

Chapter Bylaws

Kappa Gamma Chapter of Alpha Xi Delta

University of South Carolina

ARTICLE I – Membership

Sec. 1 New Member Requirements. To be considered for membership a woman must be a regularly registered student at the University of South Carolina and have at least a 2.75 cumulative high school or a 2.5 cumulative college grade point average.

Clause 1 However, if she has a documented learning disability and does not meet Alpha Xi Delta's minimum grade requirements, exceptions to those requirements may be granted by National Council's designee.

Sec. 2 Initiated Member Requirements. All initiated members of Alpha Xi Delta must maintain at least a 2.5 cumulative grade point average and be a regularly registered student at the University of South Carolina.

Clause 1 However, if she has a documented learning disability and does not meet Alpha Xi Delta's minimum grade requirements, exceptions to those requirements may be granted by the National Council's designee.

Sec. 3 Inactive Status. No more than 5% of chapter membership may have inactive status per term. Procedures for determining inactive status will be as prescribed in the National Bylaws. Any exceptions will be granted by the National Council's designee.

Sec. 4 Alumna Status. Undergraduate members who have completed four academic years will be considered alumna members; **or** members who have graduated from the University of South Carolina; **or** are otherwise no longer enrolled at the University of South Carolina, but are in good standing, will be considered alumna members.

Sec. 5 Fifth Year Active Status. A member who wishes to remain active after completing four academic years in the chapter, and is in good standing, may petition the chapter at the beginning of her fifth academic year, to be considered for fifth year active status. Her rights and obligations are the same as other chapter members.

Sec. 6 Non-Discrimination. Alpha Xi Delta Fraternity believes it is inherent in our principles not to discriminate on the basis of religion, race, national origin, handicap or age. The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or veteran status.

Sec. 7 University of South Carolina Student Organizations. Membership in NSO shall be limited to persons officially connected with the University of South Carolina-Columbia as faculty, staff, or students. Students enrolled in the spring semester under the above conditions who have pre-registered for the fall semester, as well as students enrolled in summer classes, are eligible for summer membership. Note: This refers to USC student organizations and Alpha Xi Delta does not allow for summer membership or summer activities.

ARTICLE II – Meetings

Sec. 1 Chapter. Chapter meetings are to be held every Sunday or Monday during the academic year, dependent on campus room reservations, except when prohibited by campus regulations. Attendance is required except in the case of scheduled class, illness, or emergency. Meetings will begin promptly.

Sec. 2 New Member. New member meetings are to be held weekly at a time designated by the New Member Orientation Director and the New Member Advisor. New members are required to attend except in the case of scheduled class, illness or emergency.

- Sec. 3 Special. Special meetings may be called by any member of the Executive Committee or Advisory Board in case of emergency or to conduct special business. Notice must be given to chapter members twenty-four (24) hours in advance, as possible, and attendance is required except in the case a member is excused by the Executive Committee.
- Sec. 4 Teams. Each team will meet once per week at a time established by the vice president in charge of the team. Attendance for team officers is required except in the case of scheduled class, illness or emergency. Members without offices are encouraged to attend team meetings.
- Sec. 5 Quorum. Fifty-One (51%) of the chapter membership eligible to vote shall constitute quorum. A quorum is required to act in all chapter business.
- Sec. 6 Excuses. All members are required to follow the Chapter Merit System. Excuses are due 24 hours in advance via email to the Administrative Director. The Administrative Director reserves the right to ask for proof of any excuse.

ARTICLE III – Finances

Sec. 1 Dues and Fees

- Clause 1 Chapter Dues. Chapter dues of \$300 per semester are paid by all initiated and new members. This amount will be evaluated every year.
- Clause 2 New Member Fees. The national new member fee is \$55. The local new member fee is \$10. Both of these fees are one-time fees.
- Clause 3 Initiation Fees. The National Initiation Fee is \$140 and must be paid before Initiation. This is a one-time fee.
- Clause 4 Quill Badge. All new members will be offered the opportunity to select their own badges, starting at \$65. Badges must be paid for before Initiation. The Quill badge is property of the National Fraternity.
- Clause 5 National Dues. National dues and fees are paid twice per academic year by all members. These dues and fees are \$100 per semester per National Council. These dues and fees include national semi-annual dues (\$67/semester), national risk management fee (\$16/semester), national technology fee (\$9/semester), and national housing fee (\$8/semester). These funds are paid to the chapter, and then the chapter pays the National Fraternity.
- Clause 6 Facility Fee. All members will pay a one-time facility fee totaling \$200 in installments of \$100. All members will pay a parlor fee of \$135 per semester.
- Clause 7 Local Sorority Council Dues. Local Sorority Council dues are to be set by the Sorority Council of the University of South Carolina.
- Clause 8 Bid Day Fee. A bid day fee will be billed to each member during summer, regardless of membership status, for the purchase of bid day gifts and related expenses.
- Clause 9 Miscellaneous expenses. The Financial and Operations VP will set a payment schedule for miscellaneous billed items including, but not limited to, t-shirts, formal events, sisterhood events, and social events.
- Clause 10 Inactive Status Fees. Members on inactive status are required to pay national dues and fees and local Sorority Council dues during the term before their status begins.

A. When an inactive member is participating in recruitment she is required to pay any recruitment related fees and the bid day fee.

Clause 11 Collection. Member dues are to be paid on the date set by Omega Financial Systems (OmegaFi). All payments are to be paid directly to OmegaFi. Payments are considered late ten days after the due date.

Clause 12 Check Fees. Members will be billed \$30 for every returned check. They will be required to provide cashier's checks or money orders for all future expenses.

Clause 13 Past Due Balance. Any member past due on OmegaFi cannot purchase and/or receive any t-shirts or other swag as offered to the chapter. She also cannot pay to and/or attend any social event until her balance is zero.

Clause 14 Financial privacy. If a chapter member is over the age of 18, the Financial and Operations VP is not legally able to discuss details of the member's account with anyone other than the member. In extreme circumstances, the member can opt to sign a release allowing the Financial and Operations VP to do so.

Sec. 2 Chapter Funds.

Clause 1 Chapter Savings Account. The chapter will maintain a minimum balance of \$1,000 in the savings account at all times.

Clause 2 Chapter Convention Account. The chapter will maintain a minimum balance of \$1,000 in the convention account at all times. The chapter will budget \$500 in the chapter's convention account every semester. This account will cover registration and travel expenses for National Convention, National Fraternity summer programming, and Area Wide Trainings.

A. Two chapter representatives (the President and an alternate) and the Chapter Advisor are to be funded by the chapter for Convention and National Fraternity summer programming (if applicable). If funds are available, additional members may be covered as well.

Clause 3 Special Funds. The Financial and Operations VP is to send \$3 per member on November 1 of each year, and the sum of \$3 per member on April 1 of each year to the Alpha Xi Delta Foundation.

Clause 4 Surplus Funds. After sufficient start-up funds for the next school year are set aside and deposits have been made into the chapter savings and convention funds, all surplus chapter funds are to be turned over to the national housing corporation.

Sec. 3 Budget. A budget for each academic year will be established by the Financial and Operations VP in cooperation with chapter officers and with the guidance of the Financial Advisor. The budget is to be completed and voted on by the chapter in time for submission to the Chapter Development Specialist by April 1.

Sec. 4 Check Signatures. The only officers authorized to sign chapter checks are the Financial and Operations VP, President, Chapter Advisor, Financial Advisor, and Chapter Development Specialist.

Sec. 5 Reimbursement for Expenditures. Members will be reimbursed for expenditures pre-approved by the Financial and Operations VP, President, Chapter Advisor, Financial Advisor, or Chapter Development Specialist upon submitting the receipt and financial reimbursement form within the following 2 weeks.

- Clause 1 Vice presidents are responsible for monitoring the spending within their teams in accordance with the budget. All purchases are subject to the approval by the Financial and Operations VP.
- Clause 2 Reimbursements will be paid by check upon presentation of a receipt of purchase, accompanied by a reimbursement form and a purchase contract if applicable. Reimbursement forms and receipts must be given to the Financial Vice President within two weeks of the purchase to guarantee reimbursement.
- Clause 3 Members are able to utilize the chapter purchasing card with approval from their vice president and a completed purchase contract. The purchase contract must be given to the Financial and Operations VP prior to obtaining the purchasing card. When a member is using the purchasing card, she is liable for all items in her possession purchased with the card.
- Clause 4 Purchase Contracts. Members making purchases on the behalf of the chapter should complete a purchase contract with the appropriate vice president before the time of purchase. Purchases made which total more than the amount specified can only be fully reimbursed with approval from the vice president.
- Clause 5 The President is the only one who can approve and sign contracts; all contracts must go through her.

Section 6. Financial Standing

- Clause 1 Good Financial Standing. To be in good financial standing, members must be current on OmegaFi or have a payment plan set up with the Financial and Operations VP.
- Clause 2 If a member fails to keep current on OmegaFi and does not set up a payment plan, the member will be placed on financial probation.
- Clause 3 Members on payment plans must pay the agreed upon amount according to their payment plan each billed month. Failure to make payments to the account on due dates will result in the member being put on financial probation.
- Clause 4 OmegaFi. All members of the chapter should be familiar with the OmegaFi definition of delinquent status.

ARTICLE IV - Elections

Sec. 1 Timing. Elections will be completed by January 1st each year.

Sec. 2 Nominating Committee. The USC Chapter will be following an officer selection structure as organized by the National Fraternity until 2021. Through this structure the chapter will learn appropriate procedures and in the future a Nominating Committee is to be elected by the chapter four weeks prior to elections. It is to be composed of two seniors, two juniors, two sophomores, two freshmen, one member at large, and the Chapter Advisor. The Chapter President serves with no vote.

- Clause 1 Each Nominating Committee member is required to sign the Nominating Committee Contract. Violation of the Nominating Committee Contract will result in probation or immediate removal from office to be decided by the Executive Committee.

Sec. 3 A slate of candidates is selected by the Nominating Committee. The candidates for elected officers shall be as stated in the National Bylaws.

ARTICLE V - Appointments

Sec. 1 Officers. The USC Chapter will be following an officer selection structure as organized by the National Fraternity until 2021. Through this structure the chapter will learn appropriate procedures as outlined in the Fraternity's Constitution and Bylaws and Manual for Chapter Officers. This includes the process in which the newly elected Executive Committee appoints chapter officers.

Sec. 2 Timing. The Executive Committee will complete all appointments by February 1st.

ARTICLE VI – Officers

Sec. 1 Term of Office. All officers will serve a one-year term coinciding with the calendar year.

Sec. 2 Eligibility for Office. To be eligible for elected office, a member must be in good standing with the chapter, have at least a 2.5 cumulative college GPA, and be a regularly registered student. In addition, any student seeking to hold or holding office must maintain the cumulative GPR requirement for graduation and remain in good standing in their respective college at the University of South Carolina.

Sec. 3 Vacancies. Should a vacancy in an office occur during the course of the year, the Executive Committee will appoint a replacement with the assistance of the Chapter Development Specialist.

Clause 1 Vacancy in Chapter President. If the President vacates her role, the Chapter Life Vice President fulfills her duties until the Executive Committee appoints a replacement with the assistance of the Chapter Development Specialist.

Sec. 4 Structure and Duties. The chapter officer structure and duties shall be as outlined in the Manual for Chapter Officers.

Sec. 5 Training. A chapter officer training retreat will be held annually and attended by both in-coming and out-going officers and all chapter advisors.

Clause 1 Area Wide Training. If Area Wide Training is offered for the chapter, all Executive Committee officers and other officers as indicated are required to attend. If an officer is unable to attend she must find a replacement that is approved by the Chapter President or Chapter Advisor.

Sec. 6 Removal of Officers.

Clause 1 Chapter officers can be automatically removed from office if they no longer meet the eligibility requirements to hold office (see Article VI, Sec. 2 for eligibility requirements)

Clause 2 In accordance with Alpha Xi Delta's National Bylaws, an officer may be removed by any member of National Council, National Council's designee, or the Chapter Advisor.

A. Procedures for member discipline and removal of officer shall be as outlined in the National Bylaws.

ARTICLE VII – Member Discipline

Sec. 1 Reasons. A member may be disciplined for any of the following:

- A. Failure to maintain financial good standing (automatic)
- B. Failure to maintain academic good standing (automatic)
- C. Conduct contrary to the best interests of the Fraternity
- D. Failure to maintain attendance/merit good standing (automatic)
- E. Violation of the rules or standards of the Fraternity
- F. Violation of the rules or standards of the University

- G. Violation of laws regarding use of any drug (alcohol or controlled substance)
- H. Violations of local, state and/or federal laws

Sec. 2 Procedures. Procedures for member discipline (probation or suspension) shall be as outlined in the National Bylaws.

Clause 1 In the event that a member is placed on probation, her contract must be signed within a week or said member can be suspended. Valid excuses or extenuating circumstances will be taken into consideration.

Clause 2 If a member is placed on probation and holds an officer position, she will be automatically removed from office.

Sec. 3 Code of Conduct. All members are to follow the Code of Conduct as it relates to Alcohol, Risk Management, Hazing, and other member policies.

ARTICLE VIII – Attendance and Participation

Sec. 1 Merit System. A merit system is used to encourage and regulate participation of all members. Members who do not fulfill required merit obligations will be placed on merit probation and/or fined at the discretion of the Executive Committee.

Sec. 2 Mandatory Events. Chapter events with a mandatory designation are outlined in the chapter’s merit system.

Sec. 3 Fines. The Executive Committee reserves the right to fine members for missing certain mandatory events without proper notice or approval. The fining structure is:

Chapter Meeting	\$25/occurrence
Initiation Ceremony	\$100
AmaXIng Challenge Event	\$75
Sisterhood Event	\$30/occurrence
Recruitment Workshop	\$100/workshop (\$50/half-day workshop)
Recruitment Work Week	\$150/day
Spirit Week	\$150/day
Formal Recruitment Round	\$250/day

Sec. 4 Application and Administration. The Merit Chair will handle the merit system administration. It is a member’s responsibility to inform the Administrative Director of an absence to event or meeting 24 hours in advance via email.

Clause 1 Recruitment-related Excuses. All excuses involving recruitment are to be submitted to the Membership Vice President.

A. The Membership Vice President, with the assistance of the Chapter Development Specialist, will approve excuses for recruitment workshops. These excuses must be submitted to her via email 24 hours in advance, and she reserves the right to request proof of excuse.

B. If a member is going to be absent for any amount of time from events held during formal recruitment work week, spirit week and/or formal recruitment parties she must submit her excuse(s) to the Membership Vice President. Recruitment excuses will be due during the spring semester on a date determined by the Chapter Development Specialist. They will be presented, discussed and decided upon by the Chapter Development Specialist. Recruitment excuses submitted over the summer will be presented, discussed and decided upon by the Chapter Development Specialist, and due before August 1st. The specialist reserves the right to request proof of excuse.

ARTICLE IX – Big Sister Program

- Sec. 1 Eligibility. To be eligible to be a big sister, a member must be in good standing with the chapter, have at least a 2.5 cumulative college GPA, and be a regularly registered student.
- Sec. 2 Selection. Assignment of little sisters shall be at the discretion of the New Member Orientation Director and New Member Advisor. At all times, it shall be the goal to match each little sister to the big sister of her choice, unless it is deemed that match would be inappropriate.
- Sec. 3 Preference. Those members who do not yet have little sisters shall be matched first whenever possible.

Article X- Conventions

- Sec. 1 The chapter is to send at least one delegate to Alpha Xi Delta's National Convention and National Fraternity summer programming every year. The delegate that goes to National Convention or summer programming is required to return to the University of South Carolina and Alpha Xi Delta the term following. If the delegate does not return to the University of South Carolina and Alpha Xi Delta in the following term, she will be financially responsible to the chapter for all expenses incurred for National Convention or summer programming.

Article XI - Advisory Board

- Sec. 1 Advisory Board
- Clause 1 Chapter Advisor. A Chapter Advisor is appointed by National Council's designee.
- Clause 2 Advisors. The Chapter Advisor, with the assistance of National Council's designee, appoints a group of advisors to assist in chapter development in the areas of membership, finance, academic achievement, new member education, programming and other areas as she may deem necessary.
- Clause 3 Chapter Advisor Vote. The Chapter Advisor shall have the right to exercise one vote in all chapter matters and she may, at her discretion, delegate this vote to be exercised by any one of the advisors.
- Clause 4 Convention Fund. Pending chapter finances, the chapter will pay the expenses for the Chapter Advisor to attend National Convention and other training opportunities offered by the National Fraternity.
- Sec. 2 Meetings. Each officer shall meet with their respective advisor at least once per semester.
- Sec. 3 Faculty/Staff Advisor. The University of South Carolina requires that the chapter has a Faculty/Staff Advisor. The Faculty/Staff Advisor must be selected from full-time faculty or administrative staff members at the University.

Article XII - Scholarship

- Sec. 1 Member GPA Requirements. All chapter members shall maintain a 2.5 cumulative grade point average.
- Clause 1 New Member Grades. New member grades will be checked prior to pledging to determine whether they meet the minimum standards of membership. After pledging, the academic guidelines for new members are the same as for initiated sisters, as outlined in the Academic Achievement Plan.

Clause 2 Special circumstances will be considered at the discretion of the Executive Committee and the Academic Achievement Director.

- Sec. 2 Officer GPA Requirements. All officers shall maintain a 2.5 cumulative grade point average, and shall relinquish her office if she fails to do so.
- Sec. 3 Academic Plan. Any member who had a semester GPA below 2.5 the previous academic term, but who still has a cumulative GPA above 2.5 and who is not on academic probation, will be placed onto an academic plan. The Academic Achievement Director will notify the member of the concern for her and to set up an individual plan to support the Sister.
- Sec.4 Academic Probation. Any member whose cumulative grade point average falls below 2.5 for an academic term will be placed on Academic Probation. A member on Academic Probation will be under the direct supervision of the Academic Achievement Director.
- Clause 1 An "academic probation term" can be extended up to one year (2 consecutive semesters) before a member is suspended. This probation will be extended only if the member's semester GPA is at or above a 2.5, but her cumulative GPA is not.

Article XIII- Voting

- Sec. 1 Membership Vote. Election to membership shall be by a minimum of seven/eighths (7/8) vote of the entire chapter present and eligible to vote.
- Sec. 2 Officer Election. Election of officers will be executed as outlined in the Manual for Chapter Officers.
- Sec. 3 Voting Eligibility. Any member who is in good standing on the day of the chapter meeting to be considered eligible to vote.
- Clause 1 If using OmegaFi, charges must be paid 24 hours prior to the chapter meeting with the payment verification forwarded to the Financial Vice President in order to be considered in good standing.

ARTICLE XIV – Amendments

Amendments to these bylaws may be made by a seven-eighths (7/8) vote of the entire membership present and eligible to vote. Two (2) weeks should elapse between the first reading of an amendment and the chapter vote.

Bylaws accepted by Kappa Gamma Chapter

DATE February 5, 2017

Merrith Merritt
Chapter President