
38. LEGACIES –For the purpose of definition, a sister, daughter, granddaughter or great-granddaughter of a Gamma Phi Beta is a legacy. Step-daughter, step-sister, step-granddaughter and step-great-granddaughter may be considered legacies, if desired by the Gamma Phi Beta legacy-maker.
39. 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 Chapter Operations Manual.
  - 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 Chapter Operations Manual.
40. 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 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.
41. LEGAL COMPLIANCE – All Gamma Phi Beta activities will conform to federal/country, state, provincial, local and university laws and regulations.