

Standing Rules and Bylaws Epsilon Chapter Alpha Pi Phi Sorority (Last amended April 19th, 2022)

Section 1. Privileges and Duties of Members

- Chapter members are required to participate in all recruitment activities, philanthropy events and Ritual ceremonies.
- Epsilon Chapter only accepts potential new members who are attending Lakehead University and Georgian College Orillia.
- Initiated, Active Members and New Members in good standing are encouraged to attend social functions.
- Initiated, Active Members in bad standing are permitted to attend social functions however are required to stay sober for said events.
- Alumnae, Distant, and Honorary Members are entitled to attend chapter events and chapter social functions on request or by invitation only.
- Membership in good standing mean meeting all moral, financial, philanthropic, and academic obligations of membership.
- The individual academic requirement is a 65 percent for members enrolled in honours programs, and 60 for members enrolled in non-honours programs (on Lakehead University's GPA system). A minimum part time status is required, to be considered in good standing with the chapter.
- Only women possessing a 65 cumulative GPA are eligible for membership in the Epsilon Chapter of Alpha Pi Phi Sorority.
- Active Members are required to complete a minimum of 30 philanthropy hours per school year to be considered in good standing with the chapter. However, no more than 10 hours can be collected within one event.
- Active Members are required to participate in 5 hours of study with the chapter per month to be considered in good standing with the chapter. o Min 2.5 hours at school and 2.5 hours at home.
- Active Members are required to participate in one philanthropy and sisterhood event a month with the chapter to be considered in good standing with the chapter.
- Active Members without a chair or exec position are required to participate on a minimum of one committee to be considered in good standing with the chapter. Mandatory events cannot be scheduled back-to-back or on consecutive weeks.
- Alumnae sisters may only attend Chapter events on the basis of a Chapter invitation set forth by an active sister of The Chapter.

- Epsilon Chapter Sisters may request attendance of both active or alumnae sisters of other Alpha Pi Phi Chapters to Epsilon Chapter events, however the Chapter may deny any request set forth by an active or alumnae sister of Epsilon Chapter.
- If an alumna sister shall put forward a request for additional alumnae sisters from another chapter to attend a Epsilon Chapter event she must do so no later than twenty-fours prior to the beginning of the event.
- Any girl who disaffiliates from the chapter has to return any/all paraphernalia within 2 weeks of her formal letter being submitted. If she disaffiliates during a holiday period (reading weeks, winter break, summer, etc.) she has 2 weeks from the first day back to return everything.
- Sister will vote on the calendar by semester to accommodate changing schedules
- If a sister does not give the treasurer a version of their receipts (a pdf or hardcopy) within 2 weeks of purchase they will not be eligible for reimbursement.
- At the beginning of every semester VP and academics will have a meeting with every sister to check in with sisters on grade averages.
- Any alumna sister that wants to take part in the Lineage Revival Program must take part in recruitment. Whether that is attending pre-rush recruitment initiatives or reaching out to incoming Georgian and/or Lakehead Students to make them aware of our organizations.

Section II. Dues, Fees, and Fines

- All active, initiated members shall pay chapter dues annually, billed by the chapter treasurer at the beginning of Lakehead's Fall Academic Term.
- Each newly elected treasure will create a password that will be standardized and used when sending money via e-transfer to the treasurer
- Incoming new members shall pay chapter dues prior to the date of their initiation.
 - Distant Members who will not be attending chapter for two school terms are required to pay a \$50 fee to ensure returning active member status. If only absent for one school term the fee will be \$25. In addition to their fee, their required annual fees (i.e ICAPP fee, Insurance, Website, GreekTrack, donation) must be included.
- See Article VII in the Alpha Pi Phi Constitution for more details in regard to dues.
- If a sister is to over drink at a social mixer, they receive one warning after this they are required to pay a \$15 fine for over drinking.
- If for whatever reason any and all active, initiated member does something that gives Alpha Pi Phi negative publicity the active, initiated member will be required to do additional philanthropy hours.

- The number of hours will be decided upon by the Executive members at recommendation from Risk Management Chair and Judicial Board.
- In the event that a New Member loses her New Member or Pledging Pin, she is to be charged a non-refundable \$20 fine, payable to the chapter treasury.
 - o In the place of her missing New Member or Pledging Pin, she may wear a pinned piece of purple ribbon on her breasts.
- Active, initiated members who incur two separate attire infractions will be assessed a \$5 charge for each additional infraction after previous said infractions, which will be donated to the Alzheimer's Society of Canada.
- If a sister is to miss a ritual event, they will be subject to a fine and/or creating a chapter gift examples include but are not limited to; signs, ballot box, tablecloths etc.
- This now includes senior send off as senior sendoff is now a mandatory ritual for all sisters to attend.
- Active, initiated members are allowed two unexcused absences from chapter per term. A fine of \$25 will be assessed for each additional missed meeting.
- If an active sister does not reply to an email sent out by a member of the Executive Council within a week of the deadline the Executive Council has given the sister a \$5 fine will be enforced that must be paid to the 3rd Officer.
- Every new member must study for their APP test with their big individually as a part of their pledging class task. Any big that does not participate will be fined \$10
- If a sister does not use the proper chapter conduct as outlined in the Epsilon booklet, they will be subject to two warnings and then a \$0.25 fine collected per infraction at the end of the semester.
- If a sister uses foul language within chapter, that sister is subject to receiving two recorded warnings documented by executive council included in two written warnings by secretary. Any situation where foul language is used that proceeds two warnings will be a fine of .25 cents per infraction at the end of the semester • If a sister does not email the secretary regarding their absence and the chapter or executive council meeting does not meet quorum, that sister will be subject to a 20\$ fine.
- \$5 fine is issued to any sister who fails to comply with instructions given by members of the executive council regarding reasonable expectations of communication and deadlines at the discretion of the member holding the position. If more than 3 fines occur the sister will be called to an executive council meeting to explain her actions. Example: not sending minutes to secretary, not

emailing attendance to secretary, not sending information to executive members when it is requested.

Section III. Elections

- Officers and Chairs shall be elected annually in March and installed at the last formal chapter meeting of the winter term.
- Prior to elections, and Electoral Officer will be appointed by the chapter to run and oversee the elections.
- The Electoral Officer cannot vote and does not have a voice in chapter, while elections are taking place.
- Chapter members wishing to run for the position of an Officer must have served on a minimum of one semester as an active member within the chapter.
- Officer elections are by secret, written ballot only.
- A chapter member may be appointed to a Chair position providing she's an active initiated member of the chapter and is in good standing with the chapter and the university.
- No member shall be elected or appointed to an officer/ chair unless she meets the requirements for being in good standing with the Sorority.
- Any sisters who have been active in Chapter for five consecutive years or more are not eligible for elected or appointed positions.
- Any sisters who have held the same position for three years cannot hold said position again.

Section IV. Chair Positions

• Risk Management Chair

- o Overseen by Vice President
- o Acts as a liaison between chapter and the executive board in risk related business
- o Oversees and appoints sober sister for all Alpha Pi Phi related events
- o Oversees and identifies all internal and external liabilities; this includes but is not limited to:
 - social media monitoring, mixer behavior, safe space etc. Academic Support Chair

• Academic Chair

- o Overseen by Vice President
- o Oversees and monitors study hours
- o Collects and holds records of every active members GPA
- o Keeps a roster of all active sister's programs and schedules
- o Ensures academic accountability of all active members and aids members who seek academic assistance.

- o Oversees and conducts bi-monthly meetings with sisters in bad standing as well as

- o Has meetings with active sisters to discuss academics and make an education/study plans.

- **Sisterhood Chair**

- o Overseen by Membership Development Officer

- o Organizes all sisterhood events

- o Required to hold one mandatory sisterhood per month with a minimum of two planned (recommended by chapter advisor).

- **Philanthropy Chair**

- o Overseen by External Programing Officer

- o Organizes all philanthropic events

- o Required to hold one mandatory philanthropy per month with a minimum of two planned

- o Required to plan and organize a fundraiser for Alzheimer's Society of Canada for the chapter to participate in.

- **Social Chair**

- o Overseen by External Programming Officer

- o Organizes all external social events with other Greek organizations

- o Updates the chapter of any social events within the Greek community along with the Lakehead Community

- o Plan and execute a semi-formal or amethyst ball each year in March as an end of the year send off

- **Public Relations and Social Media Communications Chair**

- o Overseen by Vice President

- o Absolves all external problems and disagreements

- o Organizes the creation and handling out any cards, gifts, messages to external organizations

- o Organizes and controls all social media pertaining to Alpha Pi Phi Sorority including but not limited to Facebook, newsletters, newspapers, Instagram, and tumblr.

- o In charge of documenting chapter events, internal and external

- o In charge of compiling a yearly timeline or yearbook

- o Social media is required to work with the chapter advisor to send out a mandatory monthly newsletter to alumni sisters.

- **Recruitment Chair**

- o Overseen by the Membership Development Officer

- o Organizes the recruitment parties and Meet-and-Greets during the chapter's allotted recruitment period.
- o Organizes the Preference/ Invitation Only Event
- o Creates and/or purchases, on behalf of the chapter, Bid invitations, organizes bid handouts
- o Organizes the Bid Day Sisterhood
- o Ensures the completion of recruitment forms by every potential new member participating in recruitment before the end of the chapter's allotted recruitment period.
- o Works closely with the Membership Development Officer to create the appropriate calendar.

- **Paraphernalia Chair**

- o Overseen by the Treasure
- o Orders and organizes all Alpha Pi Phi paraphernalia including new member sweaters, tank tops, hats etc.
- o Communicates with the Keeper of the Ritual for all pin orders
- o In charge of producing the yearly composites

- **Greek Community Council Chair**

- o Overseen by the External Programming Officer
- o Will sit as an executive member of the Greek Community Council Club under Lakehead University Student Union
- o If no other Greek Communities are on campus, the Greek Community Council Chair will be the President
- o Will be responsible for ratifying the club each year and ensuring all sisters of Alpha Pi Phi are apart of the Greek Community Council
- o Will be responsible for uphold the governing documents of the club under Lakehead University Student Union rules and responsibilities
- o Will ensure that the club holds one social and one philanthropic event per school semester

- **Keeper of the Ritual**

- o Overseen by the President
- o Ensures all ritual attire and equipment standards are met
- o Locates and books a venue to preform ritual that meets the chapter's standards
- o Maintains an up to date inventory of all cygnet and membership pins
- o Removes all ritual material from any area where photos are being taken

- **Chapter Advisor**

- o Must be of alumna standing

- o Acts as an unbiased voice in chapter
- o Attends Chapter Meetings, Executive Meetings
- o Will take on the role of Alumnae Relations, and keep all Alumnae members informed of information regarding the chapter.

Section V. Chapter Meetings

- Epsilon Chapter meetings shall be collectively decided upon at the end of August and will remain at the decided day and time throughout the fall/ winter academic terms.
- Epsilon Executive Council Meetings shall remain at the decided day and time as planned in August of that year, unless otherwise determined by the Executive Council.
- Before each ritual event and chapter meeting a land acknowledgement will be read by a sister, giving thanks for and acknowledging the Indigenous ownership and colonial history of the lands we are on. Any sister who feels she has a connection or has the desire to create an acknowledgement may do so. If no sisters would like to develop an acknowledgement, the Inclusion and Diversity chair will do so.
- It is the chapter President's duty to call to order meetings, and may cancel and/or postpone meetings with the approval of the Executive Council, in accordance with the Sorority's Constitution.
- Proper pin attire is required for all formal and business meetings.
 - o This includes an appropriate dress, skirt, dress pants, or coloured pants
 - o No jeans, running shoes, sweatpants, or flip-flops are allowed.
 - o Dress shoes must be worn to all meetings and functions.
 - o Pins are required for admittance.
- Two-thirds of all active, initiated members in good standing shall constitute quorum for the conducting of business and membership selection at all chapter and Membership Selection Meetings
- The chapter may have one informal meeting a month, but no more than two consecutively.
 - o The Executive Council determines when formal and informal chapter meetings are scheduled.
- Members must contact the chapter Secretary no later than twelve hours before a chapter meeting, in the event of their absence from said chapter meeting.
 - o It is at the Secretary's discretion to determine whether an absence is legitimately excused.

- Active, initiated members are allowed 2 late attendances from chapter (members are considered late if they arrive after the pledge has been said. An unexcused absence will result for every additional late presence.
- A fine for chapter advisor for exceeding the allotted unexcused absences within a semester, be implemented into our bylaws and that the fine will be the same \$25 amount an active sister would pay.
- At LEAST ONE (1) event per semester be held by CHAPTER PRESIDENT as a ritual event, consisting of breakout groups for: sisterhood, philanthropy, leadership, Academics, and Alumnae/graduation. It is mandatory to attend at LEAST ONE (1) event within the year. President shall oversee attendance for fining purposes.
- Pins are not to be worn during casual meetings.
- Any sister who is late more than once will be asked for an explanation to the executive council to receive consequences as they see fit.
- Any alumni or distant sister must request permission from exec to attend an event 1 week prior to the event.

Section VI. New Member and New Member Support

- All active members must undergo a probationary period, known as the Pledging Period, before being initiated into the Sorority.
- The Pledging Period may not exceed eight academic weeks, and may only be completed in the fall and winter academic term
- Epsilon chapter only accepts potential new members who are attending Lakehead University
- New Members must be in good financial standing with the chapter, in order to be initiated into the Sisterhood.
- New Members are expected to meet and conduct weekly meeting, under the supervision of the New Member Support Officer (7th Officer).
- New Member Support Meetings shall be held based on a collective decision by the class members and New Member Support Officer.
- The purpose of the New Member Meetings is for the Pledge Class to discuss, collaborate and evaluate the progress of their New Member curriculum; to learn about the values and symbols upon which the sorority was founded; and to foster a spirit of sisterhood within the Pledge Class.
- A New Member President must be elected by the New Member Class within two weeks of the conduction of the Cygnet Ceremony.
- It is expected of all New Members to wear the New Member/ Pledging Pin throughout the duration of her Pledging Period.

- The consistent wearing of the New Member/ Pledging Pin demonstrates loyalty and dedication to the chapter and the Sisterhood, and the desire to become and active, initiated member of Alpha Pi Phi Sorority.
- It is the New Member Support Officer's responsibility to present the chapter with a final draft of the New Member Curriculum, at the first meeting of the semester.
 - The second last New Member class before initiation, the new members must complete a test on what they have been taught over their New Member period
 - Each member must acquire 100% on the test for the entire class to pass. Should the class fail, they will be given a final opportunity to write the test the following week.
- In the event that a New Member fails the test on the second attempt, based on the discretion of those conducting the test, the New Member will have their pin removed and will not be initiated.

Section VII. Committee Participation

- Active, initiated members are required to participate on a minimum of one committee unless they hold a chair or exec position
- Active, initiated members that hold senior status have the option to be on a committee
- All chair and exec positions can have a committee excluding the President and Risk Management Chair
- At the start of the school year, members must submit an application form to the Secretary requesting to be on the committees of their choice.
- The executive council will place sisters on a committee based on the application forms and using their best judgment.
- Should a member not contribute to their assigned committee, she is eligible to receive judicial consequences.
- Sisters are allowed to actively partake in a maximum of three committees and the committee size should be based on the recommendation from the chair at the discretion of the Executive Council

Section VIII. Big Sister and Little Sister Match Up

- Big Sister and Little Sister matchup will be done by the executive council.
- New members will send a ranked list of their top three choices of Bigs to the New Membership Support Officer
- Sisters will send their ranked list of their three choices of Littles to the New Membership Support Officer, along with a paragraph expressing why she would be the best big for each of her choices.
- A sister is not eligible to receive a little if she is in bad standing with the chapter

- Little Sisters may not know whom their big is until revealed during the Cygnet Ceremony.
- Sisters are matched based on what is seen to best for the Little Sister.

Section IX. Sober Sister

- Sober sister is to be sober from an hour before the event begins to noon the next day.
 - o This is done in order to make sure all sisters are safe for the whole duration of the evening.
 - o Sober sister must be present for the entirety of the event.
- Sober sister must be decided upon at a minimum of twenty-four hours prior to events.
 - o This allows sisters to be aware of who is to be the sober sister.

Section X. Philanthropy and Volunteer Hours

- Philanthropy Chair must document 40 hours per year on the calendar as a concrete schedule.
- Active members cannot complete all mandatory philanthropy hours within one event, a maximum of 5 hours for one event can be counted as mandatory hours.
- Active members are highly encouraged to complete and log additional hours.
 - o These additional hours do not have to only be philanthropy hours; they are allowed to be volunteer hours.
- When completing additional hours active members are required to get the hours signed off by a witness or supervisor if said hours being completed take place off campus
 - o When active members are completing their additional hours sisters are reminded to keep in mind that volunteer hours means “bettering yourself to allow you to be able to give back to the community later with the intentions of philanthropic and leadership qualities in mind”.
- Volunteer hours which are considered to be additional hours not mandatory hours include but are not limited to:
 - o Orientation Leader, orientation retreat, note taker, tutoring (non- paid), campus reprehensive, LUSSA events, LUSU events and campaigns events, conferences such as Canadian Federation of Students and CCSL. •
 - o Anyone who backs out of a philanthropy event that has already been confirmed or with less than 24 hours for a non-excusable reason (which is decided on by the secretary) is to apologize to the chapter.
- Keep a cash float containing the remaining budget for philanthropy events. To allow those tabling to make change for people who choose to purchase goods at our events.

- The annual "Walk for Memories" event is a mandatory event for Alpha Pi Phi Epsilon chapter to participate in.
 - o In addition to the Alpha Pi Phi mandatory Alzheimer's Society of Canada event to be held by every chapter each semester.

Section XI. Senior Status

- Active, initiated members wishing to have senior status must apply for senior status at the end of the semester.
- In order to receive senior status you must apply to the Executive Council • Sisters with senior status may only hold senior status for one full school year.
- Sisters with senior status are required to complete 2.5 study hours per month in order to be considered in good standing with the chapter
- Sisters with senior status are required to complete a minimum of 10 philanthropy hours per school year to be considered in good standing with the chapter.
- Sisters with senior status can arrange payment plans with the treasurer for their dues.
- Sisters with senior status may not hold any executive or chair position.
- Sisters with senior status must attend one organized sisterhood and philanthropy a month with the chapter in order to be considered in good standing with the chapter.
- Sisters with senior status are able to get a little.
- Will be able to hold a position.
- Sisters with senior status must attend all chapter meetings and ritual events to be considered in good standing with the chapter.

Section XII. Due Process.

- Included but not limited to the probationary steps, which can and will occur upon judicial issues.
- These steps can occur in the following order, however are not required to; the skipping of steps will depend on the judicial issue.
 1. Warning; a formal written or verbal warning given to the member by the Executive Council.
 2. Probation: is considered to be a temporary punishment, which will be presented by the 2nd Officer. This can include, but is not limited to, the sister give both a verbal and written apology to both Chapter and the Executive Council, hold an event for all sisters, remain sober sister for events, and the removal of their position.
 3. Expulsion: removed from Alpha Pi Phi Sorority, see Constitution for additional information.

Section XIII. Sexual Assault Policy

- Due to the Sexual Assault Policy, which was enacted at Conference 2018, certain individuals have been banned from all Alpha Pi Phi events for life. Please see Vice President and Secretary for any questions.