

Alpha Sigma Tau

Delta Epsilon

Bylaws

Updated March 2008

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Chapter Bylaws

Preamble – The following bylaws are in addition to and in accordance with the *National Constitutions, Bylaws, Standing Rules of Alpha Sigma Tau, and Alpha Sigma Tau Policy and Position Statements.*

Article I. Executive Committee

Section A. President

1. President shall be in charge of planning the “Presidential Retreat” which will be held after alumnae induction each spring.

Section B. Vice President

1. Vice President shall be responsible for holding a raffle (candy prize) for all members who earned as “A” or “B” in their academic courses, “A and B box” at each business meeting.
2. Vice President shall be responsible for holding a social to honor all A and B box winners at the end of each semester.
3. Vice President shall be responsible for honoring the Tau of the Week at each meeting.
4. Vice President shall hold the Ace Race by dividing the sisters into two groups and recording grades of “A” or “B”.

Section C. Recording Secretary

1. Recording Secretary shall be responsible for informing members on professional status of any announcements, calendar changes, etc. in a timely manner.
2. Recording Secretary shall be responsible for e-mailing meeting minutes to sisters on Professional Status.

Section D. The Alumnae Liaison

1. The Alumnae Liaison shall send at least 1 newsletter per semester to the alumnae members.
2. The Alumnae Liaison shall keep a database of alumnae member addresses.
3. The Alumnae Liaison shall present the Alumna of the Week at each business meeting.

Section E. Housing

1. Housing shall be responsible for signing chapter property in and out.
2. Housing shall be responsible for maintaining the storage unit and keeping inventory of its contents.

Section F. Risk Management

1. Risk Management will be responsible for relaying preventative information that can help our chapter.

Section G. Executive Committee members may only hold one staff position in addition to their one executive committee position.

Article II. Staff Positions

Section A. There shall be the following additional staff positions.

1. Assistant New Member Educator- rollover position
2. Assistant Recruitment Director
3. Assistant Social Chairperson- rollover position
4. Assistant Pan-Hellenic Delegate

Section B. Assistant New Member Educator

1. Assistant New Member Educator shall plan the Initiation dinner at a local restaurant.

Section C. Publicity

1. Publicity shall also be the “webmaster.”

Section D. Recruitment Counselor

1. The Recruitment Counselor may not be a member of the executive committee
2. If no one volunteers to be the Recruitment Counselor, the executive committee will appoint one (members on professional status are not to be appointed.)

Section E. Staff Positions

1. There shall be two elected assistant Pan-Hellenic Delegates
2. All assistants must go to at least half of the scheduled meetings.
3. Philanthropy and Community Service shall be divided into two separate Staff Positions, but shall work hand-in-hand and share responsibilities.

Article III. Chapter Committees

Section A. Committees

1. Executive Committee
2. Recruitment Committee
3. Fundraising Committee
 - a. Fundraising Committee Chair is responsible to set a goal.
Those who do not reach the goal will be responsible for paying the difference.
 - b. The two highest sellers in any Fundraiser event will be awarded with a free “get out of jail free card.”
4. Ritual Committee
5. Social Committee
6. Courtesy Committee
7. Philanthropy Committee
 - a. Philanthropy Committee chair is responsible to monitor the two sisters who raise the most money in any Philanthropic Service.
These two sisters will then be rewarded with a “Get out of Jail Free Card”
8. Sorority Growth and Development Committee
9. Nominations Committee
10. Alumnae Liaison Committee
11. Pan-Hellenic Committee
12. New Member Committee

13. Publicity Committee

14. Corresponding Secretary Committee

Section B. Committee Membership

1. The Vice President shall assign members to their committees at the start of each semester.
2. Each member shall participate in at least two committees.
3. If a Member is a Committee chairperson, that shall count as one of her committees.
4. Seniors shall not be part of the Courtesy Committee.
5. New Members shall not be part of the Ritual Committee.
6. The Nominations Committee shall be the graduating seniors on good standing.

Article IV. Membership

Section A. Dues and Fees

1. Local dues shall be \$135 for the fall semester, and \$155 in the spring semester.
2. A member on professional status pays local and national dues.
3. A member studying abroad pays only national dues.
4. National dues are due to the treasurer by the day of the preference party (no exceptions will be made – and payment plans are not applicable to National Dues.)
5. Local dues are due to the treasurer by the day of the preference party.

6. If a member chooses to pay her local dues through a “payment plan” the plan needs to be submitted to the treasurer and Assistant Chapter Advisor by the day of the preference party.

Section B. Professional Status

1. A senior member with an internship or other career preparation may apply for professional status. Final decision is at the discretion of the advisor.
2. Members on professional status must attend ribboning, pinning, initiation, initiation dinner, one business meeting per month (until 11:30pm), preference party, one recruitment event (until 11:20pm), and National Visits.
3. If a member on professional status attends all recruitment events in their entirety, they will have voting privileges during bid talks.

Section C. Attendance Policy

1. Excused absences are: wedding, funeral, sports related event, academic exam or study group held by the professor.
2. Questionable requests will be reviewed on a case-by-case basis and final decision is at the discretion of the advisor.
3. Requests must be made to the advisor at least 24 hours before the event.
4. Illness can be approved by the president.
5. Get out of Jail Free Card

- a. Each member has two “Get Out of Jail Free Cards” per semester, one to miss an event and one to be late to or leave early from an event. (If a member must be late, leave early or miss an event and is not able to be excused she may do without the penalty by using her “Get Out of Jail Free Card.”)
- b. In order to use a “Get Out of Jail Free Card” the member must call and let the president and the Recording Secretary know.
- c. “Get Out of Jail Free Cards” may NOT be used for rituals, sister exam, or National Visits.
- d. The member must attend at least half of the event to be considered “late” or “leaving early.”
- e. Any E-comm Member who does not use her “Get Out of Jail Free Card” may carry it over to her next active semester.
- f. 24 hours notice must be given to the appropriate parties if the “Get Out of Jail Free” card is being used.

Section D. Poor Standing

1. Reasons for being put on poor standing:
 - a. Unexcused absence from a mandatory meeting or event.
 - b. Three unexcused lates.
 - c. Late paperwork or national dues.
 - d. Failure to adhere to Alpha Sigma Tau rules and policies.
 - e. Academic poor standing – GPA below 2.3
2. Consequences (lost voting privileges, social events, and position)

- a. 1st offense- 3 weeks from date of offense
- b. 2nd offense- additional 6 weeks
- c. 3rd offense- membership review meeting with advisor and executive committee to devise a plan.
- d. If plan is not adhered to, member will be dismissed
- e. If local dues or other monies are late (and not excused), the member will also be “fined” one dollar each day that the money is late, with a cap of \$20. If that cap is reached, the member will be placed on poor standing.
- f. Members will learn of their poor standing status from the advisor.
- g. Any member who holds more than one position and does not fulfill their requirements for only one of those positions shall lose said position and go on poor standing. She will be able to keep her other position(s), but all other rules of poor standing apply (lost voting privileges and social events). This does not apply to any situation in which a member is put in poor standing for any other reason other than simply not filling the obligations of the specific position.

Article V. Chapter Standing

Section A. Chapter Excellence Program

1. The Corresponding Secretary shall give 2 weeks notice as to when CEP reports are to be handed in.

2. CEP reports are due to the Corresponding Secretary at least 10 days prior to the National due date.
3. The Corresponding Secretary will meet with the Chapter Advisor within 10 days of the National due date to review the reports.
4. Budget and Calendar meeting, the Annual Meeting, will be scheduled in advance of final semester report deadlines in order to be able to supply all CEP required information (Fall-November, Spring- April).
5. All requests for extensions must be filed with appropriate Extension Request Form and received by the Chair of respective position 48 hours in advance to the given due date. This request must also be formally confirmed.

Article VI. Meetings

Section A. Formal Business Meetings

1. Formal Business meetings are held on a weekly basis.
2. Formal Business meetings are “Badge Attire,” if a member arrives at the meeting inappropriately dressed, the Parliamentarian will send the member home to change and the member will be marked as “unexcused late.”

Section B. Executive Committee Meetings

1. The Executive Committee shall meet no later than one day prior to Formal Business Meetings.
2. If you are in charge of a scheduled activity, you must attend the Executive Committee meeting prior to the event.

Article VII. Policies/ Statements

Section A. Amendments of Bylaws

These Bylaws may be amended by a majority vote of the members provided that a quorum is present. If such amendments pass the majority, it then must be presented to the Student Government Association. All bylaws approved by the chapter shall be submitted to the National Parliamentarian for approval.

Section B. The club and any other individual associated with the said club, shall abide and conform to all Federal Laws, New York State Laws, all rules and regulations of Marist College, and all Directive of the Student Government Association. Any violation of the aforementioned criteria may result in the disciplinary action taken on the club chapter.

Section C. The president shall be keeper of the most recent composite unless she chooses to have it placed in another location.

Section D. Members who lose their badge are responsible for immediately ordering a new badge through the Chapter Treasurer. She must also inform the Chapter Parliamentarian that her badge is on order (to be excused from badge attire).

Section E. Nominations

1. Each member who is eligible to hold a position will submit 3 position request forms to the nomination committee.
2. The nominations committee will select 3-5 candidates to run for each position.

3. Each member who submits nomination applications will be guaranteed a nomination for at least 1 of their desired positions.

Section F. Elections

1. Elections are held in November.
2. Officers shall serve in office for one calendar year or until their successors are elected.
3. New Officers shall be installed at the first business meeting following elections.

Section F. Scheduling Events

1. Event/Committee chairpersons must give at least 1 week notice to have the meeting/event be mandatory.
2. In the event that Marist College cancels classes, all events scheduled are also cancelled.

Article VIII. Awards/ Convention

Section A. Convention

1. The president shall hold one of the convention slots if she is available to attend.
2. If a member is scheduled to attend convention and is unable to attend after the airline tickets have been purchased, she will need to refund the chapter the price of the airline ticket.
3. The Queen Delegate is the sister designated in charge of transporting the chapter property (i.e. plaque, scrapbook, philanthropy items etc.)

4. Money each semester should be allocated in the budget towards convention.

Section B. Chapter Awards

1. “Top Tau”, “Progressive Turtle” and Sister of the Semester are presented at the Yellow Rose Ball.
2. The Vice President will present the award for Highest GPA at a business meeting.

Article IX. Traditions/ Ceremonies

Section A. Delta Epsilon Traditions

1. The green and yellow Grateful Dead Dancing Bears are our Mascot.
2. Our “Unity Letters” are black long-sleeved t-shirts with red letters and a white border.
3. Every member must submit a poem to the Chaplain for the poem book.
4. Every member must submit a “personal page” to the historian within two weeks after initiation. It can be updated at any time.
5. Wednesdays are “Letter and Badge Day”; members should wear their letters to promote Alpha Sigma Tau unity on campus. Badges and pins may be worn to accommodate those who must be in professional attire for class or work.
6. Alumnae Weekend is each October and is a time when alumnae members are invited to attend a brunch given by the chapter.

7. A Big/Little sleepover will be held each semester for the New Member Class which will include activities such as “warm and fuzzies” or the “yarn activity.”
8. There will be one informal business meeting each semester held at a local restaurant.
9. A dinner will be given following initiation to honor the newly initiated members.
10. Big Sister/ Little Sister Appreciation Week is a week held each semester where the Big and Little sisters spend quality time together to strengthen the bond between them.
11. There will be at least 2 sister activities each semester chosen by the SG&D committee, one will be held on the day of the Big/Little sleepover (Woodstock, Haunted House, bowling, yarn activity).
12. Our local philanthropy shall be at the discretion of our current Philanthropy Chairperson, which will be discussed with all members of the chapter.

Section B. New Member Class

1. Each class shall write a song to contribute to the song book.
2. Each class shall make a 12”x12” patch to add to the quilt.
3. Each class shall make a banner.
4. Each New Member shall write a 3-5 page paper describing their pledging experience.

5. Each class shall honor their New Member Educator with a handmade paddle and a Campus King paddle.
6. Each class shall honor their Assistant New Member Educator with a gift.
7. Each New Member shall honor her “Big Sister” with a paddle.
8. Each class shall have dinner with the Senior Class Members.
9. The New Members will be presented with their first set of letters (green short-sleeved t-shirt with yellow letters) after pinning.
10. New Members shall be in “Badge Attire” when taking their national exam.
11. New Members during the fall semester may have their pictures taken for the composite, even if they have not been initiated.
12. If a new member loses her pin, she must pay for a replacement.
13. Each New Member will have an “Anchor Buddy.” The Anchor Buddy is responsible for giving the New Member her Unity letters and a gift with the crest at the initiation dinner.
14. Big Sisters are responsible for giving their little sisters a set of letters during their affiliation period.
15. In addition to their philanthropy event, the new member class shall hold a fundraiser; profits earned may go towards pledging materials.
16. Spring new members will need to make an additional payment for the Yellow Rose Ball that is equal to the amount the members contributed in the fall.

17. Marist College Student Handbook defines hazing as an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization (club) prohibits hazing of any kind.

18. Alpha Sigma Tau believes in the development and education of its members through positive, meaningful, honorable and enjoyable experiences. The practice of hazing is detrimental to the basic human rights of each individual; it is illegal in many states; it is also detrimental to the recruitment programs and the pledge programs of the fraternity system and, therefore, must be abolished.

The three categories of hazing are:

1. Subtle/evasive - Actions which violate the values, purposes and ideals of Alpha Sigma Tau;
2. Harassment - Actions which cause mental anguish or physical discomfort; and
3. Hazardous/dangerous - Actions which endanger life or have the potential of causing bodily harm.

Alpha Sigma Tau prohibits any collegiate chapter or its members from participating in or initiating any such hazing activities.

Disciplinary action will be taken by the National Council for any chapter in violation of this policy.

Refer to the National Handbook for specific penalties to be imposed for hazing violations

Hazing is considered to be any act, action, intention, creation of a situation or allusion to such which can be interpreted by any person as detrimental in any manner to the individual, to the Sorority or to the fraternity system. Hazing can be actions which violate the values, purposes and ideals of the Sorority; actions which cause mental anguish or physical discomfort; or actions which endanger life or have the potential of causing bodily harm.

Article X. Forms

Section A. Professional Status Applications

1. Fall Professional Status Applications are due to the Chapter Advisor by Alumnae Inductions the previous spring semester.
2. Spring Professional Status Applications are due to the Chapter Advisor by elections the previous fall semester,

Section B. Housing Forms

1. Housing requests are due to the Housing Director at least two weeks before the event.

Article XI. Chapter Advisors

Section A. Chapter Advisor Requirements

1. The Chapter Adviser is a member of the National Staff; therefore, she must be an initiated member of Alpha Sigma Tau.
2. The Assistant Chapter Advisor may be alumnae of Alpha Sigma Tau.

Section B. Chapter Consultant Requirements

1. The Chapter Consultant must be an initiated member of Alpha Sigma Tau, without exception.