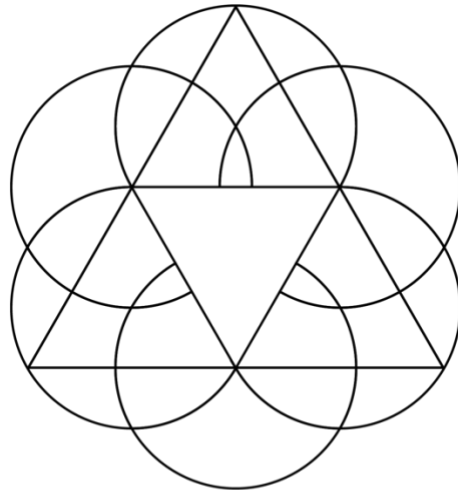


APPROVED, EXECUTIVE BOARD  
DELTA DELTA DELTA  
Courtney Angwin, Collegiate Bylaws Chair  
Effective Date: /2021  
Revision Due: /2023

BYLAWS OF  
COLLEGIATE CHAPTER OF  
DELTA DELTA DELTA FRATERNITY



TRI DELTA

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## ARTICLE I – NAME

The name of this organization shall be \_\_\_\_\_ Chapter of Delta Delta Delta Fraternity. See Article XIV, Section 1C of THE BYLAWS OF DELTA DELTA DELTA.

## ARTICLE II – PURPOSE

The Purpose of Delta Delta Delta (hereinafter at times referred to as “Fraternity”) is to establish a perpetual bond of friendship among its members, to develop a stronger and more womanly character, to broaden the moral and intellectual life, and to assist its members in every possible way. It is also the Purpose of Delta Delta Delta to promote and develop mutually beneficial relationships between the Fraternity and the colleges and universities where the Fraternity has established chapters, to develop qualities of unselfish leadership among its members, and to encourage them to assume, with integrity and devotion to moral and democratic principles, the highest responsibilities of college women. See Article II of THE BYLAWS OF DELTA DELTA DELTA.

## ARTICLE III – MEMBERSHIP

**Section 1. Chapter Total.** The total number of members and new members of \_\_\_\_\_ Chapter shall be in accordance with the \_\_\_\_\_ panhellenic regulations.

**Section 2. Eligibility.**

- A. Any woman who is enrolled at \_\_\_\_\_ and who has met the qualifications for membership in the Fraternity as provided in THE BYLAWS OF DELTA DELTA DELTA shall be eligible for membership in \_\_\_\_\_ Chapter.
- B. Membership shall be as provided in THE BYLAWS OF DELTA DELTA DELTA. Tri Delta does not discriminate on any basis other than gender in the selection of members, and collegiate chapters will not discriminate on the basis of ethnic heritage, national origin, personal appearance, personal beliefs, race, religion, sexual orientation, mental or physical ability.
- C. New member orientation shall be in accordance with Fraternity policies and procedures.

**Section 3. Membership Requirements.**

- A. Membership in \_\_\_\_\_ Chapter shall be by invitation issued by the collegiate chapter in accordance with Fraternity policies and procedures and local panhellenic regulations. See Article XVI, Section 1 B of THE BYLAWS OF DELTA DELTA DELTA.
- B. The alumna advisor, the membership experience advisor or designated advisor must be present or available through electronic means at the membership selection meeting and during voting but shall have no vote on potential new members. Other advisors or alumnae may not be present during voting meetings without permission of the Executive Board or a designated Fraternity representative.
- C. Collegiate chapters must state within their collegiate chapter policies any special consideration that will be given to legacies during the recruitment process and in accordance with Fraternity policies and procedures.

**Section 4. Academic Standards.** Prior approval of the Executive Board or the designated Fraternity representative must be obtained to change any bylaws academic requirement.

- A. Each member shall have a scholastic average of at least \_\_\_\_\_ for each grading period.
  - (1) To be eligible to hold an office, a member shall have at least a \_\_\_\_\_ grade average for the term preceding nomination and maintain this grade average during her term of office and be a member in good standing with the Fraternity and the chapter.
  - (2) To be eligible to be a sponsor of a new member, a member shall have at least a \_\_\_\_\_ grade average for the previous grading period and be a member in good standing with the Fraternity and the chapter.
- B. The academic committee may declare any member failing to maintain the minimum grade point average not in good standing per Article XVII, Section 3 A(1)d of THE BYLAWS OF DELTA DELTA DELTA. Any officer failing to maintain the minimum grade point average to hold office shall no longer be eligible to serve in said position.

**Section 5. Initiation Requirements.** Before the Trident and Stars and Crescent Degrees may be conferred, a new member shall meet the requirements for eligibility for Initiation. See Article XVI, Section 2B of THE BYLAWS OF DELTA DELTA DELTA and Article VIII, Section 1C of these bylaws.

**Section 6. Extraordinary Membership Status.** Extraordinary membership status shall be in accordance with Article XVI Section 2D of THE BYLAWS OF DELTA DELTA DELTA and Fraternity policies and procedures.

**Section 7. Affiliation of Members.** See Article XVI, Section 2C of THE BYLAWS OF DELTA DELTA DELTA.

**Section 8. Member Discipline.** See Article XVII of the BYLAWS OF DELTA DELTA DELTA.

#### ARTICLE IV – CONVENTION

**Section 1. Delegates.** The collegiate chapter president shall be the official delegate to Convention and Fraternity meetings designated by the Executive Board. See Article XIV, Section 7 of THE BYLAWS OF DELTA DELTA DELTA.

**Section 2. Alternate Delegate.** An alternate delegate shall be elected by the initiated members in good standing with the collegiate chapter. The alternate delegate must be an initiated member in good standing with the Fraternity and with the chapter who will be returning to the chapter in the fall.

**Section 3. Conference Representation.** The collegiate chapter president or alternate delegate is required to attend Convention and Leadership Conferences.

**Section 4. Conference Responsibility.** A delegate and alternate delegate who does not return to the chapter for one full term following the Fraternity meeting(s) shall be responsible for the repayment of any expenses incurred by the Fraternity and the chapter.

#### ARTICLE V – OFFICERS

**Section 1. Classification.**

- A. The elected offices shall be:

- (1) Collegiate Chapter President
- (2) Operations Team
  - (a) Vice President of Operations
  - (b) Director of Administration
  - (c) Director of Facility Operations
  - (d) Director of Member Finances
  - (e) Director of Financial Operations
- (3) Chapter Programming and Development Team
  - (a) Vice President of Chapter Programming and Development
  - (b) Director of Academic Excellence
  - (c) Director of Risk Management and Wellness
  - (d) Director of Ceremonies and Ritual
- (4) Community Relations Team
  - (a) Vice President of Community Relations
  - (b) Director of Social Events
  - (c) Director of Philanthropy
  - (d) Director of Public Relations and Marketing
- (5) Membership Experience Team
  - (a) Vice President of Membership Experience
  - (b) Director of Member Selection
  - (c) Director of Recruitment Events
  - (d) Director of First Year Experience
  - (e) Director of Lifetime Membership

- A. Changes in elected offices must have prior approval of the Executive Board or a designated Fraternity representative.
- B. Representatives to campus organizations, if not specified above, shall be recommended by the executive committee, approved by the alumna advisor and elected by the chapter.

**Section 2. Eligibility.**

- A. To hold an office, a member shall:
  - (1) have at least a \_\_\_\_\_ grade average for the term preceding nomination and maintain this grade average during her term of office;
  - (2) have all financial obligations paid in full to the Fraternity and the chapter;
  - (3) be a member in good standing with the Fraternity and the chapter; and
  - (4) be approved by the alumna advisor and the collegiate district officer.
- B. New members may be nominated for office providing they will have been initiated before installation of officers and have received approval from the alumna advisor and the collegiate district officer.

**Section 3. Nominations.**

- A. The selection committee shall meet annually in accordance with Fraternity policies and procedures.
- B. Nominations shall be in accordance with Fraternity policies and procedures.

**Section 4. Election of Officers.**

- A. The election shall be held at the immediate next chapter meeting after the slate has been presented. The election shall be by an affirmative vote of a majority of the members eligible

to vote who are present and voting providing quorum has been established and in accordance with Fraternity policies and procedures

- B. Any approved additional nominations shall be presented at this meeting. If there are no additional nominations, a voice vote may be taken. If there are additional nominations, voting shall be by written or electronic ballot in accordance with Fraternity policies and procedures.

**Section 5. Officers' Training and Installation.**

- A. Officers' training shall take place between the election and the installation of officers in accordance with Fraternity policies and procedures.
- B. Installation of officers shall take place at a formal chapter meeting after the election of officers and shall be in accordance with the Rituals of the Fraternity.

**Section 6. Duties.** The duties of the officers shall be in accordance with Fraternity policies and procedures. Additional duties may be established by the executive committee.

**Section 7. Terms.** Officers shall hold office for one year or until their successors are elected and installed, unless otherwise specified in these bylaws.

**Section 8. Removal.**

- A. An officer may be removed for:
  - (1) failure to meet collegiate chapter academic standards;
  - (2) non-cooperative attitude;
  - (3) conduct unbecoming a member of the Fraternity;
  - (4) disloyalty to the principles of the Fraternity;
  - (5) contributing to the impairment of the welfare or prestige of the Fraternity;
  - (6) failure to carry out the duties of her office;
  - (7) failure to abide by the obligations of membership;
  - (8) failure to meet financial obligations to the Corporation or collegiate chapter with which she is affiliated;
  - (9) failure to comply with THE BYLAWS OF DELTA DELTA DELTA, or the policies and procedures of the Fraternity, or collegiate chapter, or policies, rules and regulations of the university/college;
  - (10) unauthorized purchase, use or display of official insignia;
  - (11) conducting, participating or permitting any sort of mock Ritual or ceremony;
  - (12) hazing, mistreating or harassing of a collegiate member, an alumna member or a new member;
  - (13) conduct detrimental to the interest, dignity or welfare of the Fraternity; or
  - (14) being a member not in good standing with the Fraternity or chapter.
- B. An officer may be removed from office by:
  - (1) obtaining approval of the alumna advisor and collegiate district officer, and subsequently the affirmative vote of two-thirds of the members of the chapter eligible to vote who are present and voting providing quorum has been established;
  - (2) the conduct, academic or finance committee with the approval of the alumna advisor and the collegiate district officer;
  - (3) the executive committee with the approval of the alumna advisor and the collegiate district officer;
  - (4) the collegiate district officer and approved by the collegiate chapter coordinator;
  - (5) a designated Fraternity representative; or

- (6) the Fraternity Membership Status Committee, in which case the officer shall be notified by the Fraternity Membership Status Committee.

**Section 9. Vacancies.**

- A. If a vacancy in an office should occur during the academic calendar year, the executive committee shall nominate a member in good standing with the Fraternity and the chapter for the office. The nomination shall be submitted to the alumna advisor and the collegiate district officer for approval. Immediately after approval by the alumna advisor and the collegiate district officer, an affirmative chapter vote, officer's training and installation shall take place.
- B. If a vacancy in an office should occur during the summer, and if the officer should have to fulfill any of her duties before the first executive committee meeting in the fall, the collegiate chapter president, with the prior approval of the alumna advisor and the collegiate district officer, shall appoint a member in good standing with the Fraternity and the chapter to fill the office. Immediately after approval by the alumna advisor and the collegiate district officer and upon the chapter's return to campus, an affirmative chapter vote, officer's training and installation shall take place.
- C. If a vacancy in an office should occur during the summer and the officer does not have any duties to fulfill before the first executive committee meeting in the fall, the office shall remain vacant until the first executive committee meeting. At this meeting, the executive committee shall nominate a member in good standing with the Fraternity and the chapter for the office. The nomination shall be submitted to the alumna advisor and the collegiate district officer for approval. Immediately after approval by the alumna advisor and the collegiate district officer, an affirmative chapter vote, officer's training and installation shall take place.

**ARTICLE VI – STRUCTURE**

**Section 1. Meetings.**

- A. *Meetings.* Chapter and committee meetings may occur in person, by phone or by electronic means if the means of communication designated for the meeting allows all members to actively participate verbally in the discussions that occur in the meeting.
- B. *Executive Committee Meetings.*
  - (1) The executive committee, composed of the collegiate chapter president and all vice presidents and the alumna advisor, shall meet each week during the academic calendar year. The day, time and place of meetings shall be determined by the officers. The collegiate chapter president or, in her absence, the vice president of operations shall preside.
    - (a) Attendance shall be required of all executive committee members
    - (b) Appointed officers and other members may be invited to attend executive committee meetings by the presiding officer.
  - (2) Each officer team and its advisor(s) shall meet each month during the academic calendar year.
- C. *Chapter Meetings.*
  - (1) Chapter meetings shall be held each week during the academic calendar year unless approved by the collegiate district officer. The collegiate chapter president, or in her absence, the vice president of operations shall preside. The alumna advisor shall attend or designate another advisor to attend chapter meetings.
  - (2) One meeting each month during the academic calendar year and any meeting where Fraternity Rituals are conducted shall be a formal meeting.

- (3) One meeting each month during the academic calendar year shall be an open meeting attended by all members and new members.
- (4) Attendance shall be expected of all initiated members.
- (5) Special meetings may be called by the collegiate chapter president with the approval of the alumna advisor.
- (6) Two thirds of the members in good standing with the Fraternity and the chapter shall constitute a quorum for meetings. Action shall be by an affirmative vote of a majority of members eligible to vote who are present and voting providing quorum has been established unless otherwise specified in THE BYLAWS OF DELTA DELTA DELTA and these bylaws.

D. *New Member Meetings.*

- (1) New member meetings shall be held in accordance with Fraternity policies and procedures.
- (2) Attendance shall be expected of all new members.

E. *Sponsor Meetings.*

- (1) Sponsor meetings shall be held in accordance with Fraternity policies and procedures.
- (2) Attendance shall be expected of all sponsors.

*(Based on collegiate chapter circumstances, availability of and/or type of chapter facility, Section F may or may not apply.)*

F. *Facility Meetings.*

- (1) Facility meetings shall be held each month during the academic calendar year.
- (2) Attendance shall be expected of all facility residents and the facility director.

**Section 2. Property Rights.** See Article III, Section 3D of THE BYLAWS OF DELTA DELTA DELTA.

**Section 3. Surrender, Withdrawal or Reactivation of Charters.** See Article XIV, Section 2 of THE BYLAWS OF DELTA DELTA DELTA.

## ARTICLE VII – COMMITTEES

**Section 1. Standing Committees.**

- A. *Governing Documents Committee.* The governing documents committee shall be composed of the vice president of operations as chair, the collegiate chapter president, the director of administration, and the operations advisor or designated advisor. The governing documents committee shall prepare the chapter bylaws and chapter policies for revision or amendment in accordance with Fraternity policies and procedures. The advisor shall be a non-voting member of the committee. The governing documents committee will present all changes to the chapter’s governing documents for chapter vote. See Article XII, Section 1 of these bylaws.
- B. *Membership Selection Committee.* The membership selection committee shall be composed of the vice president of membership experience as chair, the collegiate chapter president, the director of member selection, a minimum of two members at large and the membership experience advisor or designated advisor. The membership selection committee shall plan and supervise the implementation of the chapter recruitment program in accordance with Fraternity policies and procedures. The advisor and members at large shall be non-voting members of the committee.
- C. *Selection Committee.* The selection committee shall be composed of two initiated members from each academic class, the vice president of operations as chair, the collegiate chapter president and the operations advisor or designated advisor. One representative per class is

appointed by the executive committee and one representative is elected by their respective class. The collegiate chapter president and the advisor are non-voting members of the committee. The selection committee shall prepare a slate of officers in accordance with Fraternity policies and procedures.

- D. *Executive Committee.* The executive committee shall be composed of the collegiate chapter president as chair, the vice president of operations, the vice president of chapter programming and development, the vice president of community relations, and the vice president of membership experience and the alumna advisor. The executive committee will meet on a weekly basis during the academic calendar year to ensure their teams are working toward the vision and goals for the chapter, including the discussion of chapter trends, opportunities for chapter growth and development, ensure officer accountability and officer/member recognition.
- E. *Sponsor Selection Committee.* The sponsor selection committee shall be composed of the director of first year experience as chair, the vice president of membership experience and the membership experience advisor or designated advisor. The sponsor selection committee shall select sponsors in accordance with Fraternity policies and procedures. The designated advisor shall be a non-voting member of the committee. Sponsors may be changed by the sponsor selection committee upon consultation with the conduct committee and with the approval of the alumna advisor.
- F. *Diversity, Equity and Inclusion (DEI) Committee.* The diversity, equity and inclusion committee shall be composed of the vice president of community relations as chair, collegiate chapter president and a minimum of four class representatives, one from each academic class, and the community relations advisor or designated advisor. The designated advisor shall be a non-voting member of the committee. The diversity, equity and inclusion committee shall be responsible for creating and maintaining opportunities for engagement, education and dialogue related to diversity, equity and inclusion. The committee will coordinate educational opportunities and resources to foster a culture of inclusiveness for all members in Tri Delta, the campus and community.
- G. *Conduct Committee*
- (1) The conduct committee shall be composed of the vice president of chapter programming and development as chair, four chapter representatives and advised by the alumna advisor. The chapter representatives will be a sophomore, junior and senior chapter representative along with one member-at-large serving on the conduct committee. The member-at-large can be from any of the rising sophomore, junior or senior academic classes.
  - (2) Duties shall include:
    - (a) upholding Fraternity and chapter bylaws and Fraternity and chapter policies and procedures as they relate to member behavior;
    - (b) monitoring members conduct, attitude and commitment;
    - (c) promoting the sisterhood of the chapter;
    - (d) ensuring a risk management program is in place;
    - (e) meeting at a minimum twice a month during the academic calendar year;
    - (f) updating the member roster to reflect changes in member status; and
    - (g) submitting meeting minutes in accordance with Fraternity policies and procedures.
- H. *Academic Committee*
- (1) The academic committee shall be composed of the director of academic excellence as chair, the director of first year experience, the director of lifetime membership and the chapter programming and development advisor or designated advisor.
  - (2) Duties shall include:

- (a) upholding Fraternity and chapter bylaws and Fraternity and chapter policies and procedures as they relate to individual member academics;
- (b) ensuring academic plans for members are in place;
- (c) meeting at a minimum twice a month during the academic calendar year;
- (d) updating the member roster to reflect changes in member status; and
- (e) submitting meeting minutes in accordance with Fraternity policies and procedures.

*I. Finance Committee*

- (1) The finance committee shall be composed of the director of member finances as chair, the vice president of operations, the director of financial operations, and the operations advisor or designated advisor.
- (2) Duties shall include:
  - (a) upholding Fraternity and chapter bylaws and Fraternity and chapter policies and procedures as they relate to individual member finances;
  - (b) assessing all EMS requests;
  - (c) meeting at a minimum twice a month during the academic calendar year;
  - (d) updating the member roster to reflect changes in member status; and
  - (d) submitting meeting minutes in accordance with Fraternity policies and procedures

**Section 2. Program Committees.** Committees may be established to assist an officer in implementing the program. The committees are in place for the entire term of office of the officer appointing the committee.

**Section 3. Project Teams.** Teams may be created to accomplish a specific one-time project.

**Section 4. Officer Teams.**

- A. *Operations Team.* The vice president of operations serves as chair of the operations team. The operations team shall handle all aspects of chapter administration, facility operations and finances.
- B. *Chapter Programming and Development Team.* The vice president of chapter programming and development serves as chair of the chapter programming and development team. The chapter programming and development team shall be responsible for all aspects of chapter programming.
- C. *Membership Experience Team.* The vice president of membership experience serves as chair of the membership experience team. The membership experience team shall manage the yearlong process of member retention and recruitment of new members. The membership experience team prepares the chapter for recruitment and maintains chapter morale throughout recruitment. The membership experience team shall ensure a successful member experience from the new member period through the start of alumnae life.
- D. *Community Relations Team.* The vice president of community relations serves as chair of the community relations team. The community relations team shall manage external relationships, whether through social events, Panhellenic relations, philanthropic work, or PR and marketing. The community relations team also works to develop a positive public image of the chapter through strong working relationships with the university, local alumnae groups and other stakeholders.

## **Section 5. Advisory Committee.**

- A. *How Constituted.* The advisory committee shall be composed of the alumna advisor as chair, the operations advisor, the chapter programming and development advisor, the community relations advisor and the membership experience advisor. Additional designated advisors may be added.
- B. *Appointment.* The alumna advisor shall be appointed annually by the collegiate district officer or designated Fraternity representative in accordance with Fraternity policies and procedures.
- C. *Chapter Expectations.* The collegiate chapter will cooperate with the advisory committee as they provide guidance and mentorship to the chapter and officers

## **ARTICLE VIII – FINANCES**

### **Section 1. New Member, Repledge, Initiation and Badge Fees.**

- A. New members shall pay New Member Fee(s) in full to the chapter.
- B. A Repledge Fee shall be paid in full to the chapter prior to the Repledging Service.
- C. New members and repledge members shall pay Initiation Fee(s) plus the Badge Fee in full to the chapter prior to Initiation.

### **Section 2. Initiated Member and New Member Dues and Other Fees.**

- A. *Chapter Dues.* Chapter dues/fees shall be paid in accordance with the statement of financial obligations and chapter policies and procedures.
- B. If applicable, a Capital Improvement Fee shall be paid to the chapter.
- C. Members living in the chapter facility shall pay dues and fees in accordance with the statement of financial obligations and individual house licensing agreements.
- D. Members not living in the chapter facility shall pay dues and fees in accordance with the statement of financial obligations.

### **Section 3. Fines.**

- A. Monetary fines shall be adopted by an affirmative vote of a majority of the members eligible to vote who are present and voting providing quorum has been established.
- B. Monetary fines shall be paid by a member to the chapter in accordance with chapter policies and procedures.

### **Section 4. Individual Member Delinquent Accounts.**

- A. Any initiated member or new member financially delinquent shall be subject to chapter and Fraternity discipline in accordance with THE BYLAWS OF DELTA DELTA DELTA and Fraternity policies and procedures.
- B. An initiated member or new member who submits her resignation while owing money shall be given an opportunity to make full payment or to establish an acceptable payment extension

agreement. If full payment is not received when due, the chapter will follow the Fraternity financial termination process.

## **Section 5. Financial Management.**

### *A. Chapter Budget.*

- (1) The financial officers and designated advisor, upon consultation with other officers and advisors, shall prepare a collegiate chapter budget in accordance with Fraternity policies and procedures.
- (2) The budget shall be approved by the financial specialist in accordance with Fraternity policies and procedures.
- (3) The budget approved by the financial specialist shall be presented to the chapter for approval.

### *B. Accounting and Financial Procedures.*

- (1) The chapter shall follow the accounting system as set forth by the Fraternity.
- (2) All individuals handling money for chapter and housing operations shall be insured and the fee shall be paid when billed by Executive Office. See Article XVIII, Section 4B of THE BYLAWS OF DELTA DELTA DELTA.
- (3) All bank accounts will be accounted for within the accounting system and banking institution specified by the Fraternity. This accounting system shall be used for all financial matters. No additional bank accounts may be held by the chapter unless required by the university/college and the Fraternity has been notified.
- (4) Fraternity dues, New Member Fees, Repledge Fees, Initiation Fees, Badge Fees, Collegiate Chapter Educational Reserve Fund Fee, National Housing Endowment Fund Fees and other Fraternity Fees and charges including charges by affiliated entities shall be paid from the chapter bank account to the Fraternity in accordance with Fraternity policies and procedures.

*(If a relationship with a local house corporation or Tri Delta Housing, Inc. or any subsidiary entity does not exist, a chapter may elect to have a savings account and only the following paragraphs 5-6 apply.)*

- (5) There shall be a Chapter savings account. The director of financial operations shall deposit into this account any designated portions of the New Member Fees, Repledge Fees, Initiation Fees and Capital Improvement Fee.
- (6) At fiscal year-end, after the calculation procedures are followed and approved by the financial specialist, a surplus payment must be paid to Tri Delta's Foundation in accordance with Fraternity policies and procedures.

C. *Fund Raising.*

- (1) Proper financial management shall include the protection and proper use of all funds received for scholarship or other charitable or philanthropic purposes.
- (2) No funds shall be solicited for the chapter in the name of the chapter, the Fraternity or the Corporation without the permission of the Executive Board or designated Fraternity representative. The chapter cannot fundraise for the operation of the chapter.

**Section 6. Compensation.** A collegiate member shall receive no compensation for serving as an officer either by reduction of dues, fees or otherwise.

**Section 7. Distribution of Assets upon Dissolution and Obligations to Reactivated Chapters.** See Article XVIII, Section 9B of THE BYLAWS OF DELTA DELTA DELTA.

## ARTICLE IX – CHAPTER PROPERTIES

**Section 1. Ritual Property.** The director of ceremonies and ritual shall maintain all Ritual property and provide for its safekeeping.

**Section 2. Memorabilia and Archives.** As feasible, the chapter shall maintain the chapter archives and display chapter memorabilia, which may include the following:

- A. *A Detailed Record of Delta Delta Delta, 1888-1931;*
- B. *Centennial History of Delta Delta Delta, 1888-1988;*
- C. Bound copies of *The Trident* from date of installation of chapter;
- D. 75<sup>th</sup> anniversary issue of *The Trident*;
- E. Centennial issue of *The Trident*; and
- F. Delta Delta Delta songbook.

**Section 3. Chapter Resources.** The chapter resources shall include:

- A. Delta Delta Delta Governing Documents:
  - (1) THE BYLAWS OF DELTA DELTA DELTA;
  - (2) Fraternity Policies;
  - (3) Chapter Bylaws;
  - (4) Chapter Policies;
  - (5) Statement of Obligations of Membership;
  - (6) Statement of Financial Obligations; and
  - (7) License Agreement, if applicable.
- B. *Reference Materials:*
  - (1) Manuals, guides and resources on tridelta.org;
  - (2) the current edition of the National Panhellenic Conference *Manual of Information*;
  - (3) the current edition of *Robert's Rules of Order Newly Revised*.

## ARTICLE X - CHAPTER FACILITIES

**Section 1. University and Fraternity Regulations.** Members and new members living in or visiting chapter facilities shall conform to the housing regulations issued by the campus and Fraternity policies and procedures.

*(Based on chapter circumstances, e.g., availability of and type of chapter housing or facilities, Sections 2 – 4 will apply, in total or in part.)*

**Section 2. Chapter Facility Policies.** Policies necessary to orderly living, including priorities for chapter facility residency, shall be formulated by the director of facility operations and approved for inclusion in chapter policies by a vote of the chapter in accordance with Fraternity policies and procedures.

**Section 3. Live-In Requirements.**

- A. All initiated and new members of the chapter, not living at home or in college required housing, shall be required to live in the chapter facilities, or other quarters where chapter members are housed together, and pursuant to the terms of the license agreement used for the chapter facilities. Only after chapter facilities are at resident capacity will a request to live elsewhere be considered. A written request to live elsewhere must be presented to the appropriate housing committee as defined in the chapter policies and approved by the financial specialist and the collegiate district officer.
- B. Any member refusing to live in chapter facilities without approval is considered to have resigned her membership in the Fraternity and shall surrender her badge and membership certificate to the alumna advisor as provided in Article V, Section 1C of THE BYLAWS OF DELTA DELTA DELTA. The membership records at the Executive Office shall be so marked.
- C. Any new member refusing to live in chapter facilities without approval is considered to have resigned her membership in the Fraternity and shall surrender the new member pin and other Fraternity property as provided in Article V, Section 1C of THE BYLAWS OF DELTA DELTA DELTA. The membership records at the Executive Office shall be so marked.

**Section 4. House Directors (and Chapter Employees).** A collegiate chapter utilizing a collegiate chapter facility shall have a house director employed in accordance with Fraternity policies and procedures. See Article XIV, Section 6 of THE BYLAWS OF DELTA DELTA DELTA. The collegiate chapter is financially responsible for payment of employees as required by Fraternity policies and procedures.

*(If there is a local house corporation, Section 5 applies.)*

**Section 5. House Corporation.**

- A. The ownership of chapter property used by the chapter is vested in the
- B. The collegiate chapter president, director of financial operations, director of facility operations and designated collegiate chapter advisor(s) serve as ex-officio non-voting members of the House Corporation Board and must receive notice of all meetings of the board unless already elected as a board director.
- C. Request for use of the chapter facilities for private functions, outside of regular chapter operations, shall be presented to the house corporation board of directors. Final approval of usage shall come from the house corporation board of directors.

*(The following Section 5 applies if Tri Delta Housing, Inc., or one of its subsidiary entities, is responsible for the chapter facility.)*

## **ARTICLE XI – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this chapter in all parliamentary procedures in respect to which they are applicable and consistent with THE BYLAWS OF DELTA DELTA DELTA.

## **ARTICLE XII – CHAPTER BYLAWS**

### **Section 1. Revisions and Amendments.**

- A. The bylaws shall be submitted for revision every two years from the date of last approval and may be amended in the interim as necessary. An addendum of changes in any Fraternity governing documents shall serve to amend these bylaws for compliance.
- B. The governing documents committee shall prepare the proposed revision or amendment(s) in accordance with Fraternity policies and procedures and the current model bylaws for collegiate chapters. The proposed revision or amendment(s) shall be approved for submission by an affirmative vote of two-thirds of the members eligible to vote who are present and voting providing quorum has been established and approval of the alumna advisor and collegiate district officer before being submitted.
- C. After the revision or amendment has been approved by the designated Fraternity representative and returned to the chapter, the vice president of operations shall present any changes made and explain the rationale for any requested changes not approved prior to the formal adoption of the revision or amendment. An affirmative vote of two-thirds of the members eligible to vote who are present and voting providing quorum has been established shall be required to formally adopt the revision or amendment. This revision or amendment shall become effective upon formal adoption.

### **Section 2. Distribution.**

- A. After chapter adoption of the revised or amended bylaws, the vice president of operations shall provide a dated copy for the chapter repository of governing documents and for each chapter officer and advisor. A copy shall be available for all members.
- B. Copies of the bylaws or amendments shall not be made or distributed until official approval has been obtained and adoption has been completed.
- C. The vice president of operations shall present the approved bylaws in condensed form at a chapter meeting at the beginning of the fall term.

**Section 3. Interim Approvals and Waivers.** Request for interim approval of a bylaws amendment or a request for a waiver shall be submitted to the designated Fraternity representative or, if it concerns finances, to the financial specialist in accordance with Fraternity policies and procedures.