

Bylaws of Delta Kappa Chapter of Alpha Phi

Revised Fall 2008

Article 1 Name

The name of this chapter shall be Delta Kappa Chapter of Alpha Phi International Fraternity, Incorporated.

Article II Purpose

The purpose of this chapter is the promotion and growth in the character, of unity of feeling, of sisterly affection and of social communication among its members. And we who are thus united are under a solemn pledge to lend a helping hand to another.

Article III Powers and Responsibilities

Section 1 Powers

Providing Delta Kappa Chapter is in Good Standing with the Fraternity, it shall have the powers provided in the Alpha Phi *Constitution*, Article XV, Section 9.

Section 2 Responsibilities

To main in Good Standing with the Fraternity, Delta Kappa Chapter Shall:

- A. Conduct itself in a manner that contributes to the welfare and good repute of the Fraternity by supporting and properly maintaining the standards of conduct befitting a chapter of the Fraternity;
- B. Abide by the *Constitution, Ritual*, rules, policies and procedures of the Fraternity;
- C. Cooperate with officers of the Fraternity;
- D. Meet all financial obligations;
- E. Maintain a satisfactory scholastic standing.

Article IV Members

Membership in Delta Kappa Chapter shall be comprised of new and initiated collegiate members, and shall be acquired and maintained in full accordance with Article XVII of the *Constitution* of Alpha Phi International Fraternity, Incorporated.

Section 1 Any woman who is a full time student with twelve or more credits at the University of Wisconsin-La Crosse, and has a **cumulative GPA of 2.25** shall be eligible for membership in Delta Kappa Chapter.

- A. Any initiated collegiate member who does not fulfill criteria listed above may remain active if approved by Delta Kappa President, Chapter Advisor, and Vice President of Programming and Member Development.

Section 2 Affiliation of members who are transferred from another University shall be in accordance with the *Constitution*.

Article V Initiation and Other Fraternity Ceremonies

Section 1 Procedure for Initiation

This Chapter Shall:

- A. Initiate new members when they meet the requirements for initiation.
Requirements for Initiation

An uninitiated member shall qualify for initiation when she has met the following requirements:

1. She accepts the lifetime commitment, responsibilities and obligations of Alpha Phi membership.
2. She has participated in and successfully completed a program of new member orientation.

- B. Issue a formal summons to initiation to each candidate;
- C. Hold Inspiration days for all candidates during the days preceding initiation;
- D. Require each candidate to pay the full Initiation Fee and Badge Fee prior to initiation;
- E. Initiate candidates in accordance with the *Ritual of Alpha Phi*, as approved by the convention of the Fraternity.

Section 2 Initiation Committee

- A. An Initiation Committee shall be appointed by the Executive Council in advance of each initiation, which shall make all arrangements specified in the Alpha Phi Ceremonies Manual.
- B. The committee shall be composed of Chaplain, Guard, Marshall, and an initiated chapter delegate.
- C. The Chaplain shall have participated in at least one initiation other than her own.

The Initiation Ritual

Alpha Phi requires that each initiation ceremony adhere faithfully to the Ritual as written. This ceremony has undergone few changes since it was written by the Founders over a century ago. It is the single experience that binds all members to those in the past and those yet to become Alpha Phis. It is the only procedure each chapter performs exactly the same as all others and thus the only thing which makes a chapter an Alpha Phi chapter and not a local sorority.

Section 3 Other ceremonies of the Fraternity

All other ceremonies shall be conducted in accordance with the Alpha Phi Ceremonies Manual.

Article VI Meetings

Section 1 Regular Collegiate Chapter Meetings

- A. The regular weekly chapter meetings will be held on Sunday evenings throughout the academic year.
- B. Formal Meeting. At least one meeting each month shall be a formal meeting attended only by initiated members and shall follow the formal procedure outlined in the Alpha Phi Ceremonies Manual (Article XV, Section 14).
- C. Program Meeting. At least once a month a meeting shall be designated for the purpose of educating the chapter on an issue related to Alpha Phi and our international purpose.

- D. Purpose. The purpose of each weekly meeting shall be to conduct chapter business, discuss Fraternity business, and annually, review the *Constitution* and Standing Rules of the Fraternity.
- E. Attendance. Attendance at the Fraternity meetings is compulsory, unless an excuse is granted by the Recording Secretary or Chapter President.
- F. Seating. Designated seating is not required by Delta Kappa.
- G. Quorum. Two-thirds of the collegiate members eligible to vote shall constitute a quorum for the transaction of business.
- H. Presiding Officer. The President shall preside at all regular and special meetings of the chapter except when she must be absent, at which times the Vice President of Programming and Member Development shall preside.
- I. Conduct Business. Business shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*, and in conformity with the Order of Business outlined in the Alpha Phi Ceremonies Manual. The ceremonious formalities shall be observed at formal meetings, attended only by initiated members. The President should prepare the agenda consistent with prior discussion and recommendations made in Executive Council meeting.
- J. Voting. Failure to achieve a 2.25 semester GPA shall result in an automatic loss of voting privileges.
- K. Special Meetings. Upon posted 24-hour notice, special meetings (either formal or informal) may be called by the President or at the request of one-third of the voting members, with attendance requirements the same as for regular meetings.

Section 2 New Member Orientation

- A. When Held. Short meetings of the new members of this chapter may be held throughout their new member orientation or a one-day retreat may be substituted.
- B. Agendas and Procedures. Agenda and procedures of these meetings shall follow the outline prescribed by the Fraternity in the material issued to the Director of Member Education.
- C. Attendance. Attendance at the meetings shall be compulsory for all new members unless excused by the Director of Member Education for illness, class, or job conflicts. If missed, member must make up meeting at discretion of the New Member Educator.

Article VII Officers and Delegates

Section 1 Elected and Appointed Officers

Major Elected Officers The major elected officers of this chapter shall be:

- President
- Vice President of Recruitment
- Vice President of Programming and Member Development
- Vice President of Chapter Operations
- Vice President of Marketing
- Director of Continuous Recruitment

Director of Marketing Alpha Phi
Director of Scholarship
Panhellenic Delegate
Director of Member Development
Director of Member Education
Director of Finance

Section 2

Eligibility

- A. All the elected officers shall be initiated collegiate members in good standing and shall meet the scholastic requirements, unless prior dispensation is granted by the Executive Council.
- B. A 2.75 cumulative GPA shall be required for executive officers, while a 2.25 cumulative GPA shall be required for all other officers unless prior dispensation is granted. All sisters must be in good academic standing to hold office.
- C. Those elected to the office of President shall be at least juniors at the time of installation, and the President and all Vice Presidents shall have been initiated members for a minimum of 2 semesters at the time of installation into the office unless otherwise approved by the Executive Council.
- D. Since this chapter is not a "housed" chapter, then majority of the Executive Council shall live "on campus" or "near campus". * "It is essential that the leadership of the chapter be at the hub of activity and accessible at all times." *(CCOM Article VII, Section 2, Page 7)

Section 3

Term of Office

All officers shall hold office for one calendar year and until their successors are installed except in cases of resignation, academic ineligibility or removal from office. Sisters who cannot fulfill the year requirement may not run for office unless approved by the executive council.

Section 4

Elections

Election of officers shall be held annually at a chapter meeting during the month of November.

A. Nominations

- 1. Shall be run in accordance with the international CCOM.
- 2. At one meeting in November, the Executive Council shall appoint a member of each class to serve as a representative on the slate committee and head her class nomination committee.
- 3. The Nominations committees shall consist of all the initiated members of a given class.
- 4. The committees shall prepare a slate of qualified members to serve as officers for all the offices of the chapter provided for in the Bylaws, and such other offices this chapter may direct.
- 5. The slates shall be compiled together and presented to the chapter at the following meeting in November.
- 6. Nominations may also be made from the floor immediately preceding the election, provided that the consent of the nominee has been obtained.

7. No member shall be nominated from the floor for more than 3 different offices.

- Section 5 Appointments
The newly elected Executive Council shall fill appointive offices as soon after elections as possible, and before officer training begins.
- Section 6 Officer Training
A period of at least two weeks shall elapse between the election and the installation of new officers to permit time for officers-elect to fulfill the officer training requirements outlined by the International Fraternity.
- Section 7 Installation of Officers
- A. When Held. All officers, providing they have fulfilled officer training requirements, shall be installed at the formal collegiate chapter meeting immediately following officer retreat.
 - B. Installing Officer. The Retiring Chaplain shall be the installing officer.
 - C. Officers shall assume their duties immediately after the Installation Ceremony has been concluded.
- Section 8 Removal from Officer and Vacancies
- A. Removal from Office. An officer may be removed from office by a three-fourths affirmative vote by secret ballot of the Chapter only with the approval of the Chapter Advisor. An officer may also be removed after a hearing from the Judiciary Board, with the approval of the Chapter Advisor.
 - B. Interim Appointments. The President may fill temporary vacancies by interim appointment with the approval of the Executive Council.
 - C. Vacancies. Vacancies caused by academic disqualification, resignation, removal from office or other reasons shall be filled by the election of the chapter at any regular meeting.
- Section 9 Duties of Officers
In accordance with CCOM Article VII, Section 9, pgs. 10-29.
- Section 10 Delegate to Convention and Leadership
- A. The President shall be this chapter's delegate to Convention unless excused in writing by the District Governor. The International Executive Board shall designate the delegate(s) to Leadership Conference when held.
 - B. Alternate delegates may be selected and attend Convention as provided in the Constitution, Article VI, Section 2C.
 - C. Any delegate or alternate who has received an expense allowance from Alpha Phi for Convention cost who fails to return to this chapter as a collegiate member for at least one term following Convention or Leadership Conference shall refund her expense allotments to the Fraternity and to this chapter. (Article VI, Section 1A, 1)
 - D. The delegate shall send a written report of Convention of Leadership Seminar to the District Governor and her chapter within one month following the meeting.
- Section 11 Payment for Service
No officer shall receive payment for service.

Article VIII Executive Council

Section 1 Purpose

The Executive Council shall function as the planning and coordinating body of this chapter, exercising general supervision over chapter affairs, assuring that maximum membership size is attained, Risk Management procedures are followed, and International dues and fees are submitted to Alpha Phi International.

Section 2 Composition

The Executive Council shall be composed of the following officers, all of whom shall be entitled to vote in its meetings (according to election procedures):

- President (Chair and presiding officer of Executive Council)
- Vice President of Programming and Member Development
- Vice President of Recruitment
- Vice President of Collegiate Operations
- Vice President of Marketing
- Panhellenic Delegate
- Director of Finance
- Recording and Corresponding Secretary/Director of Administration

Section 3 Meetings

The Executive Council shall hold weekly meetings prior to the regular chapter meeting and may call special meetings when necessary.

Section 6 Quorum and Voting Requirements

A Majority of the Executive Council membership shall constitute a quorum for the transaction of business; a majority of those present and entitled to vote, provided that a quorum is present, shall constitute the action of the Executive Council.

Section 7 Minutes

Minutes of all meeting of the Executive Council should be taken by the Recording Secretary and filed in her notebook.

Section 8 Duties and Responsibilities

- A. Maintain the chapter's position of good standing with the Fraternity, and concentrate on assisting the chapter to obtain and maintain maximum membership size, manage risks, and practice fiscal responsibility.
- B. Coordinate chapter operations throughout the year to insure the implementation of the chapter's goals.
- C. Conduct discussion and investigation of chapter matters and make recommendations for the chapter action.
- D. Appointment:
 1. Members to the appointive offices following the annual chapter election;
 2. Members of the Bylaws Committee at the beginning of the academic year;
 3. The chair and members of the Initiation Committee prior to each Initiation;

4. Other committees and assistants as needed.

- E. Adopt the chapter calendar upon submission by Program Council at the end of each semester; review all later proposed additions or changes prior to presentation to the chapter for final action. The chapter calendar must schedule chapter activities that are intended to further the chapter's primary goals and assist the chapter to achieve and maintain maximum membership size.

Article IX Chapter Programs and Committees

Section 1 Recruitment

In accordance with CCOM, Article IX, Section 1, pg. 33-35.

Section 2 Program Development

In accordance with CCOM, Article IX, Section 2, pg. 36-39.

Section 3 Collegiate Operations

A. Department

1. The Vice President of Collegiate Operations shall serve as chair of the department. The Directors of Finance, Facilities Management (if applicable), and Recording and Corresponding Secretary shall serve as members.
2. The department should establish collection procedures, housing contract procedures (if applicable), and the details of the nomination and election process as well as confirm arrangements for all chapter visitors.
3. The department is responsible for all presentations to the Executive Council and chapter dealing with the budget and the rationale behind chapter and international dues and house costs and obligations. The department should meet as often as is necessary to keep the Executive Council apprised of activities.

B. Committees

The individual directors may choose to appoint a committee to help them carry out their respective duties.

Section 4 Marketing

A. Departments

1. The Vice President of Marketing shall serve as chair of the department and the Director of Alumnae Relations, Director of Parent Relations, Campus Activities Chair, and Director of Philanthropy will serve as members.
2. The department shall develop and conduct a marketing campaign for the year that will improve Alpha Phi's image with all its campus and community publics and will promote name recognition. This department should meet as necessary. The meeting should occur prior to the Executive Council meeting so the Vice President of Marketing can report the current progress of the programs to the Executive Council.

B. Committees

The individual directors may choose to appoint a committee to help them carry out their respective duties.

Article X Special Committees

Section 1 Nominations Committee

In accordance with Article VII, Section 4A of Delta Kappa Bylaws.

Section 2 Bylaws Committee

A. Time of Appointment

The Bylaws Committee shall be appointed by the Executive Council at the beginning of the semester in which they need to be reviewed.

B. Composition

This committee shall be composed of the Vice President of Collegiate Operations as the chair and one initiated member from each academic class appointed by the Executive Council.

C. Responsibilities

1. To bring these bylaws into conformity with any changes in the *Constitution* adopted at the convention, Standing Rules and/or Policies of the International Executive Board and notify the chapter of such changes;
2. To review these bylaws every two years and, when deemed necessary and after review by the Executive Council, submit proposed amendments to the chapter for final action;
3. To receive amendments proposed by individual members, put them into proper form and, after review by the Executive Council, submit such proposed amendments to the chapter for final actions;
4. To see that these bylaws are discussed in chapter meeting at least once every other year;
5. To look to the Chapter Advisor(s) for assistance and direction.

Section 3 Program Council

A. Composition

The Program council shall be composed of the Vice President of Programming and Member Development (who serves as chair), Panhellenic Delegate, and all Vice Presidents. Other member of ex-officio members may be added as necessary. Ex-officio member shall be the President and the Director of Chapter Events.

B. Responsibilities

1. To develop the chapter calendar at the end of the previous semester and submit it to the Executive Council for review;
2. To arrive at methods whereby the various programs can be combined in order to assist the chapter in attaining and maintaining maximum membership size and to assure that each member has adequate time for her primary responsibility, academic achievement, and her personal commitments.
3. To review the progress of the various programs and the effectiveness of the consolidation and their success in achieving chapter goals.

C. Meetings

Program Council meets at the end of the previous semester.

Rationale of the Program Council

No chapter program stands alone-all are interrelated.

Program Council insures that programs are coordinated and it prevents the over-scheduling of chapter members and allows them study, work, and personal time.

The procedure for establishing the chapter calendar each semester is:

1. First The Vice President of Programming and Member Development ascertains the dates of the following and enters them on the calendar for information and to avoid scheduling conflicts:
 - a. Beginning and endings of academic periods-including examination periods, pre-examination periods, holidays, and vacations;
 - b. Recruitments periods;
 - c. All-campus events (i.e. Friends, Family, and Alumni Weekend, Campus Close-Up)
2. Second The Council establishes the dates of the following Fraternity required activities and enters them onto the calendar:
 - a. Recruitment retreats and COB activities;
 - b. Founders' Day observance;
 - c. Annual election of chapter officers;
 - d. Officer retreat, installation of new officers;
 - e. Chapter forum;
 - f. Initiations.

Every effort should be made to avoid conflict between chapters.
3. Third The various Program Council members meet with their departments and formulate program ideas that further chapter goals. These ideas are given to the Vice President of Programming and Member Development who prepares an agenda for the Program Council Meeting.
4. Fourth Program Council meets, discusses the various programs, consolidates when possible and establishes dates (may be tentative) for the chapter activities and programs that support the chapter's goals (one of which is attaining and maintaining maximum size).
5. Fifth Program Council reviews the tentative calendar for program coordination/consolidation before submission to the Executive Council, and determines whether proposed programs support the chapter's goals.

6. Sixth Executive Council reviews the tentative calendar and recommends to the chapter, which votes to adopt the proposed calendar.

Article XI Judiciary Board

Section 1 Composition

The Judiciary Board shall be composed of the President, who shall preside, the Vice President of Programming and Member Development, the Vice President of Collegiate Operations and the Chapter Advisor. If these members cannot serve on the Judiciary Board other Vice President positions shall be utilized.

Section 2 Responsibilities

The Judiciary Board shall deal with serious disciplinary cases within the chapter and shall follow the procedure prescribed in the *Constitution*.

Section 3 Voting

All action of the Judiciary Board requires a three-fourths affirmative vote.

Section 4 Privacy

The agenda of the Judiciary Board shall be confidential, and no discussion of business shall be allowed outside its meetings.

Article XII Finances

Section 1 Financial System

A. Supervision

This chapter's financial system shall be under the general supervision of the International Vice President – Finance.

B. Budget

1. The biannual chapter budget shall be prepared by the Director of Finance, a member of the House Corporation Board (if applicable), and the President following the outline in the Treasurer's Manual. The budget shall then be presented to the chapter for approval by a three-fourth affirmative vote and distributed as requested by the International Vice President – Finance.
2. In addition to the usual budgetary items, there shall be funds budgeted for the delegate(s) to Convention of Leadership Conference.
3. The chapter budget shall be planned according to chapter size and requirements by the Director of Finance each semester with the input of Executive Council. Changes and finalizations to the budget shall be presented to the chapter and explained thoroughly by the Chapter Operations Department. After adoption, the chapter is expected to operate within its budget.

C. Audit

An audit of all books of the chapter shall be prepared annually by an independent auditor.

D. Fiscal Year

The fiscal year shall be the same as that of the International Fraternity and begin on July 1 and end the following June 30.

Section 2 International Dues

The amount, collection and remittance of International Fees shall be in accordance with the *Constitution*.

Section 3 Chapter Dues

Shall be determined in accordance with the biannual budget for the next fiscal year.

A. Collecting Dues

Dues collection is in accordance with the handout provided by the Director of Finance.

Section 4 Housing Charges

Not applicable to Delta Kappa.

Section 5 Chapter Bond

Each initiate has a contract verbal or written to pay a sum of \$85. Payment must be made in full as of completion of the second semester as an initiated member of Alpha Phi, or before leaving the chapter, whichever comes first.

Section 6 Automatic Suspension

Any new or initiated member whose account remains unpaid at the end of 60 days shall lose her position of good standing with the Fraternity, shall become ineligible to vote, and shall be automatically suspended in the manner prescribed in the *Constitution*.

Section 7 Assistant Director of Finance

A. Purpose

1. To collect and deposit dues and payments.
2. Ensure a system of checks and balances with the Director of Finance.

Article XIII Records and Ritual Equipment

Section 1 Records

The chapter's copy of *the Ritual* of Alpha Phi, *Constitution Book*, *New Member Book*, *Permanent Minutes Book*, *Bylaws Book*, and such memorabilia deemed appropriate shall be secured in a special strongbox when not in use.

Strongbox

It is recommended that each chapter have a special fireproof strongbox large enough to contain the chapter records.

Chapter Records1. *The Ritual*

A copy of *the Ritual* of Alpha Phi, 1988 Revision, remains secured when not in use. Care should be taken to assure that it remains in good condition. Any earlier editions of the *Ritual* should be returned to the Executive Office.

2. Books for minutes of chapter meetings.

Each chapter obtains locally, and replaces, as needed, a small notebook in which the Recording Secretary takes minutes during chapter meetings. An official book shall be kept for formal meetings. This should be kept by the Recording Secretary or in the strongbox.

3. **New Member Book**

This book contains the formal New Member Ceremony, copied in full (excluding instructions) at the beginning of the book, from the Alpha Phi Fraternity Ceremonies Manual. The book is signed during the ceremony by each new member and by one collegiate witness, together with the date of each ceremony.
4. **Constitution Book**

This large bound book, embossed with the chapter's name on the outside of the front cover, is supplied to each chapter by the Fraternity at the time of its chartering. Article II of the *Constitution*, "Objects," is to be written by hand on the first pages of the book before the Initiation Ceremony, when each initiate signs her name together with the place and date of her birth. One of the chapter's copies of the current *Constitution* is placed with this signature book in such a way that an initiate's signing constitutes her acceptance of the *Constitution*. The names of all the initiates from the time of the chapter's installation are numbered consecutively, showing the total number initiated into Alpha Phi by the chapter.
5. **Bylaws Book**

The original bylaws of the chapter and each successive revision or amendment must be preserved in a loose-leaf chapter bylaws book. The date of the original adoption is noted at the beginning, and the dates of all subsequent revisions are noted beside each amendment.
6. **Memorabilia**

All picture, records, correspondence, and other artifacts of historical value to the chapter and the Fraternity should be catalogued, preserved and secured. If not kept with the archives and records described above, proper care must be taken that they not be lost or damaged. Old badges, pictures, or other items of historical value to the Fraternity as a whole are welcomed and may be sent to the Executive Office where they will be kept in the Alpha Phi archives. When a group is installed as a chapter of Alpha Phi, items relating to the chapter's founding should be preserved. Each chapter should preserve pictures and records of any of its members who served the Fraternity as International President, International Executive Board member, District Officer or Field Consultant; all honor students and scholarship winners; all distinguished alumnae and important events in the chapter's life as its history is made.
7. **Insignia**

The chapter's insignia is its replica of the Alpha Phi Crest, which is always predominantly displayed near the desk of the president during regular chapter meetings.

8. Equipment and Supplies

Every chapter is required to have the equipment, supplies, and record books listed in the Appendix. A price list is available from the Executive Office.

Section 2 Ritual Equipment

This chapter's insignia, ritual and ceremonial equipment shall be kept in a readiness between each use and secured in a place inaccessible to non-members.

Section 3 Removal of Records or Ritual Equipment

No records or ritual equipment shall be taken to the rooms or homes of members or away from their habitual place of safekeeping without the consent of the President and Chapter Advisor.

Article XIV Advisory Board (if applicable)

Section 1 Appointments and Composition

This chapter shall have an Advisory Board with a minimum of four alumnae members whose purpose it is to assist the chapter in attaining and maintaining maximum membership size; (Article XV, Section 15)

1. A Chapter Advisor appointed by the District Governor;
2. A Recruitment Advisor appointed by the Chapter Advisor with the District Governor's approval;
3. A Chapter Operations Advisor appointed by the Chapter Advisor with the District Governor's approval;
4. A Program Development Advisor appointed by the Chapter Advisor with the District Governor's approval.

Section 2 Responsibilities

It shall be the responsibility of the Advisory Board to advise and counsel this chapter on all matters.

Section 3 Attendance at Meetings

The Advisory Board shall have a representative at all chapter, Executive Council and Judiciary Board meetings.

Article XV Parliamentary Authority

The rules contained in Robert's Rules of Order, Newly Revised, shall govern this chapter in all cases to which they are applicable and in which they are not inconsistent with the bylaws and other official regulations of the Fraternity

Article XVI Interpretation

In cases where there may be doubt concerning the meaning or effect of a provision of these bylaws, the question shall be referred to the Executive Council. The decision of the Executive Council, after consultation with the Bylaws Committee and, if necessary, with the advice of the Chapter Advisor and/or the District Governor, shall be final and binding upon all members of this chapter.

Article XVII Amendments

Section 1 Fraternity Requirement

These bylaws and any future amendments thereof shall be consistent with and less restrictive than the *Constitution* of Alpha Phi International Fraternity, Inc. and in conformity with all other regulations and policies of the Fraternity.

Section 2 Method of Amendment

A. Chapter Vote

These bylaws may be amended two-thirds affirmative vote of the members present and entitled to vote at any chapter meeting, providing a quorum is present.

B. Automatic

These bylaws shall be brought immediately in conformity with the Basic Bylaws, changes in the Constitution, and directives issued by the International Executive Board. Such amendments shall be automatic and shall not require action by the chapter.

Section 3 Procedures for Amending

A. Proposed Amendments

1. The Bylaws Committee or any members of this chapter entitled to vote may propose amendments to these bylaws. Amendments proposed by members shall be in writing and sent to the Bylaws Committee to be put into proper form.
2. Review by Executive Council
All proposed amendments shall be presented by the Bylaws Committee to the Executive Council for review.
3. Approval of District Governor
After review by Executive Council, all proposed amendments shall be sent to the District Governor for approval.
4. Presentation to the Chapter
Proposed amendments approved by the District Governor shall be presented to the chapter by the chair of the Bylaws Committee at least one week before action by this chapter and a written copy given to the Recording Secretary.
5. Action by Chapter
The chapter may adopt or reject any proposed amendment, and amend an amendment pending approval of the District Governor.
6. Record in Chapter Minutes
All adopted amendments shall be recorded in the official minutes by the Recording Secretary.
7. Corrected Copies of the Bylaws
Upon adoption of any amendment or amendments, the chair of the Bylaws shall:
 - a. Correct the official copy in the Bylaws notebook and all other copies, noting the date of adoption beside each new or amended bylaw;
 - b. Send a copy of adopted amendments to the District Governor.

B. Automatic Amendments

Automatic amendments bringing these bylaws into conformity with the Constitution and directives from the International Executive Board shall be read to the chapter by the chair of the Bylaws Committee, who shall then correct all copies of these bylaws. A record of each such amendment shall be included in the official chapter minutes by the Recording Secretary.

Article XVIII Standing Rules

Section 1 Contents

Standing rules of the Alpha Phi International Fraternity include alcoholic beverages, chapter facilities, hazing, human dignity, illegal acts, legacies, membership, relationship status, and risk management. All of the International rules apply to the Delta Kappa Chapter as are outlined in the CCOM. These exist for the care, concern and improvement of all the members. Every member is expected to adhere strictly to the standing rules.

Section 2 Socials

Socials exist in aid of promoting the purpose of Alpha Phi in sisterly affection and social communion. (CCOM Article II).

- A. At the beginning of each semester the rules and guidelines for social functions will be reviewed. Each member must sign several contracts stating that they understand and will comply with said rules.
- B. In accordance with the values and goals of Alpha Phi and our chosen philanthropic charity, women's cardiac care, smoking at social events shall only be in designated areas.

Section 3 Electronic Media Policy

In accordance with the international rules and the CCOM, and in an effort to promote Alpha Phi and women in a manner of respect, each member shall adhere to the rules of posting information on the internet. Each member will be given a contract which will highlight the guidelines to be followed.