



WESTERN MICHIGAN UNIVERSITY  
ALPHA XI DELTA  
THETA ETA CHAPTER  
BYLAWS  
2015-2016

ARTICLE I:  
PURPOSE

“Alpha Xi Delta stands for sincere development of character, for high standards of scholarship, for right living in our chapter houses that health, peace, and harmony may prevail and for wholesome social life above reproach or criticism.” (Anna Miller Knot in Introduction of the History of Alpha Xi Delta Fraternity 1893 – 1923)

CLAUSE 1: Alpha Xi Delta will comply with all SALP and University policies, procedures, and practices and all local, state, and federal laws.

ARTICLE II:  
MEMBERSHIP

SECTION 1: ELIGIBILITY

Members must:

- Contribute to the above purpose.
- Meet Western Michigan University requirements.
- Meet Alpha Xi Delta’s National requirements.
- Have a minimum cumulative Grade Point average of 2.5 per semester.
- Have at least 12 enrolled credit hours of course work per semester.
- Have a minimum of 9 credit hours (of the 12 credit minimum) taken at Western Michigan University.

CLAUSE 1: At times of extenuating circumstances surrounding a new member with a cumulative Grade Point Average below a 2.5, initiation of this person may be granted at the discretion of the Executive Board and Chapter Advisor. Extenuating circumstances could be, but are not limited to, illness, learning disabilities or verifiable controversy concerning an instructor’s grade. The person initiated under these circumstances still must meet the probationary terms.

CLAUSE 2: Suspension from Alpha Xi Delta is constituted when a member fails to meet the above requirements.

CLAUSE 3: Non-Discrimination Policy: Alpha Xi Delta will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status.

### ARTICLE III:

#### ALPHA XI DELTA FUNCTIONS

##### SECTION 1: CALENDAR EVENTS

- Attendance is mandatory.
- A written excuse for an absence must be turned into the Recording Secretary no later than 24 hours before the scheduled event.
- In case of an emergency, a written excuse must be presented to the Executive Board which will then be reviewed for validity.
- If a member is unexcused and absent for an event, no points will be issued in accordance with the Executive Board and the Rose Point System.
- Calendar is subject to change with two weeks notice as given by the Executive Board
- A fine will be administered for missing a calendar event in accordance to the Rose Point system.

##### SECTION 2: CHAPTER MEETINGS

- Chapter meetings are to be held every Sunday during the university term in accordance with Western Michigan University's regulations and calendar holidays.
- Meeting will begin promptly at 7pm and doors lock at 7:15pm.
- Attendance is mandatory.

- Quill attire is required  
     CLAUSE 1: Marshall may refuse admittance to any member due to improper dress, which will result in an unexcused absence.
- A written excuse for an absence must be turned into the Recording Secretary no later than 24 hours before the scheduled event.
- Rose Points will not be awarded to an excused member if she fails to also sign the meeting minutes of the Recording Secretary by Wednesday after the meeting.
- Each member is allowed one missed meeting worth 10 points without notification or penalty each semester.  
     Again, the member must sign the minutes of the missed meeting.
- All written excuses are reviewed and validated or not-validated at the Executive Board's discretion.

### SECTION 3: NEW MEMBER MEETINGS

New members are required to attend. New member meetings are also to be held weekly at a time designated by the New Member Educator as well as the New Member Advisor.

### SECTION 4: EMERGENCY MEETINGS

Emergency meeting may be called by the following officers for special business: The President, Vice Presidents and/or the Chapter Advisor. Notice for such a meeting must be given to the chapter members 24 hours in advance. Attendance is expected.

### SECTION 5: QUORUM

Eighty-five percent (85%) of the chapter in attendance shall constitute a quorum.

### SECTION 6: EXECUTIVE MEETINGS

Executive meetings are to be held at least once a week at a designated time determined by the members of the Executive Board.

## SECTION 7: COMMITTEE MEETINGS

Committee meetings are to be held at least once a week at a designated time determined by the Committee Chair.

## SECTION 8: SOCIAL EVENTS

No member on financial, other, merit, and/or academic probation shall be permitted to attend ANY social event including, but not limited to, formal and date parties that are planned by Alpha Xi Delta. Exceptions will be granted at the Executive Board's discretion.

## SECTION 9: INITIATION

The "No Booze/No Boys" rule will be in effect 24 hours prior to Initiation along with 24 hours after.

## ARTICLE IV: FINANCES

### SECTION 1: DUES AND FEES

- Initiated members are required to sign Omega Financial contracts in the fall, each year.
- New members are required to sign Omega Financial contracts at the pinning ceremony.
- Dues are current as of Fall 2015.

#### CLAUSE 1: DUES

- New members – out of house - \$761.75 onetime fee
- Initiated member – out of house - \$338.75 per semester
- Initiated member – in house - \$338.75 per semester
- Inactive status – out of house - \$87.00 per semester

#### CLAUSE 2: FEES

- Returned checks are subject to a \$25.00 fine.

- Late payments are subject to a \$25.00 fine per active cycle

#### CLAUSE 3: SUSPENSION

- Suspension of membership papers must be turned in to the President one week prior to that semester's bill cycle. If failure to do so occurs, the member will be responsible for paying that semester's dues.
- If a member is voluntarily suspending their membership, a voluntary suspension form must be submitted before the academic semester in which they wish to no longer be a member. If failure to do so occurs, the member will be responsible for paying that semester's dues.

#### CLAUSE 4: INACTIVE STATUS

- Members must apply for inactive status and submit form to the Financial VP.

### SECTION 2: REINBURSEMENTS

- All purchases must be first approved by the Financial Vice President or the President by the approval of a reimbursement form.
- All reimbursement forms must be signed by the Financial Vice President prior to the purchase, have an attached receipt.
- Reimbursement checks will be dispersed by the Financial Vice President only after she has received and reviewed the reimbursement form(s).
- Chapter Debit Card is to be in the possession of the President and Financial VP only. Outside use is at the discretion of Executive Board.

### SECTION 3: On-Campus Accounts

Theta Eta will follow and be subject to all University policies, procedures, and practices regarding student organization accounts and finances.

### SECTION 4: Off-Campus Accounts

All non-university funds will be handled through PNC Bank.

### SECTION 5: Disposition of Non-University Funds in Case of Inactivation.

- In the event that Alpha Xi Delta dissolves or becomes inactive, the funds in our off-campus account will be kept for later use.
- In the event that the return of Alpha Xi Delta is not in the foreseen future at time of removal, the funds would be transferred to the national Alpha Xi Delta headquarters.

## ARTICLE V: ELECTIONS

### SECTION 1: SLATING COMMITTEE

A nominating committee is appointed according to the manual for chapter officers as noted in the National By-laws. A member cannot serve on the Slating Committee if she is writing in for a position. A member may not serve on the Slating Committee more than once; with the exception of the outgoing President. The Slating committee will be composed of one senior, one junior, one sophomore, one freshman, one member at large, and Chapter Advisor. President serves her voice but has no vote.

### SECTION 2: SLATE OF OFFICERS

The slating committee selects a slate of candidates. The slate is presented to the chapter before the ballot is taken. The candidate for elected officers shall be presented as expressed in the National By-laws. Open nominations will be accepted from the floor during the election meeting.

CLAUSE 1: To overturn a slate, there must be 50% plus one majority vote against the slate. After accepting her slated position, any slated nominee shall decline a nomination from the floor for any office. The slate of officers is voted on during the scheduled meeting in which it was presented.

### SECTION 3: ELIGIBILITY

Any member holding an elected or appointed office must have a cumulative Grade Point Average of 2.5 or higher. Each member must also be in good standing with the chapter. Failure to maintain the requirements as outlined in the officer's contract will result in the termination of office.

#### SECTION 4: REQUIREMENTS

- Chapter officers shall be elected prior to the conclusion of the fall semester by a majority vote.
- Elected positions will be held for one year (February to February).
- Appointed positions will be held for one year, coinciding with the terms of the elected officers to the discretion of Executive Board.
- All officers will sign officer contracts upon election and acceptance of the position.
- Members of the Executive Board are required to live in-house during the full term of the position (excluding the Chapter Advisor).
- Theta Eta also requires the following positions to also live in-house: House Manager and Assistant House Manager.

#### SECTION 5: VACANCIES

Vacancies in chapter offices are to be filled through appointment by the Executive Committee.

#### SECTION 6: EXECUTIVE BOARD

The following positions shall compose the Executive Board:

- President
- Chapter Life Vice President
- Membership Vice President
- Public Relations Vice President
- Programs Vice President
- Financial Vice President
- Pan-Hellenic Delegate
- Recording Secretary
- Chapter Advisor

#### SECTION 7: OTHER ELECTED POSITIONS

The following positions are also elected positions:

- Academic Achievement Chairman
- Ritual Chairman
- Chaplain
- Corresponding Secretary
- Historian
- Marshall
- New Member Orientation Chairman

#### SECTION 8: APPOINTED POSITIONS

The following positions are appointed by the Executive Board:

- Philanthropy Service Chairman
- Assistant New Member Orientation Chair
- Fraternity Heritage Chairman
- MAX Chairman
- C.O.B. / Recruitment Secretary
- Co-Social Chairman
- Gamma Representative
- Alumni Relations Chairman
- Song Leader
- Activities Chairman
- Scrapbook/ Website Chairman
- Western Student Association Representative
- Campus Activities Board Representative
- Greek Week Chairman
- House Manager
- Assistant House Manager
- T-Shirt Chair
- Assistant Pan-Hellenic Delegate
- Assistant Financial

CLAUSE 1: Members in good standing are allowed to hold more than one appointed position.

ARTICLE VI:  
ROSE POINT SYSTEM

SECTION 1: PURPOSE

The Rose Point System is a positive method used for promoting sisterhood and encouraging participation in all chapter activities. It is also designed to measure each member's personal contribution to Alpha Xi Delta by ensuring each member's good standing with the chapter.

SECTION 2: RESPONSIBILITIES OF MEMBERS

Members are expected to be an active member and participant within the fraternity. Failure to do so may result in merit probation.

SECTION 3: ACQUISITION OF POINTS

Full points will be given to those who have attended the given events any extenuating circumstances. Half points will be given to those who have an excuse. In order to be excused from an event or meeting, a written note must be turned in to the Recording Secretary no later than 24 hours before the event is scheduled (class is always excused; all other notes are to be excused at the Executive Board's discretion).

Points will be accumulated throughout the semester. Members are required to have an 80% participation standard. If a member falls below 80% participation points, that member will be placed on merit probation until the points are raised above 80%. At the beginning of each semester, every member will be given one free meeting they are allowed to miss without penalty. The same guidelines as the excused events apply. There are ways to earn extra Rose Points.

ARTICLE VII:

BEAR POLICY

SECTION 1: PURPOSE

The Bear Policy is named after our mascot, Betxi Bear and is used to ensure the health and safety of our members during social functions. Every member has the right to use and enforce the Bear Policy at social functions with the realization that it is the step beyond simply asking a member to leave. The Bear Policy shall be taken seriously by all members as we all want every member to be safe.

## SECTION 2: IMPLEMENTATION

- If a new or active member is seen acting inappropriately, unstable or in potential harmful situation at a social function then another member has the obligation to “Bear” that person and take her out of that particular situation.
- A member can be asked to leave immediately from a social function by saying “I’m bearing you.”
- If a member refuses or is unable to leave then it is the person “Bearing” her that is responsible for getting help to safely take her home and care for her.
- Once the “Bear’d” sister is safe, the person who Bear’d her must notify the President and Chapter Life VP within 24 hour of the situation if it is not already known.
- After the President has been notified, the Executive Board will review the situation and will use their best discretion when evaluating her membership status.

CLAUSE 1: Never, under any and all circumstances may you “bear” a sister and leave her.

CLAUSE 2: All members shall respect the privacy of a member who has been “Bear’d”

CLAUSE 3: All members shall use their best discretion when choosing to “Bear” another member.

CLAUSE 4: The Executive Board has the right to place a “Bear’d” member on other probation as well as suspending a “Bear’d” member as a result of an overall evaluation of her membership.

CLAUSE 5: Clause 4 also applies to a sister that refuses to be “Bear’d” if she is seen acting inappropriately, unstable or in potential harmful situation at a social function.

## ARTICLE VIII: SOCIAL MEDIA

Any person who is found misusing social media sites will get one warning. The second time you will have to report to Public Relations VP for consequences. Third time you will receive consequences decided by the Executive Board.

#### SECTION 1: WWCD

WWCD stands for What Would Cora Do. This is used to discreetly remind members to be appropriate on social media.

- Only Executive Board members have the authority to “WWCD” a member on social media.
- If a “WWCD” comment appears on anything you have posted on social media you must remove the post immediately.
- All social media platforms that belong to active members must be viewable by the Executive Board.

#### ARTICLE IX:

#### ALUMNAE POLICY

#### SECTION 1: FIFTH YEAR SENIOR

- A member may be placed on or granted alumnae status if she is entering her fifth academic senior year and is also in good standing with the chapter.
- If granted alumnae status, a member is exempt from signing a housing contract for the following year.

#### SECTION 2: INACTIVE STATUS

- A member may be considered for inactive status under certain circumstances outlined in the National Bylaws and are determined by the Executive Board.
- A member will be granted inactive status at Alpha Xi Delta as determined by the Executive Board.
- A member wishing to be granted inactive status must also turn in an application to the Executive Board one month prior to the end of the current semester.

CLAUSE 1: Up to five percent of the cumulative returning chapter members may qualify for inactive status.

CLAUSE 2: Members choosing to Study Abroad must submit an inactive-status application.

ARTICLE X:  
ALPHA XI DELTA SCHOLARSHIP CREED

Alpha Xi Delta believes that education is the process of learning from all living experiences, including learning associated with one's fellow man. We believe that our members, pledged and initiated, have an obligation to themselves, their parents, and their school to derive the greatest benefit from the education opportunities offered. Furthermore Alpha Xi Delta believes its members have a responsibility to the chapter and National Fraternity to develop their abilities to the highest degree so that they have the ability to become better persons and be better prepared to make worthy contributions to society. In this light, Alpha Xi Delta, through its scholarship program, expects each member to make academic success her primary goal during college years.

ARTICLE XI:  
THETA ETA CHAPTER SCHOLARSHIP POLICY

SECTION 1: SEMESTER ACADEMIC REQUIREMENTS

In the event that an initiated member falls below a 2.5 semester GPA, the member will be placed on other and academic probation and must fulfill all requirements as outlined in the semester academic contract.

CLAUSE 1: If a members cumulative GPA remains under the 2.5 requirement for two consecutive semesters, membership will be suspended.

CLAUSE 2: In order to be granted a second semester of other probation the previous semester GPA must be a 2.5 or higher.

CLAUSE 3: If the previous semester GPA is not a 2.5 or higher membership will be suspended. If a member has experienced a family tragedy, health issue or has a learning disability they may write in order to avoid suspension.

CLAUSE 4: Members must sign a release form thereby releasing their grades to

the National Pan-Hellenic Council by the second week of the semester.

## SECTION 2: PROBATION PROCEDURES

The Programs Vice President shall meet any member who falls below a 2.5 cumulative GPA to sign an academic contract stating the probationary terms.

CLAUSE 1: Probation shall be kept confidential between the Executive Board and the member on probation.

CLAUSE 2: Probation will result in removal of quill, no vote during chapter meetings, no officer position and not allowed to attend socials, formal or semi-formal rttttttrat the discretion of the executive board.

## SECTION 3: ACADEMIC PROBATION:

In the event than an initiated member falls below a 2.5 cumulative GPA, the following probationary outline shall be followed:

- The member shall lose all voting privileges.
- The member will be placed on other probation.
- The member must step down from any office held; elected or appointed, for her remaining term.
- The member on probation must fulfill all requirements as outlined in the academic contract.
- Failure to complete the academic probation process will result in a potential suspension form.

## SECTION 4: OTHER PROBATION

A member shall be placed on other probation at the discretion of the Executive Board in accordance with the investigation procedure outlined by the National Bylaws and Code of Conduct. Failure to complete all the requirements of the other probation contract with the Chapter Life Vice President will result in suspension from the chapter.

## SECTION 5: FINANCIAL PROBATION

When a member's account becomes severely past due, she must sign a financial probation contract with the Financial Vice President. She then has 30 days to pay the

amount severely past due and/or sign a promissory note with the National Fraternity at the discretion of the Financial Vice President. Failure to complete terms of financial probation will result in suspension from the chapter.

## SECTION 6: STUDY HOURS

Every member will be required to attend study hours. Amount of hours will be determined by members GPA for previous semester.

- 3.5 – 4.0 GPA 0 hr/wk
- 3.0 – 3.49 GPA 2 hr/wk
- 2.5 – 2.99 GPA 4hr/wk

## SECTION 7: ACADEMIC PLAN

Every member will be accountable to adhere to the conditions of the academic plan in accordance with the Rose Point System.

### ARTICLE XII: HOUSING ARRANGEMENTS

#### SECTION 1: HOUSING CONTRACTS

The Theta Eta Housing Corporation Board will administer a lease to all members at a designated date during the fall semester or it will be mailed to the home address.

- INITIATED MEMBERS

All initiated members are required to sign a housing contract for the upcoming academic year by November 6, 2015. If a member does not sign a contract by the date listed above, she will be fined \$50 each month it is not turned in.

- NEW MEMBERS

All new members are required to sign a housing contract for the upcoming academic year prior to their scheduled Initiation date. New members will not be initiated without the signed housing contract.

CLAUSE 1: Any member may write a letter of exemption written to

the Housing Corporation Board, attached to their signed housing contract. It is at the Housing Corporation Board's discretion to grant her exemption and release her from the housing contract.

CLAUSE 2: Any member who fails to sign a housing contract subjects their membership up to the discretion of the executive board.

CLAUSE 3: All members are bound to their lease regardless of their membership status.

## SECTION 2: REQUIREMENT TO LIVE IN-HOUSE

All members are required to live in the house UNTIL CAPACITY IS MET as determined by the Housing Corporation Board.

CLAUSE 1: Specific cases may be presented to the Executive Board as well as the Housing Corporation Board.

CLAUSE 2: Members failing to fulfill housing requirements are subject to suspension of membership.

CLAUSE 3: Members are not required to live in-house or sign a housing contract for the following year IF granted alumni status for the coinciding following year.

## SECTION 3: ROOM ASSIGNMENTS

Room assignment will be chosen in the following order:

- A. Executive Committee
  1. President
  2. Chapter Life Vice President
  3. Membership Vice President
  4. Public Relations Vice President
  5. Financial Vice President
  6. Programs Vice President
  7. Recording Secretary
  8. Pan-Hellenic Delegate

- B. If a member was added to special circumstances, the filled position will be skipped and she will be listed after the Pan-Hellenic Delegate.
- C. New Member Orientation Chairman.
- D. Housing Manager
- E. Members who lived in the house the prior year by New Member class, and then Rose Point System.
- F. Remaining member by pledge class and then Rose Point System.
- G. If a member's Omega Fi balance is not paid by the time of room picks her name will be moved to the bottom of the list.
- H. Affiliates will be placed by the Chapter President.

CLAUSE 1: Ties will be resolved by additional bonus points

A. GPA

1. 40 points – 3.50 - 4.0
2. 30 points – 3.0 – 3.49
3. 20 points – 2.75 – 2.99
4. 10 points – 2.5 – 2.74

B. Previous Offices Held

1. 40 points – E-board position
2. 20 points – Other Elected Position
3. 10 points – Appointed Position

SECTION 4: KITCHEN DUTY

- Kitchen duty will be determined by the House Manager. Scheduled kitchen duty is mandatory. For every shift a member misses, she will be subject to a \$50 fine.
- One week will be given to pay the fine to the Financial Vice President. Any fine remaining after the one week period will be put on a member's Omega Fi account.

## SECTION 5: PARKING

- All front parking spots are reserved for the members of the Executive Board and House Managers.
- Other reserved parking spots may be for the House Mom and House Cook.
- All members will be assigned a parking space for the academic school year.
- Unidentified vehicles parked in the back may be subject to towing at their own expense.
- A member found to be parking in the front designated spaces may be subject to a **\$5.00 fine** at the Executive Board's discretion.

## ARTICLE XIII: AMENDMENTS

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

National Bylaws and Constitution policies and procedures take precedence above all chapter bylaws.

### Alpha Xi Delta Compliance to SALP Procedures Letter: (Separate from Chapter Bylaws)

- 1. Alpha Xi Delta will comply with all SALP and University policies, procedures, and practices and all local, state, and federal laws.**
- 2. Alpha Xi Delta will follow and be subject to all University policies, procedures, and practices regarding student organization accounts and finances.**

- 3. Alpha Xi Delta will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status.**
- 4. If Alpha Xi Delta ceases to exist in the future, all funds left in financial accounts will be given to Alpha Xi Delta Fraternity Headquarters.**