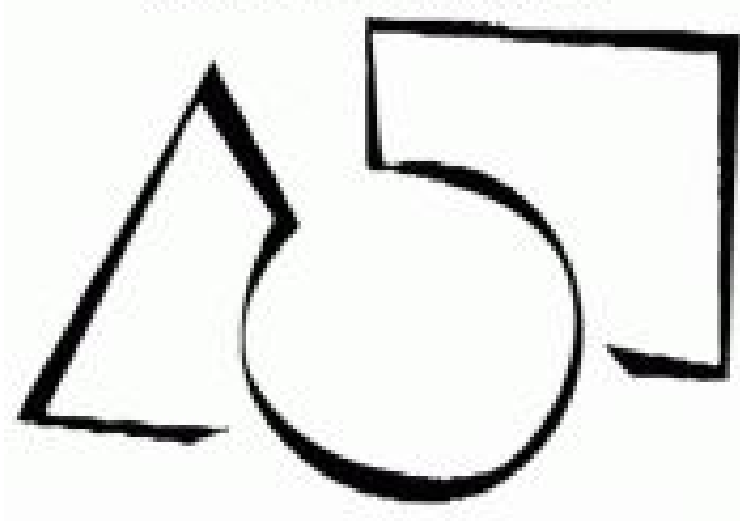


# Delta Phi Epsilon



Delta  
Epsilon  
Chapter  
By-Laws

Delta | Phi | Epsilon  
Dedication | Pride | Excellence

## DELTA PHI EPSILON INTERNATIONAL SORORITY BY-LAWS FOR DELTA EPSILON CHAPTER

### ARTICLE I

#### OBJECTIVE

The name of this organization shall be DELTA PHI EPSILON, Delta Epsilon Chapter, located at Drexel University, Philadelphia, PA, whose purpose is to foster and promote the ideals and principles of the Delta Phi Epsilon International Sorority, whose Constitution, by-laws, policies and procedures, as amended and supplemented, are hereby adopted and incorporated herein by this reference, and made a part hereof as though more fully set forth herein.

### ARTICLE II

#### MEMBERSHIP

- A. A member in good standing: Any woman who is a duly initiated member in accordance with Article I of the Chapter Constitution, who is of good moral character and fitness, participates regularly in Chapter activities, and is in compliance with all standards of academic performance, financial responsibility, conduct, and other requirements set forth in the Constitution of Delta Epsilon Chapter, the Delta Phi Epsilon Sorority International Constitution, by-laws, rules, policies and procedures as amended and supplemented.
- B. An active member: Any initiated member of Delta Phi Epsilon who is fully matriculated undergraduate student at Drexel University.
- C. An honorary member: Any woman who is not a member of another NPC sorority and has been selected for her contributions to Delta Phi Epsilon or has distinguished herself to the Delta Epsilon Chapter for either her academic, social or philanthropic accomplishments or for benefactions to mankind, who has been initiated as an honorary member after approval by the Delta Phi Epsilon International Executive Council.
- D. An alumnae member: Any initiated member who is in good standing with the Delta Epsilon Chapter and the Delta Phi Epsilon International Sorority, who has ceased to be an active member due to her collegiate graduation or other circumstances only as permitted by Delta Phi Epsilon International Sorority; provided however that an alumni member's participation in Chapter activities shall be on a voluntary basis as time permits.
- E. An inactive member: Any new or initiated member may be granted Inactive member status as per the member's request provided she is in good academic and fiscal standing, pending she currently does not face probationary measures or sanctions imposed by the Delta Epsilon Chapter Standards board. Her request must be submitted by the deadlines set forth by the Delta Epsilon Chapter Leadership Team and must be approved by that Leadership Team.

ARTICLE III  
INVITATION TO MEMBERSHIP

- A. A potential new member shall be tendered a bid by closed ballot, in accordance with the bidding requirements of the Delta Epsilon Chapter, and the Delta Phi Epsilon International Constitution, by-laws, policies and procedures, as amended and supplemented. A quorum of two thirds of the members listed on the active member's roster for the designated term of recruitment must be present for the proceedings.
  - a. In the event that a new member denies bid to membership before pinning, the Leadership Team shall select candidates from the Delta Epsilon Chapter Wish List. At least two members of LT will interview the potential new member (s). After this process, the women will be presented to the chapter to be voted on according to the provisions above.
- B. After a bid is accepted, the new member fee is received and the completion of the new member ceremony, the potential new member shall be a full new member of the Delta Phi Epsilon International Sorority and shall wear the purple triangle recognition pin as such.
- C. The orientation period for new members shall be a maximum of six weeks and shall not include finals or term break weeks.
- D. New member membership shall not be rescinded nor shall the training period be renewed except after the International Executive Council has received full advice of such intentions and has signified its assent.
- E. At the expiration of the stipulated period, provided the new member has successfully completed all requirements during the training period in accordance with the policies and procedures of the Delta Phi Epsilon International Sorority as adopted by the Delta Epsilon Chapter, the new member shall be formally initiated as a member of the Delta Epsilon Chapter of the Delta Phi Epsilon International Sorority, in accordance with the Ritual of this Sorority, thereby becoming a member for life provided she remains a member in good standing.
- F. An initiate shall pay all initiation and publication fees directly to the Delta Epsilon Chapter via BillHighway online payment system.
- G. The sorority pin may only be confiscated by or returned to the Delta Epsilon Chapter, Delta Epsilon International Sorority or the Drexel University Office of Greek Life in accordance with the general provisions and policies of the Delta Phi Epsilon International Sorority by-laws and policy manual.

ARTICLE IV  
INVITATION TO HONORARY MEMBERSHIP

- A. The prospective honorary member shall be tendered a bid in the same manner as provided in Article III, Section A, of the Delta Epsilon by-laws and shall be initiated according to the Ritual of this Sorority.
- B. An honorary member shall not pay any initiation fees or dues and assessments nor shall participation in Sorority activities be required. Delta Epsilon Chapter shall pay all fees for honorary membership.
- C. An honorary member shall have full membership privileges except the privilege to vote, and shall be subject to all membership requirements except expressly excluded by the provisions hereof.
- D. All honorary member applications must be approved by the International Executive Council prior to offering membership to that person.

ARTICLE V  
MEETINGS

- A. The order of business at all meetings of the Delta Epsilon Chapter shall be as follows: provided that this order may be suspended at any regular meeting by a two-third majority vote; provided further that at all special meetings only such business shall be transacted as that for which such special meetings shall have been called”
  - a. Opening Prayer
  - b. Roll Call
  - c. Reading of correspondences received on behalf of the Delta Epsilon Chapter
  - d. Report of the Leadership Team given by the President and Vice Presidents
  - e. Unfinished business
  - f. New business
  - g. Good and welfare
  - h. Adjournment
- B. Any initiated active member in good standing of the Delta Epsilon Chapter of the Delta Phi Epsilon Sorority shall have the right, duty, and privilege to attend all meetings; ceremonies and all of other affairs of the Chapter.
- C. All Chapter meetings shall be held in strict confidence. If any member of this Sorority divulges anything transpiring at a Chapter meeting or ceremony of the Delta Epsilon Chapter to a person not a member of this Sorority, such act shall be deemed prima facie grounds for expulsion or such other sanctions as may be applicable.

ARTICLE VI  
QUALIFICATIONS FOR VOTING AT MEETINGS

- A. Every active member in good standing shall have the right to vote at all meetings.
- B. An active member in good standing shall be permitted to vote by proxy under the following conditions:
  - a. She shall present her specific vote in writing and it must be signed.
  - b. She shall only vote on those motions proposed and opened for discussion at the previous meeting, and further provided she was in attendance at the said previous meetings.
  - c. Proxy voting for Team Excellence elections shall not be permitted.

ARTICLE VII  
ELECTIONS

- A. The election of all officers shall be by closed ballot.
- B. Women running for the Leadership Team must have a minimum 2.5 cumulative GPA
- C. All officers shall be elected by a plurality vote of the membership present. A quorum of two thirds of the members listed on the active members' roster for the designated term of elections must be present for the election proceedings.
- D. Nominees must be full time undergraduate members in good standing and shall have been active, initiated undergraduate members of the Delta Epsilon Chapter for at least one full academic term as of the effective date of the commencement of the term of office for which they have been nominated.
- E. Nominations must be opened to the Delta Epsilon Chapter at a regular meeting at least two weeks prior to the election meeting.
- F. A list of the nominees for each position must be presented to the Delta Epsilon Chapter at a regular meeting at least one week prior to the election meeting.
- G. Additional nominations are permitted at the election meeting.
- H. Elections are to be held at least one half of a term prior to the expiration of the form officers' terms, to allow for effective officers' training period.
- I. Names of new officers shall be reported to the Regional Coordinator, Chapter Advisor and Advisory Board, and International Headquarters within 48 hours after elections.

ARTICLE VII  
DUTIES OF OFFICERS

- A. The President shall have the power to:
- a. Call and preside at all Chapter meetings and Leadership Team meetings of this Chapter.
  - b. Cast the deciding vote in the event of a tie vote.
  - c. Establish the parameters of additional teams as she may deem necessary for the proper conduct, administration, and management of the Delta Epsilon Chapter affairs.
  - d. Solemnize and preside at all ritual ceremonies.
  - e. After her signature to all official correspondence, documents and vouchers for the disbursement of Chapter funds.
  - f. Be a member ex-officio to all teams.
  - g. The President shall adhere to all qualifications and duties as outlined and assigned in the Delta Phi Epsilon Team Excellence Manual.
- B. The Vice President Operations: Shall supervise the positions of Director of Finance and Recording Secretary to manage the financial and administrative operations of the Delta Epsilon Chapter. Shall also supervise the Coordinator of Risk Management and Corresponding Secretary. In the event of the removal of the President from office, by her resignations or inability to discharge the powers or duties of the office of President, the Vice President of Operations shall become President of the Delta Epsilon Chapter for the remainder of the pending term of office.
- C. As set forth in the Constitution of the Delta Epsilon Chapter, the following positions shall be recognized as Vice Presidents of the Delta Epsilon Chapter and shall fulfill all duties and responsibilities as per the Delta Phi Epsilon International Sorority Team Excellence guidelines: Vice President Operations, Vice President Programming, Vice President Recruitment, Vice President Membership Development, Vice President Academic Affairs, Member at Large and Vice President House Management.

ARTICLE IX  
ROBERT'S RULES OF ORDER

Robert's Rules of Order shall be the authority on all questions of Parliamentary Law, excepting such rules that may conflict with the provisions of the Constitution and the by-laws.

ARTICLE X  
ALCOHOL POLICY

The Delta Phi Epsilon International Collegiate Member Alcohol Policy as set forth in the Delta Phi Epsilon International by-laws and the policy manual of the Delta Phi Epsilon International Sorority, as set forth by the Drexel University Office of Greek Life and the Drexel University Student Handbook, and by the Commonwealth of Pennsylvania is hereby adopted and

incorporated herein as the alcohol policy of the Delta Epsilon Chapter.

#### ARTICLE XI HAZING POLICY

The Delta Phi Epsilon International Collegiate Member Hazing Policy as set forth by the Delta Phi Epsilon International by-laws, the policy manual of the Delta Phi Epsilon International Sorority, as set forth by the Drexel University Office of Greek Life and the Drexel University Student Handbook, and by the Commonwealth of Pennsylvania is hereby adopted and incorporated herein as the hazing policy of the Delta Epsilon Chapter.

#### ARTICLE XII MEMBERS STANDARDS BOARD

The provisions for a member standards board and for the imposition of sanctions upon chapter members as set forth in the Delta Phi Epsilon International by-laws and the policy manual of the Delta Phi Epsilon International Sorority is hereby adopted and incorporated herein as the provisions for a member standards board and for the imposition of sanctions upon Chapter members of the Delta Epsilon Chapter.

#### ARTICLE XII PROCEDURE FOR AMENDMENT OF THE BY-LAWS

The Delta Phi Epsilon International Collegiate Member procedure for amendment of the by-laws as set forth in the Delta Phi Epsilon International by-laws and the policy manual of the Delta Phi Epsilon International Sorority is hereby adopted and incorporated herein as the procedure for amendment of the by-laws of the Delta Epsilon Chapter.

#### ARTICLE XIV FISCAL POLICIES

##### A. Dues

- a. New Member Fees
  - i. Each new collegiate member shall pay the New Member Fee via Billhighway within 48 hours of account activation. The chapter then shall furnish each new collegiate member with the official purple triangle recognition pin and new member manual upon receipt from International Headquarters.
- b. Initiation Fees
  - i. Each new member shall pay the Initiation Fee 3 weeks prior to Initiation, via Billhighway online payment system of the Delta Epsilon Chapter. The chapter then shall furnish the newly initiated members with a sisterhood badge and a membership certificate, upon initiation; upon receipt of material from International Headquarters.
  - ii. Parlor Fees
  - iii. The money will go into the Chapter's General Account to be used for

matters as approved by the Delta Phi Epsilon Leadership Team.

- c. Term Dues
  - i. New Members- Each new collegiate member shall pay the term fee set by the Leadership Team. The Leadership Team will determine payment plans and due dates based on other financial requirements of the chapter. All payments will be made via the Billhighway online payment system.
  - ii. All Members- Each collegiate member shall pay a yearly fee set by the Leadership Team. This fee will be broken down into multiple payments throughout the year. Payment schedule is to be set by the Leadership Team based on other financial requirements of the chapter. All payments will be made via the Billhighway online payment system.
  - iii. Inactive Members- Each Inactive collegiate member shall adhere to the same payment schedule as the active members of Delta Phi Epsilon. A \$90 credit will be applied to their Billhighway account on the first statement during their inactive term.
- B. Chapter Policies
  - a. Chapter dues for the academic year will be set by the Vice President of Operations by week 10 of the Summer term.
  - b. Dues Policy
    - i. If at any time a member's outstanding balance exceeds \$100, they will be sent to Standards Board.
    - ii. The Vice President of Operations reserves the right to send balances outstanding for over 90 days to a collection agency.
- C. Assessed Fines and Fees
  - a. Unexcused Absence from a Mandatory Event
    - i. Prior to the event, a member must submit a request to the Coordinator or Vice President of the team holding the event or the Recording Secretary, explaining why this absence must occur. The absence is excused only if approved by the Coordinator, Vice President of the team holding the event or the Recording Secretary.
    - ii. In cases where the member does not notify someone of their absence, they will be assessed the proper fine, determined by the Vice President of the team holding the event and collected by Director of Finance.
- D. Chapter Budget
  - a. Members of the Leadership Team must submit their requests prior to the Leadership Retreat for the next year.
  - b. The budget will be created by the Leadership Team at the Leadership Retreat.
  - c. The Finalized Budget will then be presented to the chapter at the first chapter meeting of Fall term and be available for viewing upon request.
  - d. A member must fill out and sign a disbursement request and have it approved by the Director of Finance and VP which it effects in order to be refunded for an event if the total receipt amount is over \$75 dollars.
  - e. If a member of a team needs to spend more than the amount contracted on budget for a particular event, they must get the new amount approved by the VPO prior to making the purchase. The VPO has the power to deny any

Disbursement Request made by a member who spent more than the amount granted.

- f. In order to receive reimbursement, the chapter member must submit their request and receipt within 45 days of the receipt date. Otherwise, the member is not entitled to reimbursement.
  - g. Refunds will be made as a credit to your account, unless otherwise requested in a timely fashion.
  - h. At the end of each term the Director of Finance has the power to use money granted to one team for use of another team to cover any extra costs a team may have occurred.
  - i. Extra money will be rolled over into the next term and at the end of the academic year any remaining money will be placed in the chapter's savings account in the Billhighway online payment system to be used for emergencies.
- E. Senior to Alumnae Contract
- a. In the event a senior cannot pay off her total balance before the Alumnae Pinning Ritual, a Senior to Alumnae contract can be signed and notarized.
    - i. Individual cases must be approved by current Leadership Team
    - ii. Contract serves as a binding agreement between pinned alumnae and Delta Epsilon Chapter
    - iii. In the event of contract is not honored by the alumnae, her remaining balance will be sent to a collections agency.

## ARTICLE XV HOUSING POLICIES

### A. Housing Policy

- a. All members initiated Fall 2016 and henceforth after are expected to live in the house for a minimum of **two terms** by the end of their Junior year.
  - i. These do not have to be consecutive terms.
  - ii. If the house falls below quota at any time during the academic year, the Leadership Team reserves the right to pull leases in order to fill the house of those member who have not fulfilled their housing requirement.

RATIFIED: October 14, 2003, Elizabeth Rockey, President

REVISED: June 20, 2007, Lauren Hiller, VPO & Angel Gilberti, DOF

REVISED: September 17, 2009, Candice Cernera, President; Leadership Team

REVISED: February 26, 2011, Elise Krogman, President; Leadership Team

REVISED: February 9, 2013, Kelsey Halkyer, VPO

REVISED: July 9, 2013, Kelsey Halkyer, VPO

REVISED: November 15, 2016, Leslie Dess, President; Leadership Team

REVISED: February 6, 2018, Sarah Robinson, President

REVISED: July 15, 2018 Julia Martin, President