



## **Fraternity and Housing Policy Statements**

## Table of Contents

Advisory Team Chair Appointment.....	8
Advisory Team Chairman/Honor Board Adviser/Chapter Financial Adviser Term Limit .....	8
Affiliate House Corporation Fee .....	8
Affiliate Privileges .....	8
Affiliation/Transfer Student.....	9
Alcohol .....	9
Alcohol/Big/Little Sister Revealing.....	9
Alcohol/Event Attendance .....	9
Alcohol/Event Sponsors .....	9
Alcohol/Fundraising.....	9
Alcohol/Inspiration and Initiation.....	10
Alcohol/Pre- and Post-Event.....	10
Alcoholic Beverages/Chapter/Fraternity Funds.....	10
Alcoholic Beverages/Delta Gamma Property.....	10
Alumna Initiate/Endorsement .....	10
Alumna Initiate/Fees.....	10
Alumna Initiate/Initiation.....	10
Alumna Initiate/Responsibility.....	10
Alumna Status/5th Year Alumna Status.....	11
Alumna Status/Pregnancy.....	11
Alumna Status/Transfer Student.....	11
Alumna/Early Alumnae Status.....	11
Alumnae Associations/General Meetings.....	12
Alumnae Bylaws.....	12
Alumnae Chapters and Associations/Good Standing Requirements .....	12
Alumnae Chapters and Associations/Relinquish Charter/Certification .....	12
Alumnae Initiates (Local Group)/Initiation and Inspiration Period .....	12
Alumnae Office/Dual Position.....	13
Alumnae Officers.....	13
Alumnae/Area Coordinating Committee .....	13
Alumnae/Area Coordinating Committee Bylaws.....	13
Alumnae/Area Coordinating Committee Supervision .....	13
ANCHORA/Advertisement.....	13
ANCHORA/Political-Controversial Material.....	14
Antidiscrimination .....	14
Anti-Fraternity Attitudes.....	14
Attendance/Ritual Ceremonies.....	14
Attendance/Collegiate Member .....	14
Awards/Alumnae Eligibility.....	15
Awards/Cable Award Recipient.....	15
Awards/Cable Award Recommendations .....	15
Badge .....	15

Badge/Approved.....	15
Badge/Approved Jewels.....	15
Badge/Engraving.....	15
Badge/Expense.....	15
Badge/Jewelry Orders.....	15
Badge/Recognition Pin.....	15
Badge/Settings.....	15
Blindfolding.....	16
Board of Advisers (BOA).....	16
Bonding.....	16
Bookkeeping Services/Executive Offices.....	16
Bookkeeping System.....	16
Budget/Accumulated Surplus.....	16
Budget/Balanced.....	16
Budget/Surplus.....	17
Bylaws and Standing Rules.....	17
Cabinet Officer/Appointments without specific term limits.....	17
Cabinet Officer/Convention Attendance.....	17
Cabinet Officer/Invitation by Group-Trip Expense Reimbursement.....	17
Cabinet Officer/Leadership Seminar/Convention Attendance.....	17
Cabinet Officer/Official Visit Report.....	18
Cabinet Officer/Printing-Distribution Approval.....	18
Cabinet Officer/Regional Term Limit.....	18
Cabinet Officer/Removal.....	18
Cabinet Officer/Responsibilities After Event.....	18
Cabinet Officer/Responsibilities at Completion or Incompletion of Term.....	19
Cabinet Officer/Term of Office.....	19
Cabinet Officer/Trip-Equipment Expense.....	19
Candidate Eligibility/Other Fraternal Organizations.....	19
Candle/Open Flame.....	19
Centennial Chapter Anniversary Celebrations.....	19
Centennial Chapter Anniversary Gift.....	20
Chapter Management Team Composition.....	20
Chapter Organization/Committees Required.....	20
Chapter Organization/Director Required.....	20
Chapter Quota/Total Requirement.....	20
Chapter Total Exclusions.....	20
Charter Relinquished, Suspended, Withdrawn/Collegiate Chapter.....	21
Circularizing.....	21
Collegiate Chapter Accountability.....	21
Collegiate Closure.....	21
Conflict of Interest.....	21
Constitution or Policy Requests/Collegiate Chapter.....	21
Contracts/Collegiate Chapter.....	21

Contracts/Corporate Signature .....	22
Convention/Alumnae Delegate Attendance Limit .....	22
Convention/Alumnae Delegate Expense Refund .....	22
Convention/Council Appointee Vote.....	22
Convention/Delegate Requirement .....	22
Convention/Delegate Room Requirement.....	22
Convention/New Member Attendance.....	22
Convention Delegate/Chapter Good Standing Requirement .....	22
Convention Delegate/Reimbursement .....	22
Convention Regional Voting.....	23
Convention Registration Fee .....	23
Convention-Leadership Seminar/President Requirement.....	23
Council Eligibility Policy .....	23
Council Status/Award Eligibility .....	23
Council Status/Collegiate Chapter.....	23
Council/Cabinet/Foundation/Officer Training Seminar and Convention Attendance .....	24
Council/Cabinet/Foundation/Staff/Official Visits .....	24
Council-Cabinet/Compensation .....	24
Council-Cabinet/Fraternity Equipment.....	24
Credentials Committee.....	24
Credit Card Usage .....	24
Crisis Communication Policy .....	24
Crisis Management Education/Collegiate Chapter .....	25
Director/Committee Selection Approval.....	25
Dues and Fees Contract/Collegiate .....	25
Dues Refund/University Shutdown.....	25
Eligibility/Good Standing for Chapter Vote .....	25
Evaluating Committee .....	25
Excused Status.....	25
Expulsion .....	25
Expulsion/Financial.....	26
Extension/Vote to Accept an Invitation to Establish .....	26
Financial Disbursements/Authorization.....	26
Financial Institutions.....	26
Financial Negligence.....	26
Financial Report Status.....	26
Fire Drills.....	27
Fire Equipment/Sprinkler System.....	27
Firearms/Delta Gamma Property.....	27
Fire Equipment/Heat Rise Detector .....	27
Forgiveness of Chapter Debt Owed to House Corporation .....	27
House Corporation/Property Assessment.....	27
Formal Chapter Meeting.....	27
Formal Pi Alpha Ceremony.....	27

Formal Pi Alpha Ceremony/Attendance .....	28
Founders Day.....	28
Fraternity Crest on Gifts.....	28
Fraternity Crest on Stationery .....	28
Fraternity Fees .....	28
Fraternity Management Corporation Fees.....	28
Fraternity Nominating Committee Eligibility .....	28
Graduate Student.....	29
Handbooks.....	29
Hazing (Statement of Policy on Hazing) .....	29
Hazing Violation .....	30
Honor Board Composition .....	30
Honor Board Confidentiality .....	30
Honor Board Hearing Attendance.....	30
House Corporation Board Member Term Limit.....	30
House Corporation Employment Committee .....	30
House Corporation Fee Refund.....	31
House Corporation/Annual Meeting .....	31
House Corporation/Collegiate Members .....	31
House Corporation/Dissolution .....	31
House Corporation/Fees.....	31
House Corporation/Formation.....	31
House Corporation/Governance .....	31
House Corporation/Late Fee .....	31
House Corporation/Loan .....	31
House Corporation/Major Project .....	31
House Corporation/Participation in Fraternity Housing Corporation .....	31
House Corporation/Property.....	31
House Corporation/Rental Income .....	32
House Director/Contract .....	32
House Director/Resident Assistant.....	32
Housing/Animals .....	32
Housing/Guests - Employees.....	32
Housing/Guests - Members.....	32
Housing/Locks.....	32
Housing/Maintenance Personnel.....	32
Housing/Security .....	32
Housing/Visitation.....	32
Illegal Drugs/ Delta Gamma Property .....	32
Immediate Charter Suspension/Withdrawal.....	32
Initiation Authorization .....	33
Initiation Authorization/Date Restriction.....	33
Initiation Delay/End of Calendar Year.....	33
Initiation Delay/Extenuating Circumstances.....	33

Initiation Fee.....	33
Initiation Requirements.....	34
Initiation Without Authorization.....	34
Insurance.....	34
Insurance/Liability.....	34
Legacy.....	34
Live-In/Room Agreements.....	34
Live-In/Member Residence.....	36
Live-In/Officers.....	36
Live-Out Policy.....	36
Married Student.....	36
Media Interview Approval/Alumnae.....	36
Media Interview Approval/Collegiate.....	36
Media Outlets/Inappropriate.....	36
Member/New Member Expulsion.....	37
Membership Responsibility.....	37
Member Reinstatement.....	37
Membership Selection.....	37
Membership Selection/Adviser and Consultant Role.....	37
Membership Selection/Meeting Attendance.....	37
Membership Selection/New Member Participation.....	37
Membership Selection/Prior to Preference.....	38
Membership Termination Requirements.....	38
Misappropriation of Funds Policy.....	38
New Chapter/Installation Requirements.....	38
New Member Pin.....	38
Officer/Advisory Team Chairman Approval.....	39
Officer/Compensation.....	39
Officer/Eligibility for Presidency.....	39
Officer/Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator Approval.....	39
Officer, Director, Nominating Committee/Eligibility to Hold Office.....	39
Officer, Director/Removal.....	40
Official Ceremonies.....	40
Overnight/Weekend Parties.....	40
Paddles.....	40
Panhellenic Compliance.....	41
Panhellenic Recruitment Infraction Reporting.....	41
Panhellenic Recruitment Infraction Reporting/Approval.....	41
Peer Monitoring.....	41
Per Capita Dues Policy.....	41
Pledge/Re-pledge.....	41
Political Disclaimer.....	41
Probation.....	42

Product Endorsement (Fraternity version).....	42
Promissory Note.....	42
Public Relations/Dissemination of Information.....	42
Recommendation Form.....	42
Recommendation Form/Evaluating Committee.....	42
Recommendation Form/Information.....	42
Recommendation/Requested .....	43
Recommendation Form/Voluntary.....	43
Recommendation/Pledging .....	43
Recruitment Management Tool .....	43
Regional Team Member Voting Policy.....	43
Release Figures.....	43
Resignation/Alumna Member.....	43
Ritual Equipment .....	43
Ritual Equipment/Disposal Policy.....	43
Scholarship/Grade Reports .....	43
Scholarship/Prior Term GPA.....	44
Scholastic Initiation Requirement .....	44
Scholastic Requirements .....	44
Social Media.....	44
Statement on Inclusivity.....	44
Statement of Obligation.....	44
Travel and Events.....	45
Unaffiliated Transfer/Financial Obligations .....	45
Unaffiliated Transfer/Participation.....	45
Unaffiliated Transfer/Per Capita Dues .....	45
Unaffiliated Transfer/Supervision .....	45
University/Conflicts.....	46
University/Cooperation.....	46
Whistle Blower Policy.....	46

## **Advisory Team Chair Appointment**

The advisory team chair (ATC) is appointed by the Regional Director. The advisory team chair serves on the following boards/committees: chapter management team, Honor Board in the absence of a chapter Honor Board adviser, Nominating Committee, Evaluating Committee, house corporation and House Corporation Employment Committee. The Regional Director may approve another adviser to serve on a board or committee in place of the advisory team chair. An individual may not serve concurrently as the ATC and an elected house corporation officer for the same chapter. (05-24)

## **Advisory Team Chairman/Honor Board Adviser/Chapter Financial Adviser Term Limit**

ATCs, Honor Board advisers (HBAs) and chapter financial advisers (CFAs) are appointed for one year and may serve no more than two two-year terms in the same position at the same collegiate chapter. After four consecutive years in one of the positions listed at the same collegiate chapter, the ATC, HBA and CFA must take at least one year off from volunteering in any advisory team role with the same chapter. (07-21)

## **Affiliate House Corporation Fee**

If a member of Delta Gamma transfers to a new school and affiliates with the chapter at the new school and has already paid her complete house corporation fee to her chapter of Initiation, she does not have to pay an additional fee to the new house corporation. She is not required to become a member of the house corporation at her second chapter. If she has not paid the complete house corporation fee to her chapter of Initiation, she is expected to pay the amount still owed to her second chapter. She will then be a voting member of her second chapter's house corporation, but not of the house corporation of her chapter of Initiation.

## **Affiliate Privileges**

Upon affiliation, a transfer student assumes full membership in the second chapter with all the privileges and responsibilities of an initiated member of the second chapter.

## **Affiliation/Transfer Student**

A transfer student may affiliate with a second chapter provided they: express their intent to transfer to the president and/or vice president: social standards of their chapter of Initiation and request that their member status in Anchorbase be updated, the vice president: finance attests to their good standing financially, they register at the new institution and meet the new chapter's requirement for scholastic good standing by presenting an official transcript of grades from either the former or new institution. If the affiliate experience is not what they expected, an affiliated member can reverse their affiliation and resume their status as an unaffiliated transfer from their chapter of Initiation. (07-11)

If a transfer student wishes to affiliate with a second chapter but is on an Honor Board sanctioned probation from their chapter of Initiation, they will be eligible to affiliate 30 days after they have been marked as a transfer on their chapter of Initiation's roster. The transfer student will be asked to meet with the new institution's Honor Board for an introductory meeting to learn more about the chapter and discuss membership expectations. No prior Honor Board proceedings may be shared with the new institution's Honor Board.

## **Alcohol**

*Please see the [Collegiate Alcohol Policy](#) or the [Alumnae Alcohol Responsibilities Guide](#).*

## **Alcohol/Big/Little Sister Revealing**

*Please see the [Collegiate Alcohol Policy](#).*

## **Alcohol/Event Attendance**

*Please see the [Collegiate Alcohol Policy](#).*

## **Alcohol/Event Sponsors**

*Please see the [Collegiate Alcohol Policy](#).*

## **Alcohol/Fundraising**

*Please see the [Collegiate Alcohol Policy](#).*

## **Alcohol/Inspiration and Initiation**

*Please see the [Collegiate Alcohol Policy](#).*

## **Alcohol/Pre- and Post-Event**

*Please see the [Collegiate Alcohol Policy](#).*

## **Alcoholic Beverages/Chapter/Fraternity Funds**

*Please see the [Collegiate Alcohol Policy](#).*

## **Alcoholic Beverages/Delta Gamma Property**

*Please see the [Collegiate Alcohol Policy](#).*

## **Alumna Initiate/Endorsement**

The application of an alumna initiate candidate may be endorsed by an alumnae chapter, an alumnae association or an alumna member. A collegian or a collegiate chapter may nominate an alumna initiate, but the initiate must still be endorsed by an alumnae chapter, association or alumna member.

## **Alumna Initiate/Fees**

A candidate who has been approved for Initiation as an alumna initiate of Delta Gamma shall send a check to Executive Offices for the Fraternity Initiation fee; she also sends a check to Executive Offices for the house corporation fee, payable to the house corporation of her chapter of Initiation.

## **Alumna Initiate/Initiation**

An alumna initiate candidate who accepts the invitation of membership in Delta Gamma will be initiated at the next collegiate chapter Initiation Ceremony. If this is not feasible, she should be initiated as soon as possible.

## **Alumna Initiate/Responsibility**

An alumna initiate shall be willing to support a collegiate and/or alumnae group by volunteering her time and talents to Delta Gamma Fraternity. She must financially support the Fraternity by paying her annual per capita dues. She supports the Delta Gamma Foundation

whenever possible by contributing to the Loyalty Fund or other Foundation programs.

### **Alumna Status/5th Year Alumna Status**

Collegiate chapter membership is not based on the number of terms of registration or the number of credits carried. It is normally for four years. A woman who is in school for a fifth year as an undergraduate and who has completed at least two years of membership in the Fraternity may assume alumna status with the approval of the advisory team chairman. (09-13)

### **Alumna Status/Pregnancy**

An undergraduate member registered in an institution where a Delta Gamma chapter is located who becomes pregnant may become an alumna member by applying for Early Alumna Status (EAS). Any pregnant undergraduate member who applies for EAS will be granted a member status change by Council. In the absence of application, the member will continue to remain a collegiate member, and assumes all the privileges and responsibilities of membership. (08-19)

### **Alumna Status/Transfer Student**

The unaffiliated undergraduate member who transfers to an institution where there is no Delta Gamma chapter becomes an alumna member with all the privileges and responsibilities pertaining thereto. (02-12)

### **Alumna/Early Alumnae Status**

Only Council may grant early alumnae status for "extreme circumstances." The request for Early Alumnae Status (EAS) must be submitted in writing to Honor Board and the Honor Board Adviser (HBA). If approved, requests are forwarded to the Regional Collegiate Specialist (RCS)/Council Appointed Coordinator (CAC)/New Chapter Coordinator (NCC) for her review. If approved by the RCS/CAC/NCC, the request is forwarded to the Director of Standards for review. After the Director of Standards reviews the documentation, she forwards the request to the Council Trustee: Collegians for Council consideration. The request for Early Alumnae Status form and appropriate documentation must be included when submitted to the RCS/CAC/NCC for review. (05-16)

## **Alumnae Associations/General Meetings**

Associations shall hold at least three general meetings annually.

## **Alumnae Bylaws**

Each alumnae chapter or association shall be governed by the Constitution and Fraternity policies and procedures, and it shall adopt bylaws in accordance with the "Model Bylaws for Delta Gamma Alumnae Chapters and Associations". According to the Fraternity Constitution, alumnae chapter and association bylaws, standing rules and amendments must be approved by the Regional Alumnae Specialist before the alumnae chapter or association vote to approve can be taken. (10-09)

## **Alumnae Chapters and Associations/Good Standing Requirements**

To be in good standing, alumnae chapters and associations must meet the following requirements: bylaws in conformity with Fraternity guidelines, payment of all dues and fees required by the Constitution and submission of required reports. Failure to maintain adequate communication with the Regional Alumnae Specialist and/or Executive Offices, may result in loss of good standing status.

## **Alumnae Chapters and Associations/Relinquish Charter/Certification**

An alumnae chapter/association shall notify its members of a vote to relinquish its charter/certification and assemble its members for a vote; majority vote shall be based on number of members. If a chapter/association is unable to assemble its members for a vote, a mail vote and/or email vote shall be sent; majority vote shall be based on votes cast. If the vote is passed, formal notification of the relinquishment of the charter/certification shall be sent immediately to the Council Trustee: Alumnae who shall inform Council. (09-08)

## **Alumnae Initiates (Local Group)/Initiation and Inspiration Period**

Alumnae of local groups that have become Delta Gamma chapters will be encouraged to be initiated at the university where that local group existed; however, if they cannot return to the university for their Initiation, they will be given the option of being initiated at a collegiate

chapter closer to their current location and may be initiated into Delta Gamma.

### **Alumnae Office/Dual Position**

Members of Fraternity Council and Foundation Board of Trustees cannot hold other Delta Gamma volunteer roles simultaneously. This excludes the Fraternity Council members who also serve on the Foundation Board of Trustees as stated in Article IV, Section 1 of the Foundation Constitution. Fraternity and Foundation Cabinet members can only hold one role with a Convention or Foundation Annual Meeting vote at a time. (Joint 05-23)

### **Alumnae Officers**

Each chapter/association is required to have sufficient officers to cover the areas of responsibilities outlined in the Fraternity Constitution. If necessary, a chapter or association may combine two areas of responsibility. However, a chapter must have a president and at least three officers and an association can have no fewer than two officers including the president.

### **Alumnae/Area Coordinating Committee**

With the approval of Council, alumnae chapters and associations within a defined area may organize a committee for the purpose of coordinating the alumnae program within that area.

### **Alumnae/Area Coordinating Committee Bylaws**

Coordinating committees shall adopt bylaws. Bylaws and amendments thereto must be approved by the Regional Alumnae Specialist.

### **Alumnae/Area Coordinating Committee Supervision**

Coordinating committees shall operate under the direction of the Regional Alumnae Specialist.

### **ANCHORA/Advertisement**

No advertisement will be published by the ANCHORA except by permission of the Editor and then only if the proceeds from the sale of the product offered are distributed to further Fraternity work.

## **ANCHORA/Political-Controversial Material**

The ANCHORA does not accept political or controversial material for publication. Delta Gamma Fraternity, Delta Gamma Foundation and Delta Gamma Housing Corporation do not endorse, promote or foster political, sociological or ideological ideas or issues by members, chapters, associations with Delta Gamma or in the name of Delta Gamma Fraternity. (07-14)

## **Antidiscrimination**

In our membership selection processes and the lifelong membership experience, Delta Gamma Fraternity and its members understand the importance of intersectionality of identities including but not limited to ability, age, color, creed, ethnicity, marital status, national origin, native language, race, religious affiliation, sexual orientation, social class, veteran status and other identities exposed to oppression. We affirm that all our members, including nonbinary and trans members, be treated with dignity and respect. Membership is open to all individuals who identify as women during the joining process who have a sincere desire to uphold our shared values, as outlined in Article II. (04-24)

## **Anti-Fraternity Attitudes**

Collegiate and alumnae members shall promptly alert the Fraternity President of any chapter or campus anti-fraternity attitudes or agitation coming to their attention.

## **Attendance/Ritual Ceremonies**

Only members of the Fraternity may be present in the immediate area of the chapter house or other facility during the rehearsal of or during private, formal ritual ceremonies. All persons who are not initiated members of the Fraternity should be asked to leave the chapter house or immediate area of another facility. An exception may be made for the house director. She may remain in her room in the chapter house.

## **Attendance/Collegiate Member**

Every member of a collegiate chapter is required to attend all chapter meetings and functions relating to membership selection, ritual and the Founders. General absence may be excused only by the chapter management team. Other absences are handled in the manner designated in the chapter standing rules. (01-18)

## **Awards/Alumnae Eligibility**

*Please see the [Individual Alumnae Awards Policy](#).*

## **Awards/Cable Award Recipient**

*Please see the [Individual Alumnae Awards Policy](#).*

## **Awards/Cable Award Recommendations**

*Please see the [Individual Alumnae Awards Policy](#).*

## **Badge**

*Please see the [Badge and Fraternity Jewelry Policy](#).*

## **Badge/Approved**

*Please see the [Badge and Fraternity Jewelry Policy](#).*

## **Badge/Approved Jewels**

*Please see the [Badge and Fraternity Jewelry Policy](#).*

## **Badge/Engraving**

*Please see the [Badge and Fraternity Jewelry Policy](#).*

## **Badge/Expense**

*Please see the [Badge and Fraternity Jewelry Policy](#).*

## **Badge/Jewelry Orders**

*Please see the [Badge and Fraternity Jewelry Policy](#).*

## **Badge/Recognition Pin**

*Please see the [Badge and Fraternity Jewelry Policy](#).*

## **Badge/Settings**

*Please see the [Badge and Fraternity Jewelry Policy](#).*

## **Blindfolding**

Alumnae groups, collegiate chapters or new chapters are prohibited from covering their eyes in any manner to simulate blindness or the ability to distort one's vision in an educational, recreational or any other setting without a trained professional facilitator associated with a (inter)national/local sight-related organization, a Fraternity/University sponsored leadership event, or at an outside leadership training facility. Professional facilitation is defined as a facilitator participating in a training by the event organizer that teaches them how to safely execute the activity. Participants shall always be given the choice to participate in any activities that ask them to cover their eyes. (Joint 05-17)

## **Board of Advisers (BOA)**

The Fraternity Board of Advisers will consist of all past Council officers, all past Fraternity Executive Directors and all past appointed National Panhellenic Conference Delegates. (01-12)

## **Bonding**

All monies of Delta Gamma collegiate chapters can only be handled by the president, vice president: finance and advisory team chairman (or chapter financial adviser) who are position bonded through a fidelity insurance policy. Expense of this insurance is to be paid by the chapter.

## **Bookkeeping Services/Executive Offices**

Executive Offices Bookkeeping Services for collegiate chapters shall be a self-supporting program.

## **Bookkeeping System**

Please see the [Collegiate Finance Policy](#)

## **Budget/Accumulated Surplus**

Please see the [Collegiate Finance Policy](#)

## **Budget/Balanced**

Please see the [Collegiate Finance Policy](#)

## **Budget/Surplus**

Please see the [Collegiate Finance Policy](#)

## **Bylaws and Standing Rules**

Each collegiate chapter shall be governed by the Constitution and Fraternity policies and procedures, and it shall adopt bylaws and standing rules in accordance with the "Model Bylaws and Standing Rules for Delta Gamma Chapters". According to the Fraternity Constitution, collegiate chapter bylaws and standing rules and amendments must be approved by the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator before the chapter vote to approve can be taken.

## **Cabinet Officer/Appointments without specific term limits.**

Positions directly related to collegiate chapter success (Collegiate Recruitment Consultant, Council Appointed Coordinator, Council Appointed Specialist, Council Appointed Project Liaison, New Chapter Coordinator and New Chapter Recruitment Coordinator) do not have specific term limits but are appointed by Council until no longer needed.

## **Cabinet Officer/Convention Attendance**

Please see the [Travel and Event Policy](#).

## **Cabinet Officer/Invitation by Group-Trip Expense Reimbursement**

The expense of trips, other than regular visits, made on the invitation of an alumnae or collegiate group shall be paid by the group issuing the invitation.

## **Cabinet Officer/Leadership Seminar/Convention Attendance**

Appointed Fraternity Directors, Regional Directors, Regional Alumnae Specialists, Regional Collegiate Specialists, Regional Collegiate Recruitment Specialists, Regional Finance Specialists and Regional Housing Specialists who have not yet assumed office or are currently the continuing Cabinet officer for the next term of office will be required to attend leadership seminars and Convention as required by their Cabinet position. (10-09)

### **Cabinet Officer/Official Visit Report**

A written report for each official visit must be filed with Delta Gamma Executive Offices within thirty (30) days after return from the visit before reimbursement of expenses for that visit will be approved.

### **Cabinet Officer/Printing-Distribution Approval**

All special materials sent to Executive Offices for printing and/or distribution must be approved by the Council member in charge.

### **Cabinet Officer/Regional Term Limit**

The term of office for Directors, regional team members and Alumnae Development Consultants shall be two years. After two terms in the same position, whether consecutive or separated, volunteer must take a break from that position. A volunteer serving in a regionally based position who has exhausted her two terms in one region may be appointed to the same position in a different region or serve within the same region in a different position. A volunteer may also serve and shall be able to serve for two more terms in that different region or may serve another limit of two terms in the same region or office after being out of said office for at least a two term (four year) break in service. The break in service only applies to the same position in the same region, not a complete break in service. A volunteer serving in a Fraternity Director position may also serve another limit of two terms in the same office after being out of said office for at least a two term (four year) break in service. In the case of a vacancy, Council shall appoint a new volunteer. The partial term shall be considered one of the two terms if the appointment is for more than one year.

### **Cabinet Officer/Removal**

Council may remove from office any Cabinet member failing to perform the duties of her office.

### **Cabinet Officer/Responsibilities After Event**

*Please see the [Travel and Event Policy](#).*

## **Cabinet Officer/Responsibilities at Completion or Incompletion of Term**

Upon leaving office either before or at the completion of her term, an officer must forward her file, make a final report bringing up to date (to the point of her retirement) an accounting of the discharge of her responsibilities and provide any pertinent statistical data or general information that would be helpful.

## **Cabinet Officer/Term of Office**

Effective at the conclusion of Convention 2024, the term of office for Fraternity Constitution and Elections Chairman and Fraternity Parliamentarian shall be four years. A volunteer appointed to one of these positions shall serve a shadow year before starting their term which does not count as a part of the term. After two terms in the same position, whether consecutive or separated, the volunteer must take a break from that position.

## **Cabinet Officer/Trip-Equipment Expense**

*Please see the [Travel and Event Policy](#).*

## **Candidate Eligibility/Other Fraternal Organizations**

A candidate shall not be eligible for membership into the Fraternity if they were previously initiated into another National Panhellenic Conference sorority or any other regional or inter/national social Fraternal organization which uses the criteria of sisterhood, leadership, service and scholarship as tenets of membership. (02-18)

## **Candle/Open Flame**

*Please see the [Housing Premises Policy](#).*

## **Centennial Chapter Anniversary Celebrations**

The Fraternity will send at least one representative to any collegiate or alumnae chapter centennial anniversary celebration at Fraternity expense.

## **Centennial Chapter Anniversary Gift**

The Fraternity will honor any collegiate or alumnae chapter celebrating the 100-year anniversary of its chartering with a monetary gift. The Fraternity gift must be used for educational or philanthropic purposes and funded from the Investment Income Fund.

## **Chapter Management Team Composition**

Each collegiate chapter shall have a chapter management team that shall be responsible for the administration of chapter affairs according to the Fraternity Constitution, policies and procedures, and shall be comprised of the following elected officers: president, vice president: social standards, vice president: finance, vice president: communications, vice president: programming, vice president: member education, vice president: membership, vice president: Panhellenic, vice president: Foundation. (04-14)

## **Chapter Organization/Committees Required**

Each collegiate chapter's organization must include the following committees: rituals, scholarship, social events, programming and recruitment.

## **Chapter Organization/Director Required**

Each collegiate chapter's organization must include the following directors: rituals, scholarship, social events, recruitment records, continuous recruitment and retention and house management/chapter property. With the approval of the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator, a chapter can add directors in addition to the ones listed above depending on need and chapter size. (08-17)

## **Chapter Quota/Total Requirement**

Please see the [Collegiate Recruitment Policy](#).

## **Chapter Total Exclusions**

When local Panhellenic rules allow, the chapter may exclude off-campus students from the chapter Total. Students who are interning, student teaching, studying abroad, etc., could be considered off-campus students according to Panhellenic guidelines, but these members

remain collegiate members of the chapter unless they are granted alumna status through Fraternity procedures.

### **Charter Relinquished, Suspended, Withdrawn/Collegiate Chapter**

Please see the [Collegiate Chapter Closure Policy](#).

### **Circularizing**

The permission of Council is required for any circularizing (a distribution of member lists for solicitation) of the Fraternity, its members, chapters, associations and house corporations by individual members, chapters, associations, house corporations or non-members. This policy does not apply to the circularizing by chapters, associations and house corporations of their own members.

### **Collegiate Chapter Accountability**

Please see the [Collegiate Chapter Accountability Policy](#).

### **Collegiate Closure**

Please see the [Collegiate Chapter Closure Policy](#).

### **Conflict of Interest**

Please see the [Conflict of Interest Policy](#).

### **Constitution or Policy Requests/Collegiate Chapter**

In compliance with the agreement of the Fraternity with the National Panhellenic Conference, collegiate chapters shall not reply to/grant any general or specific requests, from any source, for the Fraternity Constitution or Fraternity policies and procedures or any types of questionnaires. All requests for such material should be referred immediately to the Fraternity President and the National Panhellenic Conference Delegate.

### **Contracts/Collegiate Chapter**

Please see the [Collegiate Finance Policy](#).

## **Contracts/Corporate Signature**

The Fraternity Executive Director is the only individual with the authority to sign contractual agreements on behalf of the Fraternity corporation. This does not interfere with the collegiate chapter president and vice president: finance's ability to sign contracts on behalf of their collegiate chapter. (06-18)

## **Convention/Alumnae Delegate Attendance Limit**

*Please see the [Travel and Event Policy](#).*

## **Convention/Alumnae Delegate Expense Refund**

*Please see the [Travel and Event Policy](#).*

## **Convention/Council Appointee Vote**

*Please see the [Credentials Committee Policy](#).*

## **Convention/Delegate Requirement**

*Please see the [Credentials Committee Policy](#).*

## **Convention/Delegate Room Requirement**

*Please see the [Travel and Event Policy](#).*

## **Convention/New Member Attendance**

New members may attend General Sessions, workshops and activities at Convention, provided those functions do not pertain to Fraternity/Foundation rituals.

## **Convention Delegate/Chapter Good Standing Requirement**

*Please see the [Credentials Committee Policy](#).*

## **Convention Delegate/Reimbursement**

*Please see the [Travel and Event Policy](#).*

## **Convention Regional Voting**

*Please see the [Credentials Committee Policy](#).*

## **Convention Registration Fee**

*Please see the [Travel and Event Policy](#).*

## **Convention-Leadership Seminar/President Requirement**

The collegiate chapter president is the required delegate responsible for attending Convention."

*This is associated with the [Credentials Committee Policy](#) and the [Travel and Event Policy](#).*

## **Council Eligibility Policy**

No Council member may hold a staff position during their Council term. Staff members may not accept nominations, election or appointment to Council while an employee of the Fraternity. (01-18)

## **Council Status/Award Eligibility**

To be eligible for a Fraternity or regional award, a collegiate chapter may not be on Poor Standing: Compliance or on Poor Standing: Operations.

## **Council Status/Collegiate Chapter**

Within the Chapter Status Model, a chapter may be placed on one of the following five statuses:

- Good Standing
- Support-Good Standing
- Advancement-Good Standing
- Probationary-Poor Standing
- Revitalization-Poor Standing

*More information on each status and the support mechanisms available can be found in the [Collegiate Chapter Status Guide](#).*

*Please also see the [Collegiate Chapter Accountability Policy](#).*

## **Council/Cabinet/Foundation/Officer Training Seminar and Convention Attendance**

All Fraternity and Foundation officers are required to attend Officers Training Seminar and Convention unless specifically excused.

## **Council/Cabinet/Foundation/Staff/Official Visits**

When making official visits, Fraternity/ Foundation officers, appointees and staff will be reimbursed for private car travel at the approved rate per mile (plus tolls) or for air travel (tourist fare).

## **Council-Cabinet/Compensation**

Fraternity officers of the Council/Cabinet will be compensated for the following while performing Fraternity business: mileage on personal vehicles; meals while out of town; office supplies; copying expenses; telephone expenses; postage; child care (dependent) up to a prescribed level of expenditure.

## **Council-Cabinet/Fraternity Equipment**

All Fraternity capitalized equipment in the possession of a Council/Cabinet member must be returned to the Fraternity at the end of her service as a Council/Cabinet officer unless fully depreciated or the remaining depreciation on said item is purchased by the out-going Cabinet/Council officer. (01-08)

## **Credentials Committee**

Please see the [Credentials Committee Policy](#).

## **Credit Card Usage**

All Fraternity staff and Fraternity Trustees issued a credit card for Fraternity business shall sign and abide by the terms outlined in the Delta Gamma Fraternity Credit Card Agreement. (02-18)

## **Crisis Communication Policy**

Please see the [Crisis Communication Policy](#).

## **Crisis Management Education/Collegiate Chapter**

The president will review crisis management procedures with members and new members twice a year at the beginning of the fall and winter/spring academic terms.

## **Director/Committee Selection Approval**

The chapter's selection of specific director positions and committees must be guided by the advisory team chairman and approved by the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator before the slating procedure begins.

## **Dues and Fees Contract/Collegiate**

Each member and new member is required to sign a Dues and Fees Contract annually.

## **Dues Refund/University Shutdown**

In the event of a university-wide shutdown of the Panhellenic community, all regular dues payments shall be due of collegiate members over the course of the academic term. If applicable, refunds may be granted through Council approval, upon the recommendation of the collegiate chapter's regional team after the conclusion of the academic term. (03-18)

## **Eligibility/Good Standing for Chapter Vote**

To be eligible to vote on chapter wide matters, a woman must be a member in good standing, shall have achieved a cumulative "C" average and shall be in good standing financially. Members in poor standing may vote in committee and/or board meetings when the vote pertains to the duties of their elected/appointed office.

## **Evaluating Committee**

*Please see the [Membership Selection Policy](#).*

## **Excused Status**

Members wishing to be placed on an Excused Status should submit a request and corresponding documentation to the vice president: social standards for Honor Board consideration.

An initiated member may apply for Excused Status at a minimum of one year following the member's date of Initiation, unless an extreme circumstance applies as approved by Honor Board. The vice president: social standards will review the request with Honor Board who will decide if the member is eligible for Excused Status. The vice president: social standards will advise the member if she is granted Excused Status and what the terms of her status shall be. A member granted Excused Status may not hold an office in the chapter. A member may only be on an Excused Status for a maximum of three (3) semesters or six (6) quarters, unless an extreme circumstance applies as approved by Honor Board. Excused Status may be granted for one of the following reasons: financial, reduced attendance (recurring or extended absences), non-resident/abroad, and academic/professional.

## **Expulsion**

Only Council may expel a member from the Fraternity.

## **Expulsion/Financial**

If a collegiate member with debts to the chapter has left the chapter and every effort has been made by the chapter and the advisers to collect the debts, Council may consider expulsion of the member.

## **Extension/Vote to Accept an Invitation to Establish**

A  $\frac{3}{4}$  vote of the Council is required to accept an invitation to establish.

## **Financial Disbursements/Authorization**

Please see the [Collegiate Finance Policy](#)

## **Financial Institutions**

Please see the [Collegiate Finance Policy](#)

## **Financial Negligence**

Please see the [Collegiate Finance Policy](#)

## **Financial Report Status**

Please see the [Collegiate Finance Policy](#)

## **Fire Drills**

Please see the [Housing Premises Policy.](#)

## **Fire Equipment/Sprinkler System**

Please see the [Housing Premises Policy.](#)

## **Firearms/Delta Gamma Property**

Please see the [Housing Premises Policy.](#)

## **Fire Equipment/Heat Rise Detector**

Please see the [Housing Premises Policy.](#)

## **Forgiveness of Chapter Debt Owed to House Corporation**

If any collegiate chapter requests, or the house corporation offers, forgiveness of some or all of any debt owed then the chapter must first request and obtain a waiver from the Fraternity Treasurer before such debt may be forgiven. Such request shall be required for forgiveness of any debt in excess of \$1500.00.

## **House Corporation/Property Assessment**

Please see the [House Corporation and House Director Policy.](#)

## **Formal Chapter Meeting**

The Formal Chapter Meeting Ritual shall be held a minimum of six times per academic year (three per semester or two per quarter), including the first meeting after Initiation. (07-14)

## **Formal Pi Alpha Ceremony**

The Pi Alpha Ceremony should be conducted for a new member as close to Bid Day as possible, but no later than one week after acceptance of the bid. In exceptional circumstances, the supervising regional specialist may grant written approval for an extension after consultation with the supervising Council officer and appropriate regional personnel.

## **Formal Pi Alpha Ceremony/Attendance**

Only members or new members of the Fraternity may attend a formal Pi Alpha Ceremony.

## **Founders Day**

Each collegiate and alumnae chapter and association shall observe Founders Day in an appropriate fashion and use the official candle lighting ritual. (01-12)

## **Fraternity Crest on Gifts**

Any initiated member may own or give novelties, favors and decorations bearing the Fraternity crest to other initiated members.

## **Fraternity Crest on Stationery**

Only initiated members, collegiate chapters or alumnae groups of Delta Gamma may use stationery bearing the Fraternity crest. (01-12)

## **Fraternity Fees**

According to the Constitution, each collegiate chapter shall pay into the Fraternity treasury annual per capita dues for each member of the chapter, a new member fee for each new member, a repledging fee for each woman repledged, and the Fraternity Initiation fee. (01-12)

## **Fraternity Management Corporation Fees**

To comply with IRS regulations, Fraternity Management Corporation (FMC) shall collect a class B membership fee per member. Alumnae initiates shall pay \$50. Full payment of the FMC fees must be made by the end of the fiscal year. (04-17)

## **Fraternity Nominating Committee Eligibility**

This policy governs the Fraternity Nominating Committee, established by Article X. Section 1 of the Fraternity Constitution, whose members are elected to create a slate of officers for Fraternity Council.

If a member of the Fraternity Nominating Committee agrees to have their name submitted for consideration for an elected trustee position on the Foundation Board of Trustees, they must resign their Nominating Committee position immediately. Similarly, if a member of the Foundation Governance Committee agrees to have their name submitted for consideration for a Fraternity Council office, they must immediately resign their Governance Committee position.

No Executive Offices staff member may run for a position on the Fraternity Nominating Committee.

## **Graduate Student**

A graduate student registered in an institution where a Delta Gamma chapter is located may continue to be a collegiate member if she requests annually, that choice in writing to the chapter president. Members should be in good standing at the conclusion of their undergraduate career. With approval from the ATC, the member assumes all the privileges and responsibilities of membership. (08-13)

## **Handbooks**

Collegiate chapters and alumnae groups must use current copies of all handbooks, manuals, and other appropriate materials and may be responsible for the costs of publication or printing.

## **Hazing (Statement of Policy on Hazing)**

Chapters and/or individual members are not permitted to impose menial or personal tasks or to allow any form of hazing. Any chapter officer responsible for allowing such activities shall be removed from office. Delta Gamma policy strictly forbids hazing, which is defined as any act or tradition that endangers the physical, mental or emotional well-being of a new member and/or member, that requests, encourages or suggests violation of city, county, provincial, state or national law; is mentally or physically degrading; or requires a personal or menial task of a new member and/or member, regardless of location, intent or consent of the participants. Examples of hazing include, but are not limited to, embarrassing and/or required stunts or costumes; harassing; interrogating; line-ups; kidnapping; "tuck-ins;" personal services; drinking or eating on command, request or suggestion; deprivation of sleep or food; authority over new members and/or members; anything

that tends to diminish the self-esteem and dignity or categorize the new member and/or member as a second-class person. Hazing corrupts the true meaning of Fraternity life; it negates the values of loyalty, hope, trust, supportive friendship, kindness and compassion that Delta Gamma affirms. The moral integrity of the Fraternity is inseparable from the conduct of its members. Because Delta Gamma supports the integrity and dignity of women; basic human rights; decency, honor, gracious living and positive reinforcement of each other; there is no place for hazing (which is negative and archaic) in our Fraternity of women. (06-18)

### **Hazing Violation**

Violation of the Fraternity's hazing policy by a member or new member will result in a review of membership or new membership by the Honor Board or the Alumnae Membership Review Process and possible expulsion. (06-18)

### **Honor Board Composition**

Each collegiate chapter shall have an Honor Board comprised of the following elected officers: vice president: social standards (chairman), president, junior member, sophomore member and member-at-large.

### **Honor Board Confidentiality**

All Statement of Obligation Reviews for new members/members shall be handled confidentially by the Honor Board or Council of Delta Gamma.

### **Honor Board Hearing Attendance**

At least 4/5 of the Honor Board members must be present at the formal hearing when a Statement of Obligation Review is under consideration by the Honor Board. (09-10)

### **House Corporation Board Member Term Limit**

*Please see the [House Corporation and House Director Policy](#).*

### **House Corporation Employment Committee**

*Please see the [House Corporation and House Director Policy](#).*

## **House Corporation Fee Refund**

*Please see the [House Corporation and House Director Policy](#).*

## **House Corporation/Annual Meeting**

*Please see the [House Corporation and House Director Policy](#).*

## **House Corporation/Collegiate Members**

*Please see the [House Corporation and House Director Policy](#).*

## **House Corporation/Dissolution**

*Please see the [House Corporation and House Director Policy](#).*

## **House Corporation/Fees**

*Please see the [House Corporation and House Director Policy](#).*

## **House Corporation/Formation**

*Please see the [House Corporation and House Director Policy](#).*

## **House Corporation/Governance**

*Please see the [House Corporation and House Director Policy](#).*

## **House Corporation/Late Fee**

*Please see the [House Corporation and House Director Policy](#).*

## **House Corporation/Loan**

*Please see the [House Corporation and House Director Policy](#).*

## **House Corporation/Major Project**

*Please see the [House Corporation and House Director Policy](#).*

## **House Corporation/Participation in Fraternity Housing Corporation**

*Please see the [House Corporation and House Director Policy](#).*

## **House Corporation/Property**

*Please see the [House Corporation and House Director Policy](#).*

## **House Corporation/Rental Income**

*Please see the [House Corporation and House Director Policy](#).*

## **House Director/Contract**

*Please see the [House Corporation and House Director Policy](#).*

## **House Director/Resident Assistant**

*Please see the [House Corporation and House Director Policy](#).*

## **Housing/Animals**

*Please see the [Housing Premises Policy](#).*

## **Housing/Guests - Employees**

*Please see the [Housing Premises Policy](#).*

## **Housing/Guests - Members**

*Please see the [Housing Premises Policy](#).*

## **Housing/Locks**

*Please see the [Housing Premises Policy](#).*

## **Housing/Maintenance Personnel**

*Please see the [Housing Premises Policy](#).*

## **Housing/Security**

*Please see the [Housing Premises Policy](#).*

## **Housing/Visitation**

*Please see the [Housing Premises Policy](#).*

## **Illegal Drugs/ Delta Gamma Property**

*Please see the [Housing Premises Policy](#).*

## **Immediate Charter Suspension/Withdrawal**

*Please see the [Collegiate Chapter Closure Policy](#).*

## **Initiation Authorization**

To hold Initiation, a chapter's Inspiration and Initiation Outline must be approved by the chapter's Regional Collegiate Specialist and the Candidates List must be authorized by Executive Offices. Authorization of the Candidates List will only be granted for those candidates who have fulfilled the requirements as indicated by officer certification by the Initiation Deadline. The chapter president is responsible for contacting Executive Offices during business hours to ensure authorization of the Initiation Ceremony has been granted prior to the Initiation. Refer to Initiation Authorization Procedure. (02-13)

## **Initiation Authorization/Date Restriction**

Authorization for Initiation is never carried from one date to another.

## **Initiation Delay/End of Calendar Year**

If a candidate who fulfilled all of the requirements for Initiation cannot be initiated prior to the end of the calendar year, the new member term may be extended until the next Initiation ceremony, so long as Initiation is held by the end of the next grading period.

## **Initiation Delay/Extenuating Circumstances**

If a candidate has been approved for Initiation and for some satisfactory reason is unable to be initiated (illness, finances), she may be allowed to continue as a new member until the next Initiation with the approval of the chapter, advisory team chairman and Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator. If the delay is due to Honor Board sanctions, she may continue as a new member until the next Initiation with the approval of the chapter advisory team chairman and the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator. However, the Initiation paperwork must be resubmitted to Executive Offices at the time of the next Initiation. If her Membership Certificate has been ordered, the certificate must be destroyed. There will be a charge for the engraving of the new certificate.

## **Initiation Fee**

The amount of the total Initiation fee is set by the chapter and recorded in the chapter budget approved by the chapter. The amount approved in the annual Fraternity fee schedule for the Initiation fee requirement

must be submitted to Executive Offices for each initiated member. (01-12)

## **Initiation Requirements**

In addition to meeting the Constitutional requirements for Initiation, a candidate must: complete the new member education units as outlined in the New Member Pursuit, meet all financial obligations to the Fraternity and chapter/new chapter, sign and comply with the Statement of Obligation, meet all university or college Panhellenic requirements and complete Xcelasone modules. No additional requirements may be required by a collegiate chapter or new chapter. (04-20)

## **Initiation Without Authorization**

Prior to holding Initiation, chapters must obtain approval from their Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator for their Inspiration and Initiation Outline and approval from the operations department at Executive Offices. Unauthorized Initiations will be reviewed by the Director: Member Education and may result in the chapter being placed on report status. Multiple offenses will result in the chapter being reviewed by Council. (01-12)

## **Insurance**

All insurance carried by Delta Gamma Fraternity will be purchased through the Office of Housing.

## **Insurance/Liability**

The Fraternity will carry excess liability insurance in the amount of at least \$5,000,000.00.

## **Legacy**

Please see the [Membership Selection Policy](#).

## **Live-In/Room Agreements**

No one may live in a Delta Gamma facility who is not an employee of the house corporation or a collegiate chapter member/new member who has a signed room agreement with the collegiate chapter.

Room agreements shall be signed on the Fraternity approved accounting system. They are to be assigned in accordance with the housing point system set forth in the chapter's Bylaws and Standing Rules, by the date set forth using the following guidelines:

- For chapters with primary recruitment in the fall:
  - Chapter will issue room agreements within three weeks of Bid Day.
  - To determine the number of room agreements to be issued, begin with the number of beds in the house minus the number of officers who are required to live in per the chapter's bylaws (*Example: If five CMT members are required to live in, and the house holds 30, the chapter will issue 25 room agreements and ensure that all are signed. After elections the live-in officers will sign their room agreements.*)
  - Once elections are completed, the remaining room agreements are issued to incoming officers, or if those incoming officers have already signed room agreements, until the house is full. (Note: the intent is to ensure that the house is filled before members sign other contracts and that the chapter releases members who will not live in the house to make other living arrangements as soon as possible)
- For chapters with primary recruitment in the winter/spring:
  - Chapter will issue room agreements within three weeks of Bid Day. If new members are not expected to live in the house, room agreements should be issued within three weeks of the start of fall semester.

Any deviation from these guidelines must be specifically approved by the Director: Collegiate Budgeting or Regional Finance Specialist.

Failure to sign a room agreement within ten (10) days of assignment will result in the vice president: finance issuing a Statement of Obligation Review (SOR). Honor Board shall do its best to complete an allegation assessment and schedule any necessary formal hearings in a timely manner. If Honor Board releases a member from her Room Agreement, the vice president: finance must be notified immediately, and a room agreement is issued to the next member on the list.

## **Live-In/Member Residence**

*Please see the [Housing Premises Policy](#).*

## **Live-In/Officers**

*Please see the [Housing Premises Policy](#).*

## **Live-Out Policy**

*Please see the [Housing Premises Policy](#).*

## **Married Student**

A married undergraduate member registered in an institution where a Delta Gamma chapter is located may become an alumna member by applying for Early Alumna Status (EAS). Any married undergraduate member who applies for EAS will be granted a member status change by Council. In the absence of application, the member will continue to remain a collegiate member, and assumes all the privileges and responsibilities of membership. (08-19)

## **Media Interview Approval/Alumnae**

All radio, television and printed interviews must be approved by the Regional Alumnae Specialist. If the matter is to have national or international circulation, the Executive Director or Fraternity President must be consulted.

## **Media Interview Approval/Collegiate**

All radio and television interviews must be approved by the Fraternity President or the Executive Director prior to the taping. Newspaper interviews must be approved by the advisory team chairman and the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator. If the newspaper article will have national or international circulation, it must also be approved by the Fraternity President or the Executive Director.

## **Media Outlets/Inappropriate**

*Please see the [Positional Statement on Inappropriate Media Outlets](#).*

## **Member/New Member Expulsion**

Only Council may expel a member or cancel the pledge of a new member from the Fraternity. Once Council has cancelled a pledge of a new member via new member expulsion, that woman may never be initiated into the Fraternity. (04-14)

## **Membership Responsibility**

Each Delta Gamma has an obligation to conduct herself in a way that brings credit to herself and Delta Gamma. She also has an obligation to refrain from actions which will harmfully implicate the Fraternity, her chapter or an individual member of Delta Gamma, or which would reflect unfavorably on any of these. She is expected to comply with university regulations and local, provincial, state and federal laws. Refer to the Statement of Obligation and Member Responsibilities.

## **Member Reinstatement**

A resigned member may apply for a one-time reinstatement of their membership. If the resigned member is still a collegian, they may apply for reinstatement without a waiting period. If the resigned member is pursuing alumnae reinstatement, they may apply for reinstatement after two years have passed since their resignation. If approved, the reinstated alumnae member is required to pay a fee as established in the published Schedule of Dues and Fees as well as their per capita dues for the fiscal year. (5/2021)

## **Membership Selection**

*Please see the [Membership Selection Policy](#).*

## **Membership Selection/Adviser and Consultant Role**

*Please see the [Membership Selection Policy](#).*

## **Membership Selection/Meeting Attendance**

*Please see the [Membership Selection Policy](#).*

## **Membership Selection/New Member Participation**

*Please see the [Membership Selection Policy](#).*

## **Membership Selection/Prior to Preference**

Please see the [Membership Selection Policy](#).

## **Membership Termination Requirements**

Any member whose membership is terminated will be requested to return her Membership Certificate and badge, or badges, to Executive Offices.

## **Misappropriation of Funds Policy**

Chapter officers have a duty to use chapter funds for their intended, budgeted purpose. Chapter funds may not be used for any purpose or purchase outside of these budgeted items, especially those that solely benefit one member or a small group of members.

Any member who takes funds intended for chapter use, house corporation use, or philanthropic donation for their personal use or utilizes services/tickets purchased by chapter funds for personal use shall be responsible for returning the funds to the chapter, house corporation, the Delta Gamma Foundation, or any other entity to which the funds were intended. The situation will also be reviewed by Honor Board or the Alumnae Review process.

If an adviser in their official capacity fails to act in the best interest of the Fraternity and/or Foundation by providing guidance that is contrary to policy regarding the use of chapter/house corporation/philanthropic funds, that adviser may be held responsible for making the chapter, house corporation, or the Delta Gamma Foundation whole in regard to the taken or misused funds. (02-2023)

## **New Chapter/Installation Requirements**

To be eligible for installation, a new chapter will meet the requirements as directed by Council. (02-12)

## **New Member Pin**

The new member pin may be worn only by Delta Gamma new members. (01-12)

### **Officer/Advisory Team Chairman Approval**

Candidates for offices shall be approved by the advisory team chairman before they are presented to the chapter.

### **Officer/Compensation**

All Fraternity officers serve without remuneration. Collegiate chapter officers may not receive part of their chapter expenses in compensation for serving as an officer.

### **Officer/Eligibility for Presidency**

A woman who has been a member of a collegiate chapter for less than one grading period is not eligible for the office of president. The president, although she may be a junior when elected, shall serve during her senior year, unless exception is granted by the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator.

### **Officer/Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator Approval**

No member shall hold more than one office at the same time without the approval of the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator.

### **Officer, Director, Nominating Committee/Eligibility to Hold Office**

To be eligible to hold an office, director position or nominating committee position, a woman must be in good standing, have fulfilled her financial obligations, and have a cumulative "C" average. With the approval of the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator, the chapter bylaws and standing rules may designate a higher scholastic requirement for eligibility to hold office. Members of nominating committee should meet the chapter's general good standing requirement. A new member is ineligible to be slated for, elected to, appointed to, or hold an office or nominating committee position, even if she has met the requirements for Initiation, except in a new chapter situation or under exceptional circumstances when the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator may grant written

approval for new member eligibility after consultation with the Council Trustee: Collegians and appropriate regional personnel.

### **Officer, Director/Removal**

Collegiate: The Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator has the authority to remove from office any officer or director not performing her duties efficiently, conscientiously and cooperatively, according to Delta Gamma standards and policies, or any officer or director who fails to meet the eligibility requirements for office.

Adviser: The Regional Director has the authority to remove from her role any adviser not performing her duties efficiently, conscientiously and cooperatively, according to Delta Gamma standards and policies, or any adviser who fails to meet the eligibility requirements for office.

Alumnae: The Regional Alumnae Specialist has the authority to remove from office any alumnae chapter or association officer, director or chairman not performing her duties efficiently, conscientiously and cooperatively, according to Delta Gamma standards and policies, or any alumnae officer or director who fails to meet the eligibility requirements for office. (August 2015)

### **Official Ceremonies**

Collegiate chapters are required to use official ceremonies for pledging new members, Initiation, affiliation of transfer students, officer installation and presentation of membership certificates. Any desired changes in instruction, actual ceremony, equipment or dress must be referred to and approved by Director: Member Education. (01-12)

### **Overnight/Weekend Parties**

*Please see the [Collegiate Alcohol Policy](#).*

### **Paddles**

*Please see the [Positional Statement on the Discontinued Usage of Paddles as Gifts](#).*

## **Panhellenic Compliance**

Delta Gamma chapters must comply with the National Panhellenic Conference UNANIMOUS AGREEMENTS.

## **Panhellenic Recruitment Infraction Reporting**

Please see the [Collegiate Recruitment Policy](#).

## **Panhellenic Recruitment Infraction Reporting/Approval**

Please see the [Collegiate Recruitment Policy](#).

## **Peer Monitoring**

Delta Gamma members are not to act as agents of Panhellenic or the fraternity/sorority community to monitor or act as party checkers or patrollers for other fraternity/sorority events. Delta Gamma members are expected to monitor the events of their own chapter according to Delta Gamma policies and procedures.

## **Per Capita Dues Policy**

Each Delta Gamma alumna elected or appointed as an officer of Delta Gamma Fraternity shall be in good standing and meet her annual financial obligation to the Fraternity until her 50th year of membership. (11-14).

## **Pledge/Re-pledge**

A chapter must have approval of the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator to re-pledge a woman who has been an excellent new member but for some acceptable reason has not qualified for Initiation within the calendar year. Such permission should be requested only when there is sound reason to believe the requirements will be met by the date of the next Initiation. A re-pledged woman must be formally pledged again. Refer to Section 4: Delta Gamma Fraternity Constitution, Article V., Section 1. B1.

## **Political Disclaimer**

There may be no endorsement, promotion or fostering of political, sociological or ideological ideas or issues by members, chapters or

associations either with Delta Gamma or in the name of Delta Gamma Fraternity.

### **Probation**

Only the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator may place a member on probation.

### **Product Endorsement (Fraternity version)**

Chapters and members are required to use suppliers licensed to utilize the Delta Gamma trademark when purchasing Delta Gamma products to protect the logo and trademark rights of the Fraternity. (01-12)

### **Promissory Note**

A collegiate chapter may accept Promissory Notes only from initiated members.

### **Public Relations/Dissemination of Information**

Any dissemination of information on a national level, whether it be to inform; survey for opinion; or to ask for support, must have the approval of the Executive Director unless otherwise designated by the Fraternity President. Any inquiry from any source about general Fraternity affairs including Constitutional provisions and the policies and procedures of the Fraternity and any type of questionnaires must also be referred to the Executive Director unless otherwise designated by the Fraternity President. This includes any information sent by individual members, chapters, associations, or non-members to individual members, chapters or associations. This does not include the dissemination of information by a chapter or association to its own members. (01-12)

### **Recommendation Form**

Please see the [Membership Selection Policy](#).

### **Recommendation Form/Evaluating Committee**

Please see the [Membership Selection Policy](#).

### **Recommendation Form/Information**

Please see the [Membership Selection Policy](#).

## **Recommendation/Requested**

*Please see the [Membership Selection Policy](#).*

## **Recommendation Form/Voluntary**

*Please see the [Membership Selection Policy](#).*

## **Recommendation/Pledging**

*Please see the [Membership Selection Policy](#).*

## **Recruitment Management Tool**

*Please see the [Collegiate Recruitment Policy](#).*

## **Regional Team Member Voting Policy**

A regional officer not living in the region in which she serves may vote in that region or the region of her residence; but only in one.

## **Release Figures**

*Please see the [Collegiate Recruitment Policy](#).*

## **Resignation/Alumna Member**

An alumna member shall submit the required form to the Council Trustee: Alumnae. She will be requested to return her badge and Certificate of Membership to Executive Offices. (01-12)

## **Ritual Equipment**

Collegiate chapters will use official Delta Gamma ritual equipment and vendors. (01-12)

## **Ritual Equipment/Disposal Policy**

A collegiate chapter shall send any ritual equipment that is no longer used by the chapter to the Fraternity Archivist at Executive Offices for proper storage or disposal. (05-17)

## **Scholarship/Grade Reports**

Each new member and member must give the director of scholarship a copy of her official grade report following each grading period.

## **Scholarship/Prior Term GPA**

A member, even one in good standing cumulatively, who receives below the constitutionally required 2.0 GPA for a prior term, will be asked to attend a formal Honor Board hearing to discuss academic performance.

## **Scholastic Initiation Requirement**

A candidate for Initiation must be in scholastic good standing per the chapter's Bylaws and Standing Rules (BLSR) to participate in Initiation. No woman should be pledged who does not meet the scholastic requirements for Initiation at the time of the bid acceptance.

## **Scholastic Requirements**

All chapters are expected to meet the following Fraternity scholastic standards:

- Submit individual chapter member grades in Anchorbase by October 1 for the previous spring and summer terms, February 15 for the previous fall term, and if applicable, April 15 for the previous winter term.
- Create a Scholarship Enrichment Program under the direction of the director of scholarship or vice president: member education with the assistance of the scholarship committee.
- Follow Standard and Automatic Honor Board procedures for all members and new members who do not maintain scholastic good standing as outlined in the chapter's Bylaws and Standing Rules (BLSR).

## **Social Media**

Please see the [Social Media Policy](#).

## **Statement on Inclusivity**

Please see the [Positional Statement on Inclusivity](#).

## **Statement of Obligation**

A new member shall sign the Statement of Obligation during the second week of the New Member Pursuit.

## **Travel and Events**

Please see the [Travel and Event Policy](#).

## **Unaffiliated Transfer/Financial Obligations**

An unaffiliated transfer assumes the full responsibilities for financial obligations and observance of chapter and campus rules related to the privileges which are extended to her. She is under the jurisdiction of the chapter management team with respect to all matters pertaining to the privileges extended to her.

## **Unaffiliated Transfer/Participation**

A collegiate chapter may extend to an unaffiliated transfer student the privileges of membership and invite her to chapter meetings, recruitment functions and programs with the following exceptions:

- She may not attend chapter membership selection meetings during recruitment.
- She may not have a voice or vote in chapter meetings.
- She may not be extended the privilege to live in the chapter house until all members and new members have the opportunity for accommodation in the chapter house.
- She may not hold office.

## **Unaffiliated Transfer/Per Capita Dues**

According to the Fraternity Constitution (Article VI., Section 4A), the unmarried, unaffiliated, undergraduate member who transfers to an institution where there is a collegiate chapter of Delta Gamma remains a collegiate member responsible for the payment of unaffiliated per capita dues. She pays them directly to Executive Offices.

## **Unaffiliated Transfer/Supervision**

An unmarried, unaffiliated or undergraduate member who transfers to an institution where there is a collegiate chapter of Delta Gamma is supervised by the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator who guides that chapter. Her behavior may be reviewed by the Honor Board of that chapter.

## **University/Conflicts**

Any conflict between the Constitution, policies and procedures of the Fraternity, and the rules and regulations of college administrations and/or College Panhellenics shall be referred to Council through the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator. Only Council shall have the authority to take actions with respect to these inconsistencies.

## **University/Cooperation**

Collegiate chapters are expected to cooperate with the rules and regulations of college administrations and/or college Panhellenics insofar as this is possible within the Constitution, policies and procedures of the Fraternity.

## **Whistle Blower Policy**

### Definition and Scope

A whistleblower as defined by this policy is an employee or volunteer of Delta Gamma Fraternity (the Fraternity) who reports an activity that he/she reasonably believes to be illegal or a violation of adopted policies of the organization. Examples of such activities include, but are not limited to misappropriation of assets (i.e. theft of cash or inventory), fraudulent financial reporting of revenues or expenses, and questionable accounting or auditing matters of the organization.

### Reporting Concerns

If an employee or volunteer has knowledge or concern of an activity that he/she reasonably believes to be illegal or a violation of Fraternity policy, he/she should report such matter as follows: employees contact the Executive Director, volunteers contact the Fraternity President and employees or volunteers having a concern related to accounting or reporting matters should contact the Council Treasurer. (The specific employee Whistleblower policy is housed in the employee handbook.)

### Confidentiality

To the extent possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

## Preventing Retaliation

No employee or volunteer who in good faith reports a violation of a law or Fraternity policy shall suffer harassment, retaliation or adverse employment consequence. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

## Investigation

The Fraternity President, Executive Director, or respective member of Council will acknowledge receipt of the reported or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

### *PROCEDURES FOR ACCOUNTING AND AUDIT-RELATED ETHICS COMPLAINTS*

Delta Gamma Fraternity ("Fraternity") is committed to complying with all applicable laws and regulations regarding accounting, accounting standards, and accounting controls ("Accounting Matters"). The Fraternity Finance Committee and ultimately the Board of Directors (otherwise referred to as the "Council") is responsible for ensuring the appropriate treatment of complaints related to Accounting Matters. Therefore, the Council has adopted the following procedures. These procedures are for:

- The receipt retention and treatment of complaints regarding Accounting Matters; and
- The confidential anonymous submission of complaints regarding questionable accounting or auditing matters. Any person can submit a complaint regarding Accounting Matters without fear of dismissal or retaliation of any kind.

## Receipt of Complaints

- To report a complaint regarding Accounting Matters use one of the following methods:
  - o Use the Open Door. The open door is the most direct way to voice any concern to a supervisor. If you believe your immediate supervisor is involved in the misconduct, report the misconduct to the next level of management believed not to be involved. Or Contact the Fraternity President or Executive Director (contact information may be found on-line at [www.deltagamma.org](http://www.deltagamma.org))

- Information relating to anyone making a complaint regarding Accounting Matters will remain confidential. The identity of anyone reporting a complaint will remain anonymous; to the extent the reporting person does not identify him or herself in the communication.
- If you reasonably suspect any impropriety regarding an Accounting Matter, you should report what is suspected. Proof is not required to raise an issue. Examples of impropriety include, among other things:
  - Fraud or intentional error in the preparation, evaluation, review or audit of any financial statement, tax return or other financial report of the Fraternity, Fraud or intentional error in the recording and maintaining of financial records of the Fraternity
  - Deficiencies in or non-compliance with the Fraternity's internal accounting controls
  - Misrepresentation or false statements to or by an employee or an accountant regarding a matter contained in the financial records, financial statements, tax returns or other financial reports of the Fraternity
  - A deviation from full and fair reporting of the Fraternity's financial condition
  - Taking any action to coerce, manipulate, mislead or fraudulently influence the Foundation's external auditor in any way that would render the Fraternity's financial statements materially misleading

#### Treatment of Complaints

- When complaints (including anonymous complaints) that primarily relate to Accounting Matters are made, they will be referred to the Finance Committee of the Council
- The Finance Committee will oversee the prompt and thorough investigation of all complaints. All complaints, if substantiated, will be resolved through appropriate corrective or disciplinary action. Due to the anonymous nature of some of the complaints, a person who reports a suspected violation may not be informed of the results of an investigation.
- Upon receipt of a complaint, the Finance Committee will determine whether the complaint relates to Accounting Matters and, if not anonymous, acknowledge receipt of the report.
- The Finance Committee will promptly review, analyze and investigate each complaint as it may deem appropriate
- The Finance Committee will summarize each complaint and the actions take in response thereto, if any, and provide the summary reports on a quarterly basis (or more often as needed or requested) to the Council

- If a complaint involves a member of Council, the Fraternity President or Treasurer the Finance Committee must report the complaint and actions take in response thereto, if any, to the Council as soon as practicable
- The Finance Committee has the power to take any appropriate action including, among other things, to:
  1. refer the matter to the full Council;
  2. further investigate the matter;
  3. direct that further internal investigation to be conducted; or
  4. retain outside counsel, accountants or other third-party advisors to investigate.

#### Reporting and Retention of Complaints and Investigations

- The Finance Committee will report to the full Council periodically the results of investigations, if any, or, if the Finance Committee deems appropriate, the details of pending investigations.
- Retention of Complaints: The Finance Committee will track and retain all complaints received, whether or not they relate to Accounting Matters, and report on them periodically to the Council for review. The Finance Committee will also track and retain the resolutions of complaints relating to Accounting Matters and report on them periodically to the Council for review.

(08-09)