

CONSTITUTION
ALPHA PI PHI SORORITY
(First Adopted February 2009, Last Amended March 2018)

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ARTICLE I – ALPHA PI PHI SORORITY

SECTION 1. The name of this organization shall be Alpha Pi Phi Sorority, and this governing document shall be the organization's constitution.

SECTION 2. This constitution establishes Alpha Pi Phi Sorority (ΑΠΦ) as a social and philanthropic organization.

SECTION 3. Alpha Pi Phi Sorority (ΑΠΦ) will be the official name and acronym used when referring to the organization.

SECTION 4. Alpha Pi Phi Sorority may be referred to in this Constitution and within the organization's policies, as well as within each chapter's Bylaws, as Alpha Pi Phi, the Sorority, or this Sorority.

SECTION 5. The name of the Sorority's collegiate chapters shall follow in sequence of the Greek alphabet, excluding "Alpha Alpha", "Kappa Kappa Kappa" and "Eta Omicron Epsilon". Alumnae chapters will be identified based on geographical region.

- a) The name of the Chapters classes shall follow in sequence of the Greek alphabet, excluding "Alpha Alpha", "Kappa Kappa Kappa" and "Eta Omicron Epsilon".
 - i) In the event that a new member class in its entirety is not initiated, the name of that class shall not be skipped and will be passed onto the next new member class.

SECTION 6. All chapters must abide by set standards. Chapters are required to hold weekly chapter meetings, follow constitutional law, and perform uniform ritual (following ritual, academic standards, financial standings, etc). The International Vice President of Chapter Standards and Risk Management oversees standards of all chapters. Should a chapter have a complaint about the conduct of another chapter, it should be sent to the International Vice President of Chapter Standards and Risk Management.

- a) Each active, initiated member must complete a minimum of 3 study hours per month.
- b) Each active, initiated member must complete a minimum of 20 philanthropy hours per semester.
 - i. These rules are not applicable to AMPPs in the semester of their initiation or to other membership statuses as outlined through the constitution, including but not limited to senior status and distant status.
- c) All members must abide by the ICAPP Bylaws.
- d) All members with the status of Active, Distant, or Alumnae have the right to access and request unedited meeting minutes from their respective Chapter.
- e) Any revisions of Chapter bylaws must be approved by ICAPP prior to implementation.

SECTION 7. Alpha Pi Phi (ΑΠΦ) shall not be tattooed on any person's body. Symbols (swan, calla lily, etc.) and Greek meanings (agape: love, etc.) are permissible. If a member is unsure of the admissibility of a tattoo, they should contact the International Vice President of Chapter Standards and Risk Management for clarification.

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SECTION 8. One alcoholic beverage in letters is allowed if in a licensed establishment, and if complying with the legal drinking age.

- a) Sisters are not permitted to consume cannabis in letters, regardless of provincial laws.
 - i) If necessary, medical marijuana must be consumed with discretion and in a professional manner whenever possible.

SECTION 9. In regards to the use of alcohol in online and printed content, social and digital media, and promotional materials in relation to Alpha Pi Phi, all members must adhere to the Drug and Alcohol Policy, Social Media Policy and Anti-Hazing Policy.

SECTION 10. Only initiated sisters of Alpha Pi Phi may wear or use our letters “ΑΠΦ” in any capacity.

SECTION 11. For any sister whom wishes to discard old, unwanted letters, they may first attempt to donate them to any chapter. If the sister is unable to donate the unwanted letters to a chapter, she must destroy the letters, ensuring they are un-legible and un-usable.

SECTION 12: Family tree colours are to be solid colours only. Patterns such as tye-dye, camouflage, glitter, plaid, etc. are not permitted.

ARTICLE II – PURPOSE AND MISSION STATEMENT

SECTION 1. The purpose of Alpha Pi Phi Sorority is to promote a sisterhood united through love, loyalty, and friendship; to foster confidence in young women, and to aid in the development of their leadership skills; to encourage its members to conduct themselves with grace, dignity and moral integrity; to cultivate academic excellence and nurture generosity through active philanthropy for the betterment of the community.

ARTICLE III – MEMBERSHIP

SECTION 1. The Sorority does not discriminate against any person on the basis of colour, physical appearance, social status, family background, race, age, religion, sexual orientation, disability or veteran status; however, the Sorority does discriminate on the basis of gender. Only self-identifying women are eligible for membership.

SECTION 2. Membership in the Sorority shall be conferred only upon persons congruent with the guidelines of this article.

SECTION 3. Any self-identifying female student enrolled at and actively taking undergraduate classes at a university, college, technical school, or other institution of higher education may be associated with and initiated into a chapter of Alpha Pi Phi (founded at said university, college, technical school, or other institution of higher education) in accordance with the chapter’s constitution and bylaws.

- a) Each chapter must disclose in their bylaws whether they take sisters from other colleges and universities within the geographical proximity to a chapter, if the individual has a recommendation from a sister.

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- b) Recommendations must be made as a formal motion in a chapter meeting. Discussion on the topic must follow.

SECTION 4. To be eligible for membership, the potential new member must attend a minimum of one recruitment event during the Sorority's recruitment period, and receive a vote of admittance by two-thirds of the chapter, before an invitation (bid) may be extended to the potential new member.

- a) No PNM who knowingly broke the law in relation to an Alpha Pi Phi event shall be granted a bid under any circumstance.

SECTION 5. The aforementioned self-identifying female student may be admitted into the Sorority provided that she is in good academic standing with the university, demonstrates good character and is not an active or affiliated member of any other collegiate social fraternity or sorority.

- a) In the event that the aforementioned self-identifying female is seeking to start a colony of Alpha Pi Phi and was previously a member of any other collegiate social fraternity or sorority, they must provide a signed statement that they are no longer an affiliated member at the discretion of the International Vice President of Expansion and Development.

SECTION 6. The aforementioned self-identifying female student must undergo the first part of the Initiation Ritual (Cygnet Ceremony), within one week of accepting a membership invitation (bid). Once she has undergone the first part of Initiation, she will be known as an Active Member in her Pledging Period of Alpha Pi Phi and subject to Sorority rule.

SECTION 7. The aforementioned self-identifying female student must undergo the second part of Initiation Ritual (Swan Ceremony), following six to eight weeks after the conduction of the first part of Initiation. Once she has undergone the second part of Initiation, she will be known as an active, initiated member of Alpha Pi Phi and subject to Sorority rule.

- a) Upon arrival, cell phones and all communication devices will be collected from everyone in attendance, with the exception of the chapter President. Cell phones and all communication devices will be returned just prior to leaving initiation.
 - i. In addition to the President, Keeper of the Ritual and the Vice President may also keep their cell phones at initiation if members are dispersed among different areas of the initiation location.
- b) No electronic devices will be permitted at initiation. This includes but is not limited to smart watches, tablets, computers, MP3 players, eReaders or any other type of communication device. An exception applies to devices needed to carry out initiation tasks.
- c) Personal activities at initiation that do not encompass the attending sisters are not permitted. This can include, but is not limited to, schoolwork, personal readings, school readings etc.
- d) As per the Alcohol and Drug Policy, no alcohol or drugs are permitted during Alpha Pi Phi ritual events.

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- e) Role numbers are to be assigned at the Swan Ceremony and stitched onto letters after initiation. The International Keeper of the Ritual Chari will support chapters to find a local distributor to ensure consistency across chapters.

SECTION 8. Granddaughters and daughters will receive an automatic bid. Familial¹ sisters will not receive an automatic bid but will receive an automatic invitation to preference. If sufficient evidence indicates that a granddaughter, daughter, or sister does not follow Alpha Pi Phi's core values, their privileges will be void. Should a legacy's privileges become void, a letter from the chapter explaining the reasoning must be written to the grandmother, mother, or sister, and to the International Council of Alpha Pi Phi Sorority.

SECTION 9. There shall be four classes of membership within the Sorority: active, distant, alumnae and honorary. Active Membership is the only form of membership that is used to calculate a sister's active time in the sorority, when she chooses to apply for alumni status. One exception is made for colony members as the colonization period counts toward one term of active membership.

- a) In addition to the four classes of membership, "senior" status will fall under "active" status. Regulations are to be determined by the sister's associated chapter.
- b) Active membership may be extended to any self-identifying female who is enrolled as a student and actively taking undergraduate classes at the affiliated university, college, technical school, or other institution of higher education and is in good, financial standing with the Sorority.
- c) Distant membership will be granted to any active member in good financial and moral standing who is undertaking an exchange or co-op, which makes it impossible, either geographically or due to scheduling restrictions, to remain in good standing with the chapter. Distant membership will be terminated once the sister returns, and the sister will then be reinstated as an active member. Should a sister request distant membership for health or financial reasons, she must submit a formal request to the Executive Council. The Executive Council will determine if the individual should be granted distant membership. If granted, the individual must sign an agreement stating the duration and reasons for her distant membership.
 - i. As distant members are not active sisters they are not able to cast a vote until active membership has been reinstated.
 - ii. As distant members are not active sisters, their time as a distant sister does not count towards the four active semesters she needs to serve in order to apply for alumnae status.
 - iii. As distant members are not active sisters, they will not have to complete philanthropy hours, complete study hours, or attend events; mandatory or not.
 - iv. Distant members do have a voice in chapter.
 - v. Distant members must physically return to their home chapter for a chapter meeting in order to proceed to serve as an active sister, or, if eligible, apply for alumnae status.
 - vi. Distant sisters must request to the executive council permission to attend events

¹ In context, the word familial refers to sisters within the immediate family of the Alpha Pi Phi sister, including but not limited to half-sisters, step-sisters and adoptive sisters.

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in accordance with the respective chapter bylaws

- vii. Should a distant sister demonstrate the capabilities of being an active sister, the executive council may re-evaluate her distant status and require her to return as an active member.
- d) Should a sister require leave due to physical or mental illness, the following support protocol must be taken:
- i. Upon notification of a selected Executive Council member by the sister requesting distant membership due to illness, the selected Executive Council member assumes a supporting role of the sister and will work with the sister to empower and support her during her distant time. Upon approval, the sister must identify to the rest of the Executive Council that she will be going distant for health reasons.
 - ii. The selected Executive Council member and the sister in need will work together to formulate a plan that will directly benefit the sister, while still keeping her involved and active in chapter business.
 - iii. The selected Executive Council member, Vice President and Risk Management Chair are to work with the sister in need to provide her with another active sister in the chapter who is able to keep her in touch with the sisterhood. The purpose of this ‘buddy’ system is to keep the distant sister connected to the chapter as she takes time away.
 - iv. The sister in need must keep the selected Executive Council member, Vice President and Risk Management Chair informed of her needs and progress in the form of monthly updates, to allow them to provide her with any resources she is in need of.
 - i. All information regarding a sister’s mental or physical health may be kept confidential (between selected Executive Council member, Risk Management Chair and the ‘buddy’) at her request, less an extreme circumstance. The sister must however identify to the Executive Council that she will be going distant for health reasons. She does not have to provide details to the rest of the Executive Council.
 - ii. In no instance are the Executive Council, Risk Management Chair or the ‘buddy’ to provide advice, medical or otherwise, to the sister in need. The role of the Executive Council, Risk Management Chair and the ‘buddy’ is to provide resources and support.
 - v. Should a sister on a payment plan receive Distant Status, her payment plan will be put on hold, and she will resume paying the owed amount once she returns to Active status.
 - i. If necessary, a sister can arrange a payment plan at the discretion of the Executive Council should she choose to pay the remainder of her owed dues during her distant period.
 - vi. When a sister returns from distant membership due to physical or mental illness, she can:
 - i. Return as an active member of her chapter
 - ii. Apply for alumnae status, so long as she has completed her four active semesters outside of her distant membership (see below)
 - iii. Apply for alumnae status if she has been active for a minimum of two semesters, inclusive of her new member period.

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- iv. If the sister chooses to apply for alumnae status, it is encouraged that her entire time as a sister be discussed during her alumnae application; not simply her time as an active member.
 - v. Distant membership for sisters experiencing physical or mental illness is available to sisters in both good and bad standing. At the time distant status is granted, membership is placed on hold, once the sister returns or applies for alum status, she resumes the standing that she held at the time of leaving for distant status.
- e) Should a sister experience an act of sexual violence and require distant membership, or other support, the Sexual Assault Action Plan must be followed.
- f) Alumnae membership may be granted to any active or distant member in good standing, who has completed four semesters of undergraduate studies or equivalent as an active member. This **includes** the sister's pledging period, but **does not include** work-oriented or co-op programs, summer semesters, or time spent in distant membership. The colonization period is equivalent to the semester-long pledging period for founding sisters. One semester will be counted towards her total semesters required to be eligible for alumna status.
- i. In order to apply for alumna status:
 - i. A minimum of 48 hours prior to the chapter meeting this sister must inform the President that she will be reading her alumna request letter in chapter to accommodate chapter agenda planning.
 - ii. The President must consult with the Executive Council to ensure the member is in good standing, financially and morally, with no outstanding judicial concerns before allowing the member to read their request letter in chapter.
 - iii. The sister must submit a written, signed letter to the chapter requesting alumnae status which will be granted on the condition of a chapter vote. This letter will be read in New Business. At the following chapter, in Old Business, the chapter will hold a discussion and vote on the member's requested alumna status.
 - iv. Only relevant judicial information that have previously been brought to Judicial Board, the appropriate Executive Officer or ICAPP may be brought up during this discussion.
 - v. The Vice President, Chapter Advisor, Risk Management Chair or appropriate Executive Officer must address any judicial matters brought up in discussion in order to share all facts of the situation and consequences served.
 - vi. Within 48 hours of alumna status being granted by the chapter, the sister must fill out the Alumna Status Notification Document and submit to International Vice President of Alumnae Relations.
 - ii. Alumnae members have a voice; however, they may not execute a vote.
 - iii. Alumnae members must request permission to attend Chapter events through the necessary means outlined by Chapter bylaws.
 - iv. Any alumnae judicial issues shall be directed to the International Council as outlined by the ICAPP bylaws.
- g) Honorary membership may be extended to any self-identifying female over the age of eighteen, who has not undergone initiation, but maintains strong ties and bonds with the

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sorority.

- h) The maximum amount of time a sister may hold active membership is restricted to 5 years or completion of undergraduate studies, whichever comes first.

SECTION 10. Active sisters may be placed on probation if there is a consensus amongst the Judicial Board that this individual has breached Alpha Pi Phi's Code of Conduct as laid out by Alpha Pi Phi's governing documents. A sister put on probation automatically assumes bad standing, and all consequences that come with bad standing as outlined throughout the constitution, for the duration of her probationary term. Terms and conditions of a sister's probation will be recommended and implemented by the Executive Council.

- a) Any Initiated Member who knowingly breaks the shall immediately be placed on probation. Terms of this probation are to be outlined by the executive council in relation to the nature of the incident.
- b) Any AMPP who knowingly breaks the law in relation to an Alpha Pi Phi event shall have their membership reevaluated by the chapter on the recommendation of the executive board.
- c) Active, initiated members in bad standing cannot be granted a Little.
- d) Active, initiated members placed in automatic bad standing, as outlined in the constitution, cannot be granted further consequences as a result of their placement in bad standing, outside of the what is listed in the constitution without attending a formal judicial meeting.
- e) No additional consequences to bad standing or initial probationary terms, with the exception of those written in Chapter Bylaws, can be added or removed without a formal judicial meeting.

SECTION 11. Membership in the Sorority can only be dissolved in the event of membership expulsion or disaffiliation from the organization².

- a) Any member of the organization can be expelled for failure to comply with Alpha Pi Phi's values and pillars, as outlined in Alpha Pi Phi's governing documents and policies. This includes but is not limited to:
 - i. Major breaches, or repetitive minor breaches of Alpha Pi Phi's governing documents.
 - ii. Expulsion can also be considered for any sister that is involved in or commits an illegal offence.
- b) The process for expulsion of an active sister by another active member is as follows:
 - i. In the case of a sister in active standing, any active member of the associated chapter can motion in a formal chapter meeting to have the sister expelled, after notification of the Executive Council.
 - ii. In an immediate circumstance, a decision for expulsion can be motioned in an Executive Council meeting as a consequence.
- c) The process for expulsion of an active sister by an alumnae member is as follows:
 - i. If an alumnae member wishes to notify ICAPP of information or a situation that

² Membership expulsion refers to a situation where a sister's membership has been revoked by the organization. Disaffiliation refers to a situation where a sister chooses to leave the organization.

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- may be grounds for expulsion, a form must be submitted to the International Vice President of Chapter Standards and Risk Management. If ICAPP finds that there is grounds to pursue the concern they will pass the form on to the chapter's Executive Council to resolve.
- ii. If there is grounds to pursue the concern, Judicial history and information will be requested, in addition to a chapter opinion.
- d) The process for expulsion of an alumnae sister by any member of the organization is as follows:
- i. Alumnae expulsion may only be determined by ICAPP. Motions for alumnae expulsions must be sent to the International Vice President of Alumnae Relations. ICAPP will follow similar protocol to active expulsions by acting as an International Judicial Board.
- e) Should a judicial matter be passed on to ICAPP by a Chapter or by a Chapter's Executive Council, ICAPP has the authority to terminate a sister's membership should she fail to comply with Alpha Pi Phi's values and pillars, as outlined in Alpha Pi Phi's governing documents and policies. Similarly, ICAPP has the authority to terminate a sister's membership when any sister comes forward with an expulsion form.
- f) In the event of the decision to expel a sister from the organization, the official expulsion cannot be made without approval from the International Council.
- i. Within 24 hours of finalizing a decision to expel a sister, the International Vice President of Chapter Standards and Risk Management requires notification in the form of the official Expulsion Document. The expulsion cannot be finalized without the approval of the International Vice President of Chapter Standards and Risk Management.
 - i. The Chapter and/or individual being expelled can request that the full International Council review the Expulsion Document before it is approved or declined with the understanding that this request may extend the response timeline beyond 48 hours.
 - ii. Upon receiving the Chapter's statement, the International Council has up to 48 hours to respond.
 - iii. In the event that the International Vice President of Chapter Standards and Risk Management declines the expulsion, the Council will attach a temporary solution until further consultation with the chapter's Executive Council can be arranged. Alternative consequences can then be discussed.
 - iv. In the event that the International Vice President of Chapter Standards and Risk Management approves the expulsion, the International Vice President of Chapter Standards and Risk Management will sign the Expulsion Document and return it to the chapter.
- g) In the event of expulsion from the Sorority, the Chapter must provide a copy of the Expulsion Document, explaining the causes and grounds for expulsion, to the individual upon receiving approval from ICAPP. In the case of an alumnae expulsion, ICAPP will provide this document to both the individual and their home chapter.
- i. Upon receiving the chapter's Document, the individual may either accept her expulsion or appeal it to the Executive Council.
 - i. Once presented with the Expulsion Document, the individual has a time period of fourteen days to decide whether she wishes to accept or appeal the statement. If the chapter has not heard from the individual within

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fourteen days, they may assume that the individual has accepted her expulsion.

1. During this time period the individual may not participate in any Sorority activities or functions, or attend chapter/membership selection meetings.
 - ii. Should the individual choose to accept the expulsion, she must return all Alpha Pi Phi documentation, belongings and paraphernalia to the Sorority; and may no longer refer to or associate herself with the Sorority.
 1. A potential refund may be awarded to said individual for returning Alpha Pi Phi documentation, belongings and paraphernalia. However, this is not a guarantee and by purchasing Alpha Pi Phi paraphernalia, each sister agrees that they will be required to return all items to the chapter upon disaffiliation or expulsion without receiving a refund.
 2. In the case of an alumnae expulsion, the responsibility will fall on both the sister's home chapter and the International Council to retrieve Alpha Pi Phi documentation, belongings and paraphernalia.
 - iii. Should the individual choose not to accept the expulsion, she may appeal the causes and grounds for her expulsion to the Executive Council of the chapter. In the case of an alumnae expulsion, the sister may appeal the causes and grounds to ICAPP. The decision for expulsion can only be appealed once.
 - iv. In the event of an appeal, the sister up for expulsion should know that her judicial history as well as confidential information pertaining to this specific case can be disclosed to members of the chapter. Any confidential information that is disclosed must be relevant to the reasons for expulsion.
 - v. If information comes to light that is disclosed by a sister willing to come forward, her anonymity shall be protected should she choose, with the exception of the Vice President and Risk Management Chair.
- h) In the event of disaffiliation from the sorority, the individual must first consult the Vice President and/or the Chapter Advisor, and then present a letter to the chapter, explaining her reasons and intentions for disaffiliation
- i. Once the statement has been received by the chapter, the individual's membership will be immediately dissolved.
 - ii. The individual must return all Alpha Pi Phi documentation, belongings and paraphernalia to the Sorority; and may no longer refer to or associate herself with the Sorority.
 - iii. A potential refund may be awarded to said individual for returning Alpha Pi Phi documentation, belongings and paraphernalia.
 - iv. After an official disaffiliation is confirmed, the chapter must inform the International Council of the sister's decision.
 - v. If an initiated sister disaffiliates from the sorority, she cannot reaffiliate.
- i) In the event that an AMPP's Big Sister disaffiliates or is expelled prior to the initiation of the AMPP, the Executive Council must, as soon as possible:

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- i. request a new list of the AMPP's top three choices for a Big,
 - ii. request applications from active sisters who wish to be the AMPP's Big,
 - iii. hold a meeting with the Executive Council and chapter advisor to choose a new Big based on this information.
- j) Initiated members and AMPPs cannot make statements of active affiliation or use Alpha Pi Phi, or Greek life specific terminology in reference to members that have either disaffiliated or been expelled.

SECTION 12. The PNM class needs to be re-voted on at least once before initiation but can be re-voted on as many times as deemed necessary up until initiation.

- a) The re-vote must take place at least 3 weeks before initiation.
- b) In the case of an AMPP removal the president and NMSO must provide a verbal statement as to why the AMPP was removed with the assistance of their Big Sister.
 - i. This statement must be recorded in the minutes.

SECTION 13. The Black Pearl is used in extreme cases of membership selection and re-voting on the potential new member class. In the event that a PNM is causing physical or emotional harm in which an active sister is uncomfortable approaching said PNM, and the active sister is uncomfortable telling the chapter in a discussion, then a Black Pearl should be used. In order to use a Black Pearl you must disclose the reasoning to the President and Chapter Advisor prior to the new member selection meeting. The President and Chapter Advisor have the power to veto and disregard a Black Pearl in specific circumstances. Both the Chapter President and Chapter Advisor need to be in agreement in order for a Black Pearl to be vetoed or accepted. In cases where a Black Pearl is vetoed, that individual's vote will count as a NO.

SECTION 14. Should an active member in good standing have to leave the chapter, she is eligible to become an active member of another chapter, so long as she will be attending the school where the chapter resides and remains an undergraduate student. She will undergo a transition period, lasting one academic semester, where she has a voice in chapter meetings, but no vote and no eligibility to receive a little during this time. Should a member in bad standing have to leave the chapter, she is eligible to become an active member of another chapter, however, consultation between both Executive Councils must occur and should include a full explanation of the situation. In the case of a member in bad standing, it is the decision of the new chapter whether or not the member will become an active sister at their chapter.

1. Should an active sister apply to transfer to another chapter, she must complete the Chapter Transfer Application Form and submit via email to her current chapter President.
 - a. The President is then responsible for forwarding this email to the President of the chapter that the sister wishes to transfer to and the ICAPP President.
 - i. Should the new chapter accept the application, the sister will begin the transfer process.
2. During the semester transition period the MDO will mentor the transferred sister and teach them chapter specific history and knowledge
 - a. The member will be tested on this knowledge at the end of their semester transition period.
 - i. If the transfer sister does not pass the test, she not be accepted into the new chapter and will proceed with the process of applying for alum

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- status from her home chapter.
3. At the end of the member's transition period:
 - a. The member will choose a list of top three members to become "twins" with, taking on their family colours.
 - b. The executive council of their new chapter will then pair them with one of their top three choices in a meeting similar to the Big/Little selection process.
 - c. The member will represent the family of the chosen twin going forward, but maintains membership in both her original family line as well as the new family
 - d. All of the transferred sister's new littles and family line will be members of the new family only, not of the transferred sister's previous family

ARTICLE IV – ALUMNAE CHAPTERS

SECTION 1. The Alumnae Chapter shall have the authority over regional Alumnae Chapter members and the operations of the Alumnae Chapter. Operations which violate Alpha Pi Phi Sorority constitution, or the integrity of the Sorority/its members will be redirected to the International Council. The International Council has the authority to place the Alumnae Chapter on probation and/or disband an Alumnae Chapter.

SECTION 2. The duties of an Alumnae Chapter are as follows:

- a) To act as a support service for alumnae sorority members
 - i. Academic, fund-raising, networking, and social outlet
- b) To recruit new Alumnae Chapter members
- c) To maintain contact with ICAPP
- d) To assist ICAPP when necessary
- e) To define the Alumnae Chapter's Bylaws
- f) To hold a minimum of three chapter meetings per year based on their own calendar year (see Article VIII) abiding by Roberts Rules of Order (see Article X). An Alumnae Chapter calendar year begins following their first elections, one year from their start date.

SECTION 3. Alumnae Chapter interest groups may apply in writing to the International Council with a minimum of five Alumnae members within a particular geographical region. A three-fourths vote of the International Council shall be required for approval of a new Alumnae Chapter.

SECTION 4. Alumnae Chapters shall be named based on the geographical region of the chapter.

- a) Membership may be granted to any alumnae in good standing with Alpha Pi Phi Sorority

SECTION 5. Alumnae Chapters will develop chapter-specific bylaws in accordance with Alpha Pi Phi Sorority Constitution. Alumnae Chapter bylaws must be approved by ICAPP under supervision of the International Vice President of Alumnae Relations.

- a) Alumnae Chapters shall annually elect an Executive Council (see Article VI, Section 1) and any additional chair members set by the chapter's bylaws
 - i. Tasks and duties will be at the discretion of Alumnae Chapters.

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- ii. The date of formation of the Alumnae Chapter will be official upon the date of the chapter's first elections.
- iii. Elections must occur annually thereafter, within the same month of their official formation.
- b) Elections must be performed under constitutional law (see Article VII and Article IX)
 - i. The first set of elections will be run by the International Vice President of Alumnae Relations, and by the Electoral Officer and President thereafter

ARTICLE V – EXPANSION

SECTION 1. New collegiate chapters of Alpha Pi Phi may be founded through a process called Colonization.

- a) All colonies must abide by an external document relaying expectations and penalties or lack thereof. Example: Must relinquish all Alpha Pi Phi paraphernalia if the colonization is dismissed.
- b) After 6 months of inactivity, colonization will be terminated. A colony will have up to 1 year to complete all mandatory requirements.
- c) All chapters in the United States will incur payments for initial incorporation in their state, and chapters within the same state will share the cost of annual renewal fees.
- d) All colonies are to be named based on geographical location or school name until initiation. Once initiated, the colony will be assigned the next available name in sequence of the Greek alphabet, excluding “Alpha Alpha”, “Kappa Kappa Kappa”, and “Eta Omicron Epsilon”.

ARTICLE VI – OFFICERS

SECTION 1. Alpha Pi Phi has seven chapter officers, each which must be filled at all times. No Executive Council position may be held by more than one member. This means that no person can hold more than one executive position, with the exception of members within small chapters or colonies.³ In small chapters or colonies, if required, the Secretary is allowed to hold one other executive position other than 1st Officer. An individual wishing to hold one of the following positions must be elected into office by the chapter. Should a chair position that an officer is responsible for not exist within a chapter; the officer is not responsible for that chair, unless the chair position is formed. These seven officers collectively make up the Executive Council of Alpha Pi Phi.

- a) 1st Officer shall be known as President
- b) 2nd Officer shall be known as Vice President
- c) 3rd Officer shall be known as Treasurer
- d) 4th Officer shall be known as Secretary
- e) 5th Officer shall be known as Membership Development Officer
- f) 6th Officer shall be known as External Programming Officer
- g) 7th Officer shall be known as New Member Support Officer

³ A small chapter or colony is defined as having 20 or less active members

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SECTION 2. To be elected into office, an individual must be an active, initiated member of Alpha Pi Phi in good standing with the chapter and the university. She must be maintaining a grade point average equivalent or higher than a “C” upon her being elected into office.

SECTION 3.

- a) The duties of the 1st Officer (President) include, but are not limited to the following:
 - i. Oversees chapter development; works with the Executive Council to ensure that the chapter is progressing in a positive direction
 - ii. Conducts and moderates Executive Council meetings; calls Executive Council meetings to order
 - iii. Conducts and moderates chapter meetings; calls chapter meetings to order
 - iv. The President will remain neutral in moderating chapter meetings and new membership selection. Robert's Rules of Order dictates that the moderator (President) remain neutral and not carry a vote. The President will only be allowed to cast a vote in executive meetings in the case of a tie.
 - v. Conducts ritual; ensures that all ritual equipment and paraphernalia is maintained in a proper, working condition; leads Ritual Education seminars.
 - i. Ensures that initiated member pins are ordered no more than 48 hours after AMPPs are pinned with their new member pins.
 - vi. Enforces the bylaws and policies of the chapter
 - vii. Acts as an alternative chapter bank account signing officer
 - i. Outgoing President must sign off the Chapter’s bank account and transfer signing authority to incoming President one week prior to turnover.
 - viii. Serves as the direct contact between the chapter, the Greek Community and affiliated university, college, technical school, or other institution of higher education.
- b) The duties of the 2nd Officer (Vice President, Academics and Standards) include, but are not limited to the following:
 - i. Acts as an alternative in the overseeing of chapter development; works with the Executive Council to ensure that the chapter is progressing in a positive direction
 - ii. Acts as an alternative in the conducting and moderating of Executive Council meetings; calls Executive Council meetings to order
 - iii. Acts as an alternative in the conducting and moderating of chapter meetings; calls chapter meetings to order
 - iv. Acts as an alternative in the conducting of ritual
 - v. Enforces the bylaws and policies of the chapter
 - vi. Is directly responsible for the Risk Management Chair, Academic Support Chair and Public Relations Chair
 - vii. Is responsible for a comprehensive understanding of the insurance policy.
- c) The duties of the 3rd Officer (Treasurer) include, but are not limited to the following:
 - i. Creates and monitors the budget of the chapter
 - ii. Informs Executive Council of the chapter bank account balance at Executive Council meetings
 - iii. Collects annual dues payments; informs the Executive Council when a member has not paid her dues; deposits due payments into the chapter bank account

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- iv. Creates and monitors chapter payment plans
 - v. Acts as the chapter bank account signing officer
 - i. Outgoing Treasurer must sign off the Chapter's bank account and transfer signing authority to incoming Treasurer one week prior to turnover.
 - vi. Reimburses chapter members for purchases made by individuals on behalf of the chapter
 - vii. Oversees and is directly responsible for the Fundraising Chair and Paraphernalia Chair
 - viii. Organizes and makes payments to all insurance and insurance related entities
 - ix. Is directly responsible for obtaining insurance once 50 members have been initiated
- d) The duties of the 4th Officer (Secretary) include, but are not limited to the following:
- i. Takes minutes at Executive Council and chapter meetings
 - ii. Keeps record of the minutes taken at Executive Council and chapter meetings
 - iii. Keeps record of the personal information of active, initiated members and new members
 - i. Is responsible for maintaining an up to date chapter roster, all signed documents of new members, AMPP's and initiated members and uploading said documents to the chapter's cloud/hard drive within one week of documents being signed.
 - iv. Oversees all active members attendance and keeps record of attendance at all mandatory events
 - v. Oversees all active member attire in formal chapter meetings and Alpha Pi Phi events
 - vi. It is mandatory for the secretary to submit all non-disclosure forms to ICAPP
- e) The duties of the 5th Officer (Membership Development Officer) include, but are not limited to the following:
- i. Oversees Sisterhood Chair, Junior and Senior Recruitment Chair
 - ii. Oversees recruitment events and meet-and-greets during the chapter's allotted recruitment period (i.e. recruitment parties)
 - iii. Oversees the Preference/Invitation Only event
 - iv. Oversees the creation and/or purchasing of bid invitations on behalf of the chapter; organizes bid handouts
 - v. Oversees the Bid Day Sisterhood
 - vi. Oversees the creation of the Recruitment Information Form; ensures individuals attending recruitment have completed a copy of the form before the end of the chapter's allotted recruitment period
 - vii. Oversees chapter sisterhood events and activities
 - viii. Creates a cohesive recruitment calendar with the aid of the External Programming Officer
- f) The duties of the 6th Officer (External Programming Officer) include, but are not limited to the following:
- i. Oversees Social Chair, Philanthropy Chair and Formal Events Chair
 - ii. Oversees the planning of external social events within the Greek community
 - iii. Oversees chapter philanthropic events; keeps record of philanthropy hours; encourages chapter members to participate in philanthropic events within the

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- community; encourages chapter members to participate in philanthropic events hosted by other Greek-lettered organizations.
- iv. Oversees the planning of the annual Formal (Amethyst Ball) and Semi-Formal
 - v. Creates a cohesive calendar with the aid of all other officers.
- g) The duties of the 7th Officer (New Member Support Officer) include, but are not limited to the following:
- i. Educates new members of the expectations, ideals and policies of Alpha Pi Phi; ensures that the new members uphold the expectations, ideals and policies of Alpha Pi Phi
 - ii. Ensures that the new members complete their new member tasks before initiation
 - iii. Oversees and calls to order weekly new member support meetings
 - iv. Collects the dues of the new members
 - v. Recommends the disciplining and/or termination of any new member to the Executive Council and chapter
 - vi. Organizes the programming of pre-initiation sisterhoods

SECTION 4. The chapter may choose to create other positions, outside of the Executive Council to handle certain duties and responsibilities, which must be fulfilled by the chapter. These positions will be known as “Chairs” and will not belong to the Executive Council. Members of the Executive Council may not hold chair positions, with the exception of executive members in small chapters or colonies. In the event of a small chapter or colony, an executive member may hold one executive position and one chair position **or** two executive positions. Eligible individuals may either be elected or appointed to these positions.

- a) To be elected or appointed to one of the chapter Chairs, an individual must be an active, initiated member of Alpha Pi Phi, who is in good standing with the chapter and the university. She must be maintaining a grade point average equivalent or higher than a “C” upon her being elected/appointed into office.
- b) In an instance where an active, chair-holding sister falls into bad standing, she is no longer eligible to hold her chair position, and elections to fill the chair must be held as soon as possible.
- c) In instances where a Chair position needs to be filled immediately an interim Chair can be appointed by the President until elections are held.
- d) No individual will hold more than two Chair positions at a time.
- e) No Chair position may be held by more than one member at a time.

SECTION 5. In the event that a vacancy should occur on the Executive Council, elections should be held as soon as possible in order to fill the vacant office.

- a) In the event of a vacancy in the position of the 2nd, 3rd, 4th, 5th, 6th, and/or 7th Officer, the 1st Officer shall assume all duties and responsibilities of the vacant Office until an active, initiated member of the organization has been elected into the vacant position.
- b) In the event of a vacancy in the position of 1st Officer, the 2nd Officer shall immediately be appointed into the position of 1st Officer. The newly appointed 1st Officer shall then resume all duties and responsibilities of the 2nd Officer, until an active, initiated member has been elected into position of 2nd Officer.

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SECTION 6. At any time throughout the course of the Fall/Winter Term, an active, initiated chapter member may petition to have an Executive Council Officer and/or Chair removed from her position, should she believe that the Officer and/or Chair is not acting in the best interests of the chapter.

- a) This individual must petition the Executive Council, during an Executive Council meeting, stating why she believes that the Officer and/or Chair in question is inadequately performing her office and/or chair duties; why she has lost confidence in the Officer and/or Chair; and why she believes that the Officer and/or Chair is not acting in the best interest of the chapter.
- b) Should the Executive Council find reason behind the petitioning of an active, initiated member for the removal of an Office and/or Chair position, then a motion to remove said Officer and/or Chair must be put on the agenda for the next chapter meeting, under “New Business”.
- c) At the next, upcoming chapter meeting a motion/petition must be made for the removal of the Officer and/or Chair in question. If the motion reaches a vote, the Officer and/or Chair must be given a chance to defend the allegations made against her before a vote and chapter discussion takes place.
 - i. Should the chapter vote two-thirds or more in favour of removing the Officer and/or Chair from her position, then the Officer and/or Chair will be removed from her position and elections will be held as soon as possible to fill the vacant office.
 - ii. Should the chapter vote less than two-thirds in favour of removing the Officer and/or Chair from her position, the Officer and/or Chair will remain in office and chapter business will be conducted as usual.
- d) In the event where the members of Executive Council feel one of their members should be removed from the Council without the involvement of the chapter, the Executive Position Removal Form should be completed and submitted to ICAPP.
- e) In the event that the Judicial Board feels that there is cause for the removal of an Executive Council or Chair member from their position:
 - i. The motion does not have to go through the Executive Council first and may be brought directly to the Chapter.
 - ii. The Executive Council member must first be notified in a formal email that this motion will be brought forward as consequence for their judicial actions.
 - iii. Either the Vice President or Risk Management Chair, as the only non-secret members of the Judicial Board, must make the motion for said removal in the next chapter meeting under “New Business” on behalf of the Judicial Board.
 - iv. The Officer or Chair must be given a chance to defend allegations made against her before a vote and chapter discussion takes place.
 - v. Should the chapter vote less than two-thirds in favour of removing the Officer and/or Chair from her position, the Officer and/or Chair will remain in office and chapter business will be conducted as usual.

SECTION 7. All Chapters must have a Chapter Advisor.

- a) The Chapter Advisor must be an Alumnae who is capable of physically attending Chapter, Executive Council Meetings, Elections, Big/Little Selection and New

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Membership Selection.

- b) In instances where physical proximity to the chapter is an issue for Chapter Advisor candidates, please consult ICAPP.
- c) The Chapter Advisor shall be an unbiased voice with no vote.
- d) The Chapter Advisor must be in communication with the International Council as per the ICAPP Bylaws.
- e) A monthly report regarding Chapter business must be provided to the International Vice President of Chapter Standards and Risk Management during the academic term.
- f) Chapter Advisors are required to provide monthly reports on the matters pertaining to:
 - i. Sisters who are in bad standing and the reason why
 - ii. Minor and major judicial concerns
 - iii. Sisters (potentially) being removed from their Executive or Chair position
 - iv. Sisters considering disaffiliation
 - v. Sisters being considered for expulsion
 - vi. Any other concerns that the Chapter or Executive Council wants ICAPP to be made aware of
 - vii. Bylaw amendments
 - viii. Motions made during that month's Chapter meetings
 - ix. Each concern reported must also include reasons behind the concern, steps that have already been taken to resolve the issue, and the Executive Council's current plan to resolve and monitor the issue
- g) It is the role of the Chapter Advisor to include in their monthly reports to ICAPP, any chapter bylaw changes that have occurred. ICAPP has the authority to review these changes and if a change is found unconstitutional, or goes against the standards, values and pillars of the Sorority, the changes can be vetoed by ICAPP.
- h) To run for Chapter Advisor the candidate must have been on the Executive Council for a minimum of one academic year
 - i. Should there not be any candidates that meet this requirement the chapter can present other candidates to ICAPP for approval
 - ii. Should the chapter not have any candidates then ICAPP will appoint an alumnae into the position as per the ICAPP bylaws Article II, Section 8 E.
- i) All members must carbon copy (cc) their chapter advisor in communications to ICAPP. For issues pertaining to the chapter advisor, carbon copy (cc) the chapter President instead.

ARTICLE VII – CHAPTER AND EXECUTIVE COUNCIL MEETINGS

SECTION 1. Throughout the Fall/Winter Term⁴, chapter meetings must be held once a week (tri-annually for Alumnae Chapters on their own calendar [see section on Alumnae Chapters]) to discuss chapter business.

- a) They must be scheduled in both the Fall/Winter Term calendars with the following exceptions:
 - i. Chapter and Executive Council meetings are suspended during the December examination period and holiday and will resume the first week of classes after the holiday.

⁴ The Fall/Winter terms are from September to December and January to April/May

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- ii. Chapter and Executive Council meetings are suspended during the April/May examination period and remaining spring/summer months and do not resume until the first week back in classes.
- iii. These rules apply with the exception of executive, chair and committee meetings for:
 - i. Recruitment planning over breaks/suspended periods
 - ii. Executive and Chair planning of the year calendar
 - iii. Any colonization activities
 - iv. Urgent judicial matters
 - v. These exceptions are for executive, chair and committee meetings only and do not apply to chapter meetings.
- b) Active, initiated members must attend all chapter meetings
- c) All active sisters attending weekly chapter meetings and/or executive meetings must physically be in attendance. Any other form of participation in meetings is unacceptable, except when allowance is made by the Executive Council.
- d) Only active, initiated members in good standing with the chapter may have voting privileges in chapter meetings
- e) Active, initiated members in bad standing do not have voting or motioning privileges, however they do maintain an active voice in all votes and discussions.
- f) Newly initiated sisters will not have voting privileges during their first semester of active membership when the motion in question pertains to membership status (excluding new member selection).
- g) Newly initiated sisters are unable to run for positions in elections that take place during the semester of their initiation, with the exception of Small Chapters⁵
- h) New members are prohibited from attending chapter meetings
- i) Alumnae and distant members are permitted to attend chapter meetings, but do not have voting privileges in collegiate chapter meetings. Active members do not have voting privileges in Alumnae Chapter meetings.
- j) Honorary members are permitted to attend chapter meetings, but may not be present during opening Ritual, and do not have a voice or voting privileges.

SECTION 2. Chapter Meeting attendance is mandatory for all active, initiated members.

- a) Should an active, initiated member be unable to attend a chapter meeting, she must inform the Secretary no less than 12 hours before the scheduled chapter meeting. It is up to the Secretary's discretion as to whether or not the member's absence will be excused.
- b) Should a member of the Executive Council be unable to attend a chapter meeting she must inform the Secretary no less than 24 hours before the scheduled chapter meeting. Her absence will be considered unexcused, unless she provides sufficient documentation (i.e. doctor's note if sick, email stating a trip home, etc.) to the chapter, in which case her absence will be considered excused. She must also appoint a proxy to speak on her behalf of her office at the chapter meeting.
- c) Schoolwork is not an excuse for being absent from a chapter meeting. Exceptions can be made when an exam/schoolwork is during or immediately following the scheduled meeting time, with discretion from the secretary.

⁵ A small chapter or colony is defined as having 20 or less active members

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- d) Chapters reserve the right to introduce fines or consequences when a member is absent from too many mandatory events.

SECTION 3. The Executive Council is required to meet no more than one week before chapter meetings to determine the agenda and business of the upcoming chapter meeting. The meeting of the Executive Council shall be known as “Executive Council Meeting” and must be scheduled in both the Fall/Winter Term calendars.

- a) Should a member of the Executive Council be unable to attend an Executive Council Meeting she must inform the Secretary of her absence no less than 24 hours before the Executive Council meeting. Her absence will be considered unexcused, unless she provides sufficient documentation (i.e. doctor’s note if sick, email stating a trip home, etc.) to the Executive Council, in which case her absence will be considered excused. She must also appoint a proxy to speak on her behalf of her office at the Executive Council Meeting.
- b) Should an Executive Council meeting not make quorum, the President must reschedule the meeting for a later date/time, no more than 48 hours following the initial meeting date/time.

SECTION 4. The 1st Officer (President) will conduct all chapter and Executive Council meetings.

- a) In the event that the 1st Officer becomes unable to attend a chapter or Executive Council meeting, she must inform all members of the Executive Council of her absence no less than 24 hours before the meeting is scheduled to take place. Her absence will be considered unexcused, unless she provides sufficient documentation (i.e. doctor’s note if sick, email stating a trip home, etc.) to the Executive Council, in which case her absence will be considered excused.
- b) In the event that the 1st Officer is unable to attend a chapter or Executive Council meeting, the 2nd Officer (Vice President) will conduct the chapter and/or Executive Council meeting and speak on behalf of the 1st Officer and her office.

SECTION 5. New Members are required to attend weekly meetings, known as “New Member Support Meetings”.

- a) New Member Support Meetings will be conducted by the 7th Officer.

SECTION 6. In the event of a cancellation and/or change of date and/or location of a scheduled chapter meeting, the Executive Council must inform all active, initiated members 24 hours before the scheduled chapter meeting was due to take place. The chapter meeting must then be rescheduled to a later date, taking place before the next scheduled meeting is to occur.

ARTICLE VIII – FINANCE

SECTION 1. In order to be considered in good standing with the chapter; active, initiated members and new members must pay annual dues to the chapter. Should an active, initiated member fail to do so, she will be considered to be in bad standing with the chapter and will lose certain privileges. A new member who fails to pay her dues may be subject to having her new

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membership terminated and may not be initiated.

SECTION 2. The 3rd Officer is responsible for the chapter's finances and is the official signing officer of the chapter's bank account; all dues must be collected and deposited into the chapter bank account by her, and she is responsible for presenting the chapter with an accurate account statement at chapter meetings.

SECTION 3. A vote must take place in chapter in order for the budget to be put in effect, at the first chapter meeting of the fall/winter academic year.

- a) The 3rd Officer may choose to present the budget to chapter electronically before the beginning of the fall term for the chapter's input. The executive council must review and consider the chapter's input, then vote on the budget one week following its release. If approved by the executive council, the 3rd Officer must send the budget to the International Treasurer for final approval.
- b) An updated budget and record of spending must be submitted at the beginning of the winter semester for review by the International Treasurer.

SECTION 4. All new members, active members, and alumnae chapter members are required to pay the yearly non-refundable ICAPP fee, as set by the International Treasurer. Any member can request to view the ICAPP budget.

ARTICLE IX – PARLIAMENTARY PROCEDURE

SECTION 1. The Alpha Pi Phi Parliamentary Procedure shall govern all chapter meetings in all cases in which they are applicable and consistent with the Constitution and Bylaws of Alpha Pi Phi SorORITY.

SECTION 2. Elections for Executive Council Offices and Chair positions must be held once a year, toward the end of the winter term. In the event that there is a vacancy of any office or chair during the fall/winter term, an election must be held as soon as possible to fill the vacant position.

SECTION 3. The annual election date must be set in the winter term calendar and voted upon by the chapter, no later than four weeks into the winter term.

SECTION 4. Nominations for Executive Council Offices and Chair positions must be made at a formal chapter meeting, a minimum of one week before scheduled chapter elections, under "New Business".

SECTION 5. Campaigning for an Executive or Chair position is strictly prohibited.

SECTION 6. Voting for Executive Council Offices and Chair positions must be conducted a minimum of one week subsequent to nominations, at a formal chapter meeting, under "Old Business".

SECTION 7. Votes for Executive Council Officers and/or chairs must be cast by secret ballot.

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SECTION 8. An active, initiated member wishing to be elected to the position of Chapter President must have previously served on the chapter's Executive Council for a minimum of one term (two full semesters or one academic year), prior to the date of elections. If there are no eligible candidates, an active, initiated member who has served half a term (one semester) on the Executive Council is eligible. If there are no eligible candidates, then active, initiated members from the chapter may be nominated. Should only one candidate run, they must pass a confidence vote to be elected.

SECTION 9. ICAPP turnover will occur during the winter term, once all active chapters have completed their elections, initiations, and final chapter/executive turnovers.

ARTICLE X – AMENDMENTS TO THE CONSTITUTION

SECTION 1. This Constitution may only be amended at the International Conference and/or when representatives from each chapter are present with the intention of amending the Constitution. Changes must pass with a two-thirds vote in order to be adopted into the Constitution.

ARTICLE XI – RATIFICATION

SECTION 1. This Constitution, along with the other governing documents of Alpha Pi Phi Sorority, was put into effect on Thursday, February 26th, 2009 by unanimous vote of the Sorority's Founding Mothers: Paz Arias, Lauren Crosby, Jessica Doyle, Laura Kell, Heather McBride and Lesley Walker.