

COLLEGIATE OPERATIONS MANUAL

2016 Edition

Gamma Phi Beta Sorority

Introduction

The Collegiate Operations Manual is a confidential document to be utilized by all chapter officers, chapter advisors, volunteers and members of Gamma Phi Beta Sorority. It is to be retained by the collegiate chapter president. Refer all questions concerning the Collegiate Operations Manual to your regional coordinator. It is expected that all presidents read this manual in its entirety as it is in the chapter's best interest.

Chapter presidents are expected to share this manual with all officers as well as inform chapter members that it is available for their use. The Collegiate Operations Manual is also available for all officers and members to access electronically on the Gamma Phi Beta website in the Collegiate Resources section.

Supplies listed for each officer in the Officer Responsibilities section include certain pages from the Collegiate Operations Manual. These pages are to be copied and given to the appropriate officers for their working notebook. (All sets of these officer pages from the Collegiate Operations Manual are also found on the Gamma Phi Beta website in the Collegiate Resources section.) All original pages must be retained in the Collegiate Operations Manual so it is intact for future chapter use.

As policies, procedures and responsibilities are updated, new pages will be made available to the chapter president. They are to be inserted in the Collegiate Operations Manual at the appropriate place and outdated pages removed.



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INTERNATIONAL GAMMA PHI BETA BYLAWS

Bylaws

The international Gamma Phi Beta Articles of Incorporation and Bylaws are official governing documents of the Gamma Phi Beta Sorority. They are the highest authority. They were adopted and can be amended only at International Convention by vote of delegates accredited and registered, provided 60-days notice has been given to all chapters. All Sorority procedures and policies outlined in manuals and publications must comply with the Bylaws. Every member is expected to abide by the Gamma Phi Beta Bylaws, which define the structure, operations, officers, funding and objects of Gamma Phi Beta.

Chapter bylaws are governing documents of the local chapter. Each chapter establishes its own, according to model bylaws distributed by the Sorority and as adopted or amended by vote of the chapter. Every member is expected to abide by them and should have a copy.

International Bylaws

- A. Amendments
 1. May be proposed by International Council, a chapter (must be signed by the chapter's administrative vice president), other groups of members and the International Convention body.
 2. Must be submitted to the International President and bylaws chairwoman by October 15 preceding the Convention.
 3. Must be sent to each chapter at least 60-days prior to Convention.
 4. Require a two-thirds vote of delegates at Convention who are accredited and registered.
- B. Requests by others for Gamma Phi Beta Constitution, Bylaws and/or Rules and Procedures
 1. Refer all requests to the international Panhellenic Affairs Vice President. Send a copy to the International President.
 2. All subsequent correspondence will be handled by the international Panhellenic Affairs Vice President, who will inform the chapter of the results.
 3. Inform anyone asking for information that the chapter is unable to fulfill the request, and that it will be handled by the international Panhellenic Affairs Vice President.
- C. All questions regarding interpretation of international bylaws should be referred to the International President or Alumnae Vice President.

Amendments to International Bylaws and Rules and Procedures

1. The International Bylaws may be amended only at Convention by a two-thirds vote of all delegates accredited and registered, provided 60-days notice has been given all chapters. Amendments to these Bylaws may be proposed by International Council, a chapter, other groups of members or a Convention. Amendments proposed by a chapter or other groups of members shall be signed by the administrative vice president of the proposing body. All proposed amendments shall be submitted to the International President and international bylaws chairwoman by October 15 of the year preceding the Convention.
2. The International Rules and Procedures may be amended at any meeting of International Council. Chapters may submit proposed amendments for consideration at any meeting of International Council. Notice of the adoption or repeal shall be sent to all chapters.
3. Proposed amendments to the International Bylaws and/or Rules and Procedures may be sent to the International President or to International Headquarters.
4. The proposed amendments should be in amendment form to avoid misinterpretations. For example:

_____ Chapter proposed that Article ___, Section ___, of the Bylaws (or Rule ___ of the Rules and Procedures) which now read, " _____," be amended to read, " _____."

Signed

Administrative Vice President

Chapter President

Place your current copy of the International Bylaws here.

(If another booklet is needed, download it from the Gamma Phi Beta website
or contact International Headquarters.)



INTERNATIONAL GAMMA PHI BETA RULES AND PROCEDURES

Rules and Procedures

The Gamma Phi Beta Rules and Procedures is the official governing document that supplements the Gamma Phi Beta Bylaws. This document further clarifies and adds detail to policies and principles stated in the Bylaws. As with the Gamma Phi Beta Bylaws, all other procedures outlined in manuals and publications must comply with the details of the Rules and Procedures as well.

The Gamma Phi Beta Rules and Procedures may be amended by International Council. Chapters may submit proposed amendments for consideration at any meeting of International Council. They should be sent, after chapter vote, to the International President by the corresponding secretary. Due dates are listed in the corresponding secretary's responsibilities.

Amendments to International Bylaws and Rules and Procedures

1. The International Bylaws may be amended only at Convention by a two-thirds vote of all delegates accredited and registered, provided 60-days notice has been given all chapters. Amendments to these bylaws may be proposed by International Council, a chapter or a Convention. Amendments proposed by a chapter or leadership conference shall be signed by the recording secretary of the proposing body. All proposed amendments shall be submitted to the International President and international bylaws chairwoman by October 15 of the year preceding the Convention.
2. The International Rules and Procedures may be amended at any meeting of International Council. Chapters may submit proposed amendments for consideration at any meeting of International Council. Notice of the adoption or repeal shall be sent to all chapters.
3. Proposed amendments to the International Bylaws and/or Rules and Procedures may be sent to the International President or to International Headquarters.
4. The proposed amendments should be in amendment form to avoid misinterpretations. For example:

_____ Chapter proposed that Article ___, Section ___, of the Bylaws (or Rule ___ of the Rules and Procedures) which now read, "_____", be amended to read, "_____."

Signed

Administrative Vice President

Chapter President

Place your copy of the International Rules and Procedures here.

(If another booklet is needed, download it from the Gamma Phi Beta website,
or contact International Headquarters.)



INTERNATIONAL GAMMA PHI BETA POLICIES

Policy on Alcohol

The safety of our members and new members is a high priority of Gamma Phi Beta. Gamma Phi Beta, as a member of the Fraternal Information and Programming Group (FIPG), supports and enforces the rules, regulations and stipulations promulgated by the FIPG with respect to alcohol consumption (FIPG.org). In addition, International Council has established the Gamma Phi Beta Alcohol Policy in order to provide chapters with the knowledge and support necessary to make responsible and mature decisions regarding alcohol consumption. This policy is in place to reduce risk for chapters and chapter members.

Gamma Phi Beta's Alcohol Policy (Policy) applies to all collegians, alumnae, parents and guests when at a Gamma Phi Beta event* (including BYOB events* and co-sponsored events*) or on Gamma Phi Beta property.* This Policy shall be supplemented from time to time by the Gamma Phi Beta Alcohol Guidelines found in the Procedures section of Gamma Phi Beta's Collegiate Operations Manual. Terms used in the policy are defined in the Gamma Phi Beta Alcohol Guidelines.

- A. **General Rule.** The possession, use and/or consumption of alcohol during any Gamma Phi Beta event* must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education and the Gamma Phi Beta Alcohol Guidelines.
- B. **Gamma Phi Beta Property.** Alcoholic beverages of any type may not be stored, served or consumed on Gamma Phi Beta property.*
- C. **Chapter Funds.** No chapter funds may be used, directly or indirectly, for the purchase of alcohol.
- D. **Common Containers.** The purchase and/or use of a bulk quantity of alcohol (e.g., kegs) for a Gamma Phi Beta event is prohibited. Beer kegs, punch bowls, pitchers or other common containers of alcohol are prohibited at any Gamma Phi Beta event.*
- E. **Prohibitions.**
 - 1. No alcohol shall be present, consumed or served:
 - a. At any new member program or activity.*
 - b. At any recruitment event or related activity.
 - c. Within 24 hours before and after Initiation, Bid Day or any other ritual activity.
 - d. At any philanthropic or fundraising events at which a Gamma Phi Beta chapter is a sponsor or co-sponsor.
 - e. At any required chapter event.*
 - f. By anyone under the legal drinking age at a Gamma Phi Beta event.*
 - g. To anyone intoxicated at a Gamma Phi Beta event.*
 - 2. Philanthropic and fundraising events may not be held in a bar or tavern.*
 - 3. Chapters may not attend co-sponsored events in a men's fraternity facility unless the event is alcohol-free or the chapter has received a BYOB Event Location Waiver to attend pursuant to the BYOB

provisions of the Gamma Phi Beta Alcohol Guidelines. A BYOB Event Location Waiver may be granted for an academic year and may be renewed annually by submitting a request through BetaBase.

4. Open parties* are prohibited.
 5. Multi-sponsored events* are prohibited.
 6. No member shall permit, tolerate, encourage or participate in “drinking games” at a Gamma Phi Beta event.*
 7. No chapter may co-sponsor an event with any distributor of beer or alcoholic beverages, any brewing company or any tavern.*
 8. Using, promoting, facilitating or encouraging the use of false identification is prohibited at a Gamma Phi Beta event.*
- F. **Underage Drinking.** No chapter members or alumnae, collectively or individually, directly or indirectly, shall purchase for, serve to or sell alcoholic beverages to any person under the legal drinking age of the particular jurisdiction at any Gamma Phi Beta event.* No person under the legal age of drinking shall consume alcohol at a Gamma Phi Beta event.*
- G. **Approval Requirements to Serve Alcohol.** In the event alcohol is served at any Gamma Phi Beta event* it must be (i) pre-approved pursuant to the Gamma Phi Beta Alcohol Guidelines and (ii) in compliance with the Gamma Phi Beta Alcohol Guidelines.
- H. **BYOB Events.** Bring your own beverage (BYOB) events, if permitted, must comply with the Gamma Phi Beta Alcohol Guidelines.
- I. **Co-sponsored Events.** Co-sponsored social function attendees are limited to chapter members and new members of the sponsoring groups. Except in situations where the college or university does not recognize any sororities or fraternities, chapters may not hold events with organizations that are not recognized by the college or university that hosts the chapter.
- J. **Transportation.** Transportation to and from a Gamma Phi Beta event* where alcohol is consumed must be in compliance with the transportation requirements set forth in the Gamma Phi Beta Alcohol Guidelines and the Collegiate Operations Manual.

* Terms used in the Alcohol Policy are defined in the Gamma Phi Beta Alcohol Guidelines in the Collegiate Operations Manual.

Alcohol Policy - Frequently Asked Questions

Frequently Asked Questions

1. Is it okay to wear Sorority letters/insignia while drinking alcohol?

All Gamma Phi Beta members are expected to represent the Sorority positively at all times. When wearing Gamma Phi Beta letters or insignia, this responsibility is heightened as you are a public image of the Sorority for all who come into contact with you. Some chapters set specific guidelines regarding expectations for members while wearing letters or other identifying information. While this is not an international Gamma Phi Beta policy, all chapters are encouraged to adopt such guidelines in their chapter standing rules. It is an expectation that all members adhere to the Gamma Phi Beta Alcohol Policy at all times, regardless of what they may be wearing.

2. Why does the alcohol policy apply to me? I'm 21 and of legal drinking age.

Standards of membership and expectations for conduct exist for all members. The Gamma Phi Beta Alcohol Policy is in place to protect the safety and wellbeing of all members, regardless of age and to protect the Sorority from liability for injuries or damages that may occur to a member or guest at a Gamma Phi Beta event. The alcohol policy applies to Gamma Phi Beta alumnae, too. Gamma Phi Beta recognizes an individual's choice to consume alcohol once they are of legal age to do so. Members of legal drinking age are welcome to consume alcohol responsibly within the parameters of the Sorority's alcohol policy.

3. Why do we need to adopt a resolution concerning the Gamma Phi Beta Alcohol Policy each year?

The vote signifies acknowledgment and understanding of the Gamma Phi Beta Alcohol Policy. By the affirmative adoption of the policy, the chapter accepts responsibility for enforcement the policy locally and indicates the agreement by each member and new member to follow all rules and regulations concerning alcohol.

4. Why is it necessary to consult with advisors and the regional coordinator/sorority coordinator-new chapter prior to serving alcohol?

These alumnae will help determine that all procedures have been followed and all necessary precautions are taken to ensure a successful, safe event and compliance with the guidelines of our international liability insurance policy. Their wide range of experience will be beneficial to the chapter in planning these events.

5. Why do we need to provide transportation to/from the event?

Providing transportation both to and from an event allows the chapter to take significant safety precautions. If alcohol is served at the event, providing and requiring all members and guests to take the provided transportation both to and from an event ensures that no one will be driving while intoxicated. If your chapter is within walking distance to the event venue, providing transportation (or using the designated walker program) ensures that no one is placed in the potentially dangerous situation of walking alone. Additionally, providing transportation to and from the event allows the chapter to monitor who is attending, verify that no one is permitted to come to the event who is intoxicated and ensure that all members and guests are safely escorted back to campus.

6. **Why must we deny admittance to an event if a member or guest is intoxicated?**

An intoxicated person is disruptive and an embarrassment to him/herself, the chapter and Gamma Phi Beta. In addition, Gamma Phi Beta may be held liable in the event of an incident, even though the person acquired the alcohol elsewhere. Anyone who arrives or becomes intoxicated must be immediately driven home by a designated driver or in a cab at chapter expense.

7. **Why can't someone leave the event and be readmitted?**

When an individual leaves an event, the chapter and security measures in place at an event are unable to monitor their activity during the time away from the event. It is possible that an individual may choose to consume alcohol or engage in other risky behavior during the time away from the event. If readmitted, the consequences of their actions while away from the event may pose significant liability to the chapter. For this reason, it is not permissible to allow anyone who leaves an event to be readmitted.

8. **Why do we have to follow the Gamma Phi Beta Alcohol Policy at co-sponsored events? What if the other organization has different policies?**

Gamma Phi Beta, the chapter and individual members can be held liable for any incident occurring at an event co-sponsored by a chapter just as the case may be with sponsored events. The Sorority also supports the efforts of other Greek organizations, including FIPG members, to enforce their policies. Gamma Phi Beta policies likely correspond with the policies of other Greek organizations. When considering co-sponsorship with other campus groups, it is important that the chapter take this into consideration. Before solidifying any co-sponsorship arrangements, take care to discuss policy adherence and be certain that Gamma Phi Beta policies will prevail. If the other organization has different policies, it is the responsibility of the Gamma Phi Betas planning the event to ensure that our policies will be followed. A Gamma Phi Beta chapter may not compromise the Sorority's policies when working with other groups.

Risk Management Policy from FIPG

Gamma Phi Beta has adopted the Fraternal Information and Programming Group (FIPG), Inc. Risk Management Policy (see below). FIPG, Inc. is an organization which provides guidance and educational resources on issues pertaining to Greek risk management and reduction to more than 45 sororities and fraternities who have also adopted the risk management standards outlined below. Many other NPC/NIC organizations are likely also following these same guidelines. Much of what is contained in these guidelines is mirrored by other existing Gamma Phi Beta policies and position statements. All collegiate chapters must review the FIPG Risk Management Policy (below) with their membership as they review Gamma Phi Beta specific policies on alcohol/drugs, hazing and safety. All new and initiated members are to be given a copy of the FIPG policy.

FIPG, Inc. Risk Management Policy (Revised July 2006)

The Risk Management Policy of FIPG, Inc. shall apply to all member men's and women's fraternity entities and all levels of fraternity membership. The policy specifically addresses alcohol and drug usage and social events at which alcohol is present.

Alcohol and Drugs

1. The possession, sale, use or consumption of alcoholic beverages, while on chapter premises, or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or third party vendor guidelines.

BYOB guidelines provide that an individual of legal age may bring one six-pack of 12-ounce beers or one four-pack of wine coolers to an event for personal consumption.

2. Alcoholic beverages may not be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of bulk quantity or common source(s) of alcoholic beverages, for example, kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase for, serve to or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale or use of ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.

6. No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for the purposes of fundraising. A chapter may rent or use a room or area in a tavern as defined above for an event held within the provisions of the policy, including the use of a third party vendor and guest list.
7. No chapter may co-sponsor or co-finance or attend or participate in a function where alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with an alcohol distributor or tavern as defined in this policy.
9. No member or pledge/associate/new member/novice, shall permit, tolerate, encourage or participate in "drinking games."
10. No alcohol shall be present at any pledge/associate/new member/novice program, activity or ritual of the chapter. This includes, but is not limited to activities associated with "bid night," "big brother/little brother events or activities," "big sister/little sister events or activities," "family" event or activities and initiation.

Policy on Auxiliary Groups

Gamma Phi Beta Sorority reaffirms its position and that of the Fraternity Executives Association, members of the National Panhellenic Conference and members of the Interfraternity Conference that auxiliary groups such as, but not limited to, Little Sister and Big Brother groups are not desirable adjuncts to our collegiate chapters. Gamma Phi Beta Sorority does not recognize membership in these auxiliary groups. Chapters of Gamma Phi Beta shall eliminate auxiliary groups.

Concern for the health and safety of our members is a priority for Gamma Phi Beta Sorority. Membership in an auxiliary group can be detrimental to the individual member. Therefore, membership in any auxiliary group shall result in international probation for that member.

Policy on Candles - The Use of Candles and Other Open Flame Devices

Housing Facilities

Candles, incense, halogen lamps/lights, oil burning items and other open flame devices cannot be used in any Gamma Phi Beta housing facility, including, but not limited to, bedrooms and other living areas.

Membership Recruitment Activities, Ritual Activities and Chapter Meetings

Candles and other open flame devices may not be used during any membership recruitment activities, ritual activities, including formal pledging and initiation, Founders Day ceremonies or formal chapter meetings, regardless of location. In the event candles are necessary for a ritual activity, battery operated candles shall be used.

Policy on Drugs – The Use and Possession of Drugs

Federal, state and local laws regarding the use of drugs will be obeyed by all members and new members of Gamma Phi Beta Sorority. Gamma Phi Beta standards of personal conduct prohibit the use and/or possession at any time of any illegal drug and the abuse of prescription drugs. Notwithstanding any state law which may allow prescription use of marijuana, Gamma Phi Beta members may not use, possess and/or cultivate marijuana on Gamma Phi Beta property or at any Gamma Phi Beta event. Any violation of this policy by a member or new member shall be considered cause for immediate disciplinary action by International Council against the member/new member, chapter or both.

Policy on Firearms

There shall be no firearms (guns, pistols or other shooting weapons) or explosives in the possession of any Gamma Phi Beta collegiate member, alumna, visitor, guest or employee on any property owned by, rented by, or used in the name of or occupied in the name of Gamma Phi Beta Sorority, including but not limited to suites, residence hall floors, residence halls, houses or designated areas. This policy does not apply to law enforcement officers or licensed security officers contracted to provide security for a Gamma Phi Beta event.

Policy on the Gamma Phi Beta Badge

The badge shall be retained by the member as long as international disciplinary action (international suspension or membership termination) or resignation of membership does not occur. At such times that international disciplinary action or resignation occurs, the badge shall be returned to International Headquarters.

All initiated members are expected to purchase a Gamma Phi Beta badge. No member is allowed to give, loan or transfer her badge to a man or non-member under any circumstances.

Members are expressly forbidden from selling Gamma Phi Beta badges at any time through any means, including but not limited to electronic auction houses. The badge should be returned to International Headquarters upon the death of a member.

Policy on Hazing and Harassment

Federal, state and local laws regarding hazing and harassment will be obeyed by all members and new members of Gamma Phi Beta Sorority. Gamma Phi Beta views any form of hazing or harassment as contrary to the mission and purpose of the organization. Hazing and harassment in any form is prohibited in any chapter of Gamma Phi Beta Sorority. In accordance with the National Panhellenic Conference, Gamma Phi Beta Sorority defines hazing as any act or behavior whether physical, mental, emotional or psychological, which subjects a person, voluntarily or involuntarily, to abuse, mistreatment, degradation, humiliation, harassment, embarrassment or intimidation, or which may in any fashion compromise her inherent human dignity. This includes bullying and is irrespective of member/new member status. Any violation of this policy by a member or new member shall be considered cause for disciplinary action by International Council against the member/new member, chapter or both.

Policy on the Internet – The Use of the Internet

All members of Gamma Phi Beta Sorority will adhere to all federal, state/provincial, local, college/university, National Panhellenic Conference and Gamma Phi Beta laws, policies and regulations regarding Internet usage. This includes but is not limited to “away messages,” instant messaging and participating in websites and programs such as Facebook, Twitter and LinkedIn. Because the Internet has a worldwide audience, members must understand that they are representing Gamma Phi Beta to the public at all times. Each member is expected to consider carefully any material placed on the Internet. It is incumbent on them to preserve and protect Gamma Phi Beta’s name, image and reputation. This policy applies to all members when Gamma Phi Beta is mentioned.

Policy on Male Visitation

In the interest of safety, there shall be no male visitors in any property owned by, rented by, or used in the name of or occupied in the name of Gamma Phi Beta Sorority, including suites, residence hall floors, designated residence halls, houses or designated areas between 2 a.m. and 8 a.m. There shall be no male visitation in individual rooms or sleeping areas between 12 midnight and 8 a.m.

Visitation Policy – Frequently Asked Questions

The questions and answers listed here are intended to be helpful resources in understanding Gamma Phi Beta's Policy on Visitation. Please note however that complete procedural information is not listed here. For this reason, it is important to read and understand all Gamma Phi Beta policies and procedures in full which apply to this topic.

1. Why can't my brother/father/boyfriend/male friend spend the night at the Gamma Phi Beta house?

The Gamma Phi Beta Visitation Policy is in place to protect the safety, wellbeing and comfort of all members, particularly those living in the chapter housing facility. Our housing facility is promoted as being a safe and comfortable place for women to reside, with male visitors permitted in the manner dictated by the chapter's visitation policy. Although some individuals may be comfortable with male visitors, and certainly most would be comfortable with their own close friend or family member staying in a chapter guest room, we must be cognizant of all members' comfort. Since we purport to offer housing in accordance with our visitation policy, we must uphold this.

2. Our housing facility is within a campus building which permits unrestricted male visitors. Why do we need to follow the Gamma Phi Beta Visitation Policy if our college/university does not require this?

Regardless of the surrounding housing, or the regulations set forth by the institution or building, our designated suite, residence halls or floor is Gamma Phi Beta space. See number one above for more information.

3. Does the visitation policy apply to a (female) friend/cousin/mother/partner/sister?

While the *Policy on Male Visitation* applies only to male visitors, the basic tenants of respect, courtesy for others and adherence to Gamma Phi Beta policies apply to all visitors and guests, regardless of gender. Members should always be considerate of the comfort and privacy of roommate(s) and other members living in the housing facility. Before inviting overnight visitors, members should check with their roommate(s) and others sharing the living space to confirm that they are comfortable with a short-term overnight visitor. Whenever possible, the chapter should host guests in guest quarters. Individual members are responsible for the actions of any and all guests and visitors, and must take care to apprise them of housing rules and norms.

Policy on Personal Conduct

Gamma Phi Beta Sorority, Inc. is a private organization whose members join voluntarily and agree to uphold the governing documents of the Sorority.

Members of Gamma Phi Beta have the responsibility to adhere to the standards of the Sorority. Members may be subject to termination of membership or other disciplinary action if they do not adhere to the standards of conduct expected by the Sorority.

Policy on Personal Dignity

Gamma Phi Beta Sorority dedicates itself to the preservation and development of the self-worth and dignity of each of its members. Every new member and member of Gamma Phi Beta is expected to exhibit high standards of conduct at all times. Chapters of Gamma Phi Beta should examine its members/new members participation in or support of any activity or event (even for philanthropic purposes) which could be considered demeaning or degrading to its members, new members or women in general.

Members and new members of Gamma Phi Beta Sorority shall:

1. Abide by the Policy on the Use and Possession of Alcoholic Beverages and, when of legal drinking age, shall be responsible drinkers.
2. Abide by the Policy on the Use and Possession of Drugs.
3. Conduct themselves at all times through actions, dress and language to reflect the highest standards of womanhood.
4. Abide by the Policy on the Use of the Internet.



INTERNATIONAL GAMMA PHI BETA POSITION STATEMENTS

Position Statement – Alumnae and Alcohol

The collegiate chapters of Gamma Phi Beta Sorority are prohibited from having any alcohol on Sorority property. This includes the personal sleeping rooms as well as the common areas.

It is also understood that any alumnae activity held while on Sorority grounds and/or while in the chapter facility, will abide by these same rules.

For the alumnae activities that are held away from the chapter house, it is critical that the allowance of alcoholic usage be done with extreme caution. A licensed bartender is highly preferred. This applies whether the event is purely social to, that of one that is philanthropic in nature. The use of alcohol should not be used in conjunction with any ritual event.

Caution should be displayed by not giving the impression that the alumnae chapter is in any way charging for and/or selling the alcohol.

Position Statement – Non-Discrimination

The membership of Gamma Phi Beta Sorority shall be composed of women who meet and maintain the Sorority's Core Values.

There shall be no membership discrimination based upon factors such as race, color, national origin, ethnic heritage, religion, disability, age or sexual orientation in any chapter of Gamma Phi Beta Sorority. Males are not eligible for membership.

Members representing Gamma Phi Beta will not participate in activities which are demeaning to another individual's race, color, national origin, ethnic heritage, religion, disability, age, gender or sexual orientation. Gamma Phi Beta recognizes the value of each individual and expects all members to promote integrity, respect and regard for others and appreciation for the worth of all individuals.

Position Statement – Endorsement of Political Candidates

Candidates for Elected Public Office

A chapter of Gamma Phi Beta Sorority shall not publicly endorse any candidate for public office in the name of Gamma Phi Beta. This includes, but is not limited to, written or verbal endorsement of a candidate or placement of signage endorsing a candidate on Sorority-owned property.

Candidates for Campus organizations and Student Government

Members of Gamma Phi Beta Sorority may endorse candidates who are nominated for positions in campus organizations and/or student government.

Position Statement – Greek Councils

Gamma Phi Beta Sorority reaffirms its position and that of the National Panhellenic Conference (NPC) that as soon as two NPC groups have been formed on a campus, a College Panhellenic with its own judicial system must be formed.

Gamma Phi Beta Sorority affirms its support for the concept of Greek Councils as a forum to discuss common issues and concerns on those campuses that require a Greek Council.

Greek Councils are being formed on campuses to take the place of Panhellenic, Interfraternity and National PanHellenic Councils. These Greek Councils may have no appreciation for the challenges and differences of the various subgroups. If a Panhellenic Council is not allowed to form, this could be a violation of federal civil rights laws governing freedom of association. It may also interfere with the existing contractual relationships between NPC and individual members organizations on the campus.

Position Statement – Sexual Responsibility

Gamma Phi Beta Sorority expects each of its new members and members to maintain their sexual integrity. To this purpose, each collegiate chapter of Gamma Phi Beta is encouraged to sponsor or attend annual educational programming in at least one of the following areas:

1. Sex role expectations and relationships
2. Date rape
3. Sexually transmitted diseases
4. Responsible sexual behavior
5. Social conduct which will lead to healthy attitudes and healthy relationships between adults

Additionally, Gamma Phi Beta Sorority is concerned about the safety of members, new members and guests. For this reason, the Sorority discourages the renting of sleeping rooms by members or new members before, during or after sponsored or co-sponsored events.

Position Statement – Sorority Women Participating in Fraternity Recruitment

Gamma Phi Beta Sorority supports the position of other National Panhellenic Conference organizations that there is no place for sorority women in fraternity recruitment.

Gamma Phi Beta feels strongly that potential members should pledge an organization based on the organization's values, programming and members, not because of those helping them recruit.

Position Statement – Unrecognized Organizations

Gamma Phi Beta Sorority is concerned about the health and safety of our members at chapter activities. Consequently, Gamma Phi Beta chapters shall have functions, social events, competitive pairings and activities only with organizations recognized by the respective university administration and the group's inter/national governing body.

In the case where the university does not grant recognition to a Gamma Phi Beta chapter or any other Greek organization on campus, Gamma Phi Beta shall have events only with organizations recognized by their inter/national governing body.



INTERNATIONAL GAMMA PHI BETA

Gamma Phi Beta Sorority

Object, Mission, Vision, Guiding Principles and Core Values

Object

To develop the highest type of womanhood through education, social life and service to country and community. *(Refer to Gamma Phi Beta's Articles of Incorporation, Article III for the complete text.)*

Mission

To inspire the highest type of womanhood.

Vision

We will build confident women of character who celebrate sisterhood and make a difference in the world around us.

Guiding Principles

- We promote lifelong commitment, intellectual and personal growth and service to humanity.
- We perpetuate our heritage as we commit to the growth of our Sorority.
- We foster enduring friendships.
- We advocate ethical behavior, respect, authenticity, accountability and integrity.
- We aspire to excellence in all that we do.

Core Values

- Love (Individual Worth)
- Labor (Service to Humanity)
- Learning (Intellectual Growth)
- Loyalty (Lifetime Commitment)

Creed

Gamma Phi Beta from the past has given
A heritage that makes a fuller life.
Gamma Phi Beta in the present bids
Us strive for lasting values and ideals.
Gamma Phi Beta in the days to come
Will prove that fundamentals can endure.
Therefore we shall embody in our lives
The truths that make for finer womanhood.

Once more we pledge a **loyalty** that means
Adherence to all true and noble things;
A **learning** that enriches all our days
With magic gold that is forever ours;
A **labor** that each hour will glorify
The simple, common task, the common cause;
A **love** that will be strong and great enough
To encompass and to pity all the world.

Convention

Gamma Phi Beta holds a Convention every two years during the even-numbered years. The voting body, which is made up of one delegate from each collegiate and alumnae chapter in good standing in attendance and is weighted in favor of the collegiate influence, elects the International Council and the succeeding nominating committee. The voting body also votes on resolutions and amendments to the Gamma Phi Beta Bylaws. Resolutions passed by the voting body are acted on by International Council or referred to committees for study during the next two years. Action taken is reported to the next biennium's Convention body.

A collegiate chapter is expected to budget adequate funds to send one delegate, an alternate delegate and, if possible, an advisor to Convention. The delegate and alternate delegate must be elected by the chapter prior to submitting their registration for Convention. Many chapters find it beneficial to send additional members as well. An alumnae chapter is encouraged to send a delegate (elected by the chapter) and an alternate delegate (elected by the chapter) to Convention. Any Gamma Phi Beta may attend Convention and participate in all non-voting activities.

Besides business meetings, Convention is a celebration of Gamma Phi Beta sisterhood with the presentation of awards and may include a variety of workshops on chapter programming, leadership development and current issues. Convention is also an opportunity for collegians and alumnae to share ideas on an informal basis, compare experiences and learn how other chapters handle challenges.

Convention Reports are distributed to all Convention attendees. The reports summarize the accomplishments of international officers, professional staff, the Gamma Phi Beta Facilities Management Company and the Gamma Phi Beta Foundation during the past biennium.

The Crescent

The Crescent, Gamma Phi Beta's magazine, has been published continuously since 1900. News about Sorority programs, services and chapter activities is included, as are current Gamma Phi Beta and interfraternal issues, features on individual members and topics of interest to women. A subscription to *The Crescent* is included in the collegiate membership fee, international alumnae dues and Life Loyal membership fees.

In collegiate chapters, *The Crescent* correspondent has the responsibility of submitting articles, information and photographs for publication. It is important that short news items be submitted for each issue, especially because alumnae are interested in keeping up with their chapter.

Submission

Submission deadlines are found in *The Crescent* magazine and on the Gamma Phi Beta website.

Collegiate/Alumnae News

- A. Format
 - 1. Electronic submissions to TheCrescent@gammaphibeta.org are preferred.
 - 2. Include *The Crescent* correspondent's name, telephone number and email address.
- B. Content
 - 1. Submit a one-paragraph synopsis of one event/activity, focusing on:
 - a. Sisterhood.
 - b. Philanthropy.
 - c. Leadership.
 - d. Scholarship.
 - e. Collegiate-alumnae functions.
 - 2. Be specific and include details that made the activity unique; do not include individual names.
 - 3. Be brief – 50 words or less.
 - 4. Do not submit poetry.
- C. Copy the regional coordinator/sorority coordinator-new chapter.
- D. File a copy in the working notebook.

Feature Articles

- Send ideas for feature articles to TheCrescent@gammaphibeta.org before writing the article.
- Short human interest articles may be submitted at any time for consideration by the editorial board.

Photographs

- A. What to submit
 - 1. Action photographs that highlight philanthropic projects, events, prominent sisters and/or sisterhood.
 - 2. Send **only** the one or two best photographs of an event or activity.
- B. Digital photographs are preferred.
 - 1. Email photos to TheCrescent@gammaphibeta.org.

2. Digital photographs must be large, high resolution (300 dpi) and 1 MB in file size or larger – do not copy from Facebook or Instagram; please send the original photo file.
3. Include a photo caption in the email.
- C. Film prints may be used, depending on quality.
 1. Include a document that identifies all subjects with names, chapter and explanation.
- D. Do not submit:
 1. Out-of-focus photographs.
 2. Photographs of poor technical quality or contrast.
 3. Photographs that do not reflect well on the individual, chapter or Sorority.
 4. Photographs picturing cans, bottles, cups or glasses.
 5. Photocopies or newspaper clippings.
- E. Return of photographs
 1. Enclose return postage.
 2. Write "return" and the name and address to whom the photograph should be sent.

Crescent Corner

Gamma Phi Beta's online retail store is CrescentCorner.com. This exclusive retail site for t-shirts, gifts and jewelry offers convenient shopping and quality Gamma Phi Beta merchandise. Crescent Corner is the go-to place for approved, licensed merchandise for recruitment, Bid Day and those special gifts for Gamma Phi Beta members and family. Buying from CrescentCorner.com supports the work of Gamma Phi Beta Sorority. Chapters are expected to use Crescent Corner as their primary vendor for Gamma Phi Beta merchandise.

Crescent Corner also offers custom group orders. Crescent Corner can help with group orders for t-shirts, accessories or favors, for recruitment, philanthropy events, Bid Day, family weekend, homecoming or any other event. Visit CrescentCorner.com or call 303.799.1874 ext. 343 to place custom group orders.

Extension

Collegiate extension is the process through which Gamma Phi Beta acquires new alumnae and collegiate chapters. In the case of collegiate chapters, potential campuses are investigated by International Headquarters professional staff and volunteers.

Whenever there is an existing College Panhellenic at a university, Gamma Phi Beta is only able to extend on that campus with an invitation from the College Panhellenic, as the College Panhellenic must first vote to open for extension.

After Gamma Phi Beta is offered and accepts an invitation to start a new chapter at a college or university, the sorority coordinator-collegiate extension and the extension team conduct an extension recruitment to acquire the initial new member class. In some cases, the members of a local sorority are pledged. Whether by establishing a new chapter or the pledging of a local sorority, these women become the charter members of the new chapter when it is installed. All charters are granted by vote of International Council.

Initiated alumnae members of the local sorority may become alumnae initiates of Gamma Phi Beta when the new chapter is installed. If Gamma Phi Beta starts a new chapter in an area near an alumnae chapter, alumnae members may be asked to sponsor and conduct Sorority education for alumnae initiates.

A collegiate leadership consultant is assigned to work with the new chapter. It is her responsibility to teach the new members Gamma Phi Beta history, policies, procedures, governance and all other facets of a traditional new member program. She also works with the new chapter members in the areas of leadership development, officer responsibilities, chapter programming and in setting up general chapter life.

At the conclusion of the new member period, the International President or another representative of International Council installs the chapter, and a nearby collegiate chapter is asked to conduct the Initiation ceremony.

A sorority coordinator-new chapter supervises the new chapter in much the same way that an established chapter works with the regional coordinator.

Facilities Management Company

The Facilities Management Company's (FMC) professional staff at International Headquarters, managed by the executive director, is responsible for the business operations of the FMC and functions according to the vision and strategic plan set forth by the FMC's Board of Managers.

FMC professional staff performs a variety of tasks, including but not limited to:

- Managing all facility-related projects for new chapters including acquiring and/or building chapter facilities.
- Overseeing local facility advisory board committees (LFAC) of all FMC-owned properties.
- Managing resources for affiliated house corporations and LFACs.
- Managing FMC housing and facilities services program.
- Managing the marketing and communication-related needs of the FMC and FMC-affiliated properties.
- Managing funds for chapters that have never established an AHC.

Gamma Phi Beta Foundation

Mission

The purpose of the Gamma Phi Beta Foundation is to support and inspire the lifelong development of women.

Vision

The Foundation strives to be a premier philanthropic organization that:

- Supports world class leadership education for women of all ages.
- Inspires all members to embrace lifelong giving and service.
- Provides financial assistance to further academic endeavors and mitigate financial challenges due to unexpected life circumstances.

Values

- Advance the mission, vision and values of the Gamma Phi Beta Sorority.
- Practice ethical and transparent stewardship of Gamma Phi Beta Foundation resources.
- Honor Gamma Phi Beta donors and volunteers.
- Advocate lifelong philanthropic engagement.
- Foster and support educational opportunities.
- Empower leaders.
- Treasure and promote lifelong connection to Gamma Phi Beta sisterhood.

The Gamma Phi Beta Foundation, incorporated in 1959, is a 501(c)(3) corporation registered in the state of Illinois to receive tax-deductible gifts. The Foundation provides resources for the Sorority's leadership programs, heightens a lifelong philanthropic commitment among members and supports member education through financial aid programs. Gamma Phi Beta Foundation operates solely from the generous contributions of members, chapters, family and friends to provide the following:

Leadership Development

- Collegiate leadership consultants
- Educational programs such as workshops at Convention
- REAL Leadership Institute
- REAL Leadership Academy
- REAL Leadership Experience
- REAL Leadership Conferences during off-Convention years

For more information about funds available for chapter attendance at leadership development events and programs, contact the Gamma Phi Beta Foundation office or your regional coordinator.

Philanthropic Support

The Foundation is pleased to support the fundraising efforts of our collegiate and alumnae chapters. Since 1959, the Foundation has given more than \$3.1 million to local organizations, including our national philanthropic partners.

Gamma Phi Beta chapters raising funds to support Building Strong Girls must register their philanthropy event in Beta Base within 30 days of the philanthropy event or by May 15, whichever is sooner. Upon completion, print the philanthropy event report with a single check payable to Gamma Phi Beta Foundation and mail to:

Gamma Phi Beta Foundation
PO Box 731699
Dallas, TX 75373-1699

Philanthropy Grants (*Previously Referred to as Supplemental Funds*)

In conjunction with the Foundation, Gamma Phi Beta has simplified the philanthropy grant process. At the end of the 2013-14 fiscal year, the Foundation eliminated the concept of supplemental funds. The Foundation will still use philanthropy-related endowments to support Gamma Phi Beta's national philanthropic partners. Chapters will no longer need to submit a philanthropy grant application; rather, the Sorority will apply for a grant on behalf of all chapters to use the funds from philanthropy-related endowments to complement the funds already being donated to the Sorority's national philanthropic partners. During the grant application process, the Foundation will consider the total amount collegiate and alumnae chapters contribute to national partners and direct a proportionate amount of the endowments to our national philanthropic partners. This new process greatly simplifies the administrative steps of both chapters and professional staff, while still maximizing our philanthropic impact.

Financial Aid

- Scholarships for undergraduate education
- Fellowships for graduate education
- Loyalty grants for financial challenges created by unexpected life circumstances

Scholarships

Requirements to apply for undergraduate scholarships:

- Must have a minimum cumulative GPA of 3.0 on a 4.0 scale.
- Must be a full-time student.
- Must be an initiated member of Gamma Phi Beta and in good standing.

Fellowships

Requirements to apply for graduate fellowships:

- Must demonstrate scholastic achievement and submit proof of acceptance into a graduate program before award check can be disbursed.
- Must be a member in good standing, including payment of \$25 for international alumnae dues. Note: current active senior members attending graduate school in the fall do not need to pay alumnae dues in order to be eligible.

Collegiate and alumnae members of Gamma Phi Beta in good standing are eligible to apply for merit-based and/or financial need-based undergraduate scholarships and graduate fellowships. Foundation financial aid must be applied toward tuition, course-related fees, books or supplies required for course enrollment.

The deadline to apply online for an undergraduate scholarship or graduate fellowship for the following academic year is March 15.

Loyalty Grants

Loyalty grants are need-based grants available to collegiate and alumnae members of Gamma Phi Beta in good standing who are experiencing unforeseen, extreme financial challenges created by a health crisis, natural disaster or other unexpected life circumstances. The Gamma Phi Beta Foundation receives more applications than these funds can support. The amount of the grant will be determined on a case by case basis by the Gamma Phi Beta Foundation Grants Committee. Grant funds may not be used to pay for dues or fees associated with Gamma Phi Beta membership. Applications are confidential and accepted on a continuous basis.

As part of the chapter's scholarship program, the scholarship chairwoman is responsible for providing information pertaining to financial aid available through the Foundation and encouraging members to apply for scholarships and fellowships. For members who face unforeseen challenges, chapter officers need to encourage them to apply for a loyalty grant immediately. Refer to the Foundation section on the Gamma Phi Beta website for more information about the Foundation's financial assistance.

How Can Members Support the Gamma Phi Beta Foundation?

Gamma Phi Beta Foundation is the vehicle through which alumnae, collegiate members and friends of Gamma Phi Beta provide tax-deductible charitable support for areas of greatest need and the Foundation's three initiatives: leadership, philanthropy and financial aid. Contributions to the Foundation provide the margin of excellence to deliver life-changing scholarships, grants, educational and leadership programs, as well as tools and resources to the Sorority's membership.

These contributions enable our sisterhood to serve the world while keeping Gamma Phi Betas joined by the heart.

- **One Heart Campaign:** Gifts to the One Heart campaign preserve the past, inspire the present and endow the future by ensuring the continued growth and ongoing success of Gamma Phi Beta for generations to come.
- **Giving Societies:** The 1874 Society, named for our founding year, recognizes donors who give more than \$1874 annually for the areas of greatest need. The Sisterhood Society recognizes our generous donors under the age of 30 for annual gifts of more than \$187.40.
- **Designated Gifts:** Gifts to benefit a specific program or passion; such as leadership, philanthropy or financial aid. These gifts can include a named endowment for a specific chapter.
- **Recognition Gifts:** Gifts of In Celebration or In Memory of Gamma Phi Betas, family members and friends. Donations of \$25 and greater are listed in *The Crescent*. In addition, the honoree or family receives acknowledgment of the gift.
- **Planned Gifts:** A living legacy to benefit generations of members through estate planning. The Tau Epsilon Pi Society recognizes members who support the Foundation through planned giving.
- **Matching Gifts:** A way to multiply your generosity through your employer's matching gift program.

Questions should be directed to the Gamma Phi Beta Foundation office at International Headquarters by calling 303.800.2890, emailing foundation@gammaphibetafoundation.org or visit the Foundation at GammaPhiBeta.org/Foundation.

International Gamma Phi Beta

International Council

Seven members serve on the International Council: International President, Alumnae Vice President, Collegiate Vice President, Education Vice President, Financial Vice President, Membership Vice President and Panhellenic Affairs Vice President. International Council is legally and fiscally accountable for the well-being of Gamma Phi Beta Sorority and responsible for maintaining the integrity of the organization. They are the visionary body charged with steering Gamma Phi Beta toward a viable future. International Council usually meets four times a year. All chapters may submit business for consideration by sending it to the International President.

Refer to the Sorority's Rules and Procedures for specific responsibilities of each International Council position.

The **International President** presides over all International Council meetings and Convention business sessions, and coordinates the activities of International Gamma Phi Beta. She leads and participates in the planning, monitoring and advancement of the Sorority's mission, vision, strategic plan, goals, policies, rules and procedures at all times. Contacting the membership and publicity releases must be cleared through the International President.

The **Alumnae Vice President** aids in the maintenance of alumnae chapters, develops ways to engage alumnae in Sorority activities and supervises the Alumnae department volunteer leaders and the international awards committee. She acts as International President only in the case of the temporary absence or disability of the International President. The mission of the Alumnae department is to inspire a lifelong connection among sisters by providing relevant opportunities to impact the community and strengthen Gamma Phi Beta.

The **Collegiate Vice President** serves as general director of the collegiate chapters and new chapters, and supervises the Collegiate department volunteer leaders and the international discipline committee. She oversees the development of the collegiate leadership consultant program and chapter development program. The mission of the Collegiate department is to empower collegiate chapters to achieve their highest potential.

The **Education Vice President** is responsible for Sorority programming and leadership development and training. The Education Vice President oversees the creation, implementation and evaluation of all Gamma Phi Beta educational programming, including Personal and Chapter Enrichment (PACE), Fidelity, new member education, scholarship, philanthropy and REAL Wellness.

The **Financial Vice President** informs International Council as to its financial ability to undertake any proposed project. She supervises the financial operations of the international Sorority and makes recommendations for financial improvement. She serves as a member of the Facilities Management Company, and she supervises the Financial department volunteer leaders. The purpose of the Financial department is to educate all members of Gamma Phi Beta, collegiate and alumnae, to the needs and benefits of being financially responsible members to insure the growth of our Sorority.

The **Membership Vice President** maintains overall responsibility for the membership recruitment program of the Sorority, including collegiate extension and recruitment at new and established collegiate chapters. She also oversees and directs the Sorority's public relations efforts of collegiate chapters. She supervises the Membership department volunteer leaders and oversees the development of the special recruitment consultant program.

She interfaces with Sorority Growth professional staff to develop extension prospects and recommends campuses for the pursuit of collegiate extension projects. The purpose of the Membership department is to inspire growth in collegiate membership, to train volunteers on effective public relations and recruitment strategies and to develop resources which promote Sorority growth and preserve brand image.

The **Panhellenic Affairs Vice President** represents the Sorority at all sessions of the National Panhellenic Conference (NPC). She serves as a liaison between the Sorority and National Panhellenic Conference and serves on NPC committees as assigned by NPC. She represents the Sorority in all Panhellenic and interfraternal relationships and advises chapters on Panhellenic affairs. She also supervises the Panhellenic department volunteer leaders. The purpose of the Panhellenic department is to educate all members of Gamma Phi Beta, alumnae and collegians, to value and promote the ideals of the Panhellenic movement and to encourage members to assume leadership roles in Greek organizations.

Sorority Directors and Coordinators

The role of sorority directors and sorority coordinators within each Sorority department is to serve the needs of the regional teams, collegiate chapters and alumnae chapters in given areas of expertise. As such, they provide support, training and developmental assistance on both a planned and as-needed basis. They are charged with the development and assessment of manuals, programs, departmental plans and training in their area of expertise. Under normal operations they are not expected to make chapter visits (as that is the role of the regional team members); rather, they provide background, informational and experiential support directly to the regional teams based on their area of expertise. Each regional coordinator specialist has a sorority director to use as support for her regional team duties in that given area.

Regional Teams

Gamma Phi Beta's geographical alignment consists of a regional structure composed of eight geographic regions led by a team of volunteer leaders consisting of a regional director and a team of regional coordinators. This structure encourages broad-based collaboration between collegiate chapters, alumnae chapters, affiliated house corporations, volunteers and International Headquarters professional staff in order to focus on the overall health of each collegiate and alumnae chapter within the region. Collegiate chapters and affiliated house corporations will have an assigned regional coordinator trained to handle general issues in all department areas as their supervising volunteer. They will also experience the benefit of support from their regional team members trained in specialty areas and knowledgeable about each region's strengths and weaknesses. Each regional team will formulate a regional plan to address every chapter's opportunities and to further strengthen and promote Gamma Phi Beta within their region.

Each regional team will consist of a team of regional coordinators. Regional coordinators will report to a regional director. Generally, each regional coordinator will be responsible for approximately two to three collegiate chapters, and two to three affiliated house corporations. Each regional coordinator will also be a specialist in one of the following areas:

- Regional coordinator-advisors (RC-Ad)
- Regional coordinator-education (RC-E)
- Regional coordinator-financial (RC-F)
- Regional coordinator-Panhellenic (RC-PH)
- Regional coordinator-public relations (RC-PR)

- Regional coordinator-recruitment (RC-R)
- Regional coordinator-at-large

Regional Directors

Regional directors are responsible for coordinating the support activities and assignments of regional team members and for ensuring the healthy operations of the alumnae and collegiate chapters and affiliated house corporations within their region. Regional directors will ensure that each group receives the support required to thrive and comply with Gamma Phi Beta policies and procedures. The regional directors as a group are responsible for managing the operations of the Sorority's alumnae and collegiate chapters and affiliated house corporations. They will coordinate their activities during the year and meet annually for in-depth planning and reporting to International Council.

Regional directors will work with the sorority director-regional operations as their direct report. The sorority director-regional operations will ensure all regional directors are operating according to the goals and objectives of the Sorority as well as the actions plans and goals of each department.

Regional Coordinators

Regional coordinators are the volunteer leaders who have the direct connection to Gamma Phi Beta's collegiate and alumnae chapters and affiliated house corporations. They are charged with the overall health of the region by working together with their regional team to ensure the success of all member groups in their region. Specifically, each regional coordinator will have the dual function of serving as a regional coordinator assigned to a small group of collegiate chapters and affiliated house corporations within the region, as well as serving as a resource for the entire team in a Sorority specialty area. The regional coordinators will have both a hands-on relationship with regional chapters and be able to focus on the entire region in order to support the overall needs of the region in general.

International Headquarters Staff

Under the direction of International Council and the vision of the strategic plan, professional staff and volunteers work together in the following areas to provide programs and services to our collegiate members.

Administration and Chapter Services provide support to our collegiate members in the areas of form and data collection, technology, collegiate leadership consultants, chapter and member discipline and chapter development programming. These services are supported by international Headquarters staff in Administration and Chapter Services.

Education and Events provides support to our collegiate chapters through REAL Leadership, Officer 101 training, Fidelity, new member education and conferences and meetings. These services are provided by International Headquarters Education and Events staff, the scholarship committee, volunteer officer and training and development specialists and the Presentation Team.

Housing and Facilities provides support to our collegiate chapters through FMC Services Program support, oversight and support of local facility advisory committees and support of the Facilities Management Company. These services are supported by International Headquarters housing and facilities staff, the Board of Managers of the Facilities Management Company and Financial department volunteers.

Marketing and Communications provides support to our collegiate chapters in the areas of Moonball, Building Strong Girls and philanthropy, Crescent Corner, branding, and social media. These services and programs are provided by International Headquarters Marketing and Communications staff and volunteer Moonball specialists

Membership and Sorority Growth provides support to our collegiate chapters through recruitment, RFM training, Select-A-Sis, online reference system, new chapter extension and recruitment and the Initiation and installation of new chapters. These services are provided by International Headquarters Sorority Growth staff and Membership department volunteers.

[illegible]

International Headquarters

Gamma Phi Beta's International Headquarters is located in Centennial, Colorado, a suburb of Denver. The facility is a combination of office/conference room space and museum. The professional staff of the Sorority, Foundation and Facilities Management Company (FMC) occupy the office space. The building also houses a museum of historical Gamma Phi Beta artifacts. The Sorority's professional staff at International Headquarters, managed by the executive director, is responsible for the business operations of the Sorority and functions according to the vision and strategic plan set forth by International Council.

Sorority professional staff performs a variety of tasks, including but not limited to:

- Implementing the Sorority's Strategic Plan.
- Managing the corporate business records of the Sorority
- Administering the implementation of policies and programs as directed by International Council
- Handling legal and insurance issues and corporate contracts
- Providing administrative support for International Council
- Providing daily financial transactions and reporting
- Maintaining alumnae chapter, collegiate chapter and affiliated house corporation records
- Collecting information, tracking statistics, processing chapter data and updating Sorority manuals
- Processing badge orders and the care of returned badges
- Managing the delivery of chapter/member supplies
- Maintaining the Sorority's historical archives and museum
- Managing and administering the Sorority's membership database and Beta Base, our chapter reporting system
- Producing *The Crescent* and other publications
- Managing the Gamma Phi Beta website and administering official Gamma Phi Beta social networking platforms
- Coordinating membership mailings and email communications
- Planning and executing Sorority events (e.g., Convention, REAL Leadership Conferences, REAL Leadership Academy, REAL Leadership Experience, REAL Leadership Institute and the Gamma Phi Beta Facilities Conference sponsored by the Facilities Management Company)
- Administering Fidelity, our member education system and creating Sorority programming
- Managing the collegiate leadership consultant program
- Providing chapter management and support to chapters in the Sorority's Chapter Development Program
- Managing the strategic growth of the Sorority including prospecting and supporting extension activities for new chapters and managing recruitment software initiatives for all chapters.
- Managing Billhighway, our collegiate chapters' online financial system.

Refer to the Gamma Phi Beta Facilities Management Company and Foundation pages for information about these specific entities.

**Gamma Phi Beta Sorority
International Headquarters
12737 East Euclid Drive
Centennial, CO 80111-6445
Telephone: 303.799.1874 Fax: 303.799.1876 *GammaPhiBeta.org***

Jeweler, Official

A large selection of Gamma Phi Beta jewelry is available from Herff Jones, Inc., the Sorority's official jeweler and a licensed vendor. Only badge orders are placed through GammaPhiBeta.org. All other jewelry may be ordered through Herff Jones, Inc. via CrescentCorner.com. Herff Jones offers chapter guards, officer dangles, bracelets, necklaces, earrings, lavalieres, pendants, pins, rings, milestone pieces and graduation stoles. Members are encouraged to purchase jewelry through Herff Jones, as jewelry royalties also provide revenues back to Gamma Phi Beta for funding Sorority programs.

Licensing and Licensed Vendors

In order to safeguard appropriate marketing of Gamma Phi Beta's federally registered trademarks and to guarantee quality products, Gamma Phi Beta is a member of a consortium of fraternity and sorority organizations that have entered into a trademark licensing agreement with Affinity Consultants. Affinity Consultants represent Gamma Phi Beta in granting licenses to companies which manufacture merchandise with the Sorority's name, branded logo, Greek letters and coat of arms (crest).

Gamma Phi Beta continues to place a priority on protecting the membership's interests. Through the licensing program, international Gamma Phi Beta has approval rights over all designs which depict Gamma Phi Beta's name, branded logo, Greek letters and crest and all products on which the Sorority's insignia appears (such as t-shirts, Bid Day gifts and any item with "Gamma Phi Beta" on it). Any manufacturer wishing to use Gamma Phi Beta's name, Greek letters, branded logo or crest on merchandise must become licensed prior to selling the Sorority's approved products. Licensed vendors agree to submit all products and designs for approval and to pay royalties. Gamma Phi Beta's goal is to only license companies who are committed to providing quality products to Gamma Phi Beta members.

The Greek Licensed Product Logo



This special Greek Licensed Product logo has been designed for the members of Affinity Consultants. Once a manufacturer has joined the licensing program, all products bearing Gamma Phi Beta symbols will carry the identifying logo from Affinity Consultants. This logo tells members that the Sorority has approved the product and that the company is participating in the licensing program. As informed Gamma Phi Beta consumers, Gamma Phi Beta alumnae and collegians play an essential part in the success of licensing. When purchasing items in a campus bookstore, fraternity/sorority specialty shops or through a catalog, all members should be informed consumers and "look for the logo" as an indication that the product is official Gamma Phi Beta merchandise.

Honor vs Ownership

A member, upon Initiation, earns the honor of displaying any items from licensed vendors, but she does not receive ownership of those marks. Just as a student at the University of Georgia or an employee of Coca-Cola doesn't individually own their marks, neither does an initiated member of a fraternity/sorority. Nor do they have the right to authorize an unlicensed vendor to produce trademarked merchandise.

What Does Licensed Vendor Mean?

Vendors who have agreed to work with Gamma Phi Beta to ensure the proper use of Sorority trademarks and to sell quality merchandise at reasonable prices. Many licensed vendors provide a royalty payment to the international organization in support of educational programs and services.

Who to Contact to Purchase Gamma Phi Beta Merchandise?

There are many ways to shop Gamma Phi Beta!

- Go to CrescentCorner.com.
- Go to the Gamma Phi Beta website at GammaPhiBeta.org and search licensed vendors.
- Go to GreekLicensing.com to view a list of Gamma Phi Beta licensed vendors.
- Some licensed vendors have storefronts and invite members to shop Gamma Phi Beta on location.

Gamma Phi Beta needs all Members to:

- Protect the use of Gamma Phi Beta marks.
- Ensure the quality of merchandise and service associated with Gamma Phi Beta's name.
- Create a competitive market designed to lower product/service prices for members while providing royalty income to support Gamma Phi Beta.

How Can Members Help Protect Gamma Phi Beta's Name?

Gamma Phi Beta depends on all members to help protect Gamma Phi Beta's name. Here's how:

- Purchase Gamma Phi Beta merchandise from CrescentCorner.com.
- Purchase Gamma Phi Beta merchandise only from [licensed vendors](#).
- If members are aware of vendors who sell quality merchandise, invite them to become licensed. Have them contact Gamma Phi Beta International Headquarters at 303.799.1874.
- Visit the campus bookstore and invite the manager to buy officially licensed merchandise.
- If members see Gamma Phi Beta's name and marks being used improperly on merchandise, contact International Headquarters at 303.799.1874 or gammaphibeta@gammaphibeta.org.
- Give chapter items to be produced to licensed vendors for manufacturing. This also includes those items the chapter produces to sell to raise funds for the local chapter.

How Can Local Vendors Become Licensed?

- Direct the vendor to GreekLicensing.com for more information.
- The vendor is responsible for submitting product samples and a marketing plan to Affinity Consultants.
- Affinity Consultants will review the product samples and marketing plan and forward to Gamma Phi Beta International Headquarters for approval.
- The vendor is then notified whether or not they have been approved to be a licensed Gamma Phi Beta vendor.

National Panhellenic Conference

Gamma Phi Beta is one of the seven founding members of the National Panhellenic Conference (NPC), which currently has 26 member organizations. NPC functions as a conference rather than a governing body. The 26 organizations are autonomous Greek-letter societies of college women and include undergraduates and alumnae.

The purpose of NPC is to encourage interfraternal relationships through Alumnae and College Panhellenics, assist collegiate chapters of the NPC member organizations and to cooperate with colleges and universities in maintaining high scholastic and social standards. It is important for each member organization to have an equal opportunity to be successful.

NPC makes recommendations to member organizations on various issues. The NPC Unanimous Agreements are the basis for all NPC actions. These agreements are ratified by the NPC member organizations. The ratification assures that all organizations support the agreements. The Unanimous Agreements can be found in the most recent edition of the NPC Manual of Information. (It is available on the National Panhellenic Conference website at NPCWomen.org.)

NPC meets annually to discuss issues affecting sororities and to conduct business of the Conference. Business is handled through amendments to the Unanimous Agreements, resolutions and recommendations.

The leadership of NPC is rotated among the member organizations. NPC's Executive Committee is comprised of the chairman, vice chairman as well as the Alumnae Panhellenic, College Panhellenic and budget and finance committee chairmen. The rotation order is determined by the date that the member organization joined NPC. The NPC delegate is the person who represents the member group in rotation.

For more information on the National Panhellenic Conference visit NPCWomen.org.

Philanthropy

Gamma Phi Beta has a long history of outstanding philanthropic service and community involvement. The Sorority began its concerted commitment to building resiliency in girls in the 1920s, when its members identified a need to provide city girls an experience giving the inspiration and confidence that camping can offer. Since that time, it has helped young women throughout the United States and Canada find inner strength and develop their own sense of self. Although not founded as a philanthropic organization, philanthropy is just as important for chapters as recruitment and social events.

Some philanthropic projects are fundraisers and others involve service. The chapter should have both and focus as much effort as possible on the Sorority's philanthropic focus, Building Strong Girls.

The philanthropy team, including both volunteers and professional staff, can provide information, ideas and resources to both collegiate and alumnae chapters to help with the planning and implementation of philanthropic events. As an essential component of collegiate chapter life, philanthropy success is reflected in the Order of the Crescent.

The philanthropy team includes:

- Director of Marketing and Communications
- Marketing Manager
- Moonball Specialist-Regions 1 and 2
- Moonball Specialist-Regions 3 and 4
- Moonball Specialist-Regions 5 and 6
- Moonball Specialist-Regions 7 and 8
- Philanthropy Funds Specialist

Gamma Phi Beta's Philanthropic Focus: Building Strong Girls

Gamma Phi Beta brings its philanthropic mission to life through its support of programs that build strong girls. Gamma Phi Beta has formed collaborative relationships with organizations that provide programming supporting our philanthropic mission.

Gamma Phi Beta Signature Philanthropy Event

Moonball

Moonball is an annual philanthropy event hosted by Gamma Phi Beta collegiate chapters that benefits our philanthropic partner, Girls on the Run. Moonball is a kickball, volleyball or basketball tournament event. Additional sports are not approved.

Each chapter is required to host at least one Moonball tournament per academic year. Chapters must host their inaugural Moonball tournament by spring 2018. By utilizing the Moonball Manual-Event Logistics, Moonball Manual-Marketing, Moonball Brand Standards and additional Moonball resources, chapters of all sizes will have the resources available to raise funds to support our philanthropic partner, Girls on the Run. Chapters cannot fundraise for chapter operations.

Gamma Phi Beta Also Promotes Other Activities that Build Strong Girls

Gamma Phi Beta chapters are encouraged to support local organizations and programs that are actively involved in building strong girls. Local organizations offer more opportunities for hands-on volunteering and one-to-one mentoring of girls. We encourage chapter to first volunteer in-person with Girls on the Run Councils, when geographically possible; and to offer to long-distance support to Girls on the Run Councils in need.

REAL Leadership (Responsible, Ethical, Authentic, Lifelong)

Gamma Phi Beta hosts leadership events and programming annually for chapter leaders, advisors, volunteers and alumnae. Each collegiate chapter is expected to annually budget adequate funds covering registration and travel costs to send the designated representatives to all Gamma Phi Beta leadership events and programs.

REAL Leadership is more than educational programming. It's a movement. Gamma Phi Betas are responsible, ethical and authentic lifelong members of an organization comprised of confident women of character who are dedicated to mentoring the next generation of strong girls who become REAL Leaders.

From leadership events at all levels of membership to mentoring programs and education that teaches women to celebrate our unique talents and encourages women supporting women and girls supporting girls, REAL Leadership touches every member at every stage of membership. It's who we are. It's what we do. REAL Leadership is the core of Gamma Phi Beta because REAL Leadership potential is at the core of every member. Some are born with it. Some grow into it. Some mentor others to find it in themselves. Some encourage their sisters to ignite the spark of REAL Leadership potential.

Gamma Phi Beta fosters an environment where every woman, and every girl, can develop and display her gift of REAL Leadership. How do we build REAL leaders? It starts with Building Strong Girls; mentoring young girls and young women to find their confidence, to reach their potential. Building REAL Leaders continues with fostering positive female relationships and ground-breaking, responsible leadership education. REAL Leadership doesn't end when a strong girl becomes a REAL Leader or when a REAL Leader graduates from college. It continues as women raise families, take leaps in their careers, lead teams, give back to their communities and give back to Gamma Phi Beta.

The REAL Leadership Family of Programs

Gamma Phi Beta is dedicated to providing the tools and resources to develop confident women of character – the female leaders of today and tomorrow. We provide leadership training and development through officer development training, at events and conferences and through our in-chapter and online programming. While we are dedicated to these resources, Gamma Phi Beta realizes that leadership development doesn't just happen at events and through required chapter programming. Leadership development should not be limited to just the chapter's executive council. Being a member of Gamma Phi Beta means having access to comprehensive, whole-woman leadership training, programs and opportunities for all members – seven days a week, 365 days a year. The REAL Leadership family of programs includes in-person events, online resources, in-chapter educational training and an interactive forum to share the REAL Leadership movement with the world.

REAL Leadership Academy *(for chapter presidents)*

Specifically tailored for collegiate chapter presidents, the REAL Leadership Academy is a weekend retreat held each spring that includes sessions designed to help our chapter leaders understand and enhance their strengths through workshops, interactive presentations and professional speakers. Chapter presidents leave the REAL Leadership Academy learning to lead with purpose and integrity and equipped with the tools to empower their chapter and members toward a successful school year.

REAL Leadership Conference *(for chapter officers)*

Held in non-Convention years, these region-specific conferences bring small groups of collegiate chapter officers from different chapters together for a weekend of inspiring and interactive workshops, professional speakers, roundtable discussions and unique networking opportunities. The REAL Leadership Conference focus on REAL Leadership development, chapter programming and the exchange of successful ideas between members.

REAL Leadership Experience *(for emerging leaders)*

The REAL Leadership Experience is a retreat-style leadership event modeled after our leadership event for chapter presidents – the REAL Leadership Academy – but developed for emerging leaders ready to take the next step in their leadership journey. The REAL Leadership Experience is a place for emerging leaders to shine, dream big, take chances, examine their innermost selves and learn the principles of REAL Leadership they can apply in their chapters, careers and communities. This leadership event will give hundreds of women the skills and confidence they need to tackle leadership positions and challenges they never dreamed possible.

REAL Leadership Institute *(for volunteers and professional staff)*

The REAL Leadership Institute is an intensive three-day in-person leadership event for Gamma Phi Beta volunteers, professional staff and chapter advisors (when invited). The purpose of this conference is to provide the opportunity to enhance existing talents and develop relevant skills essential volunteering for Gamma Phi Beta. The REAL Leadership Institute is the single biggest and best venue Gamma Phi Beta has to provide thorough, in-person skills development, REAL Leadership training and essential on-the-volunteer-job training to our volunteers and chapter advisors. The event is a balance of in-depth skill-building, reflection, future planning and fun.

REAL Leadership Online

This online resource focuses on leadership as a practice, and provides ongoing and consistent leadership development to both collegiate and alumnae members. Utilizing many interactive media – a blog, resource guides, videos, links to leadership tools and personality assessments – this online initiative is a valuable resource that allows Gamma Phi Beta to contribute to the development of every member, at every stage of her membership experience.

Style Guide

To ensure consistency in Gamma Phi Beta correspondence and writing, it's important that each member follow [Gamma Phi Beta's Style Guide](#). The full Style Guide is available for downloading from the Gamma Phi Beta website.

These content style guidelines have been developed as a foundation to guide writers by providing a set of clear, simple standards for effective writing. This content style guide is to be used as the preferred reference tool by Sorority members and non-members for establishing a cohesive written message about Gamma Phi Beta. These guidelines will aid in developing effective and aesthetically pleasing communications that properly represent the Gamma Phi Beta organization and membership. This guide should be used in conjunction with [Gamma Phi Beta's Brand Standards Manual](#).

While Gamma Phi Beta has adopted the AP Stylebook as an editorial style to follow, this content style guide also includes entries that are unique and specific to Gamma Phi Beta Sorority or Greek-letter organizations in general. These guidelines are referred to as "Gamma Phi Beta style" and may not necessarily agree with guidelines from other sources.

If you have questions or need to confirm acceptable content usage, please contact the [director of Marketing and Communications](#) at Gamma Phi Beta International Headquarters.

Website, International and Chapters

Official Gamma Phi Beta Website

Gamma Phi Beta Sorority's official website, GammaPhiBeta.org, offers a variety of Sorority information, photos, news and resources for members and non-members alike.

Establishing Chapter Websites

Collegiate chapters, alumnae chapters and affiliated house corporations may establish chapter websites. Information pertaining to membership recruitment must be approved by the university's fraternity/sorority advisor and the local Panhellenic, where appropriate. All chapters will have the opportunity to have their website linked from the official international Gamma Phi Beta website. Individual chapter websites should include the approved Gamma Phi Beta colors and identity as outlined in the Brand Standards Manual.

All members are expected to uphold the ideals and purposes of Gamma Phi Beta Sorority. It is important that Gamma Phi Beta websites represent Gamma Phi Beta and fraternity/sorority life with a positive image. The following guidelines have been established for this purpose.

Chapter Website Guidelines

1. Use discretion when determining the appropriate information to add to the website. This includes, but is not limited to, refraining from displaying, disseminating or participating in computer network discussions regarding subject matter containing material that may be considered offensive to others and/or inconsistent with the values of Gamma Phi Beta or the National Panhellenic Conference.
2. Thoroughly research and verify history, facts and information before adding it to the website. Use GammaPhiBeta.org and GammaPhiBetaHistory.org as resources.
3. Update the site regularly. Avoid post-dated information on the site.
4. Use proper grammar and spelling.
5. Do not post photographs that depict alcohol, paddles or inappropriate behavior.
6. Review the Gamma Phi Beta Rules and Procedures, Bylaws and fundraising information as outlined in the Collegiate Operations Manual when including a fundraising project on the website.
7. Do not include Gamma Phi Beta confidential materials including business transactions, ritual or individual chapter business.
8. Do not include names and phone numbers of individual members without prior written approval from that individual.
9. Get a written waiver from anyone included in photographs to be used on the website.

10. List the accomplishments, activities, awards and philanthropic activities of the chapter.
11. Do not include addresses of chapter houses or activities.
12. Include a contact email address for visitors who wish to submit questions or comments.
13. Do not include product endorsements of non-Sorority items or other personal/commercial advertisements on any Gamma Phi Beta website.
14. Do not use Gamma Phi Beta's name, graphics or photographs for personal use, gain or profit.
15. Include links to other sites that promote and uphold the ideals of Gamma Phi Beta which follow the intent of this policy such as the international Gamma Phi Beta website, area Panhellenic councils and colleges/universities.



COLLEGIATE OFFICER RESPONSIBILITIES

Gamma Phi Beta Sorority Chapter President



Job Description

Supervisor: Chapter Advisor

Department: Executive

Revised: July 2016

Specific Responsibilities

The chapter president reports to the chapter advisor who reports to the managing regional coordinator. She is responsible for the following:

A. Position-specific responsibilities

1. Supervise the work of all executive council officers
2. Appoint all appointed officers and committee members, in collaboration with the executive council
3. Work with all executive council officers to set up communication expectations (e.g., office hours, email, phone availability)
4. Conduct executive council hearings, as necessary and submit required Discipline Packet

B. Chapter management

1. Monitor the chapter budget
2. Conduct all ritual services (see Ritual Manual)
3. Work with the administrative vice president and chapter advisor to conduct the entire elections process
4. Ensure all officers are aware of their available resources on the Gamma Phi Beta website
5. Review crisis procedures with the chapter at the beginning of each term. In the event of a crisis, ensure requests for interaction with the media are handled appropriately (see Crisis Procedure in the Procedures section of the Collegiate Operations Manual)
6. Appoint a mentor prior to each chapter business meeting
7. Handle the affiliation procedure, as necessary

C. Operational knowledge

1. Read and have thorough knowledge of the Collegiate Operations Manual
2. With the chapter, review and execute all Gamma Phi Beta Policies (see Policies section)

D. Committee and meeting participation

1. Serve as the chairwoman of the following committees/meetings:
 - a. Chapter meetings
 - b. Executive council meetings
 - c. Final membership selection meeting
2. Serve as a committee member of the following committee/meetings:
 - a. Affiliated house corporation (AHC) or local facility advisory committee (LFAC)
 - b. Reference committee
 - c. Ex-officio member of all chapter committees, except the standards committee
3. Attend the first new member meeting to welcome all new members

4. Meet with the:
 - a. Chapter advisor, weekly
 - b. Regional coordinator/sorority coordinator-new chapter, during her visits
 - c. Collegiate leadership consultant and other international volunteer leaders, during their visits
 - d. Executive council, weekly
 - e. Fraternity/sorority advisor, periodically
 - f. Members who wish to resign, as needed and submit completed resignation forms, as needed

E. International Gamma Phi Beta

1. Review [Beta Base](#) calendar for assigned responsibilities and action items
2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
3. Contact the regional coordinator/sorority coordinator-new chapter for regional and international resources and support, as needed
4. Attend all Gamma Phi Beta-sponsored leadership events and programs, as scheduled
5. Send to Gamma Phi Beta's international Panhellenic Affairs Vice President all questionnaires and requests for chapter bylaws, standing rules, International Bylaws, Rules and Procedures and all notices of violations of university and/or Panhellenic rules and policies
6. Apply for Convention awards during Convention years; seek assistance from your regional coordinator and chapter advisor

Supplies

- A. Collegiate Operations Manual (available via the Gamma Phi Beta website)
- B. President's Ritual Handbook
- C. Ritual Manual
- D. National Panhellenic Conference Manual of Information (available from NPCWomen.org)
- E. Robert's Rules of Order, Newly Revised (available locally)
- F. Working notebook containing:
 1. Information from the Gamma Phi Beta website
 - a. [Chapter President section](#)
 - b. [Additional Resources section](#)
 2. Information specific to this office
 - a. Copy of the Volunteer Leader Directory (available on the Gamma Phi Beta website)
 - b. Copy of the International Bylaws and Rules and Procedures
 - c. Copy of local governing documents (bylaws, standing rules, facility rules, etc.)
 - d. Chapter and executive council meeting agendas
 - e. College or university calendar
 - f. Copies of officer reports submitted to the regional coordinator

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 6-15 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 20 hours/week during the school year
- D. Live-in status (if live-in facility exists): Required

Gamma Phi Beta Sorority Activities Chairwoman



Job Description

Supervisor: Panhellenic Affairs Vice President

Department: Panhellenic

Revised: July 2016

Specific Responsibilities

The activities chairwoman reports to the Panhellenic affairs vice president (PAVP) who reports to the chapter president. She is responsible for the following:

A. Position-specific responsibilities

1. Serve as a member of the Panhellenic Affairs department
2. Monitor the activities budget
3. Promote involvement in campus activities and events at chapter business meetings
4. Encourage members to participate in at least one campus organization, honor society and professional organization, stressing:
 - a. Importance of participation
 - b. Availability to assist them in finding organizations of interest
 - c. Importance of maintaining a balance between academics and activities
5. Encourage members to apply for special honors and awards
6. Feature members and their activities by placing photographs in social media outlets and newsletters
7. Compile a list of members participation in campus activities and organizations once each term, including:
 - a. Activities in which they participate
 - b. Organization to which they belong
 - c. Leadership positions held
 - d. Honors and awards earned
8. Plan and implement an activities recognition event each year or term recognizing members who:
 - a. Have excelled in campus involvement
 - b. Earned honors or awards
 - c. Achieved leadership positions in campus organizations
 - d. Received membership in honor societies and professional organizations
9. Serve as coordinator or the chairwoman of special events (e.g., homecoming, Greek Week, parent's weekend and intramurals)
 - a. Assist chapter chairwoman of special events
 - b. Recruit committee members
 - c. Monitor expenditures
 - d. Give the administrative vice president items to be included in the monthly calendar
 - e. Encourage chapter participation
10. Ensure that chapter awards are appropriately displayed

- B. Operational knowledge
 - 1. Read and have a thorough knowledge of Student Handbook
 - 2. Read and have a thorough knowledge of any campus event-specific rules, policies or procedures (e.g., Homecoming, Greek Week, etc.)
 - 3. With the Panhellenic affairs department, review and execute all Gamma Phi Beta Policies (see Policies section)
- C. Committee and meeting participation
 - 1. Serve as chairwoman of the activities committee
 - 2. Meet with the:
 - a. Panhellenic affairs department, regularly
 - b. Gamma Phi Beta Panhellenic affairs advisor (or chapter advisor if no Gamma Phi Beta Panhellenic affairs advisor exists), periodically
 - c. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
 - d. Collegiate leadership consultant, during her visits
 - e. Special events chairwomen, as scheduled
- D. International Gamma Phi Beta responsibilities
 - 1. Work with the PAVP to review [Beta Base](#) calendar for assigned responsibilities and action items
 - 2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
 - 3. Contact the regional coordinator/sorority coordinator-new chapter for regional and international resources and support, as needed
 - 4. Work with all the appropriate officers to complete the Order of the Crescent Checklist
 - 5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as requested
 - 6. Complete Convention award applications, if applicable

Supplies

- A. Job description
- B. Student Handbook
- C. Campus event-specific rules, policies or procedures (e.g., Homecoming, Greek Week, etc.)
- D. Working notebook containing:
 - 1. Collegiate Operations Manual pages (available on Gamma Phi Beta website):
 - a. Activities
 - b. Alcohol Policy – Guidelines and Procedures for Use
 - c. Committees
 - d. Contracts
 - e. Crescent Corner
 - f. Departments
 - g. Designated Driver/Walker Program pages
 - h. Licensing and Licensed Vendors
 - i. Officer Transitions

- j. Out-of-Town Parties
- k. Sober Monitors
- l. Social Functions
- m. Vendors
- n. Working Notebook
- 2. Information from the Gamma Phi Beta website
 - a. [Panhellenic Affairs Department section](#)
 - b. [Additional Resources section](#)
- 3. Information specific to this office
 - a. Copy of the Volunteer Leader Directory (available on the Gamma Phi Beta website)
 - b. Copy of the International Bylaws and Rules and Procedures
 - c. Chapter evaluation of activity/event

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 0-5 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 5 hours/week during the school year
- D. Live-in status (if live-in facility exists): Recommended

Gamma Phi Beta Sorority Administrative Vice President



Job Description

Supervisor: Chapter President

Department: Executive

Revised: July 2016

Specific Responsibilities

The administrative vice president reports to the chapter president who reports to the chapter advisor. She is responsible for the following:

A. Position-specific responsibilities

1. Serve as a member of the executive council
2. Serve as president in case of the temporary absence or disability of the chapter president
3. Assist the president in her duties, as necessary
4. Work with the chapter president and chapter advisor to conduct the entire elections process
5. Plan, coordinate and ensure all officers participate in the officer transition workshop
6. Ensure all officers complete monthly officer reports
7. Ensure all information due from all chapter officers is submitted via [Beta Base](#)
8. Prepare and distribute a monthly calendar of events
9. Make arrangements for visiting international volunteer leaders
10. Represent the administrative department's interests at executive council meetings and communicate pertinent information back to the department

B. Department management

1. Read and have a thorough knowledge of the duties, responsibilities and policies and procedures of each officer in the Administrative department
2. Supervise the work of all Administrative department officers:
 - a. Corresponding secretary
 - b. Historian
 - c. Parliamentarian
 - d. Recording secretary
 - e. Risk management chairwoman
 - f. Standards chairwoman
3. Monitor the Administrative department budget
4. Assist officers within the Administrative department in maintaining their working notebooks
5. Assist in ensuring that department and officer committee goals and objectives are set and achieved

C. Operational knowledge

1. Read and have thorough knowledge of the Collegiate Operations Manual
2. With the Administrative department, review and execute all Gamma Phi Beta Policies (see Policies section)

- D. Committee and meeting participation
 - 1. Serve as the chairwoman of the Administrative department
 - 2. Serve as a committee member of the following committees/meetings:
 - a. Ex-officio member of all Administrative department committees
 - 3. Meet with the:
 - a. Executive council, weekly
 - b. Administrative department officers , regularly
 - c. Administrative advisor, periodically (or chapter advisor if no administrative advisor)
 - d. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
 - e. Collegiate leadership consultant, during her visits
- E. International Gamma Phi Beta
 - 1. Review [Beta Base](#) calendar for assigned responsibilities and action items
 - 2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
 - 3. Contact the regional coordinator/sorority coordinator-new chapter for regional and international resources and support, as needed
 - 4. Work with all the appropriate officers to complete the Order of the Crescent Checklist
 - 5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as scheduled
 - 6. Complete Convention award applications, if applicable

Supplies

- A. Collegiate Operations Manual (available via the Gamma Phi Beta website)
- B. Robert's Rules of Order, Newly Revised (available locally)
- C. Working notebook containing:
 - 1. Information from the Gamma Phi Beta website
 - a. [Administrative Department section](#)
 - b. [Additional Resources section](#)
 - 2. Information specific to this office
 - a. Copy of the Volunteer Leader Directory (available on the Gamma Phi Beta website)
 - b. Copy of the International Bylaws and Rules and Procedures
 - c. Copy of local governing documents (bylaws, standing rules, facility rules, etc.)
 - d. Chapter and executive council meeting agendas
 - e. College or university calendar
 - f. Copies of officer reports submitted to the regional coordinator

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 6-15 days/year (Convention, other REAL Leadership events and for varying regional needs)
- C. Office: 15 hours/week during the school year
- D. Live-in status (if live-in facility exists): Recommended

Gamma Phi Beta Sorority Collegiate-Alumnae Relations Chairwoman



Job Description

Supervisor: Public Relations Vice President

Department: Public Relations

Revised: July 2016

Specific Responsibilities

The collegiate-alumnae relations chairwoman reports to the public relations vice president (PRVP) who reports to the chapter president. She is responsible for the following:

A. Position-specific responsibilities

1. Serve as a member of the Public Relations department
2. Monitor the collegiate-alumnae relations budget
3. Each term, prepare and send newsletters to the alumnae chapter(s) assisting the chapter, the alumnae of the chapter and local alumnae members living in the area
4. Promote beneficial relations between the chapter and alumnae, examples include:
 - a. Offer services
 - b. Participate and assist alumnae with projects
 - c. Develop an alumnae award program
 - d. PACE programs
 - e. Ritual service
 - f. Alumnae assistance with campus events (e.g., recruitment)
 - g. Solicit recommendations for potential new members during recruitment
5. Work with the chapter's education vice president to plan Senior Celebration
6. Encourage alumnae relationship with chapter
7. Serve as the chapter's liaison with alumnae chapters, parents clubs, alumnae of the chapter and alumnae in the area

B. Operational knowledge

1. With the Public Relations department, review and execute all Gamma Phi Beta Policies (see Policies section)

C. Committee and meeting participation

1. Serve as chairwoman of the collegiate-alumnae relations committee
2. Meet with the:
 - a. Public Relations department officers , regularly
 - b. Public relations advisor (or chapter advisor if no public relations advisor exists), periodically
 - c. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
 - d. Collegiate leadership consultant, during her visits
 - e. Collegiate-alumnae relations committee, as scheduled

D. International Gamma Phi Beta responsibilities

1. Work with the PRVP to review [Beta Base](#) calendar for assigned responsibilities and action items
2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
3. Contact the regional coordinator/sorority coordinator-new chapter for regional and international resources and support, as needed
4. Work with all the appropriate officers to complete the Order of the Crescent Checklist
5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as requested
6. Complete Convention award applications, if applicable

Supplies

- A. Job description
- B. Parent's Club Manual (available via the Gamma Phi Beta website)
- C. Working notebook containing:
 1. Collegiate Operations Manual pages (available on Gamma Phi Beta website):
 - a. Alumna Initiate Program
 - b. Alumna Status
 - c. Alumnae at Collegiate Chapter Events
 - d. Collegiate-Alumnae Relations
 - e. Committees
 - f. Contracts
 - g. Crescent Corner
 - h. Departments
 - i. Licensing and Licensed Vendors
 - j. Officer Transitions
 - k. Parents Club
 - l. Vendors
 - m. Working Notebook
 2. Information from the Gamma Phi Beta website
 - a. [Public Relations Department section](#)
 - b. [Additional Resources section](#)
 3. Information specific to this office
 - a. Copy of the Volunteer Leader Directory (available on the Gamma Phi Beta website)
 - b. Copy of the International Bylaws and Rules and Procedures
 - c. Local alumnae chapter contact information

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 0-2 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 5 hours/week during the school year
- D. Live-in status (if live-in facility exists): Recommended

Gamma Phi Beta Sorority Corresponding Secretary



Job Description

Supervisor: Administrative Vice President

Department: Administrative

Revised: July 2016

Specific Responsibilities

The corresponding secretary reports to the administrative vice president (AVP) who reports to the chapter president. She is responsible for the following:

A. Position-specific responsibilities

1. Handle chapter correspondence including, but not limited to:
 - a. Reading pertinent correspondence received by the chapter at each chapter business meeting
 - b. Writing all correspondence in accordance with chapter wishes
 - c. Send all written invitations to guests and/or alumnae for chapter functions; acceptances and regrets are given to the social chairwoman or other appropriate officer
 - d. Immediately after pledging, assist the new member educator in sending a letter of welcome, along with information prepared by the financial vice president, to parents or guardians of new members (sample letter in New Member Educator Facilitator's Guide)
 - e. Send relevant business, as needed, for consideration by International Council to the International President
 - f. Send relevant business, as needed, for consideration at Convention to the International President by October 15 prior to the Convention year
 - g. Assist the public relations vice president by sending congratulatory and welcome notes
 - h. Work with the public relations vice president to oversee electronic correspondence and postings to the chapter's website, if there is not a chapter webmaster
2. Monitor the corresponding secretary budget

B. Operational knowledge

1. Read and have thorough knowledge of the Collegiate Operations Manual
2. Read and have thorough knowledge of Gamma Phi Beta style guide and brand standards
3. With the Administrative department, review and execute all Gamma Phi Beta Policies (see Policies section)

C. Committee and meeting participation

1. Meet with the:
 - a. Administrative department officers, regularly
 - b. Administrative advisor, periodically (or chapter advisor if no administrative advisor)
 - c. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
 - d. Collegiate leadership consultant, during her visits

D. International Gamma Phi Beta responsibilities

1. Work with the AVP to review [Beta Base](#) calendar for assigned responsibilities and action items
2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
3. Contact the regional coordinator/sorority coordinator-new chapter for regional and international resources and support, as needed
4. Work with all the appropriate officers to complete the Order of the Crescent Checklist
5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as requested
6. Complete Convention award applications, if applicable

Supplies

- A. Letterhead stationery and envelopes, thank you notes and envelopes, stamps (purchase from a licensed vendor, or Gamma Phi Beta's Custom Print Shoppe)
- B. Local alumnae directory (available from the Gamma Phi Beta website)
- C. Working notebook containing:
 1. Collegiate Operations Manual pages (available on Gamma Phi Beta website):
 - a. Brand Standards section
 - b. Contracts
 - c. Correspondence
 - d. Crescent Corner
 - e. Department
 - f. Licensing and Licensed Vendors
 - g. Officer Transitions
 - h. Style Guide
 - i. Vendors
 - j. Working Notebook
 2. Information from the Gamma Phi Beta website
 - a. [Administrative Department section](#)
 - b. [Additional Resources section](#)
 3. Information specific to this office
 - a. Copy of the Volunteer Leader Directory (available on the Gamma Phi Beta website)
 - b. Copy of the International Bylaws and Rules and Procedures
 - c. Copy of local governing documents (bylaws, standing rules, facility rules, etc.)
 - d. College or university calendar
 - e. Copies of officer reports submitted to the regional coordinator

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 0-2 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 5 hours/week during the school year
- D. Live-in status (if live-in facility exists): Not required, but recommended

Job Description

Supervisor: Public Relations Vice President

Department: Public Relations

Revised: July 2016

Specific Responsibilities

The Crescent correspondent chairwoman reports to the public relations vice president (PRVP) who reports to the chapter president. She is responsible for the following:

A. Position-specific responsibilities

1. Serve as a member of the Public Relations department
2. Monitor *The Crescent* correspondent relations budget
3. Submit material to *The Crescent* via International Headquarters; submission deadlines are found on the Gamma Phi Beta website
4. Contact *The Crescent* editor, as necessary

B. Operational knowledge

1. With the Public Relations department, review and execute all Gamma Phi Beta Policies (see Policies)

C. Committee and meeting participation

1. Meet with the:
 - a. Public Relations department officers , regularly
 - b. Public relations advisor (or chapter advisor if no public relations advisor exists), periodically
 - c. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
 - d. Collegiate leadership consultant, during her visits

D. International Gamma Phi Beta responsibilities

1. Work with the PRVP to review [Beta Base](#) calendar for assigned responsibilities and action items
2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
3. Contact the regional coordinator/sorority coordinator-new chapter for regional and international resources and support, as needed
4. Work with all the appropriate officers to complete the Order of the Crescent Checklist
5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as requested
6. Complete Convention award applications, if applicable

Supplies

- A. Job description

- B. Copies of *The Crescent* for the previous school year (four issues)
- C. Working notebook containing:
 - 1. Collegiate Operations Manual pages (available on Gamma Phi Beta website):
 - a. Committees
 - b. Departments
 - c. Officer Transitions
 - d. *The Crescent*
 - e. Style Guide
 - f. Working Notebook
 - 2. Information from the Gamma Phi Beta website
 - a. [Public Relations Department section](#)
 - b. [Additional Resources section](#)
 - 3. Information specific to this office
 - a. Copy of the Volunteer Leader Directory (available on the Gamma Phi Beta website)
 - b. Copy of the International Bylaws and Rules and Procedures

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 0-2 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 2 hours/week during the school year
- D. Live-in status (if live-in facility exists): Recommended

Gamma Phi Beta Sorority Education Vice President



Job Description

Supervisor: Chapter President

Department: Executive

Revised: July 2016

Specific Responsibilities

The education vice president reports to the chapter president who reports to the chapter advisor. She is responsible for the following:

A. Position-specific responsibilities

1. Serve as a member of the executive council
2. Implement Fidelity programs for the chapter
3. Plan and coordinate Senior Celebration Week
4. Plan and coordinate all sisterhood activities
5. Assist the PACE chairwoman in implementing PACE programs for the chapter
6. Assist the new member educator and ritual chairwoman in planning Initiation Week and Initiation
7. Assist the REAL wellness chairwoman in implementing REAL wellness programs for the chapter
8. Plan and coordinate an all-chapter sisterhood retreat within one week of Bid Day
9. Represent the Education department's interests at executive council meetings and communicate pertinent information back to the department

B. Department management

1. Read and have a thorough knowledge of the duties, responsibilities and policies and procedures of each officer in the Education department
2. Supervise the work of all Education department officers:
 - a. Loyalty Circle chairwoman
 - b. New member educator
 - c. PACE chairwoman
 - d. REAL Wellness chairwoman
 - e. Ritual chairwoman
 - f. Scholarship chairwoman
3. Monitor the Education department budget
4. Assist officers within the Education department in maintaining their working notebooks
5. Assist in ensuring that department and officer committee goals and objectives are set and achieved

C. Operational knowledge

1. Read and have thorough knowledge of the Collegiate Operations Manual
2. Read and have a thorough knowledge of the Education Vice President Manual
3. Read and have a thorough knowledge of *A Lifetime of Gamma Phi Beta*
4. Read and have thorough knowledge of university policies and procedures

5. With the Education department, review and execute all Gamma Phi Beta Policies (see Policies section)

D. Committee and meeting participation

1. Serve as the chairwoman of the following committees/meetings:
 - a. Education department
 - b. Senior Celebration Week committee
2. Serve as a committee member of the following committees/meetings:
 - a. Ex-officio member of all Education department committees
3. Meet with the:
 - a. Executive council, weekly
 - b. Education department officers , regularly
 - c. Education advisor, periodically (or chapter advisor if no education advisor)
 - d. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
 - e. Collegiate leadership consultant, during her visits

E. International Gamma Phi Beta

1. Review [Beta Base](#) calendar for assigned responsibilities and action items
2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
3. Contact the regional coordinator/sorority coordinator-new chapter for regional and international resources and support, as needed
4. Work with all the appropriate officers to complete the Order of the Crescent Checklist
5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as scheduled
6. Complete Convention award applications, if applicable

Supplies

- A. Collegiate Operations Manual (available via the Gamma Phi Beta website)
- B. *A Lifetime of Gamma Phi Beta* (Gamma Phi Beta's new member handbook)
- C. *A Lifetime of Gamma Phi Beta Facilitator's Guide*
- D. Education Vice President Manual
- E. Scholarship Manual
- F. Ritual Manual
- G. University student handbook, registered student organization handbook and policies pertaining to social fraternities/sororities
- H. Working notebook containing:
 1. Information from the Gamma Phi Beta website
 - a. [Education Department section](#)
 - b. [Additional Resources section](#)

2. Information specific to this office
 - a. Copy of the Volunteer Leader Directory (available on the Gamma Phi Beta website)
 - b. Copy of the International Bylaws and Rules and Procedures
 - c. Copy of local governing documents (bylaws, standing rules, facility rules, etc.)
 - d. Copies of officer reports submitted to the regional coordinator

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 6-15 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 15 hours/week during the school year
- D. Live-in status (if live-in facility exists): Recommended

Gamma Phi Beta Sorority Facility Manager



GAMMA PHI BETA

Job Description

Supervisor: Financial Vice President

Department: Financial

Revised: July 2016

Specific Responsibilities

The facility manager reports to the financial vice president (FVP) who reports to the chapter president. She is responsible for the following:

A. Position-specific responsibilities

1. Serve as a member of the Financial department
2. Monitor the facilities manager budget
3. Assist the house director and the affiliated house corporation (AHC) or local facilities advisory committee (LFAC) in managing the chapter facility
4. Request permission from the chapter, AHC/LFAC and house director for large non-chapter meetings at the chapter facility
5. Work with the AHC/LFAC regarding housing contracts
6. Present information about needed improvements to AHC/LFAC
7. Coordinate daily facility responsibilities
 - a. Turning off lights and locking outside doors at the end of the day
 - b. Mail distribution
 - c. Informing guests of applicable facility rules
 - d. Keep a record of meals eaten by guests
 - e. Courtesies extended to the house director
 - i. Arrange escorts to dinner, campus events, civic affairs, and religious services when possible
 - ii. Ensure that the house director is acknowledged by a card, gift or other appropriate means on holidays, her/his birthday and at the end of the school year
8. Attend a new member meeting to explain house rules and procedures
9. Mitigate risks at the chapter facility, if applicable, by working with the financial vice president and the risk management chairwoman
10. Enforce chapter standing rules ensuring chapter facility is filled to capacity
11. Ensure emergency procedures are in place
12. Conduct at least two fire drills per year

B. Operational knowledge

1. Read and have a thorough knowledge of the Affiliated House Corporation Manual
2. Be thoroughly familiar with chapter bylaws, standing rules, house rules and International Bylaws and Rules and Procedures (as they affect the chapter)
3. University-owned housing policies and procedures, as applicable
4. With the Financial department, review and execute all Gamma Phi Beta Policies (see Policies section)

C. Committee and meeting participation

1. Meet with the:
 - a. Financial department officers , regularly
 - b. Financial advisor, periodically (or chapter advisor if no financial advisor)
 - c. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
 - d. Collegiate leadership consultant, during her visits
 - e. House director, weekly
 - f. Affiliated house corporation, as scheduled
 - g. House committee, as scheduled
 - h. House rules committee, as scheduled
 - i. New members to explain house rules
2. Serve as chairwoman of the house rules committee to review and recommend revisions in the house rules at the beginning of the school year, or as necessary
3. Serve as the chairwoman of the house committee
4. Serve as the chairwoman of the food committee, if applicable
5. Serve as a member of the affiliated house corporation

D. International Gamma Phi Beta responsibilities

1. Work with the FVP to review [Beta Base](#) calendar for assigned responsibilities and action items
2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
3. Contact the regional coordinator/sorority coordinator-new chapter for regional and international resources and support, as needed
4. Work with all the appropriate officers to complete the Order of the Crescent Checklist
5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as requested
6. Complete Convention award applications, if applicable

Supplies

A. Permanent record for:

1. Attendance
2. Chapter business meeting minutes
3. Executive council meeting minutes

B. Working notebook containing:

1. Job description
2. Collegiate Operations Manual pages (available on Gamma Phi Beta website):
 - a. Affiliated House Corporation
 - b. Committees
 - c. Contracts
 - d. Crescent Corner
 - e. Departments
 - f. Facilities Management Company
 - g. Housing Facilities
 - h. Licensing and Licensed Vendors
 - i. Officer Transitions

- j. Vendors
- k. Working Notebook
- 3. Information from the Gamma Phi Beta website
 - a. [Finance Department section](#)
 - b. [Additional Resources section](#)
- 4. Information specific to this office
 - a. Copy of the International Bylaws and Rules and Procedures
 - b. Copy of local governing documents (bylaws, standing rules, facility rules, etc.)
 - c. Copies of officer reports submitted to the regional coordinator
 - d. College or university housing regulations
 - e. Evacuation map for the chapter housing facility
 - f. Disaster plan for campus and chapter house/members
 - g. House rules
 - h. Affiliated house corporation minutes
 - i. Chapter housing contract (if applicable)
 - j. Correspondence to/from the affiliated house corporation
 - k. Affiliated house corporation address list

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 0-2 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 5-15 hours/week during the school year
- D. Live-in status (if live-in facility exists): Required

Gamma Phi Beta Sorority Financial Vice President



Job Description

Supervisor: Chapter President

Department: Executive

Revised: July 2016

Specific Responsibilities

The financial vice president reports to the chapter president who reports to the chapter advisor. She is responsible for the following:

A. Position-specific responsibilities

1. Prepare the chapter budget, with input from the executive council; receive approval from the regional coordinator/ sorority coordinator-new chapter; and hold a chapter vote to approve the budget and ensure it is properly uploaded into [Beta Base](#) and Billhighway by the due date
 - a. Review the budget regularly and update as needed (particularly at the beginning of each term and following recruitment)
2. Serve as a member of the executive council
3. Ensure all chapter revenue and expenses are recorded in Billhighway
4. Pay all chapter invoices on or before the due date
5. Monitor the chapter finances by using applicable Billhighway reports such as the Budget Variance report and Member Balance report
6. Create member invoices in Billhighway
7. Prepare and distribute member reimbursements (only if receipts are provided to you)
8. At least monthly, update the executive council officer on the financial status of their department; update the executive council on the chapter finances at executive council meetings
9. Inform the membership about all financial obligations
10. Work with any member, as needed, to ensure that she is able to meet her required financial obligations
11. Provide the executive council with information about the financial standing of members
12. Attend the introductory new member meeting to explain financial obligations
13. Prepare a statement of financial obligations to accompany the letter to parents of new members; utilize templates found on the Gamma Phi Beta website
14. Represent the Financial department's interests at executive council meetings and communicate pertinent information back to the department
15. Complete Internal Revenue Service (IRS) Form 990; utilizing a professional tax preparer is recommended
 - a. Send the original to the IRS according to the IRS dates
 - b. Upload a copy of the IRS 990 to [Beta Base](#)

B. Department management

1. Read and have a thorough knowledge of the duties, responsibilities and policies and procedures of each officer in the Financial department
2. Supervise the work of all Financial department officers:

- a. Facilities manager
 - b. Assistant financial vice president
- 3. Monitor the Financial department budget
- 4. Assist officers within the Financial department in maintaining their working notebooks
- 5. Assist in ensuring that department and officer committee goals and objectives are set and achieved
- C. Operational knowledge
 - 1. Read and have thorough knowledge of the Collegiate Operations Manual
 - 2. Participate in annual Billhighway Drive Thru training
 - 3. With the Financial department, review and execute all Gamma Phi Beta Policies (see Policies section)
- D. Committee and meeting participation
 - 1. Serve as the chairwoman of the Financial department
 - 2. Serve as a member of the following committees/meetings:
 - a. Affiliated house corporation (AHC) or local facilities advisory committee (LFAC) as a voting member
 - 3. Meet with the:
 - a. Executive council, weekly
 - b. Financial department officers , regularly
 - c. Financial advisor, periodically (or chapter advisor if no financial advisor)
 - d. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
 - e. Collegiate leadership consultant, during her visits
- E. International Gamma Phi Beta
 - 1. Review [Beta Base](#) calendar for assigned responsibilities and action items
 - 2. Review [Beta Base](#) financial statement for any monies owed to International Gamma Phi Beta
 - 3. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
 - 4. Contact the regional coordinator/sorority coordinator-new chapter for regional and international resources and support, as needed
 - 5. Work with all the appropriate officers to complete the Order of the Crescent Checklist
 - 6. Attend all Gamma Phi Beta-sponsored leadership events and programs, as scheduled
 - 7. Complete Convention award applications, if applicable

Supplies

- A. Collegiate Operations Manual (available via the Gamma Phi Beta website)
- B. Working notebook, updated annually, containing:
 - 1. Information from the Gamma Phi Beta website
 - a. [Finance Department section](#)
 - b. [Additional Resources section](#)
 - 2. Information specific to this office
 - a. Copy of the Volunteer Leader Directory (available on the Gamma Phi Beta website)
 - b. Copy of the International Bylaws and Rules and Procedures

- c. Copy of local governing documents (bylaws, standing rules, facility rules, etc.)
- d. Copies of officer reports submitted to the regional coordinator

C. Administrator access to Billhighway

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 6-15 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 15 hours/week during the school year
- D. Live-in status (if live-in facility exists): Required

Gamma Phi Beta Sorority Historian



Job Description

Supervisor: Administrative Vice President

Department: Administrative

Revised: July 2016

Specific Responsibilities

The historian reports to the administrative vice president (AVP) who reports to the chapter president. She is responsible for the following:

- A. Position-specific responsibilities
 - 1. Serve as a member of the Administrative department
 - 2. Prepare the annual historical record and upload via [Beta Base](#)
 - 3. Maintain the chapter scrapbook, either in hardcopy or an online version
 - 4. Monitor the historian budget
 - 5. Contact the International Historian, as necessary or required
- B. Operational knowledge
 - 1. Read and have thorough knowledge of Gamma Phi Beta style guide and brand standards
 - 2. With the administrative department, review and execute all Gamma Phi Beta Policies (see Policies section)
- C. Committee and meeting participation
 - 1. Meet with the:
 - a. Administrative department officers , regularly
 - b. Administrative advisor, periodically (or chapter advisor if no administrative advisor)
 - c. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
 - d. Collegiate leadership consultant, during her visits
- D. International Gamma Phi Beta responsibilities
 - 1. Work with the AVP to review [Beta Base](#) calendar for assigned responsibilities and action items
 - 2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
 - 3. Contact the regional coordinator/sorority coordinator-new chapter for regional and international resources and support, as needed
 - 4. Work with all the appropriate officers to complete the Order of the Crescent Checklist
 - 5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as requested
 - 6. Complete Convention award applications, if applicable

Supplies

- A. Scrapbook materials
- B. Chapter historical record

- a. Founders Day record
 - b. Photos of chapter activities
 - c. Chapter calendar of events
 - d. Awards chapter received
 - e. Local news publications featuring the chapter or chapter members
- C. Working notebook containing:
- 1. Job description
 - 2. Collegiate Operations Manual pages (available on Gamma Phi Beta website):
 - a. Chapter History
 - b. Committees
 - c. Departments
 - d. Officer Transitions
 - e. Working Notebook
 - f.
 - 3. Information from the Gamma Phi Beta website
 - a. [Administrative Department section](#)
 - b. [Additional Resources section](#)
 - 4. Notes of chapter activities and events, chapter statistics, and information published in *The Crescent*
 - 5. Information specific to this office
 - a. Copy of the International Bylaws and Rules and Procedures
 - b. Copy of local governing documents (bylaws, standing rules, facility rules, etc.)
 - c. College or university calendar
 - d. Copies of officer reports submitted to the regional coordinator

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 0-2 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 2 hours/week during the school year
- D. Live-in status (if live-in facility exists): Not required, but recommended

Gamma Phi Beta Sorority Loyalty Circle Chairwoman



Job Description

Supervisor: Education Vice President

Department: Education

Revised: July 2016

Specific Responsibilities

The loyalty circle chairwoman reports to the education vice president (EVP) who reports to the chapter president. She is responsible for the following:

- A. Position-specific responsibilities
 1. Serve as a member of the Education department
 2. Monitor the loyalty circle chairwoman budget
 3. Supervise and execute the loyalty circle program
 - a. Provide support and ideas to loyalty circle leaders
 - b. Assign new loyalty circles when appropriate for the chapter (semester, annually, etc.)
 - c. Explain to the chapter why we use loyalty circles
 - d. Work with new member educator to ensure initiated members are fulfilling their roles as temporary big sisters
 - e. Assist struggling loyalty circles
- B. Operational knowledge
 1. Read and have thorough knowledge of the Loyalty Circle Program (available in the Collegiate Operations Manual)
 2. With the Education department, review and execute all Gamma Phi Beta Policies (see Policies section)
- C. Committee and meeting participation
 1. Meet with the:
 - a. Education department officers , regularly
 - b. Education advisor, periodically (or chapter advisor if no education advisor)
 - c. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
 - d. Collegiate leadership consultant, during her visits
 - e. Loyalty circle leaders, as scheduled
- D. International Gamma Phi Beta responsibilities
 1. Work with the EVP to review [Beta Base](#) calendar for assigned responsibilities and action items
 2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
 3. Contact the regional coordinator/sorority coordinator-new chapter for regional and international resources and support, as needed
 4. Work with all the appropriate officers to complete the Order of the Crescent Checklist
 5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as requested

6. Complete Convention award applications, if applicable

Supplies

- A. Job description
- B. Working notebook containing:
 1. Collegiate Operations Manual pages (available on Gamma Phi Beta website):
 - a. Committees
 - b. Departments
 - c. Loyalty Circles
 - d. Officer Transitions
 - e. Working Notebook
 2. Information from the Gamma Phi Beta website
 - a. [Education Department section](#)
 - b. [Additional Resources section](#)
 3. Information specific to this office
 - a. Copy of the Volunteer Leader Directory (available on the Gamma Phi Beta website)
 - b. Copy of the International Bylaws and Rules and Procedures
 - c. Listing of each loyalty circle's leader and members

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 0-2 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 2 hours/week during the school year
- D. Live-in status (if live-in facility exists): Not required, but recommended

Gamma Phi Beta Sorority Membership Vice President



Job Description

Supervisor: Chapter President

Department: Executive

Revised: July 2016

Specific Responsibilities

The membership vice president reports to the chapter president who reports to the chapter advisor. She is responsible for the following:

A. Position-specific responsibilities

1. Serve as a member of the executive council
2. Ensure chapter is at Panhellenic Total and/or working to increase membership to achieve Total
3. Plan and coordinate the chapter's recruitment activities
4. Evaluate and assess the previous recruitment to determine what should be adjusted for future success by conducting evaluation of chapter member experience and new members experience as potential new member
5. Plan and coordinate continuous open bidding (COB)
6. Plan and conduct recruitment retreats, recruitment workshops and recruitment school throughout the school year
7. Inform the chapter of all Panhellenic recruitment rules and regulations
8. Work with the collegiate-alumnae relations chairwoman to encourage local alumnae to recommend potential new members and assist during recruitment
9. Inform the affiliated house corporation/local facilities advisory committee, if applicable, of the need to move/remove furnishings during recruitment and the need for any repairs, lawn care or landscaping
10. Inform the house director, if applicable, of all recruitment plans
11. Maintain recruitment statistics
12. Register the chapter for Select-A-Sis each year
13. Represent the Membership department's interests at executive council meetings and communicate pertinent information back to the department

B. Department management

1. Read and have a thorough knowledge of the duties, responsibilities and policies and procedures of each officer in the membership department
2. Supervise the work of all membership department officers:
 - a. Assistant membership vice president(s)
 - b. Day chairwomen
 - c. Song chairwoman
3. Monitor the membership department budget
4. Assist officers within the membership department in maintaining their working notebooks

5. Assist in ensuring that department and officer committee goals and objectives are set and achieved

C. Operational knowledge

1. Read and have thorough knowledge of the Collegiate Operations Manual
2. Read and have a thorough knowledge of the Membership Vice President's Manual
3. Read and have a thorough knowledge of the College Panhellenic Membership Recruitment section of the NPC Manual of Information
4. With the Membership department, review and execute all Gamma Phi Beta Policies (see Policies section)

D. Committee and meeting participation

1. Serve as the chairwoman of the following committees/meetings:
 - a. Membership department
 - b. Membership selection meetings, with the exception of the final membership selection meeting
2. Serve as a committee member of the following committees/meetings:
 - a. Ex-officio member of all membership department committees
 - b. Membership committee (in conjunction with the membership selection process)
 - c. Alumnae reference committee
 - d. Recruitment planning committee
3. Meet with the:
 - a. Executive council, weekly
 - b. College Panhellenic recruitment meetings, as scheduled
 - c. Membership department officers , regularly
 - d. Recruitment advisor, periodically (or chapter advisor if no membership advisor)
 - e. Special recruitment consultant (if applicable), weekly or every other week
 - f. Regional coordinator (or sorority coordinator-new chapter, if applicable), during her visits
 - g. Collegiate leadership consultant, during her visits

E. International Gamma Phi Beta

1. Review [Beta Base](#) calendar for assigned responsibilities and action items
2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
3. Contact the regional coordinator/sorority coordinator-new chapter for regional and international resources and support, as needed
4. Work with all the appropriate officers to complete the Order of the Crescent Checklist
5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as scheduled
6. Complete Convention award applications, if applicable

Supplies

- A. Collegiate Operations Manual (available via the Gamma Phi Beta website)
- B. Membership Vice President's manual

- C. National Panhellenic Conference Manual of Information (available from the Panhellenic section of the Gamma Phi Beta website)
- D. College Panhellenic recruitment bylaws, policies, procedures, and/or rules (available locally)
- E. Working notebook containing:
 - 1. Information from the Gamma Phi Beta website
 - a. [Membership Department section](#)
 - b. [Additional Resources section](#)
 - c. [Brand materials section](#)
 - 2. Gamma Phi Beta Brand Standards Manual (available from the Brand Materials section of the Gamma Phi Beta website)
 - 3. Copies of previous year's recruitment evaluations
 - 4. Information specific to this office
 - a. Copy of the Volunteer Leader Directory (available on the Gamma Phi Beta website)
 - b. Copy of the International Bylaws and Rules and Procedures
 - c. Copy of local governing documents (bylaws, standing rules, facility rules, etc.)
 - d. Copies of officer reports submitted to the regional coordinator

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 6-15 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 15 hours/week during the school year, with significant increase in workload during recruitment planning period, recruitment school, and recruitment
- D. Live-in status (if live-in facility exists): Highly Recommended

Gamma Phi Beta Sorority New Member Educator



Job Description

Supervisor: Education Vice President

Department: Education

Revised: July 2016

Specific Responsibilities

The new member educator reports to the education vice president (EVP) who reports to the chapter president. She is responsible for the following:

A. Position-specific responsibilities

1. Serve as a member of the education department
2. Monitor the new member education budget
3. Order a required copy of *A Lifetime of Gamma Phi Beta* for each new member, and distribute to all new members
4. Compile and distribute local chapter information for the new members (see *A Lifetime of Gamma Phi Beta Facilitator's Guide*)
5. Plan and coordinate Bid Day activities (see *A Lifetime of Gamma Phi Beta Facilitator's Guide*)
6. Plan and coordinate the new member education program (see *A Lifetime of Gamma Phi Beta Facilitator's Guide*)
7. Plan and coordinate Initiation Week (see *A Lifetime of Gamma Phi Beta Facilitator's Guide*)
8. If possible, implement an alumnae Big Sister program
9. Plan and coordinate the Big/Little Sister program, including presenting and following REAL Relationships program
10. Keep the chapter informed of all aspects of the new member education program
11. Inform the chapter about Gamma Phi Beta policies and regulations governing new members (see New Member pages from the Procedures section of the Collegiate Operations Manual)
12. Serve as the liaison between the new member class and chapter
13. Become personally acquainted with each new member
14. Have members and new members evaluate the new member education program
15. Work with the risk management chairwoman to mitigate risks in the new member program (including, but not limited to: Bid Day, Big/Little Sister revealing, Initiation Week and Initiation), such as hazing activities and underage drinking; provide new members with information on how to report hazing

B. Operational knowledge

1. Read and have a thorough knowledge of *A Lifetime of Gamma Phi Beta Facilitator's Guide* and *A Lifetime of Gamma Phi Beta*
2. Read and have a thorough knowledge of the Ritual Manual
3. With the Education department, review and execute all Gamma Phi Beta Policies (see Policies section)

C. Committee and meeting participation

1. Organize and lead all new member meetings
 2. Serve as chairwoman of the new member committee (see *A Lifetime of Gamma Phi Beta Facilitator's Guide*)
 3. Meet with the:
 - a. Education department officers , regularly
 - b. New member education advisor (or education advisor if no new member education advisor), weekly during new member period and periodically during the rest of the year
 - c. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
 - d. Collegiate leadership consultant, during her visits
 - e. New member committee, as scheduled
 - f. New members
- D. International Gamma Phi Beta responsibilities
1. Review [Beta Base](#) calendar for assigned responsibilities and action items
 2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
 3. Contact the regional coordinator/sorority coordinator-new chapter and sorority coordinator-new member education for regional and international resources and support, as needed
 4. Work with all the appropriate officers to complete the Order of the Crescent Checklist
 5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as requested
 6. Complete Convention award applications, if applicable

Supplies

- A. Job description
- B. *A Lifetime of Gamma Phi Beta Facilitator's Guide* (available for purchase via the Gamma Phi Beta website)
- C. *A Lifetime of Gamma Phi Beta* (available for purchase via the Gamma Phi Beta website)
- D. New member pins (available for purchase via the Gamma Phi Beta website) and ribbons (purchased locally), coordinate purchase with the ritual chairwoman
- E. Local chapter information for new members
- F. Working notebook containing:
 1. Collegiate Operations Manual pages (available on Gamma Phi Beta website):
 - a. Alcohol Policy – Guidelines and Procedures for Use
 - b. Committees
 - c. Contracts
 - d. Crescent Corner
 - e. Departments
 - f. Fidelity Programs
 - g. Hazing Definitions and Prevention
 - h. Licensing and Licensed Vendors
 - i. Loyalty Circles

- j. Loyalty Pledge
- k. New Members pages
- l. Officer Transitions
- m. Policies section
- n. Responsibilities of Membership
- o. REAL Relationships
- p. REAL Wellness
- q. Vendors
- r. Working Notebook
- 2. Information from the Gamma Phi Beta website
 - a. [Education Department section](#)
 - b. [Additional Resources section](#)
- 3. Information specific to this office
 - a. Copy of the Volunteer Leader Directory (available on the Gamma Phi Beta website)
 - b. Copy of the International Bylaws and Rules and Procedures
 - c. New member education weekly plans
 - d. Bid Day plans
 - e. Big/Little reveal plans
 - f. Initiation Week plans

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 0-5 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 10 hours/week during the school year, with significant increase in workload during new member education planning period, and from Bid Day to Initiation
- D. Live-in status (if live-in facility exists): Strongly recommended

Gamma Phi Beta Sorority PACE Chairwoman



Job Description

Supervisor: Education Vice President

Department: Education

Revised: July 2016

Specific Responsibilities

The PACE chairwoman reports to the education vice president (EVP) who reports to the chapter president. She is responsible for the following:

- A. Position-specific responsibilities
 1. Serve as a member of the Education department
 2. Monitor the PACE budget
 3. Coordinate the planning and implementation of PACE programs (Refer to PACE Chairwoman Manual)
- B. Operational knowledge
 1. Read and have a thorough knowledge of the PACE Chairwoman Manual
 2. With the Education department, review and execute all Gamma Phi Beta Policies (see Policies section)
- C. Committee and meeting participation
 1. Serve as chairwoman of the PACE committee
 2. Organize and lead all PACE meetings
 3. Meet with the:
 - a. Education department officers , regularly
 - b. PACE advisor (or education advisor if no PACE advisor exists, or chapter advisor if no education advisor exists), periodically
 - c. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
 - d. Collegiate leadership consultant, during her visits
 - e. PACE committee, as scheduled
- D. International Gamma Phi Beta responsibilities
 1. Review [Beta Base](#) calendar for assigned responsibilities and action items
 2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
 3. Contact the regional coordinator/sorority coordinator-new chapter for regional and international resources and support, as needed
 4. Work with all the appropriate officers to complete the Order of the Crescent Checklist
 5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as requested
 6. Complete Convention award applications, if applicable

Supplies

- A. Job description
- B. PACE Chairwoman Manual (available via the Gamma Phi Beta website)
- C. Working notebook containing:
 - 1. Collegiate Operations Manual pages (available on Gamma Phi Beta website):
 - a. Committees
 - b. Departments
 - c. Meeting Schedule
 - d. PACE
 - e. Officer Transitions
 - f. Working Notebook
 - 2. Information from the Gamma Phi Beta website
 - a. [Education Department section](#)
 - b. [Additional Resources section](#)
 - 3. Information specific to this office
 - a. Copy of the Volunteer Leader Directory (available on the Gamma Phi Beta website)
 - b. Copy of the International Bylaws and Rules and Procedures
 - c. List of possible speakers for PACE meetings (e.g., community leaders, professors, campus advisors, etc.)

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 0-2 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 5 hours/week during the school year
- D. Live-in status (if live-in facility exists): Recommended

Gamma Phi Beta Sorority Panhellenic Affairs Vice President



Job Description

Supervisor: Chapter President

Department: Executive

Revised: July 2016

Specific Responsibilities

The Panhellenic affairs vice president reports to the chapter president who reports to the chapter advisor. She is responsible for the following:

A. Position-specific responsibilities

1. Serve as a member of the executive council
2. Serve as an ambassador for Gamma Phi Beta to the College Panhellenic
3. Present Panhellenic matters to the chapter before making commitments or voting for the chapter
4. Serve as a policy maker on behalf of Gamma Phi Beta for the college Panhellenic
5. Represent Gamma Phi Beta chapter at the College Panhellenic meetings and workshops and regional Greek conferences
6. Report regularly to the chapter on all College Panhellenic proceedings and consult chapter members for feedback on the proceedings of the College Panhellenic in order to represent Gamma Phi Beta's wishes to the College Panhellenic
7. Encourage the College Panhellenic to hold an annual campus workshop on a topic of interest to women
8. Encourage chapter members to participate in College Panhellenic activities and committees
 - i. Assist the chapter in achieving the goals as outlined on the Order of the Crescent with involvement on campus and in the Panhellenic community
9. Represent the Panhellenic Affairs department's goals and interests at executive council meetings and communicate pertinent information back to the department

B. Department management

1. Read and have a thorough knowledge of the duties, responsibilities and policies and procedures of each officer in the Panhellenic Affairs department
2. Supervise the work of all Panhellenic Affairs department officers
 - a. Activities chairwoman
 - b. Assistant Panhellenic affairs vice president/junior Panhellenic delegate
3. Monitor the Panhellenic affairs department budget
4. Assist officers within the Panhellenic Affairs department in maintaining their working notebooks
5. Assist in ensuring that department and officer committee goals and objectives are set and achieved

C. Operational knowledge

1. Read and have thorough knowledge of the Collegiate Operations Manual

2. Read and have a working knowledge of the NPC Manual of Information
3. Read and have a working knowledge of the NPC Unanimous Agreements and NPC Resolutions pertaining to College Panhellenics
4. Read and use the College Panhellenic constitution and bylaws
5. With the Panhellenic Affairs department, review and execute all Gamma Phi Beta Policies (see Policies section)

D. Committee and meeting participation

1. Serve as the chairwoman of the Panhellenic Affairs department
2. Serve as a committee member of the following committees/meetings:
 - a. Ex-officio member of all Panhellenic Affairs department committees
 - b. College Panhellenic committees
3. Meet with the:
 - a. Executive council, weekly
 - b. College Panhellenic, as scheduled
 - c. Panhellenic Affairs department officers , regularly
 - d. Panhellenic affairs advisor, periodically (or chapter advisor if no membership advisor)
 - e. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
 - f. Collegiate leadership consultant, during her visits
 - g. College Panhellenic committees, as scheduled
 - h. Campus Panhellenic advisor, periodically

E. International Gamma Phi Beta

1. Review [Beta Base](#) calendar for assigned responsibilities and action items
2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
3. Contact the regional coordinator/sorority coordinator-new chapter for regional and international resources and support, as needed
4. Work with all the appropriate officers to complete the Order of the Crescent
5. Send to Gamma Phi Beta's international Panhellenic Affairs Vice President all questionnaires and requests for chapter bylaws, standing rules, International Bylaws, Rules and Procedures and all notices of violations of university and/or Panhellenic rules and policies
6. Obtain the international Panhellenic Affairs Vice President's approval before completing any surveys or signing any agreements with the university
7. Attend all Gamma Phi Beta-sponsored leadership events and programs, as scheduled
8. Complete Convention award applications, if applicable

Supplies

- A. Collegiate Operations Manual (available via the Gamma Phi Beta website)
- B. NPC Manual of Information (available from the National Panhellenic Conference (NPC) website at NPCWomen.org)
- C. Working notebook containing:
 1. Information from the Gamma Phi Beta website
 - a. [Panhellenic Affairs Department section](#)

- b. [Additional Resources section](#)
- 2. College Panhellenic constitution, bylaws, and recruitment rules
- 3. Minutes of College Panhellenic meetings
- 4. Information specific to this office
 - a. Copy of the Volunteer Leader Directory (available on the Gamma Phi Beta website)
 - b. Copy of the International Bylaws and Rules and Procedures
 - c. Copy of local governing documents (bylaws, standing rules, facility rules, etc.)
 - d. Copies of officer reports submitted to the regional coordinator

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 6-15 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 10 hours/week during the school year
- D. Live-in status (if live-in facility exists): Recommended

Gamma Phi Beta Sorority Parliamentarian



Job Description

Supervisor: Administrative Vice President

Department: Administrative

Revised: July 2016

Specific Responsibilities

The parliamentarian reports to the administrative vice president (AVP) who reports to the chapter president. She is responsible for the following:

A. Position-specific responsibilities

1. Serve as a member of the Administrative department
2. Serve as chairwoman of the committee to review and revise the bylaws at the beginning of the school year, following Convention and as necessary
3. If possible, conduct a short PACE program on parliamentary procedure at the beginning of the year
4. Serve as parliamentarian at all chapter business meetings and, if requested by the president, at regular or special committee meetings
5. Assist the new member educator in educating the new member class on correct parliamentary procedure
6. Contact the international parliamentarian, as necessary
7. Monitor the parliamentarian budget

B. Operational knowledge

1. Understand and use *Robert's Rules of Order, Newly Revised*
2. Be thoroughly familiar with chapter bylaws and standing rules, and International Bylaws and Rules and Procedures (as they affect the chapter)
3. With the Administrative department, review and execute all Gamma Phi Beta Policies (see Policies section)

C. Committee and meeting participation

1. Meet with the:
 - a. Administrative department officers , regularly
 - b. Administrative advisor, periodically (or chapter advisor if no administrative advisor)
 - c. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
 - d. Collegiate leadership consultant, during her visits
 - e. Bylaws, standing rules and house rules committees, as scheduled

D. International Gamma Phi Beta responsibilities

1. Work with the AVP to review [Beta Base](#) calendar for assigned responsibilities and action items
2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled

3. Contact the regional coordinator/sorority coordinator-new chapter for regional and international resources and support, as needed
4. Work with all the appropriate officers to complete the Order of the Crescent Checklist
5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as requested
6. Complete Convention award applications, if applicable

Supplies

- A. *Suther's Primer in Parliamentary Procedure* (available locally)
- B. *Robert's Rules of Order, Newly Revised* (available locally)
- C. Working notebook containing:
 1. Job description
 2. Collegiate Operations Manual pages (available on Gamma Phi Beta website):
 - a. Bylaws – Collegiate Chapter
 - b. Chapter Business Meeting
 - c. Committees
 - d. Departments
 - e. Parliamentary Procedure pages
 - f. Standing Rules
 - g. Officer Transitions
 - h. Working Notebook
 3. Information from the Gamma Phi Beta website
 - a. [Administrative Department section](#)
 - b. [Additional Resources section](#)
 4. Information specific to this office
 - a. Copy of the International Bylaws and Rules and Procedures
 - b. Copy of local governing documents (bylaws, standing rules, facility rules, etc.)
 - c. Copies of officer reports submitted to the regional coordinator

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 0-2 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 2 hours/week during the school year
- D. Live-in status (if live-in facility exists): Not required, but recommended

Gamma Phi Beta Sorority Philanthropy Chairwoman



Job Description

Supervisor: Public Relations Vice President

Department: Public Relations

Revised: July 2016

Specific Responsibilities

The philanthropy chairwoman reports to the public relations vice president (PRVP) who reports to the chapter president. She is responsible for the following:

A. Position-specific responsibilities

1. Serve as a member of the Public Relations department
2. Monitor the philanthropy chairwoman budget
3. Encourage the chapter and members to support the Sorority's international philanthropic focus, Building Strong Girls, and our national/international philanthropic partners
4. Plan and implement the chapter's annual signature philanthropy event, Moonball, in accordance with Moonball guidelines as found in the Moonball resources
5. Report to the chapter any news and information about the Sorority's international philanthropic focus, Building Strong Girls and our national/international philanthropic partners including the Gamma Phi Beta Foundation (see Foundation information on the Gamma Phi Beta website)
6. Ensure that risk is appropriately managed at all philanthropic events by working with the public relations vice president and the risk management chairwoman
7. Work with the PRVP to write and distribute appropriate press releases and communications regarding Moonball and other philanthropy events
8. Encourage all chapter members to participate in providing hands-on service to build strong girls each year
9. Handle all philanthropic funds in a professional, efficient and timely manner in accordance with guidelines in the [Beta Base](#); ensure all philanthropic funds raised by the chapter are submitted to the Gamma Phi Beta Foundation for processing following instructions in [Beta Base](#)
10. Work with the PRVP to ensure philanthropy information on the chapter website is accurate and timely

B. Operational knowledge

1. Read and have a thorough knowledge of the Philanthropy Manual
2. Read and have a thorough knowledge of the Moonball resources
3. With the public relations department, review and execute all Gamma Phi Beta Policies

C. Committee and meeting participation

1. Serve as chairwoman of the philanthropy committee
2. Meet with the:
 - a. Public Relations department officers, regularly

- b. Public relations advisor (or chapter advisor if no public relations advisor exists), periodically
- c. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
- d. Collegiate leadership consultant, during her visits
- e. Philanthropy committee, as scheduled

D. International Gamma Phi Beta responsibilities

- 1. Review [Beta Base](#) calendar for assigned responsibilities and action items
- 2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
- 3. Contact the regional coordinator/sorority coordinator-new chapter and sorority director-philanthropy resources for regional and international resources and support, as needed
- 4. Work with all the appropriate officers to complete the Order of the Crescent Checklist
- 5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as requested
- 6. Complete Convention award applications, if applicable

Supplies

A. Job description

B. Philanthropy manual

C. Moonball resources

D. Working notebook containing:

- 1. Collegiate Operations Manual pages (available on Gamma Phi Beta website):
 - a. Alcohol Policy - Guidelines and Procedures for Use
 - b. Committees
 - c. Contracts
 - d. Crescent Corner
 - e. Departments
 - f. Foundation
 - g. Fundraising
 - h. Licensing and Licensed Vendors
 - i. Officer Transitions
 - j. Order of the Crescent
 - k. Philanthropy
 - l. Vendors
 - m. Working Notebook
- 2. Information from the Gamma Phi Beta website
 - a. [Public Relations Department section](#)
 - b. [Additional Resources section](#)
 - c. [Gamma Phi Beta Foundation](#)
- 3. Information specific to this office
 - a. Copy of the Volunteer Leader Directory (available on the Gamma Phi Beta website)
 - b. Copy of the International Bylaws and Rules and Procedures
 - c. List of past and potential philanthropic projects

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 0-2 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 5 hours/week during the school year, with increased workload approaching and during Moonball
- D. Live-in status (if live-in facility exists): Recommended

Gamma Phi Beta Sorority Public Relations Vice President



Job Description

Supervisor: Chapter President

Department: Executive

Revised: July 2016

Specific Responsibilities

The public relations vice president reports to the chapter president who reports to the chapter advisor. She is responsible for the following:

A. Position-specific responsibilities

1. Serve as a member of the executive council
2. Read and have a thorough knowledge of all Gamma Phi Beta public relations resources
3. Develop and implement a comprehensive public relations plan for the chapter
4. Plan and coordinate all chapter publicity
5. Oversee the chapter's website and social media accounts
6. Assist the collegiate-alumnae relations chairwoman in preparing alumnae newsletters
7. Represent the public relations department's interests at executive council meetings and communicate pertinent information back to the department

B. Department management

1. Read and have a thorough knowledge of the duties, responsibilities and policies and procedures of each officer in the Public Relations department
2. Supervise the work of all Public Relations department officers:
 - a. Collegiate/alumnae relations chairwoman
 - b. Philanthropy chairwoman
 - c. Social chairwoman
 - d. *The Crescent* correspondent
3. Monitor the Public Relations department budget
4. Assist officers within the Public Relations department in maintaining their working notebooks
5. Assist in ensuring that department and officer committee goals and objectives are set and achieved

C. Operational knowledge

1. Read and have thorough knowledge of the Collegiate Operations Manual
2. With the Public Relations department, review and execute all Gamma Phi Beta Policies (see Policies section)

D. Committee and meeting participation

1. Serve as the chairwoman of the Public Relations department
2. Serve as a committee member of the following committees/meetings:
 - a. Ex-officio member of all Public Relations department committees
3. Meet with the:
 - a. Executive council, weekly

- b. Public Relations department officers , regularly
- c. Public relations advisor, periodically (or chapter advisor if no membership advisor)
- d. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
- e. Collegiate leadership consultant, during her visits

E. International Gamma Phi Beta

- 1. Review [Beta Base](#) calendar for assigned responsibilities and action items
- 2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
- 3. Contact the regional coordinator/sorority coordinator-new chapter for regional and international resources and support, as needed
- 4. Work with all the appropriate officers to complete the Order of the Crescent
- 5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as scheduled
- 6. Complete Convention award applications, if applicable

Supplies

- A. Collegiate Operations Manual (available via the Gamma Phi Beta website)
- B. Gamma Phi Beta public relations resources (available on the Gamma Phi Beta website)
- C. [Gamma Phi Beta Brand Standards](#)
- D. [Gamma Phi Beta Style Guide](#)
- E. Standards Manual
- F. Philanthropy Manual
- G. Working notebook containing:
 - 1. Information from the Gamma Phi Beta website
 - a. [Public Relations Department section](#)
 - b. [Additional Resources section](#)
 - 2. Information specific to this office
 - a. Copy of the Volunteer Leader Directory (available on the Gamma Phi Beta website)
 - b. Copy of the International Bylaws and Rules and Procedures
 - c. Copy of local governing documents (bylaws, standing rules, facility rules, etc.)
 - d. Copies of officer reports submitted to the regional coordinator

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 6-15 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 15 hours/week during the school year
- D. Live-in status (if live-in facility exists): Recommended

Gamma Phi Beta Sorority REAL Wellness Chairwoman



Job Description

Supervisor: Education Vice President

Department: Education

Revised: July 2016

Specific Responsibilities

The REAL Wellness chairwoman reports to the education vice president who reports to the chapter president. She is responsible for the following:

- A. Position-specific responsibilities
 - a. Inform the chapter of campus safety and wellness resources
 - i. Complete the Campus and Community Resources Worksheet by providing the contact information to the campus counseling center, women's center, health center, etc.
 - b. Inform the chapter of campus safety, health and wellness events or workshops
 - c. Execute all Gamma Phi Beta REAL Wellness educational initiatives
 - d. Serve as the point of contact for all presentation team members making visits to the chapter to facilitate the *Taking a Stand: Preventing Sexual Misconduct on Campus* workshop
 - e. Host a wellness week on the topic of the chapter's choice. Example topics include:
 - i. Confidence building (building strong girls, reducing negative self-talk, fat talk free week)
 - ii. Heart health awareness month (February)
 - iii. Women's history month/International Women's Day (March)
 - iv. Mental health awareness month (May)
 - v. Breast cancer awareness month (October)
 - f. Partner with the PACE chairwoman to expose the chapter to wellness programming, as necessary
 - B. Operational knowledge
 - 1. Read and have a thorough knowledge of the Collegiate Operations Manual
 - 2. Read and have thorough knowledge of the REAL Wellness chairwoman manual
 - 3. With the Education department, review and execute all Gamma Phi Beta Policies (see Policies section)
 - C. Committee and meeting participation
 - 1. Meet with the:
 - a. Education vice president, on a regular basis
 - b. Education department meetings, as scheduled
 - c. Chapter advisor, periodically
 - d. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
 - e. Collegiate leadership consultant, during her visits
 - D. International Gamma Phi Beta responsibilities
-

1. Review [Beta Base](#) calendar for assigned responsibilities and action items
2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
3. Contact the regional coordinator/sorority coordinator-new chapter for regional and international resources and support, as needed
4. Work with all the appropriate officers to complete the Order of the Crescent
5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as requested
6. Complete Convention award applications, if applicable

Supplies

- A. Job description
- B. REAL Wellness chairwoman manual
- C. Working notebook containing:
 1. Information from the Gamma Phi Beta website
 - a. [Education Department section](#)
 - b. [Additional Resources section](#)
 2. Information specific to this office
 - a. Copy of the Volunteer Leader Directory (available on the Gamma Phi Beta website)
 - b. Copy of the International Bylaws and Rules and Procedures
 - c. Summary of programs conducted, campus and local resources, and other information relevant to this position

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 0-2 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 5 hours/week during the school year
- D. Live-in status (if live-in facility exists): Recommended

Gamma Phi Beta Sorority Recording Secretary



Job Description

Supervisor: Administrative Vice President

Department: Administrative

Revised: July 2016

Specific Responsibilities

The recording secretary reports to the administrative vice president (AVP) who reports to the chapter president. She is responsible for the following:

A. Position-specific responsibilities

1. Serve as a member of the Administrative department
2. Attend and record the proceedings of all executive council meetings, including discipline hearings, as a non-voting member
3. Record the proceedings of all chapter business meetings
4. Read the minutes of the previous meeting to the chapter or executive council
5. Maintain an accurate attendance record
6. Monitor the recording secretary's budget

B. Operational knowledge

1. Understand and use *Robert's Rules of Order, Newly Revised*
2. Be thoroughly familiar with chapter bylaws and standing rules, and International Bylaws and Rules and Procedures (as they affect the chapter)
3. With the Administrative department, review and execute all Gamma Phi Beta Policies (see Policies section)

C. Committee and meeting participation

1. Meet with the:
 - a. Administrative department officers , regularly
 - b. Administrative advisor, periodically (or chapter advisor if no administrative advisor)
 - c. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
 - d. Collegiate leadership consultant, during her visits
2. Executive council meetings, as scheduled
3. Executive council hearings, as scheduled

D. International Gamma Phi Beta responsibilities

1. Review [Beta Base](#) calendar for assigned responsibilities and action items
2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
3. Contact the regional coordinator/sorority coordinator-new chapter for regional and international resources and support, as needed
4. Work with all the appropriate officers to complete the Order of the Crescent
5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as requested

6. Complete Convention award applications, if applicable

Supplies

- A. Permanent record for:
 1. Attendance
 2. Chapter business meeting minutes
 3. Executive council meeting minutes
- B. Working notebook containing:
 1. Job description
 2. Collegiate Operations Manual pages (available on Gamma Phi Beta website):
 - a. Alumna Status
 - b. Attendance
 - c. Chapter Business Meeting
 - d. Committees
 - e. Departments
 - f. Enrollment in College
 - g. Minutes pages
 - h. Officer Transitions
 - i. Studying Abroad
 - j. Working Notebook
 3. Information from the Gamma Phi Beta website
 - a. [Administrative Department section](#)
 - b. [Additional Resources section](#)
 4. Information specific to this office
 - a. Copy of the International Bylaws and Rules and Procedures
 - b. Copy of local governing documents (bylaws, standing rules, facility rules, etc.)
 - c. Copies of officer reports submitted to the regional coordinator

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 0-2 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 5 hours/week during the school year
- D. Live-in status (if live-in facility exists): Not required, but recommended

Gamma Phi Beta Sorority Risk Management Chairwoman



Job Description

Supervisor: Administrative Vice President

Department: Administrative

Revised: July 2016

Specific Responsibilities

The risk management chairwoman reports to the administrative vice president (AVP) who reports to the chapter president. She is responsible for the following:

- A. Position-specific responsibilities
 1. Develop and implement Gamma Phi Beta's risk management plan
 2. Inform the chapter of Gamma Phi Beta and FIPG policies
 3. Address risk management issues from a positive and evaluative perspective
 4. Inform the chapter of and implement Gamma Phi Beta's crisis management plan
 5. Monitor the risk management chairwoman budget
 6. Work closely with chapter officers to be proactive and mitigate any risks that may be involved in their events/activities/programs
 7. Serve as the risk management chairwoman designee if required on university forms or similar documents
 8. Remain informed of what to do in the event of a chapter insurance claim and Gamma Phi Beta's insurance coverages
 9. In conjunction with the planning officer, review contracts for events
 10. In conjunction with the planning officer, present a certificate of insurance to appropriate vendors
 11. In conjunction with the facility manager and House Corporation Board, if applicable, inform the chapter of fire and flood safety, regular facility inspections, emergency exit planning, and disaster preparedness plans (tornadoes, hurricanes, floods, earthquakes, member death, etc.)
 12. Be informed of who to contact at International Headquarters and MJ Insurance in the event of an emergency
- B. Operational knowledge
 1. Read and have a thorough knowledge of the Collegiate Operations Manual
 2. With the administrative department, review and execute all Gamma Phi Beta Policies (see Policies section)
- C. Committee and meeting participation
 1. Meet with the:
 - i. Administrative vice president, on a regular basis
 - f. Risk management committee, as scheduled
 - g. Campus Panhellenic or campus risk management meetings, as scheduled
 - h. Chapter advisor, periodically
 - i. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits

- j. Collegiate leadership consultant, during her visits
- D. International Gamma Phi Beta responsibilities
- 1. Review [Beta Base](#) calendar for assigned responsibilities and action items
 - 2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
 - 3. Contact the regional coordinator/sorority coordinator-new chapter for regional and international resources and support, as needed
 - 4. Work with all the appropriate officers to complete the Order of the Crescent Checklist
 - 5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as requested
 - 6. Complete Convention award applications, if applicable

Supplies

- A. Job description
- B. Collegiate Operations Manual (available via the Gamma Phi Beta website)
- C. Working notebook containing:
 - 3. Information from the Gamma Phi Beta website
 - a. Administrative Department section
 - b. Additional Resources section
 - 4. Information specific to this office
 - d. Copy of the Volunteer Leader Directory (available on the Gamma Phi Beta website)
 - e. Copy of the International Bylaws and Rules and Procedures
 - f. Gamma Phi Beta Crisis Management Plan
 - g. Gamma Phi Beta Risk Management Plan

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 0-2 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 5 hours/week during the school year
- D. Live-in status (if live-in facility exists): Recommended

Gamma Phi Beta Sorority Ritual Chairwoman



Job Description

Supervisor: Education Vice President

Department: Education

Revised: July 2016

Specific Responsibilities

The ritual chairwoman reports to the education vice president (EVP) who reports to the chapter president. She is responsible for the following:

A. Position-specific responsibilities

1. Serve as a member of the Education department
2. Monitor the ritual budget
3. Coordinate all ritual services and educate members on all aspects of Gamma Phi Beta ritual (see Ritual Manual) including:
 - a. Chapter business meeting
 - b. New Member Ribbon Pinning Service
 - c. New Member Pledging Service
 - d. Initiation Services
 - e. Founders Day Service
 - f. Installation of Officers
 - g. Reaffirmation Service
 - h. Rite of Passage
 - i. Others as necessary (see Ritual Manual)
4. Set the appropriate atmosphere and maintain members' behavior during all services
5. After Initiation, meet with the new initiates to facilitate a post-Initiation workshop
6. Present a ritual tip at each chapter business meeting
7. Ensure the safe and secure storage of all ritual equipment
8. Make sure the chapter has a full inventory of the correct ritual equipment
9. Maintain all ritual equipment so that it is in good working order and fabric materials and cleaned regularly
10. Order ritual supplies, as necessary

B. Operational knowledge

1. Read and have a thorough knowledge of the Ritual Manual
2. Read and have a thorough knowledge of all Ritual services
3. With the Education department, review and execute all Gamma Phi Beta Policies (see Policies section)

C. Committee and meeting participation

1. Serve as chairwoman of the Ritual committee
2. Meet with the:
 - a. Education department officers , regularly

- b. Ritual advisor (or education advisor if no Ritual advisor exists, or chapter advisor if no education advisor exists), periodically
- c. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
- d. Collegiate leadership consultant, during her visits
- e. Ritual committee, as scheduled

D. International Gamma Phi Beta responsibilities

- 1. Review [Beta Base](#) calendar for assigned responsibilities and action items
- 2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
- 3. Contact the regional coordinator/sorority coordinator-new chapter and international director of ritual for regional and international resources and support, as needed
- 4. Work with all the appropriate officers to complete the Order of the Crescent
- 5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as requested
- 6. Complete Convention award applications, if applicable

Supplies

- A. Job description
- B. Ritual Manual (available via the Gamma Phi Beta website)
- C. President's Handbook of Ritual (available via the Gamma Phi Beta website)
- D. Ritual supplies (available via the Gamma Phi Beta website)
- E. Songs of Ritual (available via the Gamma Phi Beta website)
- F. Working notebook containing:
 - 1. Collegiate Operations Manual pages (available on Gamma Phi Beta website):
 - a. Chapter Business meetings
 - b. Committees
 - c. Departments
 - d. Founders Day
 - e. Officer Transitions
 - f. Order of the Crescent
 - g. Ritual
 - h. Working Notebook
 - 2. Information from the Gamma Phi Beta website
 - a. [Education Department section](#)
 - b. [Additional Resources section](#)
 - 3. Information specific to this office
 - a. Copy of the Volunteer Leader Directory (available on the Gamma Phi Beta website)
 - b. Copy of the International Bylaws and Rules and Procedures

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 0-5 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 5 hours/week during the school year
- D. Live-in status (if live-in facility exists): Recommended

Gamma Phi Beta Sorority Scholarship Chairwoman



Job Description

Supervisor: Education Vice President

Department: Education

Revised: July 2016

Specific Responsibilities

The scholarship chairwoman reports to the education vice president (EVP) who reports to the chapter president. She is responsible for the following:

- A. Position-specific responsibilities
 - 1. Serve as a member of the Education department
 - 2. Monitor the scholarship budget
 - 3. Plan and coordinate the chapter scholarship program (see Scholarship Manual)
 - a. Maintain a list of scholarship resources
 - b. Promote academic excellence
 - c. Plan and coordinate a scholarship recognition event
 - d. Obtain the chapter's individual members and overall chapter grade point averages for each term, as well as the all-sorority and all-women's grade point averages
 - e. Inform chapter of Foundation scholarship opportunities each semester (see Foundation information on the Gamma Phi Beta website)
 - f. Meet with members who need scholarship assistance
- B. Operational knowledge
 - 1. Read and have a thorough knowledge of the Scholarship Manual
 - 2. With the education department, review and execute all Gamma Phi Beta Policies (see Policies section)
- C. Committee and meeting participation
 - 1. Serve as chairwoman of the scholarship committee
 - 2. Meet with the:
 - a. Education department officers , regularly
 - b. Scholarship advisor (or education advisor if no Scholarship advisor exists, or chapter advisor if no education advisor exists), periodically
 - c. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
 - d. Collegiate leadership consultant, during her visits
 - e. Scholarship committee, as scheduled
- D. International Gamma Phi Beta responsibilities
 - 1. Review [Beta Base](#) calendar for assigned responsibilities and action items
 - 2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled

3. Contact the regional coordinator/sorority coordinator-new chapter and sorority coordinator-scholarship for regional and international resources and support, as needed
4. Work with all the appropriate officers to complete the Order of the Crescent
5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as requested
6. Complete Convention award applications, if applicable

Supplies

- A. Job description
- B. Scholarship Manual (available via the Gamma Phi Beta website)
- C. Working notebook containing:
 1. Collegiate Operations Manual pages (available on Gamma Phi Beta website):
 - a. Committees
 - b. Departments
 - c. Officer Transitions
 - d. Order of the Crescent
 - e. Scholarship
 - f. Working Notebook
 2. Information from the Gamma Phi Beta website
 - a. [Education Department section](#)
 - b. [Additional Resources section](#)
 - c. Scholarship, fellowship and grant-in-aid information from [Gamma Phi Beta Foundation](#)
 3. Information specific to this office
 - a. Copy of the Volunteer Leader Directory (available on the Gamma Phi Beta website)
 - b. Copy of the International Bylaws and Rules and Procedures
 - c. Chapter and campus scholarship statistics

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 0-5 days/year (Convention, REAL Leadership events and for varying regional needs)
- C. Office: 10 hours/week during the school year
- D. Live-in status (if live-in facility exists): Strongly Recommended

Gamma Phi Beta Sorority Social Chairwoman



Job Description

Supervisor: Public Relations Vice President

Department: Public Relations

Revised: July 2016

Specific Responsibilities

The social chairwoman reports to the public relations vice president (PRVP) reports to the chapter president. She is responsible for the following:

A. Position-specific responsibilities

1. Serve as a member of the Public Relations department
2. Monitor the social chairwoman budget
3. Plan and coordinate all social functions (see Social Functions section of the Collegiate Operations Manual)
4. When appropriate, handle arrangements for written invitations.
5. Give the administrative vice president a list of social functions
6. Evaluate social functions
7. Confer with the house director, chapter advisor and regional coordinator/sorority coordinator-new chapter about in-house social functions (if applicable)
8. Ensure risk is appropriately managed at all chapter social events by working with the public relations vice president and risk management chairwoman
 - a. Ensure all elements of the social events comply with Gamma Phi Beta's policies and procedures, as well as the chapter's Risk Management Plan
 - b. Ensure that all aspects of the event (e.g., theme and favors) convey the highest type of womanhood and are free from any additional risk to the chapter or the Sorority

B. Operational knowledge

1. Read and have a thorough knowledge of Gamma Phi Beta's alcohol policy
2. Read and have a thorough knowledge of the chapter's Risk Management Plan
3. With the Public Relations department, review and execute all Gamma Phi Beta Policies (see Policies section of the Collegiate Operations Manual)

C. Committee and meeting participation

1. Serve as chairwoman of the social committee.
2. Meet with the:
 - a. Public relations department officers , regularly
 - b. Public relations advisor (or chapter advisor if no public relations advisor exists), periodically
 - c. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
 - d. Collegiate leadership consultant, during her visits
 - e. Social committee, as scheduled
 - f. Risk management chairwoman

D. International Gamma Phi Beta responsibilities

1. Review [Beta Base](#) calendar for assigned responsibilities and action items
2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
3. Contact the regional coordinator/sorority coordinator-new chapter for regional and international resources and support, as needed
4. Work with all the appropriate officers to complete the Order of the Crescent Checklist
5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as requested
6. Complete Convention award applications, if applicable

Supplies

A. Job description

B. Working notebook containing:

1. Collegiate Operations Manual pages (available on Gamma Phi Beta website):
 - a. Alcohol Policy - Guidelines and Procedures for Use
 - b. Committees
 - c. Contracts
 - d. Crescent Corner
 - e. Departments
 - f. Designated Driver/Walker Program
 - g. Licensing and Licensed Vendors
 - h. Officer Transitions
 - i. Order of the Crescent
 - j. Out-of-Town Parties
 - k. Policies section
 - l. Risk management
 - m. Sober Monitors
 - n. Social Functions
 - o. Vendors
 - p. Working Notebook
2. Information from the Gamma Phi Beta website
 - a. Public Relations Department section
 - b. Additional Resources section
3. Information specific to this office
 - a. Copy of the Volunteer Leader Directory (available on the Gamma Phi Beta website)
 - b. Copy of the International Bylaws and Rules and Procedures
 - c. List of past and potential social events
 - d. College and university calendar

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 0-2 days/year (Convention, REAL Leadership events and for varying regional needs)

- C. Office: 5 hours/week during the school year
- D. Live-in status (if live-in facility exists): Recommended

Gamma Phi Beta Sorority Standards Chairwoman



Job Description

Supervisor: Administrative Vice President

Department: Administrative

Revised: July 2016

Specific Responsibilities

The standards chairwoman reports to the administrative vice president (AVP) who reports to the chapter president. She is responsible for the following:

A. Position-specific responsibilities

1. Serve as a member of the Administrative department
2. Monitor the standards chairwoman budget
3. Maintain records relevant to the merit point system (see Merit Point System section)
4. Handle all minor disciplinary matters, not related to alcohol, drugs and/or hazing
5. Administer the attendance policy
6. Promote Gamma Phi Beta's Core Values and standards of membership
7. Annually revise the standing rules, update as necessary

B. Operational knowledge

1. Read and have a thorough knowledge of the Standard's Manual
2. With the Public Relations department, review and execute all Gamma Phi Beta Policies (see Policies)

C. Committee and meeting participation

1. Serve as chairwoman of the standards committee
2. Serve as chairwoman of the committee to review standing rules
3. Meet with the:
 - a. Public Relations department officers , regularly
 - b. Public relations advisor (or chapter advisor if no public relations advisor exists), periodically
 - c. Regional coordinator (or sorority coordinator-new chapter, if applicable) during her visits
 - d. Collegiate leadership consultant, during her visits
 - e. Standards committee, as scheduled
 - f. Standing rules committee, as scheduled

D. International Gamma Phi Beta responsibilities

1. Work with the AVP to review [Beta Base](#) calendar for assigned responsibilities and action items
2. Maintain regular communication with the regional coordinator/sorority coordinator-new chapter, including sending officer reports as scheduled
3. Contact the regional coordinator/sorority coordinator-new chapter for regional and international resources and support, as needed
4. Work with all the appropriate officers to complete the Order of the Crescent Checklist

5. Attend all Gamma Phi Beta-sponsored leadership events and programs, as requested
6. Complete Convention award applications, if applicable

Supplies

- A. Job description
- B. Standards Manual
- C. Forms (available via the Gamma Phi Beta website at GammaPhiBeta.org)
 1. Incident Report Form
 2. Standards Board Hearing Minutes Form
 3. Notice of Standards Hearing Form
 4. Standards Hearing Action Letter
- D. Working notebook containing:
 1. Collegiate Operations Manual pages (available on Gamma Phi Beta website):
 - a. Alcohol Policy – Guidelines and Procedures for Use
 - b. Attendance
 - c. Committees
 - d. Departments
 - e. Gamma Phi Beta object, mission, vision, guiding principles and Core Values
 - f. Merit Point System
 - g. Officer Transitions
 - h. Order of the Crescent
 - i. Policies section
 - j. Member Discipline section
 - k. Responsibilities of Membership
 - l. Risk Management
 - m. Standards
 - n. Standing Rules
 - o. Working Notebook
 2. Information from the Gamma Phi Beta website
 - a. [Administrative Department section](#)
 - b. [Additional Resources section](#)
 3. Information specific to this office
 - a. Copy of the Volunteer Leader Directory (available on the Gamma Phi Beta website)
 - b. Copy of the International Bylaws and Rules and Procedures
- E. Record of past standards hearings

Requirements

- A. Attend officer transition workshop as both an incoming and outgoing officer
- B. Travel: 0-2 days/year (Convention, REAL Leadership events and for varying regional needs)

- C. Office: 7 hours/week during the school year
- D. Live-in status (if live-in facility exists): Recommended



COLLEGIATE ADVISOR RESPONSIBILITIES

Job Description

Supervisor:	Regional Coordinator	Department:	Collegiate
Created:	January 2014	Revised:	May 2016

Specific Responsibilities

The chapter advisor reports to the regional coordinator/sorority coordinator-new chapter, who reports to the regional director/managing director-new chapters. She is responsible for the following:

- A. Provide sound leadership and guidance to the chapter so that they may achieve new successes and be the best chapter possible. A successful chapter advisor will support the chapter as follows:
 1. Mentor and coach chapter officers and members
 2. Read and follow up on monthly officer reports to determine best solutions
 3. Contribute to and foster open communication throughout the chapter
 4. Facilitate resolution by using strong conflict resolution skills
 5. Encourage and reinforce chapter successes on a consistent basis
 6. Serve as a positive role model through professional behavior and as an example of lifetime commitment
 7. Challenge chapter officers to ensure that all Gamma Phi Beta international and local policies and procedures are followed (as documented in the Collegiate Operations Manual, officer manuals and training, information included in messaging from International Council and/or International Headquarters, chapter standing rules and chapter bylaws)
 8. Review all social events and related reports in Beta Base
 9. Review and approve public relations and advertising materials before they are submitted for approval by the managing regional coordinator (e.g., t-shirts, Bid Day gifts, party favors, signage)
 10. Serve as chairwoman of a full advisory board of active alumnae who are valuable sources of support for the chapter and its officers, including:
 - a. Update the advisory board roster in Beta Base as necessary
 - b. Recruit and appoint new advisors to the advisory board
 - c. Lead other advisors in her position as chairwoman of the chapter advisory board
 - d. Nurture and mentor those members who report to her
 - e. Identify advisor strengths to the regional coordinator/sorority coordinator-new chapter and groom an advisor to be the chapter advisor successor
- B. Participate in the following:
 1. Chapter business meetings and identify and assign other advisors to attend other chapter meetings (e.g., PACE/sisterhood and Fidelity meetings)
 2. Executive council meetings
 3. Executive council hearings
 4. Affiliated house corporation meetings, serving as a voting member
 5. Membership Selection committee meetings

6. Nominating committee meetings
 7. Chapter officer retreats to assist with officer transitions and planning, as well as goal setting
 8. Leadership conferences and training (e.g., REAL Leadership Academy, REAL Leadership Conferences, REAL Leadership Institute, Convention), or choose another advisor to attend in her absence if the chapter budget is able to sponsor an advisor to attend
- C. Establish and maintain:
1. A close and strong partnership with the regional coordinator/sorority coordinator-new chapter
 2. A foundational working knowledge of Gamma Phi Beta, by completing all online advisor training within six months of appointment
 3. A strong working knowledge of the Collegiate Operations Manual
 4. Strong working knowledge of chapter finances
 5. Good standing with Gamma Phi Beta, by paying international alumnae dues annually and completing advisor training
 6. Open communication with the college/university's fraternity/sorority life office, serving as a liaison between the chapter and the fraternity/sorority advisor

An exemplary candidate for the position will bring experience and demonstrated success in all of the above areas and/or a strong desire to learn and apply these skills within a short amount of time, when situations and chapter needs dictate.

General Responsibilities

- A. Respond to all communications in a timely and responsible manner
- B. Must have email access, Microsoft Word software and the ability to at least read Microsoft Excel software
- C. Maintain files (paper and electronic) of all correspondence and historical documents pertaining to her job
- D. Interact/communicate with volunteer leaders, regional team and International Headquarters professional staff as/when appropriate
- E. Train her successor to ensure a thorough transition; send her all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion
- F. Perform other duties as assigned

Training Requirements

- A. Advisor training modules
- B. All collegiate webinars pertaining to officers supervised by this advisor
- C. Additional training as assigned

Time Requirements

A. Travel: 2 to 9 days/year for training

B. Office: 5 to 10 hours per week

Gamma Phi Beta Sorority Administrative Advisor



Job Description

Supervisor: Chapter Advisor

Created: January 2014

Department: Administrative

Revised: May 2016

Specific Responsibilities

The administrative advisor reports to the chapter advisor who reports to the regional coordinator/sorority coordinator-new chapter. She is responsible for the following:

- A. Provide leadership and guidance to the chapter.
 - 1. Mentor and coach the administrative vice president and Administrative department officers
 - 2. Support the administrative vice president in efforts to ensure that the chapter is in good standing and that all information is submitted via Beta Base by the specified deadline
 - 3. Contribute to and foster open communication throughout the chapter
 - 4. Facilitate resolution by using strong conflict resolution skills
 - 5. Consistently encourage and reinforce chapter successes
 - 6. Serve as a positive role model through professional behavior and as an example of lifetime commitment
 - 7. Challenge chapter officers to ensure that all Gamma Phi Beta international and local policies and procedures are followed (as documented in the Collegiate Operations Manual, officer manuals and training, information included in messaging from International Council and/or International Headquarters, chapter standing rules and chapter bylaws)
 - 8. Ensure that Sorority, National Panhellenic Conference (NPC) and College Panhellenic rules and procedures, guidelines and policies are followed
 - 9. Serve as a member of the chapters advisory board of active alumnae who are valuable sources of support for the chapter and its officers
 - 10. Advise the administrative vice president and the officers of the Administrative department in planning and implementing programs of the department
 - 11. Support the administrative vice president in officer tasks including coordinating collegiate leadership consultant and volunteer leader visits as well as possess a working knowledge of Fidelity goal-setting programs
 - 12. Lead Administrative department advisors, as applicable
- B. Participate in the following:
 - 1. Administrative department meetings
 - 2. Chapter goal setting retreats, officer transition workshops and standards hearings (if standards advisor cannot be present)
 - 3. Advisory board meetings, retreats and calls
- C. Establish and maintain:
 - 1. A close and strong partnership with the chapter advisory board members
 - 2. Contact with the chapter advisor and/or regional coordinator on the following topics:

- a. Good standing
- b. Beta Base
- c. Elections
- d. Collegiate leadership consultant and volunteer leader requests and questions
- e. Officer training questions
- f. Chapter operational documents (bylaws, standing rules) changes
- 3. A foundational working knowledge of Gamma Phi Beta, by completing all online advisor training within three months of appointment
- 4. A strong working knowledge of the Collegiate Operations Manual
- 5. Good standing with Gamma Phi Beta, by paying international alumnae dues annually and completing advisor training

An exemplary candidate for the position will bring experience and demonstrated success in all of the above areas and/or a strong desire to learn and apply these skills within a short amount of time, when situations and chapter needs dictate.

General Responsibilities

- A. Respond to all communications in a timely and responsible manner
- B. Must have email access, Microsoft Word software and the ability to at least read Microsoft Excel software
- C. Maintain files (paper and electronic) of all correspondence and historical documents pertaining to her job
- D. Interact/communicate with volunteer leaders, regional team and International Headquarters professional staff as/when appropriate
- E. Train her successor to ensure a thorough transition; send her all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion
- F. Perform other duties as assigned

Training Requirements

Advisor training modules

All collegiate webinars pertaining to officers supervised by this advisor

Additional training as assigned

Time Requirements

- A. 5 to 15 hours per week during the school year

**Gamma Phi Beta Sorority
Collegiate-Alumnae Relations Advisor**



Job Description

Supervisor: Chapter Advisor

Department: Public Relations

Created: January 2014

Revised: May 2016

Specific Responsibilities

The collegiate-alumnae relations advisor reports to the chapter advisor who reports to the regional coordinator/sorority coordinator-new chapter. She is responsible for the following:

- A. Provide leadership and guidance to the chapter.
 - 1. Mentor and coach the collegiate-alumnae relations chairwoman and committee in program planning and execution
 - 2. Contribute to and foster open communication throughout the chapter and with supporting alumnae groups
 - 3. Facilitate resolution by using strong conflict resolution skills
 - 4. Consistently encouraging and reinforce chapter successes
 - 5. Serve as a positive role model through professional behavior and as an example of lifetime commitment
 - 6. Challenge chapter officers to ensure that all Gamma Phi Beta international and local policies and procedures are followed (as documented in the Collegiate Operations Manual, officer manuals and training, information included in messaging from International Council and/or International Headquarters, chapter standing rules and chapter bylaws)
 - 7. Support the efforts of the chapter's Public Relations department to ensure that collegiate-alumnae programming is relevant to meet the needs and interests of all chapter members and alumnae
 - 8. Serve as a member of the chapter's advisory board of active alumnae who are valuable sources of support for the chapter and its officers
- B. Participate in the following:
 - 1. Public Relations department meetings
 - 2. Collegiate-alumnae programs/events
 - 3. Collegiate-alumnae relations committee meetings
- C. Establish and maintain:
 - 1. A close and strong partnership with the chapter advisory board members
 - 2. A foundational working knowledge of Gamma Phi Beta, by completing all online advisor training within three months of appointment
 - 3. A strong working knowledge of the Collegiate Operations Manual
 - 4. Good standing with Gamma Phi Beta, by paying international dues and completing advisor training

An exemplary candidate for the position will bring experience and demonstrated success in all of the above areas and/or a strong desire to learn and apply these skills within a short amount of time, when situations and chapter needs dictate.

General Responsibilities

- A. Respond to all communications in a timely and responsible manner
- B. Must have email access, Microsoft Word software and the ability to at least read Microsoft Excel software
- C. Maintain files (paper and electronic) of all correspondence and historical documents pertaining to her job
- D. Interact/communicate with volunteer leaders, regional team and International Headquarters professional staff as/when appropriate
- E. Train her successor to ensure a thorough transition; send her all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion
- F. Perform other duties as assigned

Training Requirements

- A. Advisor training modules
- B. All collegiate webinars pertaining to officers supervised by this advisor
- C. Additional training as assigned

Time Requirements

- A. Office: 5 hours per week during the school year. May include weekends.

Job Description

Supervisor: Chapter Advisor

Department: Education

Created: January 2014

Revised: May 2016

Specific Responsibilities

The education advisor reports to the chapter advisor who reports to the regional coordinator/sorority coordinator-new chapter. She is responsible for the following:

- A. Provide leadership and guidance to the chapter.
 - 1. Mentor and coach the education vice president and officers within the chapter's Education department who do not have an advisor, in planning and implementing all programming of the department, including Fidelity
 - 2. Read and follow up on monthly officer reports within her department
 - 3. Contribute to and foster open communication throughout the chapter
 - 4. Facilitate resolution by using strong conflict resolution skills
 - 5. Consistently encourage and reinforce chapter successes
 - 6. Serve as a positive role model through professional behavior and as an example of lifetime commitment
 - 7. Challenge chapter officers to ensure that all Gamma Phi Beta international, local, and university policies and procedures are followed (as documented in the Collegiate Operations Manual, officer manuals and training, information included in messaging from International Council and/or International Headquarters, chapter standing rules and chapter bylaws).
 - 8. Support the efforts of the chapter's Education department to ensure that new member programming and related events are educational, enjoyable and safe
 - 9. Support the chapter's Education department in its efforts to ensure that all programming is relevant to meet the needs and interests of all chapter members
 - 10. Serve as a member of the chapter's advisory board of active alumnae who are valuable sources of support for the chapter and its officers
 - a. Recruit and appoint new advisors to the Education department in cooperation with the chapter advisor
 - b. Lead other advisors in the Education department
 - c. Nurture and mentor those members who report to her
- B. Participate in the following:
 - 1. Chapter Education department meetings
 - 2. Ritual events
 - 3. Education department webinars, events and presentations (Fidelity programming, PACE, etc.)
 - 4. All advisory board meetings, retreats and conference calls
- C. Establish and maintain:
 - 1. A close and strong partnership with the chapter advisor

2. A foundational working knowledge of Gamma Phi Beta, by completing all online advisor training within three months of appointment
3. A strong working knowledge of the Collegiate Operations Manual and the Member Education Manual
4. Good standing with Gamma Phi Beta, by paying international alumnae dues annually and completing advisor training

An exemplary candidate for the position will bring experience and demonstrated success in all of the above areas and/or a strong desire to learn and apply these skills within a short amount of time, when situations and chapter needs dictate.

General Responsibilities

- A. Respond to all communications in a timely and responsible manner
- B. Must have email access, Microsoft Word software and the ability to at least read Microsoft Excel software
- C. Maintain files (paper and electronic) of all correspondence and historical documents pertaining to her job
- D. Interact/communicate with volunteer leaders, regional team and International Headquarters professional staff as/when appropriate
- E. Train her successor to ensure a thorough transition; send her all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion
- F. Perform other duties as assigned

Training Requirements

- A. Advisor training modules
- B. All collegiate webinars pertaining to officers supervised by this advisor
- C. Additional training as assigned

Time Requirements

- A. Office: 5 to 15 hours per week during the school year

Gamma Phi Beta Sorority Financial Advisor



Job Description

Supervisor: Chapter Advisor

Created: January 2014

Department: Financial

Revised: May 2016

Specific Responsibilities

The financial advisor reports to chapter advisor who reports to the regional coordinator/sorority coordinator-new chapters. She is responsible for the following:

- A. Provide leadership and guidance to the chapter.
 - 1. Mentor and coach the chapter's financial vice president and Financial department officers
 - 2. Assist the financial vice president and department in developing, revising and implementing the chapter budget
 - 3. Contribute to and foster open communication throughout the chapter
 - 4. Facilitate resolution by using strong conflict resolution skills
 - 5. Consistently encourage and reinforce chapter successes
 - 6. Serve as a positive role model through professional behavior and lifetime commitment
 - 7. Challenge the chapter financial vice president to ensure that all Gamma Phi Beta international and local policies and procedures are followed (as documented in the Collegiate Operations Manual, officer manuals and training, messaging from International Council and/or International Headquarters, chapter standing rules and chapter bylaws)
 - 8. Ensure that National Panhellenic Conference (NPC) and College Panhellenic rules and procedures, guidelines and policies are followed
 - 9. Serve as a member of the chapter's advisory board of active alumnae who are valuable sources of support for the chapter and its officers
 - 10. Advise the chapter financial vice president in preparing and monitoring the budget, billing members, paying invoices, handling delinquencies and submitting all necessary information via Beta Base
 - 11. Assist the officers of the chapter's Financial department (assistant financial vice president and facility manager)
 - 12. Attend the chapter's Financial department meetings
 - 13. Attend executive hearings pertaining to financial delinquencies
 - 14. Assist the financial vice president in creating and submitting the IRS 990
 - 15. Oversee and monitor the chapter's Billhighway account
- B. Participate in the following:
 - 1. Regular chapter Financial department meetings and/or committee meetings
 - 2. All affiliated house corporation (if applicable) meetings as a voting member
- C. Establish and maintain:
 - 1. A close and strong partnership with the other chapter advisory board members
 - 2. Contact with the chapter advisor and/or chapter's regional coordinator regarding:

- a. Chapter budget resource
- b. Concerns about chapter delinquencies
- c. Questions pertaining to financial statements, Beta Base reporting and IRS 990 filing
- 3. Communication between the financial vice president and the managing regional coordinator.
- 4. A foundational working knowledge of Gamma Phi Beta, by completing all online advisor training within three months of appointment
- 5. A strong working knowledge of the Collegiate Operations Manual
- 6. Good standing with Gamma Phi Beta, by paying international alumnae dues annually and completing advisor training

An exemplary candidate for the position will bring experience and demonstrated success in all of the above areas and/or a strong desire to learn and apply these skills within a short amount of time, when situations and chapter needs dictate.

General Responsibilities

- A. Respond to all communications in a timely and responsible manner
- B. Must have email access, Microsoft Word software and the ability to at least read Microsoft Excel software
- C. Maintain files (paper and electronic) of all correspondence and historical documents pertaining to her job
- D. Interact/communicate with volunteer leaders, regional team and International Headquarters professional staff as/when appropriate
- E. Train her successor to ensure a thorough transition; send her all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion
- F. Perform other duties as assigned

Training Requirements

- A. Advisor training modules
- B. All collegiate webinars pertaining to officers supervised by this advisor
- C. Billhighway Drive Thru training
- D. Additional training as assigned

Time Requirements

- A. 5 to 15 hours per week during the school year depending on attendance at chapter meetings, department meeting, affiliated house corporation meetings and executive council hearings pertaining to financial delinquencies

Gamma Phi Beta Sorority New Member Education Advisor



Job Description

Supervisor: Chapter Advisor

Created: January 2014

Department: Education

Revised: May 2016

Specific Responsibilities

The new member advisor reports to the chapter advisor who reports to the regional coordinator/sorority coordinator-new chapter. She is responsible for the following:

- A. Provide leadership and guidance to the chapter.
 - 1. Mentor and coach the new member educator and new member committee in planning and implementing the new member education program
 - 2. Review the new member education plan and Initiation week plan and offer suggestions or edits based on the guidelines laid out *A Lifetime of Gamma Phi Beta Facilitator's Guide*; review for inappropriate or hazing activities and offer alternatives, prior to sending to the managing regional coordinator or regional coordinator-education as directed by the regional team
 - 3. Assist in the presentation of REAL Relationships for the big sisters and new members
 - 4. Attend webinars and officer trainings as necessary
 - 5. Ensure the chapter is using the most up-to-date materials (online and print) pertinent to new member education
 - 6. Contribute to and foster open communication throughout the chapter
 - 7. Facilitate resolution by using strong conflict resolution skills
 - 8. Consistently encourage and reinforce chapter successes
 - 9. Serve as a positive role model through professional behavior and as an example of lifetime commitment
 - 10. Challenge chapter officers to ensure that all Gamma Phi Beta international and local policies and procedures are followed (as documented in the Collegiate Operations Manual, officer manuals and training, information included in messaging from International Council and/or International Headquarters, chapter standing rules and chapter bylaws)
 - 11. Support the efforts of the chapter Education department to ensure that new member program and related events are educational, enjoyable and safe
 - 12. Serve as a member of the chapter's advisory board of active alumnae who are valuable sources of support for the chapter and its officers
- B. Participate in the following:
 - 1. Chapter Education department meetings
 - 2. New member meetings
 - 3. New member committee meetings
 - 4. Ritual events
 - 5. All advisory board meetings, retreats and calls

- C. Establish and maintain:
 - 1. A close and strong partnership with the chapter advisory board members
 - 2. A foundational working knowledge of Gamma Phi Beta, by completing all online advisor training within three months of appointment
 - 3. A strong working knowledge of the Collegiate Operations Manual (particularly the New Member Discipline section), *A Lifetime of Gamma Phi Beta Facilitator's Guide* and REAL Relationships facilitator's guides
 - 4. Good standing with Gamma Phi Beta, by paying international alumnae dues annually and completing advisor training

An exemplary candidate for the position will bring experience and demonstrated success in all of the above areas and/or a strong desire to learn and apply these skills within a short amount of time, when situations and chapter needs dictate.

General Responsibilities

- A. Respond to all communications in a timely and responsible manner
- B. Must have email access, Microsoft Word software and the ability to at least read Microsoft Excel software
- C. Maintain files (paper and electronic) of all correspondence and historical documents pertaining to her job
- D. Interact/communicate with volunteer leaders, regional team and International Headquarters professional staff as/when appropriate
- E. Train her successor to ensure a thorough transition; send her all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion
- F. Perform other duties as assigned

Training Requirements

- A. Advisor training modules
- B. All collegiate webinars pertaining to officers supervised by this advisor
- C. Additional training as assigned

Time Requirements

- A. 5 to 10 hours per week during the school year
- B. One to two hours a week in the summer to ensure timely approval of the chapter new member education plan before the start of the fall academic term

Job Description

Supervisor:	Chapter Advisor	Department:	Education
Created:	January 2014	Revised:	May 2016

Specific Responsibilities

The PACE advisor reports to the chapter advisor who reports to the regional coordinator/sorority coordinator-new chapter. She is responsible for the following:

- A. Provide leadership and guidance to the chapter.
 - 1. Mentor and coach the PACE chairwoman and PACE committee in program planning and is an excellent resource for speakers (utilizing speakers both on and off the university campus)
 - 2. Contribute to and foster open communication throughout the chapter
 - 3. Facilitate resolution by using strong conflict resolution skills
 - 4. Consistently encourage and reinforce chapter successes
 - 5. Serve as a positive role model through professional behavior and as an example of lifetime commitment
 - 6. Challenge chapter officers to ensure that all Gamma Phi Beta International and local policies and procedures are followed (as documented in the Collegiate Operations Manual, officer manuals and training, information included in messaging from International Council and/or International Headquarters, chapter standing rules and chapter bylaws).
 - 7. Support the efforts of the chapter Education department to ensure that PACE programming is relevant to meet the needs and interests of all chapter members
 - 8. Serve as a member of the chapter's advisory board of active alumnae who are valuable sources of support for the chapter and its officers
- B. Participate in the following:
 - 1. Chapter Education department meetings
 - 2. PACE programs
 - 3. PACE committee meetings
 - 4. All advisory board meetings, retreats and calls
- C. Establish and maintain:
 - 1. A close and strong partnership with the chapter advisory board members
 - 2. A foundational working knowledge of Gamma Phi Beta, by completing all online advisor training within three months of appointment
 - 3. A strong working knowledge of the Collegiate Operations Manual
 - 4. Good standing with Gamma Phi Beta, by paying international alumnae dues annually and completing advisor training

An exemplary candidate for the position will bring experience and demonstrated success in all of the above areas and/or a strong desire to learn and apply these skills within a short amount of time, when situations and chapter needs dictate.

General Responsibilities

- A. Respond to all communications in a timely and responsible manner
- B. Must have email access, Microsoft Word software and the ability to at least read Microsoft Excel software
- C. Maintain files (paper and electronic) of all correspondence and historical documents pertaining to her job
- D. Interact/communicate with volunteer leaders, regional team and International Headquarters professional staff as/when appropriate
- E. Train her successor to ensure a thorough transition; send her all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion
- F. Perform other duties as assigned

Training Requirements

- A. Advisor training modules
- B. All collegiate webinars pertaining to officers supervised by this advisor
- C. Additional training as assigned

Time Requirements

- A. 5 to 10 hours per week during the school year

Job Description

Supervisor: Chapter Advisor

Department: Panhellenic

Created: January 2014

Revised: May 2016

Specific Responsibilities

The chapter's Panhellenic advisor reports to chapter advisor who reports to the regional coordinator/sorority coordinator-new chapter. She is responsible for the following:

- A. Providing leadership and guidance to the chapter.
 - 1. Mentor and coach the chapter's Panhellenic affairs vice president (PAVP)
 - 2. Assist the chapter's PAVP in all Panhellenic matters
 - 3. Contribute to and foster open communication throughout the chapter
 - 4. Facilitate resolution by using strong conflict resolution skills
 - 5. Consistently encourage and reinforce chapter successes
 - 6. Serve as a positive role model through professional behavior and as an example of lifetime commitment
 - 7. Challenge chapter officers to ensure that all Gamma Phi Beta international and local policies and procedures are followed (as documented in the Collegiate Operations Manual, officer manuals and training, information included in messaging from International Council and/or International Headquarters, chapter standing rules and chapter bylaws)
 - 8. Ensure that Sorority, National Panhellenic Conference (NPC) and College Panhellenic rules and procedures, guidelines and policies are followed
 - 9. Serve as a member of the chapter's advisory board of active alumnae who are valuable sources of support for the chapter and its officers
 - 10. Educate the chapter on the importance of striving for, and remaining at, Panhellenic Total (in conjunction with the membership advisor)
 - 11. Attend College Panhellenic meetings, if possible
 - 12. Meet with the college/university's fraternity/sorority advisor annually
 - 13. Review recruitment excuses with the chapter's membership vice president
 - 14. Ensure that the PAVP has access to and a general knowledge of the most updated copy of the National Panhellenic Conference's Manual of Information
- B. Participate in the following:
 - 1. Regular chapter Panhellenic department meetings and/or committee meetings
 - 2. Advisory board meetings and retreats
 - 3. Other events as needed
- C. Establish and maintain:
 - 1. A close and strong partnership with the chapter advisory board members
 - 2. Contact with the chapter advisor and/or chapter's regional coordinator regarding:
 - a. Panhellenic updates

- b. Concerns about campus culture
- c. Concerns pertaining to College Panhellenic constitution and bylaws
- d. A change in the university's fraternity/sorority advisor and/or university president
- e. Amendments/adjustment to College Panhellenic constitution and/or bylaws
- f. When the university is asking the chapter to complete a survey or sign a contract
- 3. Communication between the PAVP and the regional coordinator-panhellenic
- 4. A foundational working knowledge of Gamma Phi Beta, by completing all online advisor training within three months of appointment
- 5. A working knowledge of Sorority, National Panhellenic Conference (NPC) and College Panhellenic rules and procedures, guidelines and policies
- 6. A strong working knowledge of the Collegiate Operations Manual and the NPC Manual of Information
- 7. A working knowledge of the NPC Unanimous Agreements and NPC Resolutions pertaining to College Panhellenics
- 8. A foundational understanding of the College Panhellenic constitution and bylaws
- 9. Good standing with Gamma Phi Beta, by paying international alumnae dues annually and completing advisor training

An exemplary candidate for the position will bring experience and demonstrated success in all of the above areas and/or a strong desire to learn and apply these skills within a short amount of time, when situations and chapter needs dictate.

General Responsibilities

- A. Respond to all communications in a timely and responsible manner
- B. Must have email access, Microsoft Word software and the ability to at least read Microsoft Excel software
- C. Maintain files (paper and electronic) of all correspondence and historical documents pertaining to her job
- D. Interact/communicate with volunteer leaders, regional team and International Headquarters professional staff as/when appropriate
- E. Train her successor to ensure a thorough transition; send her all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion
- F. Perform other duties as assigned

Training Requirements

- A. Advisor training modules
- B. All collegiate panhellenic webinars pertaining to officers supervised by this advisor
- C. Additional training as assigned

Time Requirements

- A. Office: 5 to 15 hours per week during the school year

Job Description

Supervisor: Chapter Advisor

Department: Public Relations

Created: January 2014

Revised: May 2016

Specific Responsibilities

The philanthropy advisor reports to the chapter advisor who reports to the regional coordinator/sorority coordinator-new chapter. She is responsible for the following:

- A. Provide leadership and guidance to the chapter.
 - 1. Mentor and coach the philanthropy chairwoman and committee in program planning and execution
 - a. Ensure chapter completes Moonball event annually
 - 2. Contribute to and foster open communication throughout the chapter
 - 3. Facilitate resolution by using strong conflict resolution skills
 - 4. Consistently encourage and reinforce chapter successes
 - 5. Serve as a positive role model through professional behavior and as an example of lifetime commitment
 - 6. Challengeng chapter officers to ensure that all Gamma Phi Beta international and local policies and procedures are followed (as documented in the Collegiate Operations Manual, officer manuals and training, information included in messaging from International Council and/or International Headquarters, chapter standing rules and chapter bylaws)
 - 7. Support the efforts of the Public Relations department to ensure that philanthropy events are safe, enjoyable and further the philanthropic mission of Gamma Phi Beta
 - 8. Serve as a member of the chapter's advisory board of active alumnae who are valuable sources of support for the chapter and its officers
- B. Participate in the following:
 - 1. Public Relations department meetings
 - 2. Chapter sponsored philanthropy programs/events
 - 3. Philanthropy committee meetings
- C. Establish and maintain:
 - 1. A close and strong partnership with the chapter advisory board members
 - 2. A foundational working knowledge of Gamma Phi Beta, by completing all online advisor training within three months of appointment
 - 3. A strong working knowledge of the Collegiate Operations Manual, the Philanthropy Manual and Moonball resources
 - 4. Good standing with Gamma Phi Beta, by paying international alumnae dues annually and completing advisor training

An exemplary candidate for the position will bring experience and demonstrated success in all of the above areas and/or a strong desire to learn and apply these skills within a short amount of time, when situations and chapter needs dictate.

General Responsibilities

- A. Respond to all communications in a timely and responsible manner
- B. Must have email access, Microsoft Word software and the ability to at least read Microsoft Excel software
- C. Maintain files (paper and electronic) of all correspondence and historical documents pertaining to her job
- D. Interact/communicate with volunteer leaders, regional team and International Headquarters professional staff as/when appropriate
- E. Train her successor to ensure a thorough transition; send her all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion
- F. Perform other duties as assigned

Training Requirements

- A. Advisor training modules
- B. All collegiate webinars pertaining to officers supervised by this advisor
- C. Additional training as assigned

Time Requirements

- A. Office: 5 to 10 hours per week during the school year; may include weekends

Job Description

Supervisor:	Chapter Advisor	Department:	Public Relations
Created:	January 2014	Revised:	May 2016

Specific Responsibilities

The public relations advisor reports to chapter advisor who reports to the regional coordinator/sorority coordinator-new chapter. She is responsible for the following:

- A. Provide leadership and guidance to the chapter.
 - 1. Mentor and coach the public relations vice president, and officers within the Public Relations department who may not have an advisor in planning and implementing all programming of the department
 - 2. Read and follow up on monthly officer reports within her department
 - 3. Contribute to and foster open communication throughout the chapter
 - 4. Facilitate resolution by using strong conflict resolution skills
 - 5. Consistently encourage and reinforce chapter successes
 - 6. Serve as a positive role model through professional behavior and as an example of lifetime commitment
 - 7. Challenge chapter officers to ensure that all Gamma Phi Beta international and local policies and procedures are followed (as documented in the Collegiate Operations Manual, officer manuals and training, information included in messaging from International Council and/or International Headquarters, chapter standing rules and chapter bylaws)
 - 8. Support the efforts of the Public Relations department to ensure that the chapter has a well developed public relations plan and is actively executing that plan
 - 9. Support the Public Relations department in its efforts to ensure that all chapter members positively represent themselves, their chapter and Gamma Phi Beta
 - 10. Serve as a member of the chapter's advisory board of active alumnae who are valuable sources of support for the chapter and its officers
 - a. Recruit and appoint new advisors to the Public Relations department in cooperation with the chapter advisor
 - b. Lead other advisors in the Public Relations department
 - c. Nurture and mentor those members who report to her
- B. Participate in the following:
 - 1. Public Relations department meetings
 - 2. Department events, when possible (i.e., socials, philanthropy events and alumnae events if a dedicated standards advisor is not available)
 - 3. All advisory board meetings, retreats and calls
- C. Establish and maintain:

1. A close and strong partnership with the chapter advisor
2. A foundational working knowledge of Gamma Phi Beta, by completing all online advisor training within three months of appointment
3. A strong working knowledge of the Collegiate Operations Manual
4. Good standing with Gamma Phi Beta, by paying international alumnae dues annually and completing advisor training

An exemplary candidate for the position will bring experience and demonstrated success in all of the above areas and/or a strong desire to learn and apply these skills within a short amount of time, when situations and chapter needs dictate.

General Responsibilities

- A. Respond to all communications in a timely and responsible manner
- B. Must have email access, Microsoft Word software and the ability to at least read Microsoft Excel software
- C. Maintain files (paper and electronic) of all correspondence and historical documents pertaining to her job
- D. Interact/communicate with volunteer leaders, regional team and International Headquarters professional staff as/when appropriate
- E. Train her successor to ensure a thorough transition; send her all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion
- F. Perform other duties as assigned

Training Requirements

- A. Advisor training modules
- B. All collegiate webinars pertaining to officers supervised by this advisor
- C. Additional training as assigned

Time Requirements

- A. 5 to 10 hours per week during the school year

Job Description

Supervisor: Chapter Advisor

Department: Education

Created: February 2014

Revised: May 2016

Specific Responsibilities

The REAL Wellness advisor reports to the chapter advisor who reports to the regional coordinator/sorority coordinator-new chapter. She is responsible for the following:

- A. Provide leadership and guidance to the chapter
 - 1. Mentor and coach the REAL Wellness chairwoman on executing assigned responsibilities
 - 2. Contribute to and foster open communication throughout the chapter
 - 3. Facilitate resolution by using strong conflict resolution skills
 - 4. Consistently encourage and reinforce chapter successes
 - 5. Serve as a positive role model through professional behavior and as an example of lifetime commitment
 - 6. Challenge chapter officers to ensure that all Gamma Phi Beta international and local policies and procedures are followed (as documented in the Collegiate Operations Manual, officer manuals and training, information included in messaging from International Council and/or International Headquarters, chapter standing rules and chapter bylaws)
 - 7. Serve as a member of the chapter's advisory board of active alumnae who are valuable sources of support for the chapter and its officers
- B. Participate in the following:
 - 1. Chapter Education department meetings
 - 2. REAL Wellness programs
 - 3.
 - 4. All advisory board meetings, retreats and calls
- C. Establish and maintain:
 - 1. A close and strong partnership with the chapter advisory board members
 - 2. A foundational working knowledge of Gamma Phi Beta, by completing all online advisor training within three months of appointment
 - 3. A strong working knowledge of the Collegiate Operations Manual
 - 4. Good standing with Gamma Phi Beta, by paying international alumnae dues annually and completing advisor training

An exemplary candidate for the position will bring experience and demonstrated success in all of the above areas and/or a strong desire to learn and apply these skills within a short amount of time, when situations and chapter needs dictate.

General Responsibilities

- A. Respond to all communications in a timely and responsible manner
- B. Must have email access, Microsoft Word software and the ability to at least read Microsoft Excel software
- C. Maintain files (paper and electronic) of all correspondence and historical documents pertaining to her job
- D. Interact/communicate with volunteer leaders, regional team and International Headquarters professional staff as/when appropriate
- E. Train her successor to ensure a thorough transition; send her all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion
- F. Perform other duties as assigned

Training Requirements

- A. Advisor training modules
- B. Any collegiate webinars pertinent to the officers supervised by this advisor
- C. Additional training as assigned

Time Requirements

- A. 5 to 10 hours per week during the school year

Gamma Phi Beta Sorority Recruitment Advisor



Job Description

Supervisor: Chapter Advisor

Created: January 2014

Department: Membership

Revised: May 2016

Specific Responsibilities

The recruitment advisor reports to chapter advisor who reports to the regional coordinator/sorority coordinator-new chapter. She is responsible for the following:

- A. Provide leadership and guidance to the chapter
 - 1. Mentor and coach the membership vice president (MVP) and membership committee
 - 2. Assist the MVP and committee in year-round recruitment planning including developing, revising and implementing the chapters formal recruitment plans, continuous open bidding plans, and recruitment workshops
 - 3. Educate the chapter on the importance of striving for, and remaining at, Panhellenic Total and filling Quota. Assist the MVP in planning for or conducting snap bidding or continuous open bidding (COB) whenever not at Total or Quota
 - 4. Encourage the chapter to build their image through year-round branding and public relations
 - 5. Contribute to and foster open communication throughout the chapter
 - 6. Facilitate resolution by using strong conflict resolution skills
 - 7. Consistently encourage and reinforce chapter successes
 - 8. Serve as a positive role model through professional behavior and as an example of lifetime commitment
 - 9. Challenge chapter officers to ensure that all Gamma Phi Beta international and local policies and procedures are followed (as documented in the Collegiate Operations Manual, officer manuals and training, information included in messaging from International Council and/or International Headquarters, chapter standing rules and chapter bylaws)
 - 10. Ensure that Sorority, National Panhellenic Conference (NPC) and College Panhellenic rules and procedures, guidelines and policies are followed
 - 11. Serve as a member of the chapter's advisory board of active alumnae who are valuable sources of support for the chapter and its officers
 - 12. Act as the recruitment liaison between the collegiate members and the alumnae
 - 13. Assist the chapter in the membership selection process by running Select-A-Sis or counting votes, and enlisting other alumnae support as necessary
 - 14. Assist the chapter in the membership selection process by serving as a member of the membership committee during formal recruitment
 - 15. Ensure the MVP completes the Formal Recruitment Report and the COB Recruitment Report via Beta Base
 - 16. Assist the MVP in annually evaluating recruitment, gathering feedback by surveying new and existing members, and planning priority areas for improvement

17. Attend Panhellenic recruitment planning meetings and meetings during recruitment, if possible
 18. Ensure that the chapter follow release figure methodology (RFM) invitation and flex list numbers during formal recruitment
 19. Meet with the college/university's fraternity/sorority advisor annually
 20. Review recruitment excuses with the membership vice president
- B. Participate in the following:
1. Attend regular chapter membership department meetings and/or committee meetings
 2. Attend recruitment retreats, recruitment school, formal recruitment and continuous open bidding (COB) events
 3. Attend chapter membership department meetings, particularly planning meetings leading up to formal recruitment
 4. All advisory board calls, meetings and retreats
- C. Establish and maintain:
1. A close and strong partnership with the chapter advisory board members
 2. Contact with the chapter advisor and/or chapter's regional coordinator and regional coordinator-recruitment regarding:
 - a. Recruitment questions and concerns
 - b. Concerns about release figure methodology (regional coordinator-recruitment)
 - c. Questions about membership selection (MS)
 - d. Reference problems
 - e. Legacy releases or communication challenges (regional coordinator-recruitment)
 - f. Recruitment grade challenges (managing regional coordinator)
 3. Communication between the membership vice president and the alumnae reference chairwoman (ARC) and regional coordinator-recruitment (RC-R)
 4. A foundational working knowledge of Gamma Phi Beta, by completing all online advisor training within three months of appointment
 5. A working knowledge of Sorority, National Panhellenic Conference (NPC) and College Panhellenic rules and procedures, guidelines and policies related to recruitment.
 6. A strong working knowledge of the Collegiate Operations Manual, the Membership Vice President's Manual and the NPC Manual of Information
Good standing with Gamma Phi Beta, by paying international alumnae dues annually and completing advisor training

An exemplary candidate for the position will bring experience and demonstrated success in all of the above areas and/or a strong desire to learn and apply these skills within a short amount of time, when situations and chapter needs dictate.

General Responsibilities

- A. Respond to all communications in a timely and responsible manner
- B. Must have email access, Microsoft Word software, and the ability to at least read Microsoft Excel software

- C. Maintain files (paper and electronic) of all correspondence and historical documents pertaining to her job
- D. Interact/communicate with volunteer leaders, regional team and International Headquarters staff as/when appropriate
- E. Train her successor to ensure a thorough transition; send her all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion
- F. Perform other duties as assigned

Training Requirements

- A. Advisor training modules
- B. Participate in collegiate webinars pertaining to officers supervised by this advisor
- C. Additional training as assigned

Time Requirements

- A. 5 to 10 hours per week during the school year with significant increase in workload during recruitment planning period, recruitment school and recruitment

Gamma Phi Beta Sorority Ritual Advisor



Job Description

Supervisor: Chapter Advisor

Created: January 2014

Department: Education

Revised: May 2016

Specific Responsibilities

The ritual advisor reports to the chapter advisor who reports to the regional coordinator/sorority coordinator-new chapter. She is responsible for the following:

- A. Provide leadership and guidance to the chapter.
 - 1. Mentor and coach the ritual chairwoman in planning and executing ritual services, including Initiation, Pledging Service, Rite of Passage and Founders Day
 - 2. Contribute to and foster open communication throughout the chapter
 - 3. Facilitate resolution by using strong conflict resolution skills
 - 4. Consistently encourage and reinforce chapter successes
 - 5. Serve as a positive role model through professional behavior and as an example of lifetime commitment
 - 6. Challenge chapter officers to ensure that all Gamma Phi Beta international and local policies and procedures are followed (as documented in the Collegiate Operations Manual, officer manuals and training, information included in messaging from International Council and/or International Headquarters, chapter standing rules and chapter bylaws)
 - 7. Support the efforts of the chapter Education department to ensure that ritual events are meaningful, enjoyable and safe
 - 8. Serve as a member of the chapter's advisory board of active alumnae who are valuable sources of support for the chapter and its officers
- B. Participate in the following:
 - 1. Chapter Education department meetings
 - 2. Ritual events
 - 3. All advisory board meetings, retreats and calls
- C. Establish and maintain:
 - 1. A close and strong partnership with the chapter advisory board members
 - 2. A foundational working knowledge of Gamma Phi Beta, by completing all online advisor training within three months of appointment
 - 3. A strong working knowledge of the Ritual Manual
 - 4. Good standing with Gamma Phi Beta, by paying international alumnae dues annually and completing advisor training

An exemplary candidate for the position will bring experience and demonstrated success in all of the above areas and/or a strong desire to learn and apply these skills within a short amount of time, when situations and chapter needs dictate.

General Responsibilities

- A. Respond to all communications in a timely and responsible manner
- B. Must have email access, Microsoft Word software and the ability to at least read Microsoft Excel software
- C. Maintain files (paper and electronic) of all correspondence and historical documents pertaining to her job
- D. Interact/communicate with volunteer leaders, regional team and International Headquarters professional staff as/when appropriate
- E. Train her successor to ensure a thorough transition; send her all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion
- F. Perform other duties as assigned

Training Requirements

- A. Advisor training modules
- B. All collegiate webinars pertaining to officers supervised by this advisor
- C. Additional training as assigned

Time Requirements

- A. 5 to 10 hours per week during the school year

Gamma Phi Beta Sorority Scholarship Advisor



Job Description

Supervisor: Chapter Advisor

Created: January 2014

Department: Education

Revised: May 2016

Specific Responsibilities

The scholarship advisor reports to the chapter advisor who reports to the regional coordinator/sorority coordinator-new chapter. She is responsible for the following:

- A. Provide leadership and guidance to the chapter
 - 1. Mentor and coach the scholarship chairwoman and scholarship committee in planning and implementing the chapter scholarship program
 - 2. Host regular (predetermined weekly, bi-weekly, or monthly) meetings/phone calls with the scholarship chairwoman throughout the term
 - 3. Contribute to and foster open communication throughout the chapter
 - 4. Facilitate resolution by using strong conflict resolution skills
 - 5. Consistently encourage and reinforce chapter successes
 - 6. Serve as a positive role model through professional behavior and as an example of lifetime commitment
 - 7. Challenge chapter officers to ensure that all Gamma Phi Beta international and local policies and procedures are followed (as documented in the Collegiate Operations Manual, officer manuals (Scholarship Manual) and training, information included in messaging from International Council and/or International Headquarters, chapter standing rules, chapter bylaws and the chapter scholarship plan)
 - 8. Serve as a member of the chapter's advisory board of active alumnae who are valuable sources of support for the chapter and its officers
- B. Participate in the following:
 - 1. Chapter Education department meetings
 - 2. Scholarship committee meetings
 - 3. All advisory board meetings, calls and retreats
- C. Establish and maintain:
 - 1. A close and strong partnership with the scholarship chairwoman/committee and chapter advisory board members
 - 2. A foundational working knowledge of Gamma Phi Beta, by completing all online advisor training within three months of appointment
 - 3. A strong working knowledge of the Scholarship Manual and the Collegiate Operations Manual
 - 4. Good standing with Gamma Phi Beta, by paying international alumnae dues annually and completing advisor training

An exemplary candidate for the position will bring experience and demonstrated success in all of the above areas and/or a strong desire to learn and apply these skills within a short amount of time, when situations and chapter needs dictate.

General Responsibilities

- A. Respond to all communications in a timely and responsible manner
- B. Must have email access, Microsoft Word software and the ability to read and edit Microsoft Excel software
- C. Maintain files (paper and electronic) of all correspondence and historical documents pertaining to her job
- D. Interact/communicate with volunteer leaders, regional team and International Headquarters professional staff as/when appropriate
- E. Train her successor to ensure a thorough transition; send her all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion
- F. Perform other duties as assigned

Training Requirements

- A. Advisor training modules
- B. All collegiate webinars pertaining to officers supervised by this advisor
- C. Additional training as assigned

Time Requirements

- A. 5 to 10 hours per week during the school year

Job Description

Supervisor: Chapter Advisor

Department: Public Relations

Created: January 2014

Revised: May 2016

Specific Responsibilities

The social advisor reports to the chapter advisor who reports to the regional coordinator/sorority coordinator-new chapter. She is responsible for the following:

- A. Provide leadership and guidance to the chapter.
 - 1. Mentor and coach the social chairwoman and social committee in event planning and execution
 - 2. Contribute to and foster open communication throughout the chapter
 - 3. Facilitate resolution by using strong conflict resolution skills
 - 4. Consistently encourage and reinforce chapter successes
 - 5. Serve as a positive role model through professional behavior and as an example of lifetime commitment
 - 6. Challenge chapter officers to ensure that all Gamma Phi Beta international and local policies and procedures are followed (as documented in the Collegiate Operations Manual, officer manuals and training, information included in messaging from International Council and/or International Headquarters, chapter standing rules and chapter bylaws)
 - 7. Support the efforts of the Public Relations department to ensure that social events are safe and enjoyable; this includes reviewing all social event registrations submitted via Beta Base with the social chairwoman and public relations vice president to ensure compliance with Gamma Phi Beta policies and procedures
 - 8. Serve as a member of the chapter's advisory board of active alumnae who are valuable sources of support for the chapter and its officers
- B. Participate in the following:
 - 1. Public Relations department meetings
 - 2. Social committee meetings
 - 3. All advisory board meetings, retreats and calls
- C. Establish and maintain:
 - 1. A close and strong partnership with the chapter advisory board members
 - 2. A foundational working knowledge of Gamma Phi Beta, by completing all online advisor training within three months of appointment
 - 3. A strong working knowledge of the Collegiate Operations Manual
 - 4. Good standing with Gamma Phi Beta, by paying international alumnae dues annually and completing advisor training

An exemplary candidate for the position will bring experience and demonstrated success in all of the above areas and/or a strong desire to learn and apply these skills within a short amount of time, when situations and chapter needs dictate.

General Responsibilities

- A. Respond to all communications in a timely and responsible manner
- B. Must have email access, Microsoft Word software and the ability to at least read Microsoft Excel software
- C. Maintain files (paper and electronic) of all correspondence and historical documents pertaining to her job
- D. Interact/communicate with volunteer leaders, regional team and International Headquarters professional staff as/when appropriate
- E. Train her successor to ensure a thorough transition; send her all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion
- F. Perform other duties as assigned

Training Requirements

- A. Advisor training modules
- B. All collegiate webinars pertaining to officers supervised by this advisor
- C. Additional training as assigned

Time Requirements

- A. Office: 5 to 10 hours per week during the school year

Job Description

Supervisor:	Chapter Advisor	Department:	Administration
Created:	January 2014	Revised:	May 2016

Specific Responsibilities

The standards advisor reports to the chapter advisor who reports to the regional coordinator/sorority coordinator-new chapter. She is responsible for the following:

- A. Provide leadership and guidance to the chapter.
 - 1. Mentor and coach the standards chairwoman and standards committee
 - 2. Assist the standards chairwoman and committee in developing, revising, implementing and enforcing the chapter's standing rules, internet policy, merit point system and attendance policy
 - 3. Contribute to and foster open communication throughout the chapter
 - 4. Facilitate resolution by using strong conflict resolution skills
 - 5. Consistently encourage and reinforce chapter successes
 - 6. Serve as a positive role model through professional behavior and as an example of lifetime commitment
 - 7. Challenge chapter officers to ensure that all Gamma Phi Beta international and local policies and procedures are followed (as documented in the Collegiate Operations Manual, officer manuals and training, information included in messaging from International Council and/or International Headquarters, chapter standing rules and chapter bylaws)
 - 8. Serve as a member of the chapter's advisory board of active alumnae who are valuable sources of support for the chapter and its officers
- B. Participate in the following:
 - 1. Administrative department meetings
 - 2. Standards committee meetings and hearings
 - 3. All advisory board calls, meetings and retreats
- C. Establish and maintain:
 - 1. A close and strong partnership with the chapter advisory board members
 - 2. A foundational working knowledge of Gamma Phi Beta, by completing all online advisor training within three months of appointment
 - 3. A strong working knowledge of the Collegiate Operations Manual particularly the chapter procedures sections related to standards and discipline, and the Standards Manual
 - 4. Good standing with Gamma Phi Beta, by paying international alumnae dues annually and completing advisor training

An exemplary candidate for the position will bring experience and demonstrated success in all of the above areas and/or a strong desire to learn and apply these skills within a short amount of time, when situations and chapter needs dictate.

General Responsibilities

- A. Respond to all communications in a timely and responsible manner
- B. Must have email access, Microsoft Word software and the ability to at least read Microsoft Excel software
- C. Maintain files (paper and electronic) of all correspondence and historical documents pertaining to her job
- D. Interact/communicate with volunteer leaders, regional team and International Headquarters professional staff as/when appropriate
- E. Train her successor to ensure a thorough transition; send her all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion
- F. Perform other duties as assigned

Training Requirements

- A. Advisor training modules
- B. All collegiate webinars pertaining to officers supervised by this advisor
- C. Additional training as assigned

Time Requirements

- A. 5 to 10 hours per week during the school year



COLLEGIATE CHAPTER PROCEDURES

Activities

Participation in campus activities is an excellent public relations effort that benefits the chapter image. Through their participation, members become acquainted with other fraternity/sorority members and other campus students, enhance their leadership skills and bring recognition to Gamma Phi Beta through individual accomplishments. Each chapter member is strongly encouraged to participate in at least one campus activity outside of Gamma Phi Beta each year.

All chapter activities must comply with Gamma Phi Beta policies and procedures, including the Alcohol Policy. Likewise, it is important that all chapter activities planned are activities of which the Sorority can be proud.

Advisors

Gamma Phi Beta is an international Sorority with lifetime membership, giving chapters the opportunity to benefit from having local alumnae who serve as advisors. These women volunteer their time to help collegiate chapters because they enjoy interacting with college-age women and are interested in seeing each chapter become the best it can be.

Advisors provide guidance and valuable assistance to officers who work with them. They do not do the work of chapter officers. Their Gamma Phi Beta knowledge and their life experience are tremendous assets for the chapter.

Remember that advisors are busy women. Many have careers and families and must divide their free time between Gamma Phi Beta and other activities.

It is always necessary to thank advisors for their efforts and for taking time to assist the chapter. Remember advisors on holidays, birthdays and when they retire from their advisory positions, and thank them for any extra efforts. If appropriate, ask advisors to be in receiving lines, take special roles in Initiation and sit at head tables. It also is appropriate that they be guests of the chapter at any special events.

Advisors should never be asked to pay extra expenses. The chapter must budget to cover expenses that allow advisors to complete their job responsibilities (attendance at REAL Leadership events, long-distance phone calls, etc.).

The chapter advisor is appointed annually by the regional coordinator/sorority coordinator-new chapter. The chapter advisor appoints and supervises the remainder of the advisory board with the approval of the regional coordinator/sorority coordinator-new chapter. Advisors are appointed each year and may serve three consecutive years in the same position unless the regional coordinator/sorority coordinator-new chapter grants special permission. Most begin their terms of office in the fall.

The advisory board for the chapter is comprised of the following advisors:

- Chapter advisor (required)
- Administrative advisor
- Collegiate-alumnae relations advisor
- Education advisor
- Financial advisor
- Membership/recruitment advisor
- New member education advisor
- PACE advisor
- Panhellenic advisor (chapter)
- Public relations advisor
- REAL Wellness advisor
- Ritual advisor
- Scholarship advisor
- Social advisor

- Standards advisor
- Additional advisors for officers or programs based on chapter need

Developing a Working Relationship with Advisors

1. Each officer should contact her advisor at the beginning of the (officer's or advisor's) term of office.
2. Invite the advisor to the chapter facility or meeting place and plan time to get acquainted.
3. Ask the advisor how she prefers to be addressed, and inquire about her life (chapter of Initiation, degree and school, career, family).
4. Introduce the advisor to the chapter, house director and staff.
5. Review chapter and officer's goals.
6. Discuss the role of officer and advisor and develop expectations of each.
7. Determine a meeting schedule.
8. Discuss norms and expectations – phone calls (when and where appropriate, best times) and email.

Officer/Advisor Communication

1. Always call the advisor if plans change regarding meetings.
2. If the advisor is unable to attend a meeting, take notes on important discussions and review them with her.
3. Be prepared for meetings and be punctual.
4. Call and meet according to the established schedule.
5. Immediately inform the advisor about any serious challenges or concerns.
6. Be open with the advisor, frankly communicating challenges and concerns so that she can help resolve them.

Remote Advisory Board Members

Our collegiate chapters are filled with dynamic, energetic, passionate young leaders who are eager to serve their chapters and become world-class leaders. They need dedicated advisors to provide them guidance and coaching in order to realize their full potential. It is an exciting, challenging job that is one of the most rewarding experiences for an alumna member.

Several collegiate chapters are located in areas that don't have a large number of local alumnae but they still need excellent advisors. This is where remote advising becomes valuable. Alumnae that live or work more than two hours driving distance from a chapter, can still work with a collegiate chapter as a remote advisor.

Qualifications

- Previous advising experience (chapter advisor or advisory board roles).
- Ability to effectively use technology to communicate (Skype, conference calls, email, texts, etc.).
- Travel one to two times per year for an in-person chapter visit (expenses covered by chapter).
- Attend REAL Leadership Conference (in off-Convention years), REAL Leadership Academy (in Convention years, if chapter advisor), REAL Leadership Institute (in off-Convention years, if chapter advisor) and Convention (if chapter advisor).
- Partner with the managing regional coordinator and regional team members/sorority coordinator-new chapter and new chapter team members to provide support to chapter leaders and members.
- Participate in ongoing training and development for advisors.

- Fulfill all other responsibilities as outlined in the appropriate job description and advisor expectations agreement.

Affiliated House Corporation

The affiliated house corporation (AHC), which is elected at the annual meeting of the AHC, ranges in size from seven to 12 members, according to the AHC bylaws. It manages the chapter facility. Except for the chapter president, chapter financial vice president and chapter facility manager, all members are alumnae and may be initiates of any Gamma Phi Beta chapter. All chapter initiates who have paid the local facility fee are members of the AHC.

Any alumnae that serve on the AHC assume responsibility for managing the day-to-day operations of the facility, including meal service, employee relations, maintenance and improvements. It is through their volunteer efforts that Gamma Phi Beta is able to provide chapter housing for its members.

The three collegiate officers, along with the chapter and financial advisors who serve on the AHC to represent the interests of the chapter are the chapter president, financial vice president and facility manager. Each serves as a liaison between the AHC and the chapter and should bring the opinions, ideas and suggestions of the chapter to meetings.

Composition of Voting Members

- A. Elected alumnae members
- B. Chapter president
- C. Chapter financial vice president
- D. Chapter facility manager
- E. Chapter advisor
- F. Financial advisor
- G. In addition, all chapter members who have paid their one time local facility fee in full are eligible to vote at the annual meeting where the AHC members are elected.

Responsibilities

- A. Maintain the chapter facility and all equipment.
- B. Select new or replacement furnishings and fixtures, in consultation with chapter representatives.
- C. Collect all money due the AHC.
- D. Maintain bank accounts, including a reserve fund and the local facility fee.
- E. Determine facility fees.
- F. Determine local facility fee and establish terms of payment.
- G. Determine residence requirements according to local needs and in compliance with international residence regulations and campus regulations, if any.
- H. Deny residency to a member if she is not in good standing.
- I. Approve chapter house rules (see Facilities page in the Procedures section of the Collegiate Operations Manual) with regard to adherence to International Gamma Phi Beta Bylaws and Rules and Procedures and with regard to safety issues.
- J. Manage all facility staff, including house director and kitchen and cleaning staff, as necessary.

Affiliation

Although affiliation is not required nor guaranteed, it is one of the benefits of belonging to an international Sorority. Members of Gamma Phi Beta have the opportunity to affiliate with another chapter of the Sorority when they transfer and enroll in other schools. If they choose to do so (by mutual agreement between the affiliating chapter and the member), they can enhance the life of the affiliating chapter through the ideas and programs they have experienced since their Initiation and through their added perspective of Gamma Phi Beta.

An affiliate assumes the same responsibilities of membership as initiates of the chapter.

Get Acquainted

- A. The affiliating chapter should establish a period of time during which it is the responsibility of both the member and the affiliating chapter to get to know each other once the member is enrolled at the new institution.
 - 1. The full affiliation process should be no longer than 15 calendar days from the day when the member indicates to the affiliating chapter her desire to affiliate with that chapter. This time period should be communicated to all parties involved.
 - 2. The affiliating chapter should establish a Membership Committee to facilitate the affiliation process. Recommended members should include: chapter president, chapter advisor and one chapter representative from each grade level (e.g., the composition is similar to the Membership Committee that is used for recruitment). If the chapter advisor is not available to participate, an appropriate substitute would be an additional member from the executive council
 - 3. Costs
 - a. Social costs are the affiliating member's responsibility unless the chapter provides otherwise.
 - b. No dues, fees or other associated chapter costs are charged the candidate during the affiliation period.
 - 4. Affiliating member cannot be offered a housing contract until the entire process for affiliation has been completed.
 - 5. Affiliating member is not expected to participate in mandatory events during the affiliation period but may do so with the consent of the affiliating chapter. Affiliating member may attend chapter (formal) business meetings at the invitation of the affiliating chapter president.
- B. Determine the possibility of affiliation early in the period with regard to housing (establish a policy, if applicable)
- C. Advise the candidate of:
 - 1. Panhellenic regulations
 - 2. Housing policy
 - 3. Chapter and affiliated house corporation financial obligations

Affiliation Procedure

- A. The member who wishes to affiliate or the president of the chapter with which she wishes to affiliate contacts the chapter president from the initiating chapter.
- B. The requested recommendation is voted on by the initiating chapter's executive council within 72 hours of the request. The vote can be conducted either in person or via email.
 - 1. A two-thirds affirmative vote is needed to approve a recommendation.
 - 2. A member may not be approved for affiliation until she has fulfilled all chapter, international Gamma Phi Beta and affiliated house corporation financial obligations at the initiating chapter.
 - 3. A favorable recommendation from the initiating chapter's executive council is required for a member to be considered for affiliation.
 - 4. If the recommendation is not favorable, the chapter's executive council must contact their chapter advisor for approval to proceed. If there are questions regarding definitions of a non-favorable recommendation definition, the chapter advisor must be consulted. The candidate must be informed by the initiating chapter and given the reason.
 - 5. If the recommendation is not favorable, the member is then an alumna member.
- C. The president of the initiating chapter logs into Beta Base to begin the process of affiliation by marking this member with a left school status (Members > Actions > Manage Current Members). This gives the member temporary alumna status, so she may be added to the affiliating chapter's membership roster if her affiliation is approved.
- D. The affiliating chapter's membership committee votes.
 - 1. A two-thirds affirmative vote is needed to affiliate.
 - 2. If the candidate is not accepted, she must be informed and given the reason.
 - a. The member is then an alumna member.
 - 3. If the candidate is accepted, she immediately assumes all chapter responsibilities.
 - a. The president of the affiliating chapter logs into Beta Base to complete the affiliation process by adding the approved member to their membership roster (Members > Actions > Manage Affiliate). The member will not be able to be added to her affiliating chapter roster until her initiating chapter marks her status as Left School.
 - b. The candidate pays the affiliating chapter a fee not to exceed \$25.
 - c. The candidate is affiliated using the Affiliation Service (see Ritual Manual). The timing for this service should be prior to or following a chapter business meeting.
 - d. The affiliate takes her place in the chapter order after the last initiated member.

Reinstated Member

An undergraduate whose membership is reinstated may affiliate with her chapter of Initiation or another collegiate chapter according to the affiliation procedure.

Alcohol Policy - Guidelines and Procedures for Use

Note: This is not the Gamma Phi Beta Alcohol Policy. The Gamma Phi Beta Alcohol Policy can be found in its entirety in the Policy section of the Collegiate Operations Manual.

It is evident in this time of ever-increasing litigation that Gamma Phi Beta, both locally and internationally, is very much at risk. A tragedy involving the use of alcohol would have a significant negative impact on the Sorority, the chapter and individual members.

Campus customs also are changing, with students being asked to look much more carefully at their drinking habits and general conduct. Gamma Phi Beta has always instructed chapters to maintain at least the same standards that prevail on campus. All chapters are encouraged to set higher standards.

State laws are strict about the use of alcohol and penalties are extremely severe (large fines and jail terms) for those who use alcohol irresponsibly or illegally. And, some of those outside the fraternity/sorority community (e.g., general public, administrators and faculty members) look at sororities and question their worth. Not only must we set an example, we must also be above reproach in order to keep the fraternity/sorority community strong and healthy.

There is also growing concern among health professionals about the effects of alcohol on women, and the lifelong influence of drinking patterns established at an early age. Gamma Phi Beta shares this concern. Safety is equally as important with the danger of date rape, sexually irresponsible behavior and the potential consequences of driving while under the influence of alcohol.

Thus, Gamma Phi Beta has established its Alcohol Policy with these factors in mind. It is similar to the policies of other National Panhellenic Conference member organizations (sororities). **Gamma Phi Beta's Alcohol Policy must be reviewed at the first new member meeting and the procedures outlined below to adopt the policy in the chapter must be followed.** Refer to the actual Alcohol Policy and answers to frequently asked questions regarding the policy found in the Policies section of the Collegiate Operations Manual.

Definitions

BYOB is defined as "bring your own beverage." Fraternal Information and Programming Group (FIPG) BYOB guidelines provide that an individual of legal drinking age may bring one six pack of 12 ounce beers or one four pack of wine coolers to an event for personal consumption.

BYOB Event: An event that falls within the definition of a Gamma Phi Beta event and is permitted to be a BYOB event by the rules and regulations of the college or university where the Gamma Phi Beta chapter is chartered.

Co-sponsored Event: Any Gamma Phi Beta event co-hosted by a Gamma Phi Beta chapter, including those conducted with one or more fraternities or sororities. An event is co-hosted by a Gamma Phi Beta chapter if the event would fall within the definition of a Gamma Phi Beta event and is also identified significantly with one or more other organizations.

Drinking Games: Include, but are not limited to, the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, beer pong, dares or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

Gamma Phi Beta Event: Any activity, function, party or other event planned by, or hosted/co-hosted by a Gamma Phi Beta chapter. A Gamma Phi Beta event includes a BYOB event and a co-sponsored event. It also includes parties commonly referred to as "pre-" or "post-" parties surrounding a Gamma Phi Beta event. Gamma Phi Beta does not assign a particular number of members in attendance to determine a Gamma Phi Beta event. Instead, the focus is on the event itself, the intent, who is in attendance and the public perception. Essentially, an event is hosted by a Gamma Phi Beta chapter if the event is identified primarily with Gamma Phi Beta or its members.

In determining whether an event or activity falls within the definition of a Gamma Phi Beta event, the perspective of someone on your campus that is not a Gamma Phi Beta should be considered.

- Would they perceive the event to be a Gamma Phi Beta event?
- If the Greek life or other campus staff attended, would they think that Gamma Phi Beta was hosting?
- If another member of your Panhellenic community came to the event, would they perceive it to be a Gamma Phi Beta event?

Examples of a Gamma Phi Beta event include when:

- An invitation (whether written or oral) is authorized by the chapter or its officers and is issued in the name of Gamma Phi Beta, posted on the chapter's Facebook page, list-serve or other social media or posted on the chapter's bulletin board.
- The event is paid for (directly or indirectly) by Gamma Phi Beta chapter funds.
- The event is organized or administered by authorized representatives of the chapter.
- Outsiders could reasonably identify the event as being planned and/or co-hosted by the Gamma Phi Beta chapter.

Gamma Phi Beta Property: Any property owned by, rented by, controlled by, used in the name of or occupied in the name of Gamma Phi Beta Sorority or another Gamma Phi Beta entity, including, but not limited to, suites, residence hall floors, designated residence halls, houses or areas. Individual bedrooms within the Gamma Phi Beta facility and parking lots are included within the definition of Gamma Phi Beta property.

Multi-Sponsored Event: Any special event co-sponsored by a Gamma Phi Beta chapter and more than three other organizations.

New Member Program or Activity: Any activity where new members are the principal participants. Examples of new member activities include:

- a. Bid Day activities

- b. New member meetings
- c. New member retreats or parties
- d. Initiation week activities (including the 24 hours after Initiation)
- e. Big/Little Sister activities (whether initiated by the chapter or by the member and/or new member)
- f. Activities associated with a Big/Little Sister or “family”
- g. Any other event or activity where a reasonable person could infer that the activity was associated with the new member’s status as a new member

Open Party: Any event with unrestricted access by non-members of Gamma Phi Beta Sorority, without specific invitation, where alcohol is present.

Required Chapter Event: Chapter meetings, new member meetings, recruitment activities, ritual events and any other chapter event where members or new members will be fined for missing the event.

Tavern: Any establishment generating more than half of annual gross sales from alcohol.

Annual Completion of Educational Programming

Chapter must complete the Sorority’s required Fidelity program on Alcohol Awareness. Chapter may not hold any events with alcohol until the completion of the Fidelity program on Alcohol Awareness is completed.

Procedures for Events with Alcohol

Registration of a Gamma Phi Beta Event (sponsored or co-sponsored)

The chapter must have completed the Fidelity program on Alcohol Awareness for the current academic year prior to hosting or co-hosting social events with alcohol.

The officer organizing the event registers the event in Beta Base at least two-weeks prior to the event. It is the chapter officer’s responsibility to ensure all policies and procedures are followed. Beta Base registration does not confirm policy and procedure compliance. Compliance issues may be addressed as necessary by a chapter advisor, regional coordinator/sorority coordinator-new chapters and/or regional director/managing director-new chapters. Gamma Phi Beta does not require any advisor of the chapter to attend chapter social events unless in accordance with university requirements. Should any advisor of the chapter choose to attend a chapter social event, she does so as a guest and not as a representative of international Gamma Phi Beta. See Social Function page in the Chapter Procedures section of the Collegiate Operations Manual for more information concerning the process of planning successful social events.

Special stipulations for a BYOB Event

In addition to the procedures listed above, chapters who wish to host a BYOB event must meet the following criteria:

1. The chapter may not be on probation or Collegiate Vice President supervision.

2. Chapters may not attend co-sponsored events in a men's fraternity facility unless the event is alcohol-free or the chapter has received a BYOB Event Location Waiver to attend pursuant to the BYOB provisions of the Gamma Phi Beta Alcohol Guidelines.
3. The regional coordinator or sorority coordinator-new chapter must receive, directly from the university, the university's BYOB policies.
4. All BYOB events must comply with both the Fraternal Information and Programming Group (FIPG) policies on BYOB and the university's BYOB requirements. If there is a conflict, the stricter policy will be applicable.
5. A BYOB event location waiver is granted for an academic year and may be renewed annually by submitting a waiver request through Beta Base.

Designated Driver/Walker Programs

Sober monitors are not permitted unless the university requires this and provides training and support.

Designated drivers/walkers may only be used by chapters that are unable to use bus transportation to/from approved sponsored or co-sponsored Gamma Phi Beta events at which alcohol will be served and when the guidelines described in the Collegiate Operations Manual are followed. Designated driver/walker programs are not to be organized through the chapter outside of sponsored or co-sponsored events. Sober sister/monitor programs not related to Gamma Phi Beta events are not permitted at any time. For more information on designated driver/walker programs see Designated Driver/Walker Programs and Sober Monitor Guidelines in the Chapter Procedures section of the Collegiate Operations Manual.

Discipline for Breaches of the Alcohol Policy

Chapter Discipline for Violations of Alcohol Conduct

Any violation by the chapter or a substantial portion of the members of the chapter, of the Gamma Phi Beta Alcohol Policy shall result in chapter discipline pursuant to the provisions of the Bylaws and Rules and Procedures of Gamma Phi Beta.

Individual Discipline for Violations of Alcohol Policy

Any individual violations of the Alcohol Policy shall be addressed in an executive council hearing and may result in termination of membership by Gamma Phi Beta's International Council.

Individual Discipline for Inappropriate Conduct Involving the Use and Possession of Alcohol

Introduction

The use of alcohol is a matter of personal choice by our members. The abuse and misuse of alcohol has had a significant negative impact on our society.

Gamma Phi Beta Sorority expects its members and new members to behave in a manner congruent with the highest type of womanhood. Members and new members bear personal responsibility to abide by applicable federal, state and local laws and applicable college/university and Gamma Phi Beta rules and regulations. This is a personal responsibility which each member or new member accepts for herself as a member of Gamma Phi Beta.

Whenever Gamma Phi Beta members, new members and/or guests choose to use alcoholic beverages, they are expected to do so in a moderate and responsible manner. It is expected that all Gamma Phi Beta members, new members and guests will conduct themselves in manner that is not detrimental to their individual reputations or the reputation of Gamma Phi Beta, which does not invite criticism or ridicule and displays above-average self respect, manner and consideration for others.

Clearly defined standards of behavior regarding alcohol shall be established by the chapter.

Gamma Phi Beta members and new members will be financially and personally responsible for all of their guests' actions.

Executive Council Hearings

The following shall be cause for an executive council hearing and may result in termination of membership by Gamma Phi Beta's International Council:

1. Conviction of any law involving driving while intoxicated, impaired or other moving violation where alcohol is involved.
2. Citation from law enforcement or university officials for minor in possession of alcohol, underage drinking or similar laws applying to drinking while under age.
3. Conviction of any law involving the distribution of alcohol to minors.
4. Citations from law enforcement or university officials for use of a false identification.
5. A pattern of underage drinking and/or excessive consumption of alcohol evidenced by previous standards or executive council hearings.
6. Excessive consumption of alcohol.
7. Similar activities where the member, other members, third parties or the chapter is placed in a situation of physical, mental or emotional harm, discomfort or embarrassment.
8. A pattern of standards hearings for misuse of alcohol, with no change of behavior.

Standards Hearings

It is appropriate and encouraged that standards hearings be used for all other situations where alcohol is misused by a member or a new member.

Education

1. All members and new members will receive a copy of Gamma Phi Beta's Alcohol Policy.
2. Chapter programming will include at a minimum the Sorority's required alcohol abuse prevention programming which all initiated and new members are required to attend. The chapter is also encouraged to include additional programming, including, but not necessarily limited to, thorough presentation and discussion of (a) Gamma Phi Beta policies on alcohol, (b) chapter standards of behavior regarding alcohol, (c) the effects of alcohol on the health and welfare of women and (d) the liability of officers and members when alcohol is served at a Gamma Phi Beta event.
3. All members are to be given a copy of the Fraternal Information and Programming Group's (FIPG) Risk Management Policy (see Risk Management Policy from FIPG in the Policies section of the Collegiate Operations Manual).

Event Requirements

Gamma Phi Beta Sponsored or Co-sponsored Events

Location: BYOB events may not occur in fraternity houses unless the chapter has received a BYOB Event Location Waiver to attend the event pursuant to these guidelines. A BYOB Event Location Waiver may be granted for an academic year and may be renewed annually by submitting a request through BetaBase.

Food and Beverages: At any event where alcoholic beverages are served, non-alcoholic beverages and non-salty food must also be available.

Transportation: The event must comply with the transportation requirements described below.

Identification Checks: The third party vendor/bartender must provide age verification and must not serve alcohol to members, new members or guests that are under the legal drinking age. There shall be only one entrance to any Gamma Phi Beta event in order to facilitate identification checks.

Bartender: Alcohol must be served only by a licensed bartender who has substantial liability insurance and who accepts responsibility for determining which individuals in attendance are of legal drinking age and for denying service to those who are under legal drinking age or who are intoxicated. A cash bar must be used. Alcohol service shall end at least one hour before the scheduled end of the event.

Security: Professional security personnel must be employed for and attend any Gamma Phi Beta event at which alcohol is served. There will be at least one professional security guard hired and present for every 50 attendees at the event.

Party Favors: Party favors may not relate to or show alcohol use. Shot glasses, 16 ounce tumblers, wine glasses, flasks or t-shirts showing the consumption of alcohol are specifically prohibited.

Number of Sponsors and Non-Member Guests: A Gamma Phi Beta chapter may co-sponsor an event with up to three other organizations (a maximum of four organizations total). Additional non-member guests are not permitted where more than two organizations co-sponsor an event.

Other:

- a. Anyone who is intoxicated will be denied entrance to the Gamma Phi Beta event.
- b. Anyone who leaves the premises of a Gamma Phi Beta event at which alcohol is served will not be readmitted.

BYOB Events

Location: BYOB events may not occur in fraternity houses unless the chapter has received a BYOB Event Location Waiver to attend the event pursuant to these guidelines. A BYOB Event Location Waiver may be granted for an academic year and may be renewed annually by submitting a request through BetaBase.

Food and Beverages: Non-alcoholic beverages and non-salty food must also be available. Bottles are prohibited except for wine coolers which will be poured into plastic cups before being distributed. There shall be no beverages served from a punch bowl, pitcher or any type of open container.

Transportation: The event must comply with the transportation requirements described below.

Identification Checks: There must be an acceptable method of identification verification to ensure that no person under the legal drinking age may consume alcohol.

Permissible Beverages: Unless the university has more restrictive requirements, each person of legal age may bring in one six pack of 12 ounce beers or one four pack of wine coolers for individual consumption.

Security: Professional security personnel must be employed for and attend any Gamma Phi Beta event at which alcohol is served. There will be at least one professional security guard hired and present for every 50 attendees at the event.

Party Favors: Party favors may not relate to or show alcohol use. Shot glasses, 16 ounce tumblers, wine glasses, flasks or t-shirts showing the consumption of alcohol are specifically prohibited.

Sleeping Rooms: Additionally, Gamma Phi Beta Sorority is concerned about the safety of members, new members and guests. For this reason, the Sorority discourages the renting of sleeping rooms by members or new members before, during or after sponsored or co-sponsored events.

Other:

- a. Anyone who is intoxicated will be denied entrance to the Gamma Phi Beta event.
- b. Anyone who leaves the premises of a Gamma Phi Beta event at which alcohol is served will not be readmitted.

Out-of-Town Parties

Gamma Phi Beta Sorority supports the National Panhellenic Conference (NPC) in its general position against out-of town or overnight parties. However, an out-of-town party (but not overnight) party may be held if the chapter and the chapter's advisory board determine that a local facility is not available. If an out-of town party is

held the following procedures must be followed, in addition to the procedures set forth in “Event Requirements” above.

1. Busses with professional drivers must be provided, and all members and guests must ride the bus to and from the party, returning immediately after the party ends.
2. There will be no alcoholic beverages on the bus.
3. Anyone intoxicated will not be allowed on the bus.

Transportation to Gamma Phi Beta Events

For any Gamma Phi Beta event (including BYOB events and co-sponsored events) and at which alcohol is served:

1. It is highly recommended that buses with professional drivers be provided to transport all Gamma Phi Beta members and guests between the Gamma Phi Beta property and the event location.
2. No alcohol is permitted on buses.
3. Anyone intoxicated will not be allowed on the bus.
4. Private cars may be used only when the chapter follows the designated driver/walker program as outlined in the Chapter Procedures sections of the Collegiate Operations Manual. One non-drinking driver and one non-drinking passenger must be designated for each car when private cars are used as transportation to or from any such event. In addition, seat belts must be provided for all passengers in the car.
5. An alternate means of transportation shall be arranged, at chapter expense, for any person attending such an event who appears unable to drive home safely. The security personnel will determine which persons are unable to drive home and will notify the officer in charge.

Alumna Status

Gamma Phi Beta **does not** have an "inactive" status, nor is it possible to be granted "early alumna" status. If a collegiate member who does not meet one of the eligibility criteria for alumna status (see Gamma Phi Beta Rules and Procedures) and no longer desires to fulfill her collegiate membership obligations, then she must resign her membership. (See the "Resignation" page in the Discipline section of the Collegiate Operations Manual.)

Procedure for Changing Collegiate Status to Alumna Status:

- Collegiate chapters denote a change in status of a collegiate member to an alumna member via Beta Base (Members > Manage Current Members) at the end of each term.
- To ensure the chapter is not charged for international collegiate dues for members that have graduated, left school or are attending another school, this status change is to be made before October and February before the international collegiate dues are invoiced.

Alumnae at Collegiate Chapter Events

When appropriate, alumnae are encouraged to attend collegiate chapter events and/or activities as they can be a great asset to the collegiate chapter. However, remember that alumnae members, no matter when they earned their alumna status, are considered guests of the collegiate chapter (even if they were initiated at that chapter).

1. Alumnae must be **invited** in order to attend any collegiate events, activities, chapter business meetings, social functions and/or Initiation service.
2. If the collegiate chapter is having difficulty with alumna(e) members at a chapter event, she can be asked to leave. Engage an advisor to assist, if necessary.
3. If the collegiate chapter invites alumnae or other guests to events/activities remember:
 - a. They are to be held to the same standards as a collegiate member.
 - b. Clearly communicate expectations to the guest(s) before the event/activity.
 - c. Alumnae invitations need to be reviewed for each event. Consider your budget implications when inviting alumnae to events.
 - d. Information regarding event planning can be found in the Collegiate Operations Manual, Chapter Procedures section, Social Event Planning.
4. Both collegiate and alumnae members are expected to uphold Gamma Phi Beta standards and policies at chapter sponsored events.
5. If the collegiate chapter knows alumnae or non-members may be dropping by the chapter facility before or after campus events, it is suggested that the chapter take proactive steps in preventing any possible policy violations.
 - a. Post a sign or notice at the front door/main entrance to your facility stating the Gamma Phi Beta Alcohol Policy.
 - b. Clearly communicate in advance of the event that all persons must adhere to all Gamma Phi Beta policies when on Gamma Phi Beta property or venue of a Gamma Phi Beta event.
 - c. Remind current members/new members that alumnae/guests may be at your event or may be visiting the facility and that they are to be held accountable to all Gamma Phi Beta policies.
 - d. Remind chapter members that any guest/alumna who may be staying overnight must have prior approval from the chapter president, proper officer (depending on house rules) or affiliated house corporation. As an overnight guest, they must adhere to all visitation and house rules.

If alumnae members/guests violate Sorority policy:

1. Any chapter member or member in a leadership position should politely and as quickly as possible address the person(s) regarding the violation.
2. If ineffective, engage the chapter advisor or house director (if applicable) to assist with the situation.
3. If the guest continues to violate Gamma Phi Beta policy and is putting the chapter at risk by violating policy and will not listen to the member and those assisting, then contact an authority to assist with removing the guest.
4. If collegiate members/new members or advisors witness a policy violation they may complete an Incident Report regarding an alumna member. The incident report should then be sent to the regional director and the regional coordinator-alumnae for further action.

Alumna Initiate Program

Gamma Phi Beta welcomes into membership qualified women who never attended college, who attended a college or university without a fraternity/sorority community or who did not become an initiated member of a National Panhellenic Conference sorority while in college. This program allows alumnae members to invite outstanding women to share the pride of becoming a Gamma Phi Beta.

An alumna initiate may be a woman who meets the high standards of Gamma Phi Beta membership Alumnae of a local sorority that has been accepted as a Gamma Phi Beta new chapter are eligible to become alumnae initiates. An alumna initiate candidate may not be or ever have been a member of another National Panhellenic Conference sorority or currently an employee of Gamma Phi Beta Sorority, Inc. or an employee of a Gamma Phi Beta affiliated house corporation.

Since alumnae initiates will be making special efforts to become Gamma Phi Betas, they will usually be supportive, active and enthusiastic members. These women will enjoy new friendships, involvements and opportunities and will make worthwhile contributions to the Sorority. This program offers mutual opportunities for both the alumnae chapter and the alumnae initiates.

Checklist for Collegiate Chapter

- _____ **Step 1:** Receive interest from a potential candidate.
- _____ **Step 2:** Review Alumna Initiate Program information on the Gamma Phi Beta website and discuss program with interested woman.
- _____ **Step 3:** Ask the candidate to complete the Potential Alumna Initiate Interest Form (available at GammaPhiBeta.org). The form is to be returned to the nearest alumnae chapter, volunteer leader or local alumna who is geographically closest to the potential alumna initiate. The interest form will then be reviewed by the recipient(s) to determine if the potential alumna initiate meets Gamma Phi Beta's high standards.
- _____ **Step 4:** The nearest alumnae chapter, volunteer leader or local alumna will get to know the potential alumna initiate candidate. The goal of this step is for the potential new member to meet as many chapter/alumnae members as possible. Gamma Phi Beta recommends that there be a minimum of at least one face-to-face meeting take place before approval.
- _____ **Step 5:** The alumnae chapter, volunteer leader or alumna may obtain an Alumna Initiate Packet from www.GammaPhiBeta.org if she feels the potential alumna initiate would make a good candidate for membership. **From this point on in the process, there is a minimum timeline of seven weeks for the program to be completed.**
- _____ **Step 6:** The alumnae chapter, volunteer leader or local alumna will complete and return the Alumna Initiate Application to International Headquarters for processing – this could take two to three weeks. The collegiate chapter is involved in this process as they will be responsible for initiating the alumna member. The collegiate president will need to indicate her approval for

the Initiation. Once the woman's application has been approved by the Alumnae Vice President, the sponsor can now move to step 7. While waiting for completion of step 6, continue to engage the potential alumna initiate with other alumnae.

- _____ **Step 7:** Alumna Initiate Education Packet is sent to the sponsor to educate the potential alumna initiate. This process is three to four weeks long. During the education period the sponsor should begin step 8.
- _____ **Step 8:** Three-weeks prior to Initiation, the membership fee, alumnae dues and badge order with payment must be received at International Headquarters or no Initiation may take place.
- _____ **Step 9:** Initiation occurs at designated collegiate chapter.
- _____ **Step 10:** Immediately following Initiation, the sponsor is to send the signed Loyalty Pledge to International Headquarters. The other signed copy of the Pledge is retained by the initiating collegiate chapter.

Anniversary of Chapter

In celebration of the collegiate chapter's installation as a chapter of Gamma Phi Beta, each chapter is to perform the Anniversary of Collegiate Chapter Installation Service as found in the *Ritual Manual*.

Attendance

Attendance is vital to chapter success. Although events such as recruitment, chapter business meetings, Fidelity meetings, PACE meetings, ritual services, chapter retreats and other educational programming sessions are required of all members, it is the role of chapter leaders to foster a positive attitude. Participation in chapter governance and projects brings members together, developing sisterhood and skills to be used throughout life.

Short, well-planned and smoothly run meetings encourage attendance. To achieve this goal, some chapters use printed agendas and limit discussion. Correct use of parliamentary procedure is a must, as is distribution of an announcement sheet. The agenda should be planned by executive council.

Internal, all-chapter events are not the usual cause of poor attendance. Rather, it is the result of over programming of external activities, such as social events. Members also need time for studying, part-time jobs and other campus activities.

Chapters are encouraged to limit the number of required activities by bringing them to a chapter vote. Some chapters require all those voting for the event to attend and/or divide the chapter into groups, with an appropriate number of groups attending each event.

Attendance at some events is important from a public relations viewpoint. When that is true, members need to know the reasons why and that their support will enhance the chapter's image. Refer to Beta Base for an attendance roster (Operations > Reports > Attendance Roster) that is available for your individual chapter's use.

A fining system is the least effective consequence for member absence. Chapters are encouraged to use a merit point system (see Merit Point System in the Procedures section of the Collegiate Operations Manual for general information and the Standards Manual for more detailed information).

The standards chairwoman and her committee are responsible for implementing the chapter's attendance policy and reinforcing the attendance requirements for Gamma Phi Beta events. Refer to the Standards Manual for additional and more detailed information.

Bylaws – Collegiate Chapter

Chapter bylaws are governing documents of the local chapter and provide the basic rules relating to the chapter as an organization. The bylaws define the primary characteristics of the chapter, prescribe how the chapter functions and include rules that cannot be changed without prior notice to the chapter membership. Changes require a two-thirds vote to amend and the bylaws can never be suspended. The chapter parliamentarian is responsible for maintaining the bylaws.

Each chapter establishes its own bylaws, according to model bylaws (found in the Collegiate Operations Manual) and as adopted or amended by vote of the chapter. Every member is expected to abide by them and should have a copy.

Chapter Bylaws

- A. Revision committee
 - 1. Parliamentarian serves as chairwoman
 - 2. Four or five other members
- B. Annual revision procedure
 - 1. Review model bylaws
 - a. Select options appropriate for the chapter and college or university
 - 2. Contact the regional coordinator/sorority coordinator-new chapter regarding other additions or deletions
 - 3. The international bylaws chairwoman is available to serve as a resource person regarding all bylaw questions and/or issues
- C. Adoption at chapter business meeting
 - 1. Distribute a copy to each chapter member
 - 2. Parliamentarian leads a discussion
 - 3. Vote to adopt bylaws
 - a. Quorum is achieved when a majority of members in good standing are present
 - b. Two-thirds affirmative vote of members when quorum is met
- D. Approval by regional coordinator/sorority coordinator-new chapter
 - 1. Parliamentarian sends bylaws to regional coordinator/sorority coordinator-new chapter
 - 2. Bylaws are in effect after regional coordinator/sorority coordinator-new chapter approval is received
- E. Upload a copy of the chapter bylaws to Beta Base annually
- F. Distribute a copy to members after the regional coordinator/sorority coordinator-new chapter has approved them
- G. All questions regarding interpretation of chapter bylaws should be referred to the regional coordinator/sorority coordinator-new chapter

Requests by others for Gamma Phi Beta Constitution, Bylaws, Rules and Procedures and Chapter Bylaws and Standing Rules

- A. Refer all requests to the international Panhellenic Affairs Vice President. Send a copy to the International President.
- B. All subsequent correspondence will be handled by the international Panhellenic Affairs Vice President, who will inform the chapter of the results.
- C. Inform anyone asking for information that the chapter is unable to fulfill the request and that it will be handled by the international Panhellenic Affairs Vice President.

All questions regarding interpretation of International Bylaws should be referred to the International Bylaws Chairwoman or the Director of Legal Affairs.

Collegiate Chapter Model Bylaws

ARTICLE I – NAME

This organization shall be known as _____ Chapter of Gamma Phi Beta Sorority, Inc.

ARTICLE II – OBJECT

The object of this organization shall be to fulfill as an individual chapter the mission of Gamma Phi Beta Sorority, Inc., which is to inspire the highest type of womanhood.

ARTICLE III – GENERAL GOVERNMENT

Government shall be according to the International Articles of Incorporation and Bylaws and Rules and Procedures of Gamma Phi Beta, Inc.

ARTICLE IV – MEMBERSHIP

Section 1. There shall be only one class of members in _____ Chapter, namely initiated collegiate members. Such membership entails the fulfillment of all obligations imposed by the Sorority and the chapter.

Section 2. New members shall be considered uninitiated voting members regarding the requirements and regulations of these bylaws and shall fulfill all of the obligations imposed by the Sorority and the chapter.

Section 3. There shall be no membership discrimination based upon factors such as race, color, national origin, ethnic heritage, religion, disability, age or sexual orientation. Males are not eligible for membership based on an exemption given to social sororities by Title IX.

Section 4. (Required only if the college/university/college Panhellenic sets policies for membership pertaining to full-time student status; optional otherwise.) Members shall be enrolled in the college/university (at the level required by the college/university for participation in sorority organizations – specify the actual enrollment status (e.g., full-time or X number of credits)).

ARTICLE V – AFFILIATION

Section 1. A member of another collegiate chapter of the Sorority who transfers to _____ (name of college /university) may be affiliated by a two-thirds vote of the members in good standing of _____ Chapter.

Section 2. The member may be affiliated, provided:

- a. The chapter which initiated her and any subsequent chapter to which she was affiliated have sent a recommendation for affiliation and a statement affirming her fulfillment of all chapter, international and affiliated house corporation financial obligations.

- b. College Panhellenic Association and college administration regulations permit affiliation.
- c. All procedures outlined in the Collegiate Operations Manual have been followed, including payment of affiliation fee of \$ _____ (as determined by the chapter, not to exceed \$25).

ARTICLE VI – OFFICERS

Section 1. The elected offices of the executive council of _____ Chapter shall include: president, administrative vice president, education vice president, financial vice president, membership vice president, Panhellenic affairs vice president and public relations vice president. Other elected offices may include: corresponding secretary, facility manager, PACE chairwoman, philanthropy chairwoman, new member educator, recording secretary, risk management chairwoman, ritual chairwoman, REAL Wellness chairwoman, scholarship chairwoman, social chairwoman, standards chairwoman or any other office specified by Gamma Phi Beta Bylaws.)

Section 2. The term of office shall be one year.

Section 3. No later than January 15 of each year, a nominating committee shall be elected, composed of the chapter advisor and one initiated representative elected by each academic class. A freshmen class is to be included if the chapter has new members who are freshmen. New members have a vote on the nominating committee. The nominating committee shall present a list of candidates, one for each office, no later than the first regular meeting in March. Each candidate for an elected office shall be approved by the regional coordinator before election, whether at a regular election time or to fill a vacancy.

Section 4. Other offices, as listed in the chapter standing rules, shall be filled in a timely manner following annual elections and shall be _____ (elected/appointed) by the _____ (executive council/membership). The term of office shall be for one year.

Section 5. In order for a member of _____ Chapter to be qualified for any of the foregoing offices, she shall be carrying at least _____ hours or units of college work (equivalent to full-time student status) and be in good standing with the chapter and the _____ (college/university). In the term preceding her _____ (election/ appointment), she shall have attained at least a _____ grade point average (at least the scholastic average required for graduation) (and/or) a cumulative grade point average of _____. She shall maintain this average each term in order to remain in office unless granted special permission by the regional coordinator.

Section 6. _____ (Interession, summer school, correspondence courses appropriate for the institution) _____ (shall/shall not) be included in the scholastic qualifications for holding office.

Section 7. In order to verify the fulfillment of the preceding conditions, each nominee for office and officer shall submit to the administrative vice president, on a confidential basis, a statement regarding her academic good standing and scholastic grade point average signed by an appropriate college or university official or her official grade report for the relevant academic terms.

Section 8. The officers of _____ Chapter shall be installed any time after election, but no later than the second business meeting in February.

Section 9. Vacancies in all offices shall be filled by following the procedures for regular nominations, elections and/or appointments. Vacancies shall be filled no later than two weeks after the vacancy occurs. Members filling vacancies shall serve until the next regular annual election or appointment of officers.

ARTICLE VII – DUTIES OF OFFICERS

Section 1. The duties of the officers of _____ Chapter shall be those which may be provided for in the International Bylaws, Rules and Procedures and as enumerated in the Gamma Phi Beta Collegiate Operations Manual.

Section 2. A bylaws revision committee shall be formed by the end of the first full month of the fall term after International Convention. The parliamentarian, recording secretary and bylaws revision committee shall review and revise chapter bylaws as necessary. The revised bylaws, if applicable, shall be voted on by the chapter and be approved by the regional coordinator/sorority coordinator-new chapter on or before December 1 of that year.

ARTICLE VIII – MEETINGS

Section 1. Regular chapter meetings shall be held at a time and on a day of the week convenient to the chapter, as set forth in the chapter standing rules. There shall be at least two business (formal) chapter meetings with ritual per month, with the remainder being one PACE meeting and one Fidelity meeting.

Section 2. All meetings, including membership selection, shall be conducted according to parliamentary procedure.

Section 3. All members and new members shall be required to attend each meeting and to fulfill the duties assigned to them.

Section 4. A majority of members (which shall include initiated and new members) in good standing shall constitute a quorum. Only members and new members in good standing may vote or transact chapter business in chapter meetings. All members, initiated and new, in good standing may vote in chapter elections. New members may not vote in membership selection meetings. Good standing is defined as having fulfilled all local and international financial obligations.

Section 5. The president shall appoint a mentor for each chapter business meeting with ritual. The mentor shall prepare a written and unsigned report, which shall be a constructive discussion of the attitude of the chapter toward any problem. Only the president, who shall read the report at the chapter business meeting and then place it in the chapter files, shall know the mentor's name.

ARTICLE IX – FINANCES

Section 1. Chapter and international dues shall be payable to the (collegiate) Chapter of Gamma Phi Beta, and paid via Billhighway as stipulated in the chapter standing rules. Chapter dues shall be determined annually by the chapter and shall be based on the chapter budget for the current year.

Section 2. Financial obligations not paid by dates stipulated in the chapter standing rules are considered delinquent and are subject to a late fee or collection by an outside party. Delinquent members not in good standing may not vote at chapter business meetings, membership selection meetings, or attend any social event until their financial obligations are met.

Section 3. The membership fee paid by new members is non-refundable.

Section 4. Non-resident members shall pay a facility fee and guest meal fee as determined by the affiliated house corporation.

Section 5. The membership fee and the international facilities fee shall be paid no later than two weeks prior to Initiation.

Section 6. The purchase of a Gamma Phi Beta badge is a requirement of all prospective members two weeks prior to Initiation.

Section 7. The local facility fee shall be paid by the end of the first full _____ (semester/quarter) following the _____ (semester/quarter/year) in which the member pledged.

Section 8. An affiliation fee of \$ _____ (as determined by the chapter, not to exceed \$25), shall be paid by a member at the time of her affiliation with the _____ Chapter.

ARTICLE X – SCHOLASTIC QUALIFICATIONS

Section 1. Members shall conform to the scholastic qualifications as required by the International Bylaws, Rules and Procedures, Panhellenic Bylaws and the _____ (college or university).

Section 2. Scholastic qualifications for pledging in _____ Chapter are _____ (at least a 2.8 cumulative grade point average) for entering freshmen and _____ (at least a 2.4 cumulative grade point average) for all other students (A = 4.0). (Collegiate chapters are strongly encouraged to set a minimum high school cumulative grade point average of at least a 3.0 for entering freshmen and a minimum of the women's or all-sorority average, whichever is higher, for other students.) Exceptions may be made with approval of the chapter advisor and the regional coordinator.

Section 3. _____ (intersession, summer school, online courses for the institution) (shall/shall not) be included in the _____ (semester/quarter) scholastic qualification for pledging or Initiation if it equals the normal requirements for hours/units and grade point average by the college/university. This is subject to the regional coordinator/sorority coordinator-new chapter's approval.

ARTICLE XI – DISCIPLINE

Section 1. Major infractions of the International Bylaws, Rules and Procedures, Loyalty Pledge or any other cases deemed necessary shall be handled by the executive council in accordance with the discipline procedures as outlined in the Collegiate Operations Manual.

Section 2. Minor discipline infractions and social behavior shall be handled by the standards chairwoman and her committee as set forth in the chapter standing rules.

Section 3. _____ Chapter of Gamma Phi Beta Sorority, Inc. shall not tolerate nor participate in any form of hazing.

Section 4. All members and new members of _____ Chapter shall abide by the chapter standing rules and facility rules or face disciplinary action.

ARTICLE XII – AMENDMENTS

Section 1. An amendment shall originate in the regular chapter business meeting or executive council meeting.

Section 2. The amendment shall be proposed at one regular meeting of the chapter and voted upon at the next regular meeting. Before it is proposed, it shall be referred to the parliamentarian for the proper wording and for the necessary research to determine that it does not conflict with the International Gamma Phi Beta Bylaws, Rules and Procedures or _____ (college/university) regulations.

Section 3. These bylaws may be amended by a vote of two-thirds of the members in good standing of _____ Chapter.

Section 4. Bylaw amendments shall be in effect after approval by the regional coordinator/sorority coordinator-new chapter.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order, Newly Revised*, shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and Rules and Procedures of Gamma Phi Beta Sorority, Inc.

Adopted by _____ Chapter of Gamma Phi Beta on _____.

Approved by the regional coordinator/sorority coordinator-new chapter and in effect on _____.

(After approval by the regional coordinator/sorority coordinator-new chapter, each chapter member, new member and advisor shall be given a copy of the chapter bylaws. The chapter shall also upload a copy via Beta Base under the Operations tab.)

Calendar

It is the administrative vice president's responsibility to produce and distribute the monthly chapter calendar. This is an excellent way to keep members informed about chapter, campus and community events. Be sure to register all chapter calendar events on Beta Base.

What to Include

Chapter events

- ☐ Chapter business meetings
- ☐ PACE meetings
- ☐ Fidelity meetings
- ☐ Department and committee meetings
- ☐ New member meetings
- ☐ Moonball
- ☐ Social functions
- ☐ Sisterhood activities
- ☐ Recruitment
- ☐ Ritual services
- ☐ Due dates for financial obligations
- ☐ Intramural games
- ☐ Elections
- ☐ Officer report deadlines
- ☐ Philanthropic activities

.Campus events

- ☐ Greek Week
- ☐ Homecoming
- ☐ Athletic events
- ☐ Parent/Family activities
- ☐ School holidays
- ☐ Exam weeks

Collegiate-alumnae events

- ☐ Founders Day
- ☐ Senior Celebration Week
- ☐ Other scheduled events
- ☐ Annual meeting of the affiliated house corporation

Birthdays

Distribution

1. Members and new members
2. New members
3. House director (if applicable)
4. Advisors

5. Regional coordinator/sorority coordinator-new chapter and regional team
6. Post on bulletin boards/websites

Chapter Business Meetings

The purpose of a chapter business (formal) meeting is to conduct chapter business. Announcements and other items of a general nature should be compiled before the meeting and distributed. All business meetings are to be conducted according to parliamentary procedure.

Chapter business (formal) meetings with ritual are held semi-monthly at the same time. (See Chapter Business Meeting Ritual pages in the Other Ritual Services section of the Ritual Manual for the details regarding meeting ritual.) A PACE meeting and Fidelity meeting are held on alternate weeks. Chapter business meetings should be held at a time different from new member meetings so that the new members can attend both new member meetings and chapter business (formal) meetings.

General Guidelines

- A. No one shall leave a chapter business meeting except in the case of an emergency.
- B. Members shall maintain decorum throughout the meeting.
- C. Eating, drinking and smoking are not permitted.

Presiding Officer

- A. The president presides at all chapter business meetings.
- B. If the president is unable to preside, the administrative vice president takes her place.
- C. The president stands to conduct the opening and closing ritual exercises, but is seated during roll call, reading of minutes, reports and speeches.

Attendance

- A. All initiated collegiate members and new members of the chapter must attend unless excused.
- B. Unaffiliated transfer students may attend at the invitation of the chapter president.
- C. Chapter advisor or her substitute attends. At the final membership selection meeting, the chapter advisor and recruitment advisor share one vote.
- D. International volunteer leaders or representatives of International Council may attend without invitation.
- E. Alumnae members may attend only on invitation of the chapter president.
 - 1. Must state their business and leave.
 - 2. May not remain for chapter discussion or vote.

Dress

- A. Business casual attire (e.g., no jeans, shorts, cut-offs, sweat pants, or flip flops)
- B. Badge of membership or new member pin
- C. President attire (see Ritual Manual, Other Ritual Services section)

Room Arrangements and Preparations

(See Ritual Manual, Other Ritual Services section)

Seating Arrangement

(See Ritual Manual, Other Ritual Services section)

Initiation order is defined in the Ritual Manual, Services Preceding section.

Order of Business

- A. Admission to the room (see Ritual Manual, Other Ritual Services section)
- B. Opening exercise (see Ritual Manual, Other Ritual Services section)
- C. New members admitted
- D. Roll call (include visiting members)
- E. Minutes of previous meeting read and approved or corrected
- F. Officer and committee reports (information only, including motions to be made under unfinished or new business)
- G. Short PACE program
- H. International business
- I. Unfinished business
 - 1. Motions postponed from previous meeting(s)
 - 2. Limit discussion to three pros and three cons
- J. New Business
 - 1. New motions
 - 2. Limit discussion to three pros and three cons
- K. Elections
- L. Appointments
- M. Announcements
- N. Parliamentarian's report
- O. Remarks by chapter advisor
- P. Remarks by visitors
- Q. New members excused
- R. Nominations to membership (new members may not attend membership selection meetings)
- S. Mentor's report (see Mentor's Report page in the Collegiate Operations Manual)
- T. Closing exercise (see Ritual Manual, Other Ritual Services section)

Voting

- A. Good standing – Only those members and new members in good standing (current with all local and international financial obligations) may vote. Prior to the beginning of every business meeting, the financial vice president informs the president, chapter advisor, recording secretary and any other required officer of the members not in good standing and thus ineligible to vote. In addition, the financial vice president notifies the delinquent member so that she is aware that she is not in good standing.

- B. Chapter advisor or her substitute may vote.
- C. Visitors may have the privilege of the floor but no vote.
- D. New members will vote on all chapter business except for membership selection.
- E. Chapter president may vote.

Chapter Files

It is the administrative vice president's responsibility to maintain the chapter filing cabinet and electronic chapter files.

All chapter files should be kept in one secure filing cabinet and/or a secure electronic storage system. Access should be limited to only the president, administrative vice president, financial vice president and chapter advisor. This will help maintain the security of confidential files and ensure that chapter records remain intact.

General Files

- A. Correspondence
- B. Historical record
- C. Loyalty Pledge
- D. Completed forms sent to International Headquarters
- E. Initiates Signature Book
- F. New Member Signature Book

Financial Records

The following financial records must be kept for seven years:

- A. Cancelled checks and check register (can be found on Billhighway)
- B. Paid bills (can be found on Billhighway)
- C. Receipts
- D. Bank statements (can be found on Billhighway)
- E. Ledgers (can be found on Billhighway)
- F. Completed reports submitted via Beta Base
- G. Federal tax documentation, including Internal Revenue Service (IRS) I-9s, 990s and other tax returns.

Confidential Files (accessible only by president and chapter advisor)

- A. Letters of resignation
- B. Disciplinary matters

Distribution of Electronic Files

Any copies of electronic files listed above shall be limited in distribution to the president, administrative vice president, financial vice president and chapter advisor.

Check-out System

- A. Officer who removes anything is responsible for its return.
- B. Check-out book with columns for:
 - 1. Name

2. Office
3. File/item checked out
4. Date checked out
5. Date returned

Chapter History

Chapter history is an important part of the history of the organization and should be preserved for future generations.

The historian should keep notes throughout her term of office so information is readily available to write the annual historical record.

Annual Historical Record

- A. Written by the historian at the end of term of office and to include:
 - 1. Total number of members initiated during the year
 - 2. Total number of graduating seniors
 - 3. Names of members elected to campus offices and honor societies
 - 4. Chapter honors and awards
 - 5. Philanthropic activities
 - a. Support of the Sorority's philanthropic focus and mission
 - b. Support of local philanthropies
 - 6. Names of chapter alumnae who earned honors and awards, or special recognition
 - 7. Special gifts presented to chapter
 - 8. Chapter facility improvements
 - 9. Chapter traditions, including history of each tradition and year begun
 - 10. *The Crescent* issue and page number of photographs and articles about the chapter or members
 - 11. Other items of interest to future members
- B. Format
 - 1. Type and double space
 - 2. Include chapter name and date
 - 3. Include historian's name
 - 4. Be concise
- C. Maintain an annual historic record file (hard copy or electronic).
- D. Submit a copy of the chapter's annual historical record via Beta Base.

Collegiate-Alumnae Relations

It is the collegiate-alumnae relations chairwoman's responsibility to develop and incorporate activities that bring the chapter and alumnae together. Through these efforts collegians learn about and experience lifetime commitment.

Consistent, effective and loyal alumnae support is achieved by maintaining personal interaction and keeping alumnae informed of chapter activities and accomplishments. This contact may be with a local alumnae chapter, individual alumna or an alumnae chapter in another area of the country.

It is important to remember that alumnae are active, dynamic women who divide their time between careers, other volunteer activities and family. Be sure invitations to local alumnae are sent well in advance and follow-up with a phone call; a general invitation may be issued to the local alumnae chapter by contacting the alumnae chapter president. Always acknowledge alumnae participation and send a thank you.

When planning collegiate-alumnae activities and events, the appropriate collegiate and alumnae chapter officers should work together. It is important to note that all activities, including those hosted with or for alumnae, must comply with Gamma Phi Beta policies and procedures, including the Alcohol Policy.

Each term, prepare and send newsletters to the alumnae chapter(s) assisting the chapter, the alumnae of the chapter and local alumnae members living in the area.

1. Include chapter activities, individual and chapter honors, campus news and appreciation for alumnae support.
2. If necessary, use the Member Search feature of the Gamma Phi Beta website to obtain a list of names and addresses.
3. Send a copy of the newsletter to the regional coordinator/sorority coordinator-new chapter and the regional coordinator-alumnae.

It is the collegiate-alumnae relations chairwoman's responsibility to promote beneficial relations between the chapter and alumnae; examples listed below.

2. Participate jointly in projects
 - a. Philanthropic projects
 - b. Philanthropic fundraisers
3. Develop an alumnae award program
 - a. Recognize alumnae that have given outstanding service to the collegiate chapter
 - b. Establish an Alumna of the Year Award
 - c. Plan a recognition dinner for advisors and affiliated house corporation members (if applicable)
4. PACE meetings
 - a. Invite alumnae to attend
 - b. Invite alumnae to present programs
 - c. Hold joint programs of interest to collegians and alumnae
6. Ritual services (in conjunction with the ritual chairwoman)
 - a. Invite alumnae to attend the New Member Pledging Service
 - b. Invite alumnae to attend Initiation

- c. Invite alumnae to attend Founders Day
- 7. Alumnae assistance
 - a. Invite alumnae to assist with recruitment
 - b. Invite alumnae to serve as mentors for new members
 - c. Invite alumnae to assist with Senior Celebration Week
- 8. Lifetime commitment
 - a. Promote Gamma Phi Beta's services and programs
 - b. Promote alumnae responsibilities and opportunities

Collegiate Leadership Consultants

Collegiate leadership consultants (CLCs) are recent college graduates and members of Gamma Phi Beta who visit existing collegiate chapters and new chapters or assist in establishing new chapters. Each one has held leadership positions during her own collegiate chapter experience and has received intensive training in all areas of Gamma Phi Beta and chapter life.

Collegiate leadership consultants visit chapters to assist officers in evaluating and assessing current programming and to provide suggestions and ideas. They are excellent motivators, who provide support and enthusiasm while sharing their invaluable experience. During a regular chapter visit, they also will be happy to assist with officer training, conduct workshops, participate in retreats and more. They visit to share and participate in chapter life and bring international Gamma Phi Beta to the chapter.

Because collegiate leadership consultants move from chapter to chapter, they appreciate any comforts and courtesies of home provided by chapters during their visits (see Visits by International Representatives page in the Procedures section of the Collegiate Operations Manual).

Collegiate leadership consultants are selected prior to the upcoming academic year. Applications are available on the Gamma Phi Beta website.

To have a successful collegiate leadership consultant visit, be sure to:

- Email her a copy of the visit schedule before her arrival, including name, cell phone number and email numbers of chapter member(s) picking her up at the airport. Also remind the chapter member(s) to wear a Gamma Phi Beta shirt so the CLC can easily identify them.
- Provide a private sleeping room with a bed for the entire length of her visit. Shared room arrangements must be pre-approved by the regional coordinator. Remember that she is away from home for months and provide her with the comforts of home including clean sheets, a pillow and two bath towels.
- Provide her with Internet access and a printer to use.
- Schedule meetings with the chapter advisor, individual officers and the entire chapter prior to her visit.
- Have plans for all her meals and communicate to chapter members that the chapter will be responsible for the costs.
- Provide an escort and transportation (if needed) to all meals, meetings and events.
- Include her in fun chapter and/or member activities. For example: informal sisterhood events, trips to local attractions or to the movies and television watching gatherings.
- Remember, she does need to have some scheduled personal and administrative time each day, as she is traveling from chapter-to-chapter each week.
- Bring the officer manual, if applicable and the working notebook to meetings.

- For additional information, refer to the Visits by International Representatives page in the Procedures section of the Collegiate Operations Manual.

If there are any questions about the collegiate leadership consultant program, contact the chapter services manager at International Headquarters.

Committees

A committee structure should be in place that involves every member of the chapter. Officers within each department may have a committee that they work with and supervise. Every chapter member serves on at least one committee. This type of committee system encourages and requires active participation by every member in at least one area of chapter life. Through the committee system, members learn about and participate in chapter government and gain valuable leadership skills for future department officer and executive council positions.

Committees also benefit chapter officers who enhance their leadership skills by working with and delegating tasks to committee members. Effectively used, committees reduce time requirements for everyone and develop team spirit in the chapter.

Refer to the Department page in the Procedures section of the Collegiate Operations Manual for more detailed information on how to conduct committee meetings.

Committee Structure

- A. President is as an ex-officio member of all committees.
- B. Appointed or elected officer serves as committee chairwoman.
- C. All members are required to serve on one committee.
 - 1. Members indicate interest areas on sign-up sheet.
 - 2. Appointed by president with approval of executive council.
- D. Meet at least monthly.

Designated Committees

- A. Activities
- B. Bylaws/standing rules/house rules
- C. Collegiate-alumnae relations
- D. Historian
- E. Loyalty circle leaders, if applicable
- F. Membership (recruitment)
- G. New member
- H. Nominating
- I. PACE
- J. Philanthropy
- K. Public relations
- L. Ritual
- M. Scholarship
- N. Senior celebration
- O. Social
- P. Standards
- Q. Others as determined by chapter

Contracts (also see Vendors)

Gamma Phi Beta officers may be asked from time to time to sign contracts on behalf of the collegiate chapter. If an executive council officer is not comfortable with this responsibility, then she should consult with the chapter advisor. Before signing a contract for any vendor or service provider, carefully consider the following points.

Before signing a contract on behalf of the chapter:

1. Discuss the event with the regional coordinator/sorority coordinator-new chapter before signing any contract.
2. Consult with the chapter advisor and regional coordinator/sorority coordinator-new chapter before signing any contract.
3. Signer should be -18 years old. If not, someone else over 21 should sign the contract. The contract should be signed as an executive council officer of Gamma Phi Beta, using her name and title.
4. Read the contract carefully. Ask questions about anything that is not understood. If there is something in the contract that is not understood, ask for it to be changed.
5. Are all blanks filled in? If not, insist that all blanks are filled in before signing.
6. Make sure there is an ending date for the contract. All contracts should only be entered into for one year (e.g., composite companies). Do not sign multi-year contracts without discussing it with the chapter advisor or regional coordinator/sorority coordinator-new chapter.
7. Look for wording requiring Gamma Phi Beta to “defend,” “indemnify,” “hold harmless” or make the other party a “named insured” or “additional insured.” Consult with MJ Insurance (see #8 below) **before** signing any contract that uses this wording.
8. If the contract requires the chapter to provide the venue/individual with proof of Gamma Phi Beta’s insurance (also referred to as a “Certificate of Liability Insurance”), contact MJ Insurance at MJInsurance.com/Sorority, 888.442.7470 or fax 317.805.7580.
9. If a deposit is required, be sure the contract clearly states what the chapter needs to do to get the deposit back.
10. If contract is with a vendor of transportation, security or licensed bartending services, obtain proof of that vendor’s liability insurance coverage. (If contracting with a third-party alcohol vendor, obtain proof of the vendor’s liquor liability coverage, in addition to proof of their general liability coverage.)
11. If contract is for professional security, make sure contract clearly states number of security personnel who will be provided and times and places security personnel will be available.

12. After signing the contract, retain a copy for the chapter's records. Also, be sure to retain a copy of the contract signed by the other party.

Crisis Communications Plan

Crisis is unfortunate, tragic, unexpected, and often generated by circumstances beyond the control of Gamma Phi Beta, its chapters and membership. Prompt, thorough and concise communications represent the key elements in responding to a crisis of any kind. Refer to the Crisis Communications Plan found at GammaPhiBeta.org for detailed information regarding handling a crisis.

Departments

All elected or appointed officers who do not serve on executive council are members of a department. Officers within each department may have a committee that they work with and supervise. (See the Committees page in the Procedures section of the Collegiate Operations Manual.) The appropriate executive council member serves as chairwoman of each department. All departments are responsible for formulating their department's goals and objectives and ensuring that all department programming and activities are designed to meet those goals.

Through service as department officers, members have an opportunity to further develop leadership skills and prepare for future service as executive council officers. Specifically, the department structure is an opportunity to learn goal setting, report writing and delegation and to further learn about chapter government, the international Sorority, advisory support and parliamentary procedure.

Composition

- A. All appointed or elected officers who do not serve on executive council.
- B. Appropriate executive council member serves as chairwoman of each department.
- C. The specific departments within the chapter shall be known as the administrative department, financial department, membership department, education department, public relations department and Panhellenic department.

Responsibilities

- A. Monitor a specific area of chapter life with an emphasis on chapter goals.
- B. Meet once every month, or more often if necessary.
- C. Serve as a sounding board and idea resource for officers planning activities and events.
- D. Coordinate the efforts of officers within the department.
- E. Attend an executive council meeting when invited by the president.
- F. Participate in department projects.

Department Meeting Agenda

- A. Officer reports
 - 1. Current and upcoming activities
 - 2. Suggestions and problem solving
 - 3. The department chairwoman (executive council member) reads a **written** report prepared by any officer unable to attend

- B. Unfinished business
- C. New business
- D. Review officer, department and chapter goals each month
- E. Remarks by visitors

Visitors

International Gamma Phi Beta visitors may attend if meetings are scheduled during their visits.

Chairwoman's Guide to Working with Her Department

- A. Departments allow more communication, brainstorming, teamwork, efficiency and progress within the chapter.
 - 1. Departments are created to benefit officers who work in the same area, so that major things can be accomplished.
 - 2. Serving as an officer and in a department is a privilege because each person has the opportunity to voice her opinion, work with a group and make strides for improving the Sorority.
- B. Use an Agenda
 - 1. Always use an agenda for the meeting. This will help to make the meetings efficient and will keep the department on track.
 - 2. Follow the agenda and guidelines as listed above.
 - 3. Encourage department members to use an agenda to prepare their reports.
 - 4. Use parliamentary procedure.
- C. Set Norms
 - 1. If norms are set with the department, no one will have to question the time, date, place, structure and length of meetings. People will support what they help create and work better under stable conditions.
 - 2. Work with the department to set a standard day, time and place for meetings. Schedule meetings for the entire term at the first department meeting so that everyone can mark their calendar and there are no excuses for not attending.
 - 3. Decide with the department on how long and how often meetings should be.
- D. Set Expectations
 - 1. If expectations are set with the department, no one should be disappointed. People cannot read minds and if they are given the chance to say what they expect from the department ahead of time and are allowed to do this throughout the term, the department can run efficiently and each member will get the most out of the experience.
 - 2. Let the department know what is expected of them:
 - a. Examples: You would like them to...
 - 1) Be on time

- 2) Come prepared
- 3) Call if they are unable to attend and submit a written report instead
- 4) Use the department as a sounding board
- 5) Participate and interact with the department
- 6) Follow through on what they plan
- 7) Delegate and ask for help if they need it
- b. What are the consequences for missing more than two meetings?
3. What does the department expect of the chairwoman?
 - a. Examples: They may expect you to...
 - 1) Do the same things you expect of them
 - 2) Let them make mistakes
 - 3) Give them constructive criticism
 - b. You may have to guide them in setting their expectations of you.
4. What do the department officers expect from each other?
 - a. Examples: They may expect each other to...
 - 1) Do the things you have already discussed
 - 2) Be open minded
 - 3) Contribute ideas and help brainstorm
 - 4) Give constructive feedback
 - b. Encourage them to share and think about their expectations.

Set Department and Officer Goals in Accordance With Chapter Goals

- A. Setting department goals will allow the department to decide what they will strive to do and what they want to accomplish.
- B. Setting officer goals and sharing them with the department can help to keep each officer on top of their goals.
- C. Department and officer goals should be reviewed halfway through the term to make sure they are being accomplished, or at least trying to be accomplished.
 1. Are the department goals in alignment with the chapter goals? An example of this would be the public relations department. If the chapter's goal is to increase the grade point average, a department goal might be to watch how many socials are planned so that grades go up.
 - a. Set chapter goals
 - b. Set officer goals
 - c. Set department goals

Purpose of Meeting

- A. People need to know their time is going to be used wisely. If they know the purpose of meeting and receive the benefits, they will be more apt to have a positive attitude and contribute.
 1. To hear what things are going on in each office, both currently and in the future.
 2. To discuss successes and challenges.
 3. To brainstorm and share new ideas, events, approaches and presentations, and receive feedback.

4. To set calendar dates to be approved by executive council.
5. To give announcements to department chairwoman for meeting.
- B. The role of the chairwoman is to ask questions, give feedback, remind officers of due dates and things they may have forgotten in planning, give recognition, encourage discussion among the group and challenge officers to try new things.

Officer Reports

- A. The chairwoman will need to educate the officers in the department on what and how to report.
 1. Tell them how detailed they should be and why.
 2. Show them how to make an agenda to report to the department.
 3. Give them the tools to succeed and set the example.
- B. Read over the department's officer reports so there is an understanding of what they are doing and if they are struggling. Give feedback if it is necessary.
 1. Are their reports thorough?
 2. Do they need guidance on how to fill out their officer reports?
 3. If they have an office where they may do the same activities monthly, such as standards or scholarship, have them highlight the activities they do and describe what progress they are making or what challenges they are facing.

Presentation

- A. Keeping chapter verbal reports concise, efficient and enthusiastic is a must. The way something is presented to the chapter can make the difference between it being a success and a flop.
 1. Have points clearly outlined and practice presenting the verbal report.
 2. Make good eye contact with the audience, keep a smile and make even the smallest report worth listening to by the tone of voice and the excitement shown. Encourage and educate the officers to do this.
- B. If reports are being presented for all the officers on the committee, put extra time into presentation. Remember, just reading the reports may not have the same effect that presenting their reports would.
 1. Go through all of the steps mentioned in "A" above.
 2. Separate reports by changing the strength of voice and vary the ways in which the reports are presented in order to keep people interested.
 3. A successful chapter is a chapter that knows everything that is going on and is inspired to participate.

Leadership Training

- A. Make each department meeting worthwhile.
- B. Share inspirational quotes and leadership material to strengthen the leadership skills of each officer and to promote a team effort.

- C. Start each department meeting with an opening exercise statement, to be answered by each officer before she gives her report; for example:
 - 1. One thing that could make my job easier is...
 - 2. This week I accomplished...
 - 3. My biggest challenge is...
 - 4. My greatest success this week was...
 - 5. One good thing that happened to me this week was...
 - 6. One thing I would like to do with my office that I have not done yet is...
 - 7. I would like to see our Sorority do...
 - 8. This week I will challenge myself to...
 - 9. Be creative!
- D. Do a mini-leadership workshop using resources available on the campus.
- E. If there is something going on in the chapter or in executive council, encourage the department to discuss and brainstorm.

Designated Driver/Walker Program

Designated drivers/walkers may only be used by chapters that are unable to use bus transportation to/from approved sponsored or cosponsored Gamma Phi Beta events at which alcohol will be served and when the guidelines listed here are followed. Designated driver/walker programs are not to be organized through the chapter outside of sponsored or co-sponsored events.

Chapter members and the chapter take on additional responsibility when providing a designated driver/walker program. Make sure that it is organized and that all those participating understand and follow through with their personal responsibilities. When using a designated driver/walker program, all participants must sign a copy of the Designated Driver/Walker Form for all sponsored and cosponsored Gamma Phi Beta events. (See the sample form on the following page.)

For a Driving Program:

1. The driver must have a valid license.
2. The driver must be properly insured and in compliance with state regulations and agrees to provide proof of current insurance upon request.
3. The driver must obey all state and local traffic and other laws and all applicable Gamma Phi Beta policies in connection with providing transportation to and from the event.
4. The driver must understand that by undertaking the responsibility of being a designated driver, she is responsible for all passengers in the vehicle.
5. The driver understands that she has voluntarily undertaken additional personal liability for accepting this role as a designated driver and that she is not required to accept this role as a condition of membership in Gamma Phi Beta.
6. The driver agrees that she will not consume any alcohol or illegal substances or abuse legal substances on the day she serves as a designated driver.
7. The driver will not allow any alcohol in the vehicle.
8. The vehicle will have seatbelts for each passenger, and the driver will require all vehicle occupants to use seatbelts.
9. The driver will have one other non-drinking person riding in the car with her at all times.
10. The driver will provide transportation only for members of Gamma Phi Beta and their guests invited to this event.

For a Walking Program:

1. The chapter member will not consume any alcohol or illegal substances or abuse legal substances on the day she serves as a designated walker.
2. The chapter members will obey all state, local and university laws as to where she may walk and as to walking with open containers of alcohol.
3. The chapter members will walk on well-lit, public walkways.
4. The chapter member understands that by accepting this role as designated walker, she has undertaken additional personal liability.

Designated Driver/Walker Program – Frequently Asked Questions

Why can't our chapter organize a designated driver/safety driver program for our members? We want to help keep our sisters safe!

Gamma Phi Beta is also concerned about the safety and well-being of all members, particularly where alcohol and driving are concerned. Members who choose to drink alcohol are expected to do so responsibly, which includes arranging for safe transportation. This responsibility is that of the individual and not the chapter or Gamma Phi Beta. Individuals choosing to consume alcohol should make appropriate transportation arrangements with a taxi, bus, friends or family. Designated driver or walker programs may be arranged by the chapter for sponsored or co-sponsored events only and must be set up in accordance with the Designated Driver/Walker Program Guidelines included in the Procedures section of the Collegiate Operations Manual.

Formalized designated driver/walker programs must not be facilitated or used by the chapter for other events or situations because the potential liability to the chapter and individual member drivers/walkers is significant. Remember, Gamma Phi Beta is concerned about the well being of members, and this concern extends to the potential liability placed on a driver who transports an intoxicated person.

When should we use designated driver programs?

Some chapters have in the past set up designated driver or "sober taxi" programs for their membership to use for their personal protection and safety outside of chapter sponsored or co-sponsored events. Typically these programs offer members safe and sober rides home from parties, bars, other social activities or even home from the library after a night of studying. Although these programs are well intentioned and aimed at protecting the safety and well-being of our members, they also present some potential problems for the chapter. Let it be perfectly clear that Gamma Phi Beta fully supports members arranging for their own safe transportation. However, arranging transportation through the chapter itself via sign ups at chapter meetings (even if voluntary), required expectations of members or as sanctions for disciplinary action is not appropriate. Doing so places undue liability on the chapter, as we do not systemically verify the insurance coverage on the vehicle or driver (as we do with the designated driver program that is used for social events).

Likewise, drivers will want to meet a request to drive a member to the location of her choice, which inevitably may sometimes be a location where she may encounter an unsafe environment. Our members are not trained to assess another's potential level of impaired judgment or the safety of the location of the drop off, and it is all too easy to imagine that a well intentioned driver could bring a member to a location where significant problems could arise (e.g., a bar or other venue where alcohol is served, or even to a home location where a member could become ill if not monitored).

For these reasons, chapters should no longer facilitate a designated driver/taxi service within the chapter. Members who need transportation should certainly be encouraged to make such arrangements on their own, prior to consuming any alcohol. Certainly it is acceptable for those drivers to be other Gamma Phi Beta members; however, arranging for this via chapter channels should not occur.

Designated Driver/Walker Form

** Use this template whenever using the designated driver/walker program*

_____ Chapter of Gamma Phi Beta

I understand that when I serve as a designated driver or as a designated walker, I will abide by the following requirements:

1. If I cannot serve in this capacity, I **MUST** find a replacement.
2. I will not consume alcohol or illegal drugs on the date I have agreed to serve as a designated driver or walker. Likewise, I will not abuse any legal drugs.
3. I will not allow any alcohol in the passenger compartment of the car.
4. I understand that by undertaking the responsibility of being a designated driver, I am responsible for all passengers in the vehicle and I have voluntarily assumed this responsibility.
5. I understand that I must have a valid driver's license, be properly insured and assume additional personal liability under my personal automobile insurance. I will provide proof of vehicle insurance upon request.
6. I understand that the car I am driving must have a functioning seatbelt per rider/driver and I will require all vehicle occupants to use seatbelts.
7. I will drive only if another sober passenger can accompany me at all times.
8. I will undertake this responsibility only for members of Gamma Phi Beta and their guests invited to this Gamma Phi Beta sponsored or cosponsored event.
9. I will only provide transportation to and from the designated event venue and the Gamma Phi Beta chapter house or the residence(s) of the passengers being transported.

Signature: _____

Date: _____

Enrollment in College

Enrollment in a college or university where a Gamma Phi Beta chapter is active is a key tenant of collegiate membership in the Sorority. At times, colleges and universities may dictate specific enrollment requirements, often using an internal definition of “full-time student” to distinguish between different groups of students. Gamma Phi Beta recognizes and uses the designation of “full-time student,” as it is defined on the campus where a particular chapter is located.

Specific procedures regarding student enrollment as set forth by international Gamma Phi Beta are as follows:

Eligibility for Pledging

- A. Any woman shall be eligible for membership, provided she is currently enrolled in a college or university where there is a collegiate chapter of the Sorority.
- B. New members must be enrolled in the university as required by university rules regarding participation in student organizations and as stated in the chapter bylaws.

Eligibility for Office – Elected and Appointed

A member shall be eligible to hold an elected or appointed office provided she is a full-time student as defined by the college or university.

Residence Regulations

Gamma Phi Beta facilities are maintained for the benefit of Gamma Phi Beta members and new members who are full-time students at the university where the chapter is located. Consequently, only members and new members who are full-time students at such university may reside in the facility.

Membership

- A. International Gamma Phi Beta does not require members to be full-time students at the college or university where they are enrolled in order to retain their collegiate membership. However, in some cases, the college/university where the chapter is located may impose such requirements. In these cases, chapters must defer to any college/university policies to determine membership eligibility. Additionally, a clause must be added to the chapter’s bylaws which reflect this requirement (see optional Section 4 of Article IV – Membership in the sample chapter bylaws in the Procedures section).
- B. Chapters may choose to set stricter enrollment requirements for collegiate membership, based on student enrollment level, so long as such policies are in line with the college/university and campus Panhellenic guidelines.
- C. Chapters choosing to designate an enrollment requirement for members to retain their collegiate membership must include a clause in their chapter bylaws indicating the requirement(s).

- D. A member falling below a set collegiate enrollment requirement becomes an alumna member for the term in which she has fallen below the required enrollment level. At the time which she enrolls at a level above the minimum, she is a collegiate member, assuming that her original academic class year has not yet graduated.
- E. For chapters that may have members enrolled in off campus programs, these members may still be considered enrolled in the college/university so long as the college/university recognizes the specific program as part of the university curriculum. In these cases, chapters should address this issue in their chapter bylaws by defining this enrollment level.
- F. If a member returns to the college or university of her original chapter after an absence, she automatically continues as a member of that chapter and must fulfill all obligations of membership unless she affiliated with a second chapter or her original collegiate academic class graduated.

Excused Status

Members failing to fulfill their obligations of membership, unless excused status is granted, are subject to disciplinary action. They may be excused for the reasons and under the conditions specified below. Non-resident members or members on excused status for an academic year shall be removed from the chapter roster submitted to the campus Panhellenic. Upon return to campus, the member will be placed back on the chapter roster and responsible for all membership obligations.

Members may be placed on an excused status for one of the reasons indicated below. Excused status is valid for one term. If a member wishes to renew her excused status for more than one term she must complete the procedure again from the beginning.

Financial Hardships

- A. A member may be excused from local financial obligations only in an emergency because of temporary financial hardships due to financial reverses.
 - 1. All international obligations and facilities fee payments must be met (the chapter executive council may elect to meet these payments for the member).
 - 2. Excuses are valid for one-term only and must be renewed at the beginning of each term.
 - 3. Member must attend chapter meetings and fulfill all other responsibilities of membership.
- B. Procedure
 - 1. The applicant must submit a written statement to the executive council documenting her inability to pay, including any relevant documentation.
 - 2. Upon recommendation of the executive council, approval must be secured from the financial advisor, chapter advisor and regional coordinator/sorority coordinator-new chapter.
 - 3. In Billhighway, the financial vice president updates the member's billing type to reflect international Gamma Phi Beta fees only.

Inability to Attend Chapter Meetings and/or Activities

- A. A member may be excused from chapter meetings and/or chapter activities in rare cases only.
 - 1. Member's work schedule does not qualify for excused status.
 - 2. Members selecting courses that are held at the same time as chapter meetings, when the same course is available at another time, does not qualify for excused status.
 - 3. All local and international financial obligations and facilities fee payments must be met.
 - 4. Excuses are valid for one-term only and must be renewed at the beginning of each term.
- B. Procedure
 - 1. Member submits a written statement to the executive council her inability to attend chapter meetings and/or activities.
 - 2. Upon recommendation of the executive council, approval must be secured from the chapter advisor and regional coordinator/sorority coordinator-new chapter.

Non-Resident Members

- A. Definition: Non-residents are students studying abroad, enrolled in clinical rotations or internships, student teaching or the like, when outside of a reasonable distance from campus during their original four year collegiate career and while still enrolled at the institution of their chapter.
- B. A non-resident member may be excused from local chapter responsibilities and/or financial obligations and/or facility obligations if her course of study requires that she be a non-resident for a school term or longer.
- C. Procedure
 - 1. Member requests non-resident status of the executive council and provides appropriate documentation to verify her eligibility.
 - 2. Upon recommendation of the executive council, approval for non-resident status must be secured from the chapter advisor, financial advisor and regional coordinator/sorority coordinator-new chapter.
 - 3. Non-resident members are not required to pay the international dues for the term they are considered a non-resident.
 - 4. All international facilities fees must be paid.

Excused Status for Special Circumstances

- A. Excused status may be granted in special cases not falling in the above three categories but meriting consideration.
- B. Procedure
 - 1. Member submits a written statement to the chapter advisor and regional coordinator/sorority coordinator-new chapter and regional director/managing director-new chapters explaining the reason(s) why she is requesting excuse status for her special circumstance. The written statement should indicate whether the member applied for one of the three excuse statuses above, and if not, why not.
 - 2. Upon recommendation of the chapter advisor and regional coordinator/sorority coordinator-new chapter and regional director/managing director-new chapters, the statement shall be presented to the Collegiate Vice President for final approval or disapproval.

Executive Council

The executive council is responsible for keeping the chapter focused on chapter goals and on achieving success in every area of chapter life. By nature of their position as members of the executive council, the individual officers can greatly influence chapter attitude concerning responsibilities, sisterhood and commitment.

Members of the executive council must at all times be exemplary in their behavior, leading the way for others to follow.

Composition

- A. According to International Rules and Procedures, there are seven voting officers on the executive council.
- B. The executive council officers are president, administrative vice president, education vice president, financial vice president, membership vice president, Panhellenic affairs vice president and public relations vice president. All executive council members each hold one vote during executive council meetings. As chapter size dictates, and with the approval of the regional coordinator/sorority coordinator-new chapter, the executive council may consist of a minimum of the chapter president, administrative vice president and financial vice president.
- C. President serves as chairwoman.
- D. Recording secretary is a non-voting member who attends meetings to record minutes.
- E. Chapter advisor is a non-voting member.
- F. Other officers may attend executive council meetings . Such officers do not, however, have a vote on executive council.

Responsibilities

- A. Meet weekly.
- B. Review business for chapter meeting, and when appropriate, recommend chapter action.
- C. Coordinate the efforts of officers and review department meetings.
- D. Plan chapter calendar.
- E. Handle routine business that does not require chapter action.
- F. Handle all major disciplinary matters.
- G. Formulate chapter policies to be recommended for chapter approval.

- H. Be aware of chapter concerns and challenges.
- I. Hold a retreat at which executive council goals are set, using Fidelity Goal Setting.
- J. President and financial vice president are to live in the chapter facility, if applicable.

Agenda for Executive Council Meetings

- A. Officer reports
 - 1. Current and upcoming activities
 - 2. Suggestions and problem solving
 - 3. Administrative vice president reads a written report prepared by any officer unable to attend.
- B. Unfinished business
- C. New business
 - 1. Routine business
 - a. Financial vice president shares the following Billhighway reports with the executive council officers at least monthly: Budget Variance Report and Outstanding Balances Report so that all executive council officers remain up-to-date on the financial health of the chapter as well as any members who are not in good standing.
 - b. Administrative vice president shares risk assessment worksheets for upcoming events
 - 2. Business for chapter meeting
 - 3. Current chapter concerns
 - 4. Major disciplinary matters (may be handled at a special meeting)
- D. Review officer, executive council and chapter goals each month
- E. Remarks by chapter advisor
- F. Remarks by visitors

Visitors

- A. Visiting international volunteer leaders, Gamma Phi Beta professional staff, collegiate leadership consultants and other invited members
- B. The president should invite one or two members who are not executive council members to attend the non-confidential portions of the meeting. Focus first on those who hold a department office; for example, the ritual chairwoman could be invited prior to Initiation; the new member educator should be invited during the new member education period. Members who are not officers also should be invited.

Faculty Advisors

A faculty advisor is an employee of the college or university who is not necessarily a member of Gamma Phi Beta. Although his/her primary responsibility is teaching, he/she volunteers to work with the chapter to contribute to its success and can provide valuable insight about the college or university.

If the chapter has a faculty advisor, he/she will appreciate clear communication regarding his/her role, the chapter's activities and attendance expectations. Regularly scheduled meetings between the president and faculty advisor will help achieve the desired level of communication.

A faculty advisor can be especially helpful as a liaison between the chapter and the college or university. In this role he/she is able to interpret university policies and procedures, suggest resources for PACE and REAL Wellness programming and promote the positive aspects of fraternity/sorority life.

The faculty advisor does not attend ritual meetings or services, nor should he/she be involved in discipline matters or other private chapter business.

The chapter must always remember to express its appreciation for the time and effort that the faculty advisor devotes to the chapter.

Fidelity

The mission of Gamma Phi Beta is to inspire the highest type of womanhood. In today's world, being the highest type of woman requires a well-developed confidence balanced with a strong sense of community and a compassion and respect for other women. Today's collegians enter a world full of choices but few guidelines or standards for daily living. Gamma Phi Beta's Fidelity programs provide the Sorority's members with essential tools for navigating the college years and strives to educate members about the choices they may make and the risks they will face, to give them the framework for healthy decision making and to reinforce the transcending importance of relationships with each other through interactive experiences and guided reflection.

Required topics to present to the chapter membership include:

- Alcohol Awareness
- Hazing and Harassment
- Personal PR and Social Media
- Building Strong Girls
- Fall Chapter Assessment
- Chapter Goal Setting for Officers (department and executive officers only)

All chapter members participate in Fidelity programming approximately once a month. These sessions begin with an online learning component and all include in-chapter workshops that generally last from 60 to 90 minutes.

Sessions strive to educate members about the choices they make and the risks they will face, providing a framework for healthy decision-making and personal growth through participation in the chapter.

Fifth Year, Sixth Year and Graduate Students

Any member who has been enrolled in college more than four years or longer may remain an active member of a collegiate chapter by a two-thirds vote of the chapter. The member is responsible for fulfilling all collegiate obligations of membership, including chapter, affiliated house corporation (if applicable) and international dues and fees.

A chapter may pledge a woman who is a graduate student or fifth year student.

If a woman wishes to pledge Gamma Phi Beta as a sixth year student the chapter must gain permission from the regional coordinator/sorority coordinator-new chapter prior to pledging the potential new member.

Graduate Students

- A. Definition: A member who is primarily working towards the completion of a graduate degree
- B. Requirements for retaining collegiate membership
 - 1. Member submits a written statement to the executive council why she would like to remain active.
 - 2. Executive council reviews the statement and makes a recommendation to the chapter regarding the member's status
 - 3. A chapter vote is required
 - a. Two-thirds affirmative vote of the chapter is required to maintain member status.
 - b. This vote may be taken by ballot.
 - c. There is no discussion
 - 4. Fulfillment of all obligations of membership, including the payment of all local and international financial obligations required of a collegiate member.

Fifth Year

- A. Definition
 - 1. Enrolled in college for more than four years (not just the college of her initiating chapter); or
 - 2. Original collegiate academic class has graduated (whether or not the member was initiated during the first year of her college experience).
- B. Requirements for retaining collegiate membership
 - 1. Member submits a written statement to the executive council why she would like to remain active.
 - 2. Executive council reviews the statement and makes a recommendation to the chapter regarding the member's status
 - 3. A chapter vote is required
 - a. Two-thirds affirmative vote of the chapter is required to maintain member status.
 - b. This vote may be taken by ballot.
 - c. There is no discussion
 - 4. Fulfillment of all obligations of membership, including payment of all local and international financial obligations required of a collegiate member.

Six Year or More Students

- A. Definition: Enrolled in college six years or longer.
- B. Requirements for collegiate membership
 - 1. Member submits a written statement to the executive council why she would like to remain active.
 - 2. Executive council reviews the statement and makes a recommendation to the chapter regarding the member's status
 - 3. A chapter vote is required
 - a. Two-thirds affirmative vote of the chapter is required to maintain member status.
 - b. This vote may be taken by ballot.
 - c. There is no discussion
 - 3. Approval by the regional coordinator/sorority coordinator-new chapter.
 - 4.
 - 5. Fulfillment of all obligations of membership, including all local and international financial obligations required of a collegiate member.

Finances

It is the financial vice president's responsibility to handle all chapter receipts and disbursements including collecting chapter and international Gamma Phi Beta dues and fees, and paying bills incurred by the chapter. She should not handle facility accounts (board and room or local facility fee payments), as these are the responsibility of the affiliated house corporation or Facilities Management Company, as applicable.

If an affiliated house corporation does not exist, and facilities are rented, the financial vice president collects all fees and disburses lodge or apartment expenses, in addition to chapter and international expenses. In addition, the chapter needs to collect a local facility fee, and these funds are to be placed in a separate cash account in Billhighway. The chapter has the prerogative to control its own funds and set the amount of chapter dues, with the advice of the financial advisor.

If recruitment or other functions involve food service, the affiliated house corporation treasurer, if applicable, should be consulted. The chapter pays for all food that is not part of regular board (refreshments and meals for recruitment parties and other guests), and sleeping rooms for guests of the chapter.

Chapter and resale funds must not be used to purchase alcohol. Special assessments are not permitted for any reason.

Fundraising is to be for philanthropic efforts only and is never to be used to supplement the operations of the chapter.

For any members that are under the age of 18, any housing agreements, payment plans or releases that the chapter members may sign, should also be signed by the member's parent/legal guardian as a guarantor. The guarantor must be a parent/legal guardian. For all other members, it is highly recommended that a parent (or other adult) guarantor also sign such documents.

Finances – International Reporting

A. General Guidelines for Reporting to International Gamma Phi Beta

1. All reporting is to be submitted via Beta Base, Gamma Phi Beta's online chapter reporting system.
2. Refer to the Financial Statement in Beta Base on a regular basis (at least by the first of each month) to ensure all outstanding financial obligations are paid on time and to avoid late fees and finance charges.
3. The preferred method of payment to International Headquarters is to use the Online Schedule Payments function in Billhighway to electronically transfer funds to International Headquarters. Include the purpose of the payment (invoice number and description) in the notes section.
4. Never send a check alone in an envelope. Include a short note on a separate sheet of paper with the payment so that the money can be properly applied. Attach all checks to a form or note to prevent the loss of the check.
5. Retain a copy of all letters, bills, invoices, correspondence and checks. Replacing and/or validating lost checks are the responsibility of the chapter.

6. A late fee of 10 percent will be applied to any invoice, fees or dues that are over 30-days past due. Amounts remaining unpaid thereafter will be subject to a finance charge of 1.5 percent per month.
7. If there is a credit on the chapter account at International Headquarters, the chapter must request in writing that the credit be applied to any outstanding balance that the chapter may have. It is not automatic. If there is not an outstanding balance to apply a credit towards, then the chapter may request in writing a refund of the credit.
8. Retain all financial records for at least seven years.
9. Membership fees and international facilities fees paid by new members must be paid at least two weeks prior to Initiation.
10. Membership fees are paid only once, even if a new membership has lapsed and the candidate is re-pledged. (See New Member pages for more information.)

B. Membership Fee and International Facilities Fee for New Members

1. Transfer funds from Billhighway (via Online Schedule Payment) to International Headquarters for all new members at least two-weeks before Initiation. Ensure that the notes section indicates payment is for the membership fee and international facilities fee.
2. Send a separate transfer payment for all new members recruited through continuous bidding (COB).
3. The membership fee and international facilities fee payments are non-refundable after four weeks from Bid Day, even if a new member chooses not to initiate. After that time, the chapter is held accountable for the new member membership fees associated with her membership.
4. Approval to initiate will only be granted when all new member membership fees and international facilities fees have been paid to International Headquarters at least two-weeks prior to Initiation. This approval is noted on Beta Base by going to Members > Reports > Status of Initiation Requirements.

C. Badge Selection

1. After the new members are added into Beta Base by the new member educator, badge selection instructions and the Loyalty Pledge are sent to the financial vice president and president. The financial vice president is responsible for:
 - a. Following the instructions to update the chapter's general Herff Jones Chapter Purchasing Center (CPC) information for each new member class.
 - b. Ensuring all new members receive the instructions to select their own badge via the Herff Jones Chapter Purchasing Center website.
 - c. Following up to confirm all new members have ordered their individual badge at least two-weeks prior to Initiation.
2. If a new member chooses not to initiate (depledges), a full refund will be credited to the member's credit card from Herff Jones, provided the new member who has depledged requests the refund from International Headquarters prior to the scheduled Initiation date.
3. Approval to initiate will only be granted when all new members have selected a badge at least two-weeks prior to Initiation. (See Status of Initiation Requirements report in Beta Base.)
4. Replacement badges are ordered through International Headquarters.

D. International Annual Collegiate Dues and Billhighway Fees

1. Annual per member collegiate dues and Billhighway fees are automatically invoiced to the chapter twice a year, based on the number of collegiate members on the chapter's membership list in Beta Base as of October 1 in the fall term and February 1 in the spring term. The administrative vice president is responsible to ensure the chapter's membership list is accurate by the respective dates each term.
 - a. Refer to the Financial Statement in Beta Base for this detailed invoice information each term.
 - b. Members studying abroad for the term do not pay international annual collegiate dues or Billhighway fees for that term.
 - c. Members who are no longer enrolled in college (whether or not they have received their college degree), have graduated or are attending another college are considered alumnae members and should be marked accordingly in Beta Base, so that the chapter will not have to pay international collegiate dues and Billhighway fees for these members.
 - d. Members who have resigned should have completed Resignation Forms uploaded in Beta Base by the president in time to be approved by International Headquarters before the respective due dates, otherwise the chapter will have to pay international collegiate dues and Billhighway fees for these members.
 - e. Members who have been recommended for expulsion or suspension, should have the complete Discipline Packet uploaded in Beta Base by the president in time to be verified by International Headquarters before the respective due dates, otherwise the chapter will have to pay international collegiate dues and Billhighway fees for these members.
3. The preferred method of payment to International Headquarters is to pay via Online Schedule Payment in Billhighway (ensure that the notes section indicates payment is for international collegiate dues and/or Billhighway fees, as the case may be).
4. Payments are considered late 30-days after invoiced.

E. Collegiate Chapter Budget

1. Prepare a preliminary budget using the Budget Creation Tool in the spring with input from all executive council officers who should work with the department officers to prepare their department budgets.
2. Obtain regional coordinator/sorority coordinator new chapter approval prior to the chapter vote.
3. Present the budget to the chapter for an approval vote.
4. Use the Budget Creation Tool to enter the chapter budget in Beta Base and in Billhighway no later than August 1.

F. Founders Day Donation

Send the donation in the amount voted upon by the chapter to International Headquarters by December 1. The preferred method of payment to International Headquarters is to pay via Online Schedule Payment in Billhighway (ensure that the notes section indicates payment is for Founders Day donation).

G. Special Assessments

Special assessments (such as assessments for parties and other social functions, recruitment assessments, retreat assessments or assessments due to budget shortfalls) are not allowed. If a social

event will require a date, the chapter should assume that each member and new member will be bringing a guest and budget accordingly. Special assessments are defined as additional charges to members and new members, above and beyond the chapter budget, to participate in or attend chapter functions/events.

H. Technology, Publication and Forms Fee

1. International Headquarters will invoice the chapter annually for the technology, publications and forms fee on October 1 via Beta Base. Refer to the Financial Statement in Beta Base for details.
2. The preferred method of payment to International Headquarters is to pay via Online Schedule Payment in Billhighway (ensure that the notes section indicates payment is for technology, publications and forms fee).

I. Liability Insurance Premium

1. International Headquarters will invoice chapters for liability insurance on February 1. Payment is due by March 1.
2. The liability insurance premium is determined annually based on Gamma Phi Beta Sorority's insurance invoice received from MJ Insurance.
3. Chapters will be billed liability insurance premium fees based on the number of members on the chapter membership roster in Beta Base as of February 1.
4. The chapter will be billed liability insurance premium fees on any resigned/terminated members whose complete disciplinary paperwork is not received at International Headquarters.

J. Internal Revenue Service (IRS) Form 990

Additional information on filing IRS forms is available in the Financial Department resource section on the Gamma Phi Beta website. It is recommended that chapters seek the advice from a professional tax accountant to complete Internal Revenue Service (IRS) form(s).

1. All chapters (except Canadian chapters) must file either the IRS form 990 or the IRS postcard form 990N with the IRS, but may be exempt from payment of income taxes under Section 501(c)(7) of the Internal Revenue Code.
2. Chapters with fundraising or interest income may also need to file IRS Form 990-T and may be subject to income tax payment. See tax instructions on the Financial Department resource section of the Gamma Phi Beta website.
3. The original copy of IRS form 990 or electronic copy of IRS form 990N must be sent to the Internal Revenue Service by December 15 (four and one-half months after close of fiscal year).
4. Upload an electronic copy of IRS form 990 or IRS form 990N via Beta Base to ensure the chapter is in good standing with international Gamma Phi Beta. Retain a copy in the working notebook.

K. Foreign Exchange Rate

All fees and dues owed to Gamma Phi Beta by Canadian chapters shall be paid at par.

L. Late Fee and Finance Charge Procedure

1. A one-time late fee of 10 percent is computed on each fee or invoice due to International Headquarters that becomes delinquent.
2. The following will be subject to the late fee:
 - a. Membership fee and international facilities fee (unpaid two-weeks prior to Initiation)
 - b. International annual collegiate dues (unpaid by November 1 and March 1)
 - c. Liability insurance premium (unpaid by March 1)
 - d. Billhighway fees (unpaid by November 1 and March 1)
 - e. Technology, publications and forms fee (unpaid November 1)
 - f. Supplies and merchandise purchased through GammaPhiBeta.org (unpaid by 30-days after invoice)
 - g. Crescent Corner purchases
3. Amounts remaining unpaid will be subject to a finance charge of 1.5 percent per month on the unpaid balance.

Finances – Chapter Fiscal Management

A. Budget Development

1. The budget planning and preparation process should begin in the spring.
2. Study the previous year's budget as well as actual expenditures. (The Budget Variance Report in Billhighway is a good tool.) If necessary, discuss a dues increase with the executive council.
3. Ask chapter officers for budget requests.
 - a. Provide each officer with the Officer Budget Request form which can be found on GammaPhiBeta.org in the Financial Department resource section and ask all officers to prepare their department budget for the upcoming school year.
 - b. Give each officer the amounts budgeted and spent the previous year.
 - c. Remember inflation and new expenses.
4. Prepare the budget using the Budget Creation Tool (found on GammaPhiBeta.org in the Financial Department resource section).
 - a. Ask the financial advisor, chapter advisor and/or regional coordinator/sorority coordinator-new chapter for assistance.
 - b. Prepare the budget for the entire school year.
 - c. Be sure expenses do not exceed expected revenue.
 - d. Be conservative and include a reserve (contingency) amount.
 - e. Include all money that passes through chapter accounts.
 - f. Include international collegiate dues, new member membership fees, international facilities fees, Billhighway fees and chapter liability insurance premiums.
 - g. Be sure to include budget for the REAL Leadership Conference, Convention and the REAL Leadership Academy (depending on the year).
 - h. Include amount spent in the previous year. It is good to check to see how the proposed budget compares to what was previously spent.
 - i. Key budget amounts can be found on the Gamma Phi Beta website.
5. Obtain approval from the regional coordinator/sorority coordinator-new chapter.
6. Present the budget for approval vote at a chapter business meeting.

7. Give each officer a written copy of the amount budgeted for her office.
 - a. It is also recommended that each officer is provided a form which they sign that states her budget and that if she overspends the budget without financial vice president and chapter approval, she may not be reimbursed. A sample form is found in the Financial Department resource section of the Gamma Phi Beta website.
 - b. Remind officers the budgeted amount is for the entire school year.
 - c. Officers should use a form for reimbursement of expenses.
 - 1) Officers must submit receipts within one week of incurring expense in order to be reimbursed.
8. If necessary, revise the budget after recruitment and follow the same approval procedure (obtain approval from the regional coordinator/sorority coordinator-new chapter and present the budget for approval vote at a chapter business meeting.
9. Be sure to consider the loss of income due to members studying abroad, possible resignations, financial hardships and/or on excused status, and make appropriate adjustments.
10. Once the budget has been approved by the chapter, it must be entered into Beta Base and Billhighway. Instructions on how to do so can be found on the Gamma Phi Beta website in the Financial Department resource section and on the Billhighway website.

B. Annual Review of Finances

1. Arrange for an annual review of the chapter financial books after the end of the fiscal year (July 31). An outside party who has not been responsible for the chapter's finances should complete the review. (This can be an alumna who is not a signer on the account.)
2. The financial advisor may be of assistance in arranging for the review.
3. This independent review assures the chapter that financial transactions have been properly reported.

C. Facility Fee (Required of All Chapters)

1. Local Facility Fee
 - a. This is a one-time fee assessed to new members.
 - b. If a member resigns before the due date, then she would not be responsible for this payment.
 - c. If an affiliated house corporation exists, the local facility fee is maintained in a savings account by the affiliated house corporation. If an affiliated house corporation does not exist, the local facility fee is maintained in a savings account separate from the chapter funds and not used for chapter operations.
 - d. It is used to build, purchase, maintain, or furnish a chapter house, lodge, or room.
 - e. The local facility fee must be paid within two terms of the date of pledging.
 - f. The affiliated house corporation/local facilities committee or Facilities Management Company (as the case may be) determines the amount charged.
 - g. Chapters on campuses without housing must establish a local facility fee in the event housing is established in the future and maintain the fund in a separate account overseen by the financial advisor.
2. International Facilities Fee
 - a. It is used for purchase, lease and improvements of all chapter facilities.
 - b. All new members must pay the international facilities fee prior to Initiation.

D. Day-to-Day Operating Procedures

1. Bookkeeping

a. Checking Account

1) Record this information on checks and stubs:

- Name of firm or person paid
- Amount of payment
- Purpose of payment (record in the notes section of the Billhighway check or transfer payment)

b. Savings Account

1) If the local facility fee is collected by the chapter, make sure to invoice members using the correct expense category and payments will be deposited into the local facility fee account.

2) Transfer excess funds for future use in the chapter savings account (from the checking account).

c. Receipt Book – **Accepting cash payments is not recommended**, but in the extreme case that cash is presented, a receipt book must be used.

1) Use a receipt book with carbons.

2) Record this information on receipts:

- Number of receipt
- Date issued
- Purpose of payment
- Amount and number of check or money order (note cash if appropriate)
- Financial vice president's signature
- Accepting cash payments is not recommended

d. Paid Bills File

1) File paid bills alphabetically or by check number monthly.

2. Bonding (Checking Account Requirements)

a. All financial vice presidents, assistant financial vice presidents, house directors and affiliated house corporation treasurers are bonded under a blanket fidelity bond purchased through International Headquarters.

b. Premium payment for bonding insurance is included in the chapter's liability insurance billing from International Headquarters.

3. Chapter Receipts

a. Set up chapter invoices by the end of the prior term in order to give initiated members and new members at least 25-days prior to the due date to pay their dues.

b. The delinquent date in Billhighway is the sixth day past the due date. Late invoices are subject to a three percent fine payable to Billhighway. Chapter should also have late fines defined in the chapter's standing rules.

c. Detailed instructions on updating members in Billhighway as well as creating invoices can be found on the Gamma Phi Beta website in the Financial Department resource section.

4. **Chapter Expenses**

- a. Pay all authorized bills by the due date.
- b. Expenditures incurred by individual members require receipts in order to be reimbursed. If using the Billhighway prepaid card, receipts must be submitted to the financial vice president within one week. Additionally, the financial vice president must code the Billhighway account within one week.
- c. Reimburse members and officers within one week.
- d. Pay international collegiate dues in the fall and spring. (These are non-refundable fees.)
 - 1) Dues will be billed on October 1 and February 1 for all initiated members according to the chapter's collegiate membership list in Beta Base.
 - 2) Chapter members studying abroad do not pay the international collegiate dues for the term they are away from school.
- e. Pay invoices per the Beta Base financial statement each month.
 - 1) Submit a payment for the appropriate amount.
 - 2) Chapter will be invoiced via Beta Base for:
 - Chapter supplies ordered from International Headquarters
 - Billhighway fees
 - Liability insurance premium
 - Membership fees
 - International collegiate dues
 - International facilities fee
 - Technology, publications and forms fee
 - Crescent Corner orders
 - Late fees/finance charges
 - 3) The preferred method of payment to International Headquarters is to use the Online Schedule Payments function in Billhighway to electronically pay International Headquarters. Note the purpose of the payment in the Notes section.
- f. The Financial Statement on Beta Base should be reviewed each month to confirm all international Gamma Phi Beta invoices are being paid in a timely manner.
- g. Detailed instructions on paying bills in Billhighway can be found on Billhighway.

5. **Resale Accounts**

- a. When resale items are ordered, the financial vice president should bill the applicable members through Billhighway, expensing the items to the "Chapter – Revenue – Resale" category and when paying the vendor, the check should be expensed to "Chapter – Expense – Resale."

6. **Financial Reporting**

- a. Present a financial report (Billhighway Budget Variance Report) to the executive council officers at least monthly (however reporting may need to occur more frequently depending on the volume of the expenses), including the following information:
 - 1) Comparison of actual vs. budget spent for revenue and expenses
 - 2) List of delinquent members
 - 3) Budget spent by department for each officer
- b. Present a monthly financial report at chapter meeting (Billhighway Budget Variance Report can be used), including a comparison of budget to actual spend for each department for revenue and expenses.

- c. Send a monthly financial report to the financial advisor (or chapter advisor if there is no financial advisor) .
7. At the beginning of the academic year and periodically throughout the year, remind members about their financial and live-in obligations.

Specific Chapter Financial Department Procedures

A. Financial Vice President's Responsibilities to New Members

1. Attend the introductory new member meeting.
 - a. Ensure the membership fees and international facilities fees are paid on time by the new members. This can be confirmed via Reports in the Member tab and the Financial Statement on Beta Base.
 - b. Explain chapter, affiliated house corporation/local facilities committee (including live-in) and international financial obligations.
 - c. Distribute and collect signed Membership Dues Contracts (sample on the Gamma Phi Beta website).
2. Prepare a statement of financial obligations to be sent to parents or guardians of new members along with letter from new member educator if the member approves contacting the parents. (See sample on the Gamma Phi Beta website.) If there is an affiliated house corporation, the financial vice president, financial advisor and the affiliated house corporation treasurer should do this together.
 - a. Ask the financial advisor for assistance.
 - b. Include all chapter and international fees and due dates.
3. Chapter, affiliated house corporation/local facilities committee or Facilities Management Company and international financial obligations (membership fee, international facilities fee and badge) must be paid in full before Initiation. Non-compliance will result in Initiation being postponed until all financial obligations are met.

Working With Certified Public Accountant (CPA) Firms

A. How to Determine the Need for a CPA

1. Chapter size/volume of receipts
2. Gamma Phi Beta financial expertise
3. Available Gamma Phi Beta volunteer time
4. Preparation of Internal Revenue Service (IRS) Form 990

B. Choosing a Firm

1. Be careful when hiring friends, relatives or Gamma Phi Beta alumnae. This is discouraged.
2. Obtain recommendations from other fraternities/sororities or nonprofit organizations.

3. Interview several firms; assess potential for good working relationship.
4. Consider firm's reputation and experience with nonprofits.
5. Evaluate fees; depends on size of firm and bookkeeper vs. a certified public accountant (CPA).

C. Determine Which Services to Hire

1. Tax returns only, or tax advice and review of returns prepared by the financial vice president.
2. Financial statements (monthly, quarterly or annual) from chapter's general ledger.
3. Receipts, billing and collection from members/parents.
4. Disbursements (maintenance of general ledger).
5. Reconciling checkbook/bank statement.
6. Analysis of budget for prior year.

D. Engagement Letter (letter which outlines agreement between CPA and Gamma Phi Beta)

1. Services to be performed
2. Deadlines
3. Fee (flat fee or hourly rate)
4. Agreement to hold bonding/liability insurance
5. Contacts within firm (person who will be performing work) and within Gamma Phi Beta (financial vice president)
6. Term of agreement; make sure it can be canceled at any time

E. Gamma Phi Beta Responsibilities

1. Prepare budget/establish dues
2. Follow-up on collections
3. Verify that debts/obligations are met
4. Perform quality control, for example:
 - a. CPA prepares checks and the financial vice president approves in Bilhighway; accompanied by invoice supporting disbursements.
 - b. Monthly or quarterly review of receipts/disbursements vs. budget or prior year with variances investigated.
 - c. Review of bank statement reconciliation; examination of balances and reconciling items.
5. Complete an annual review of the chapter's financial service needs, performance of firm and updating of engagement letter

F. When to Change Firms

1. Unsatisfactory service; missed deadlines, calls not returned, full information not provided, fees too high.
2. Chapter size increases or decreases.

G. Changing Firms

1. Advise firm, in writing, if unsatisfied with service.
2. Consider requesting a change in staff or services, giving the firm a chance to improve.

3. Evaluate and compare with other firms before changing.
4. Review requirements within the contract for cancelling the services (advance notification, etc.).

Finances – Delinquent Accounts and Collection Procedures

A. Handling Delinquent Accounts

1. Chapter members who are delinquent in their financial obligations, either local or international, are not in good standing and are not eligible to hold office, vote or attend social functions.
2. Avoiding delinquencies
 - b. Make sure every member is aware of her financial obligations, when payments are due and the consequences of non-payment.
 - c. At the beginning of each school year, provide each member with a Membership Dues Contract (see sample on the Gamma Phi Beta website) detailing all financial obligations and obtain each member's signature showing she understands her financial obligations.
 - d. Include the policy in the chapter's standing rules.
 - e. If a member repeatedly writes non-sufficient funds checks, accept only cash or a cashier's check.
 - f. Consider imposing fines or late fees (see Merit Point System page in the Standards Manual). A positive merit point system is strongly preferred over a fine system.
 - g. No member should leave school without meeting all financial obligations or signing a promissory note. If financial obligations are not met, the executive council may begin disciplinary action against the member. (See Member Discipline section in the Collegiate Operations Manual.)
 - h. If a member leaves school without meeting her financial obligations, the executive council may recommend alumnae disciplinary action and/or the financial vice president can put her on registration hold, if the school permits. In addition, collections efforts should be pursued.
 - i. The due date for chapter dues should be the day members return to campus, or the first day of classes, whichever is earliest. Chapters should have billing set up in Billhighway by the end of the prior term in order to give members 25 days to pay their dues.
 - j. Installments and payment plans should never have payment dates beyond the end of the current term.

B. Procedure for Collection

Many situations can occur during the school year which can cause financial hardships for members and impact their ability to pay their bills on time. As the financial vice president it is important that you continuously monitor the delinquent accounts and help all members remain current. However, if a member becomes delinquent it is important that you first talk to the member to determine her situation and whether a reasonable payment plan can be developed. Excused status may be warranted (see Excused Status in the Procedures section of the Collegiate Operations Manual).

In addition, all delinquent accounts should be reported to the financial and chapter advisor as well as to the executive officers so that they are aware of members not in good standing.

Detailed instructions for handling delinquent accounts and any necessary collection situations can be found on the Gamma Phi Beta website in the Financial Department resource section.

Collection Service to be used Only after Following all Other Collection Procedures

Guidelines

1. Financial obligation should be no more than 12 months overdue.
2. Collection service is unable to contact minors (under 18 years of age).
3. Do not cancel or suspend service until checks have cleared the bank.
4. Further information can be found on the Billhighway website.

Founders Day

The anniversary of the founding of Gamma Phi Beta Sorority, November 11, 1874, is designated as Founders Day. Each chapter is required to hold a Founders Day ceremony during November of every year.

Founders Day should be celebrated with alumnae and collegians together whenever possible.

Committee

1. Ritual chairwoman or collegiate-alumnae relations chairwoman serves as Founders Day chairwoman.
2. Two or three other members, including ritual chairwoman and collegiate-alumnae relations chairwoman, serve as committee members for various tasks.

Planning

1. Set the date of the Founders Day celebration during calendar planning the previous term.
2. Coordinate activities with an alumnae chapter or, if no chapter exists, invite local alumnae to attend. Issue invitations well in advance.
3. Select a Founders Day ceremony.
4. Plan room arrangements.
5. Select members (collegians and alumnae) to perform the ceremony.
6. Make arrangements for nametags, candles and ritual equipment.
7. Plan the banquet or dessert if either will be a part of the celebration.
8. Assign members to serve as hostesses for alumnae.

Fundraising

Fundraising is sometimes seen as the solution to a lack of adequate operational funds. However, fundraising **must** be limited to philanthropic activities (see Philanthropy Manual) only.

If the chapter's operational budget is too low to meet expenses, dues should be raised or expenses lowered. If officers tend to overspend budgeted amounts, increased monitoring of their expenditures through a pre-approval system for expenditures and up-to-date ledger sheets will help solve the problem. In Billhighway, the Budget Variance Report can help monitor the spending.

Fundraising income is unrelated business income as defined by the IRS. Check the chapter's tax filing status. If unrelated business income is less than \$1,000, the additional IRS 990-T form is not required. If more than \$1,000, review the IRS instructions for filing procedures. The chapter's tax exempt status could be jeopardized if unrelated business revenue exceeds the IRS mandated limits. If you have further questions, please consult a tax accountant.

Soliciting Funds

- A. Chapter may contact:
 - 1. Alumnae of the chapter.
 - 2. Alumnae living in the region, if prior approval has been granted by the regional director.
 - 3. Other alumnae not specified above, if prior approval has been granted by the International President.
 - 4. Parents of current chapter members.
- B. Guidelines
 - 1. All mailings must indicate that donations made directly to the chapter or to Gamma Phi Beta are not tax deductible, yet donations payable to the Gamma Phi Foundation and/or the charity are tax deductible.
 - 2. This statement must be visible and printed in the same size type as other information.
 - 3. If a response envelope, card or form is included, the statement that the donation is not tax deductible must appear on the response.
 - 4. For mailings of this nature coming from the affiliated house corporation, the collegiate officers represented on the affiliated house corporation should notify the regional director and ensure approval has been received.

Good Standing for a Collegiate Chapter

Collegiate chapter good standing is defined in the International Bylaws as "fulfillment of all international financial and reporting obligations." This means that all chapter reporting via Beta Base and fees must be submitted by the designated due dates.

Chapters also must be in good standing in order to vote at Gamma Phi Beta's Convention and to be eligible to receive a Convention award. In a Convention year all international financial obligations must have been paid and international reports received no later than 30-days prior to Convention. This includes all international reporting via Beta Base, fees and any late fees (see list below for good standing requirements).

Requirements for Good Standing for Collegiate Chapters

1. Budget Creation Tool
2. Chapter membership lists and membership status updates
3. Chapter officers and advisors
4. Internal Revenue Service (IRS) Form 990
5. Loyalty Pledge
6. New member information
7. Philanthropy statistics
8. Recruitment statistics
9. Scholarship statistics
10. Payment of all new member membership fees and international facilities fees
11. Payment of all international collegiate dues
12. Payment of the technology, publications and forms fee
13. Payment of liability insurance premium
14. Payment of all Billhighway fees
15. Payment of all other invoices as noted on the chapters Beta Base financial statement

Guidelines for Determining Good Standing

1. Good standing will be determined on a yearly basis.
 - a) In odd years (non-Convention) the deadline for good standing will be October 1.
 - b) In even years (Convention years), the deadline for good standing will be 30 days before the opening session of Convention.
2. Once the deadline is past, there will be no changing of the "status" of good standing.
3. Good standing for the non-Convention year will be used to determine those chapters eligible for the drawing for collegiate representation on the nominating committee.
4. Good standing for the Convention year will be used to determine those chapters who will have a vote in the business meetings at Convention.
5. All money owed to international Gamma Phi Beta must be paid, even if it is past the deadline.
6. A chapter must be in good standing for both years in the biennium to be eligible for any type of Convention award.

Hazing and Harassment Definitions and Prevention

The object of Gamma Phi Beta is "to develop the highest type of womanhood through education, social life and service to country and humanity." Nowhere in the Sorority's governing documents is it mentioned that chapters instill pride, commitment and self-worth by causing physical discomfort, embarrassment, harassment or ridicule; or by placing members in subservient roles. The purpose of the new member program is to develop outstanding, committed chapter members. Remember, a Gamma Phi Beta new member is in fact, a member of the Sorority.

New Member Programming

An annual review of the new member program is necessary to ensure freedom from hazing; time and tradition are not enough and frequently are at the root of the problem. Inappropriate activities must be replaced with alternatives that are clearly free from any hazing connotation.

The new member educator is elected to guide and assist new members and in that role is responsible for their education and well being. It is the new member educator's responsibility, working closely with the education department and the executive council, to be sure activities planned by the chapter or individuals (e.g., Big Sister) are not hazing.

Hazing Defined

Hazing is any act or attitude which places members or new members of an organization in a lesser position within the organization than other members. This includes anything which is intended to embarrass an individual or group, which is intended to create an undue hardship or burden for an individual or group, which could be considered degrading, undignified or humiliating, or which risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing includes any expectation, or implied expectation, to participate in activities or perform tasks, duties or tests in order to gain approval or acceptance within the organization, including expectations for new members beyond what is called for in the sanctioned new member program.

Gamma Phi Beta is not alone. Every international/national fraternity and sorority, the National Panhellenic Conference and the North-American Interfraternity Conference have adopted strong anti-hazing statements which prohibit various pre-Initiation and Initiation activities.

Most states have enacted anti-hazing laws. Check with the college/university for a copy of its statement and that of the state; educate the entire chapter membership on these and share the information with the new members.

Right to Dignity

All people are entitled to be treated with dignity and consideration and must learn to respect one another's differences. New member status does not give an initiated member or chapter the right to belittle, berate or humiliate uninitiated members, or to treat them differently than other members.

Mental and Social Hazing

While physical hazing acts are oftentimes the first things to come to mind when referring to hazing, it is essential to consider other forms of hazing as well, such as mental and social hazing acts and attitudes.

Mental or social hazing can occur when new members are treated as lesser members within the organization. It can occur when individual members associate new membership with certain responsibilities which are not asked of other (initiated) members. Social hazing may be any act, request or statement which puts members or new members in a compromising or less desirable position in regards to other individuals or groups.

“Voluntary” Hazing

It is often assumed that hazing cannot occur if an individual or group is voluntarily engaged. This is not accurate. Simply prefacing a request to participate in an activity or take on a responsibility with a disclaimer that it is not a “requirement” does not dispose of the potential for hazing risk. In fact, an implied expectation to participate can be as damaging as a stated requirement. Likewise, even if the participants truly will or do enjoy participating in a given activity or task, this also does not alleviate the potential that hazing will or has occurred. Additionally, activities which may be planned as benign jokes can easily result in hazing circumstances. To eliminate this risk, educate all chapter members on the seriousness of hazing. Do not tolerate members joking about this important matter.

Public Relations

The entire fraternity/sorority community suffers from each individual hazing incident. Participation in or sponsorship of embarrassing and degrading activities can result in serious injury, death or arrest. Although sororities and fraternities were founded on noble principles, the public is quick to focus on headlines generated by hazing incidents. The fraternity/sorority community’s valuable contributions to the campus and community can be overshadowed by hazing.

Hazing Activities

When trying to determine if an activity is hazing, ask all of these questions:

- What is the purpose of the activity?
- How does it relate to Gamma Phi Beta?
- What other events or activities could be planned to accomplish the same goal?
- If a university administrator saw the activity, what would he/she say?
- Would the chapter be willing to send new members’ parents a photo of the activity?
- Would the chapter be willing to defend the activity in court?
- Would the chapter be willing to invite the Gamma Phi Beta International President and other international officers to participate in the activity?

If you cannot determine the nature of the activity using the questions listed above, contact the chapter advisor and/or regional coordinator/sorority coordinator-new chapter to determine whether a planned activity may be considered hazing and help determine alternative activities.

The list below is by no means complete; however, it provides examples of some activities and expectations which are considered to be hazing.

- Preventing new members from wearing Gamma Phi Beta letters.
- Wearing anything other than a new member pin to identify new member status.
- A member buying or otherwise providing alcohol for new members who are under 21.
- Taking new members on camping trips or similar away-venues where alcohol is served.
- Organized/semi-organized pre-parties where new members are provided alcohol by initiated members (directly or indirectly).
- Encouraging or forcing members or new members to drink quantities of alcohol that make them ill.
-
- Withholding the date of Initiation from new members.
- Expecting new members to participate in activities as a new member class, beyond new member meetings, programs listed in *A Lifetime of Gamma Phi Beta Facilitator's Guide* and chapter activities.
- Punishing in any way a new member who does not wear her new member pin.
- Staging mock initiations.
- Being dishonest with new members.
- Unnecessary blindfolding during Initiation (other than specified in the Ritual Manual).
- Yelling at, or speaking sternly to, new members for failure to comply with expectations.
- Requiring or asking new members to clean the chapter housing facility without help from the members.
- Requiring or asking new members to set up for chapter meetings and/or functions without help from the members.
- Requiring or asking new members to be "on call" and/or setting a new member curfew.
- Requiring or asking new members to spend the night at the chapter housing facility without expecting all members to do so.
- Requiring or asking new members to call chapter members by special names or titles.
- Assigning new member nicknames.
- Assigning new members "pranks," such as harassing another organization or stealing objects from other sororities or fraternities.
- Requiring new members to sing songs, perform skits or recite poems without expecting all members to do so
- Requiring or asking new members to raise money or buy a chapter or chapter members a gift as a prerequisite for Initiation.
- Using any form of assessment to rank or rate new members.
- Requiring or asking new members to secure initiated members' signatures prior to Initiation.
- Requiring or asking that new members carry or pass rocks or other items.
- Requiring or asking new members to wear particular clothing or accessories, aside from what may be expected of the entire chapter membership for sanctioned programs and events.
- Quizzing new members in any way (beyond the exam used in the new member program, per Gamma Phi Beta guidelines).
- Establishing a silence period before or after Initiation, or anytime during the new member period.
- Planning Initiation during times that interfere with classes, studies or sleep.
- Limiting access to the chapter facility, including the chapter room.
- Making troubling sounds during Initiation or during any time in the new member period.

- Prohibiting communication between new members and certain groups (e.g., fraternities).
- Disciplining new members in any way, except as explicitly outlined in the Collegiate Operations Manual section on member discipline.
- Paddling or including paddles in the new member program.

Developing Alternatives

It is possible to replace a hazing activity with a constructive alternative that will enhance new member education. Because change is difficult for many people, the wise new member educator will carefully and thoroughly plan alternative activities before presenting them to the chapter. These steps may be used to simplify the process:

1. Identify hazing activities.
2. Establish each activity's purpose and how it relates to Gamma Phi Beta.
3. Develop new activities or modify existing ones.

It is essential that both the chapter advisor and regional coordinator/sorority coordinator-new chapter be notified if it is discovered that hazing is occurring within the chapter. She will be a resource for and supporter of the positive changes that the chapter will be making.

Non-Member Hazing

Hazing may be a concern for all groups and organizations. Gamma Phi Beta chapters or members are not to participate in any hazing activities, including any hazing of members or new members of other fraternal organizations, sports teams or campus or community groups.

Harassment Defined

Harassment can take on different forms as verbal, physical or social bullying.

Verbal harassment is any sort of aggressive, spoken taunts, insults, threats, hate speech and other piercing, damaging words, name-calling or teasing. Some examples might be yelling at or threatening a sister with hurtful action or violence, making disparaging comments about a sister's appearance or calling a sister derogatory names.

Physical bullying involves pushing, shoving or other physical contact used in intimidation.

Social harassment manifests itself through rumors, purposeful exclusions and other words and actions meant to isolate and ostracize someone, leaving them out on purpose or breaking up friendships.

Some examples of social harassment might be

- excluding a sister from a group going out to dinner or to a party;
- leaving a sister out from a conversation by purposely moving or becoming quiet when she comes near
- using personal information about a sister such as home problems, mental/health issues or sexual relationships to spread rumors or gossip

Bullying and harassment doesn't just happen in person. Cyber bullying, like face-to-face harassment, involves deliberate and repeated aggressive and hostile behavior by an individual or group of individuals intended to humiliate, harm and/or control another individual or group of individuals of lesser power.

Cyberbullying is deliberate and repeated aggressive and hostile behavior by an individual or group of individuals intended to humiliate, harm and/or control another individual or group of individuals of lesser power by using the Internet, email, chat rooms, cell phone, text message, instant messaging and tweeting.

Cyberbullying is:

- Sending hurtful, cruel and intimidating messages to others.
- Stealing others' online identities and send inflammatory messages from those identities.
- Posting anonymous, derogatory comments on blogs or other websites.

Housing Facilities

The chapter facility is the chapter's home and should at all times be treated as one would treat her own home. Those chapters that consider it to be a home have no difficulty in filling all available spaces. It is a privilege to be a member of a chapter with a facility and an opportunity to enhance the overall Gamma Phi Beta Sorority experience.

It is an expectation that all Gamma Phi Beta facilities are at full capacity. Each chapter must take full responsibility for this and must determine a process for filling their chapter house with members. Many chapters have waiting lists to move into the facility, indicating their commitment to the chapter, each other and Gamma Phi Beta. The privilege and responsibility of living in the facility is to be specified in the chapter's standing rules.

The affiliated house corporation has the best interests of the chapter in mind when it enforces Gamma Phi Beta's residence requirements. These women know that the benefits of sisterhood and strong leadership can be enhanced when members live together. (See the Affiliated House Corporation Manual for additional information regarding facilities and the functions of the affiliated house corporation.)

Residence Regulations

- A. Gamma Phi Beta facilities are maintained for the benefit of Gamma Phi Beta members and new members who are students at the university where the chapter is located. Consequently, only members and new members who are full-time students and/or counted in the chapters' Panhellenic Total at such university have both the privilege and obligation of residing in the facility. Exceptions to this rule (including, but not limited to, affiliate members, housing of alumnae, fifth and sixth year students, graduate students and non-members) may only be granted upon the concurrent approval of the collegiate chapter, the affiliated house corporation and the chapter's regional director, upon consultation with the international Financial Vice President or her designee. In the event an exception is granted, any such individual must agree to abide by all Gamma Phi Beta policies and procedures.
- B. Gamma Phi Beta does not consider an apartment or a neighborhood house where a group of members live to be an official Gamma Phi Beta residence or annex even though members may call it the "annex" or otherwise refer to it as a Gamma Phi Beta facility. Such a dwelling arrangement is strictly an agreement between the individual renters and the landlord; the Sorority is not a party to the contractual relationship. If the renters announce any kind of event that could be construed as a Sorority gathering at such a residence, that event must follow the Sorority policies required for any third-party venue and members taking part in the event will be held accountable for adherence to those policies.
- C. The affiliated house corporation is responsible for determining the number of women needed to fill the facility. The chapter is responsible for filling the facility and determining who will be the women to fill the facility. The chapter bears the financial responsibility for those rooms or beds left unfilled.

- D. Members of collegiate chapters which operate houses or other residence facilities are required to live-in Sorority housing during their entire residency as undergraduate students unless:
 - a. They are living with their parent or guardian at the parent's or guardian's primary residence, or
 - b. University or college rules require otherwise, or
 - c. University employment with living requirement prevents, or
 - d. The facilities are full, as determined by the affiliated house corporation.
- E. Members who do not fulfill their housing obligations are subject to disciplinary action, which may include termination of membership.
- F. Any housing agreements, payment plans or releases that the chapter members may sign should also be signed by the member's parent/legal guardian as a guarantor. The guarantor must be a parent/legal guardian. Exceptions to this rule may only be granted for a member that can prove she is totally emancipated.

International Students under International Student Exchange Program

- A. Gamma Phi Beta does not encourage the pledging and/or housing of international students under an international student exchange program because, in some instances, the chapter has been forced to assume the burden of both medical care and support.
- B. Special permission must be granted from the regional director before extending such an international student an invitation to become a new member or live in the chapter facility. The chapter president contacts the regional director to request permission based on special and extenuating circumstances.

Facility Rules

- B. Review and revise facility rules early in the fall. Refer to the Affiliate House Corporation Manual for specific details and instructions regarding content and revisions of facility rules.
 - 1. President appoints a committee to revise facility rules. The facility manager is chairwoman.
 - 2. When completed, facility manager distributes facility rules at chapter meeting.
 - 3. Chapter votes on the facility rules.
 - 4. Facility manager sends chapter approved facility rules to the regional coordinator/sorority coordinator-new chapter for approval by November 1.
 - 5. Regional coordinator/sorority coordinator-new chapter seeks input and approval from the affiliated house corporation president.
 - 6. After approval by the regional coordinator/sorority coordinator-new chapter, facility manager distributes copies to:
 - a. Members
 - b. New members
 - c. House director
 - d. Chapter advisor
 - e. Affiliated house corporation members
 - f. Regional coordinator/sorority coordinator-new chapter

7. Facility rules are part of the housing contract and should be included with the housing agreements when they are distributed. Because of this, the chapter may actually want to review and revise facility rules prior to sending out housing agreements.
- B. Minor revisions throughout the year
1. Facility manager recommends revisions to executive council.
 2. Facility manager recommends revisions at chapter meeting.
 3. Chapter votes on revisions.
 4. Facility manager sends chapter approved revisions to affiliated house corporation president for approval.
 5. After approval by affiliated house corporation, facility manager distributes copies to:
 - a. Members
 - b. New members
 - c. House director
 - d. Chapter advisor
 - e. Affiliated house corporation members
 - f. Regional coordinator/sorority coordinator-new chapter
 6. It is recommended that all members and new members receiving a copy of the facility rules sign a statement acknowledging receipt of the rules and indicating the date of the rules received.
- C. Facility rules should cover such items as:
1. Quiet hours
 2. Smoking
 3. Relationship with service staff
 4. Appropriate dress on first floor or in other public areas
 5. Priorities for determining who will live in the facility
 6. Room preference
 7. Emergency plans checklist
 8. Fire drills
 9. Meals for live-ins and live-out members
 10. Overnight guests
 11. Specifics related to certain rooms, such as kitchen or living room
 12. Visitation
 13. Internet, cable, telephone
 14. Laundry facilities
 15. House duties (e.g., cleaning and lock-up)
 16. Prohibited items such as alcohol, candles, drugs, firearms, etc.
- D. Infractions should be handled according to chapter bylaws.
- E. Post facility rules on bulletin board.
- F. Attend a new member meeting to explain facility rules.
- G. Facility rules apply to members, guests, alumnae and parents.

- H. All facility rules must be compliant with International Gamma Phi Beta Policies and Procedures.
- I. For more information about housing agreements see the Affiliated House Corporation Manual. A sample housing contract can be found on the Gamma Phi Beta website.

Ritual Services for Chapter Facilities

- A. Chapter Facility Groundbreaking Service: See the Ritual Manual for the details about this service.
- B. Chapter Facility Dedication Service: See the Ritual Manual for the details about this service.

Inactive Members

Gamma Phi Beta has no provision for inactive members.

Members who do not fulfill the responsibilities of collegiate membership, unless on excused status, are subject to disciplinary action. Refer to the Standards page in the Procedures section of the Collegiate Operations Manual when dealing with inactive members. Also, see Alumna Status page in Collegiate Operations Manual for collegiate members being granted alumna status.

Large Chapters

Many Gamma Phi Beta chapters have more than 200 members. Although certain aspects of chapter life require special arrangements or emphasis, each functions similarly to other chapters. Members of larger chapters have the same responsibilities and privileges of membership and share in the benefits of sisterhood.

A larger chapter needs not only leaders, but for all of its members to become involved in day-to-day operations. Gamma Phi Beta's government structure is a committee system that works by having each member serve on a committee, a team effort. Each team, executive council, department and officer committees contributes to overall chapter goals by assuming responsibility for a specific area of chapter life. By governing through a team approach, each member, even in a large chapter, is an active participant with the opportunity to develop leadership skills and prepare for future service as an officer. Also, responsibility for chapter projects is allocated more equitably among all members.

Although larger chapters have bigger budgets, proportionately they are the same as other chapters. Income is greater, but so are expenses. At the least, there should be one or more assistant financial vice presidents to assist in handling the large number of transactions. Some chapters hire an accounting firm or bookkeeper to decrease the financial vice president's time commitment.

A solid communications plan is vital for larger chapters so that all members are kept informed of chapter activities and events. A telephone tree, daily electronic messages or a chapter list serve are effective methods to communicate between meetings. Chapters with facilities often pair in-house and out-of-house members, with the in-house member responsible for conveying important information.

Sisterhood also needs extra effort. All-chapter events provide an opportunity for members to get better acquainted, as does committee involvement. Loyalty circles that cross class years and go beyond Big/Little Sister relationships are particularly encouraged in larger chapters. Out-of-house members should be encouraged to come to the house, and when they do, they should feel welcome.

Local Facility Advisory Committee

The local facilities advisory committee (LFAC) is formed when the Facilities Management Company (FMC) has identified new facility opportunities for Gamma Phi Beta collegiate chapters. The regional coordinator or sorority coordinator-new chapter appoints the LFAC chair for a one year term, to be renewed annually. The LFAC range in size from 7 to 10 members. Except for the chapter president, chapter financial vice president and chapter facility manager, all members are alumnae.

Any alumnae that serve on the LFAC assume the responsibilities listed below. It is through their volunteer efforts that Gamma Phi Beta is able to provide safe and inviting facilities for our members.

The chapter president, financial vice president and facility manager, the chapter advisor and financial advisor serve on the LFAC to represent the interests of the collegiate chapter. Each serves as a liaison between the LFAC and the chapter and should bring the opinions, ideas and suggestions of the chapter to meetings.

Composition of Members

- A. Appointed alumnae members
- B. Chapter president
- C. Chapter financial vice president
- D. Chapter facility manager
- E. Chapter advisor
- F. Financial advisor

Responsibilities

- A. Work with Facilities Management Company (FMC) regarding repairs and maintenance of the facility and equipment.
- B. Recommend to FMC any new furnishings and fixtures or replacements needed.
- C. Assist financial advisor and financial vice president with collecting all monies due to FMC.
- D. Work with facility director when she needs to be aware of chapter operations and activities.
- E. Work with university housing or facilities department with regards to safety, security, maintenance and of occupied space.
- F. Communicate messages from FMC to chapter regarding house/facility fees.
- G. Assist chapter advisor, financial advisor, chapter president, financial vice president and facility manager to comply with residency requirements according to local needs and in compliance with international Sorority residency regulations.
- H. Assist chapter advisor, financial advisor, chapter president, financial vice president and facility manager to ensure only those members in good standing reside in facility.

Loyalty Circles

Loyalty circles are designed to promote sisterhood and chapter-wide friendships. Each circle may be composed of initiated members and new members (approximately five to seven people). Loyalty circles may be reassigned each term. Loyalty circles are not mandatory but are highly encouraged, particularly in larger chapters.

During the new member period, loyalty circles may function as temporary Big/Little Sisters. As a group, the initiated members may assist new members in orientation to college life and assimilation into the chapter. Initiated members may also serve as mentors to new members. In addition, each new member may be assigned a specific Big Sister from the circle each week. One of these Big Sisters may become the permanent Big Sister during Initiation Week. Individual Big/Little Sister preferences should be granted even if they are not members of the same loyalty circle.

Members may be assigned to loyalty circles each term based on interests, personalities, leadership ability and other qualities. Each circle should have a leader who is responsible for organizing the weekly informal activity. She may survey the loyalty circle members for preferred activities and meeting times and may follow up with initiated members and new members who miss activities. In addition, the loyalty circle leader may be sure initiated members are fulfilling their responsibilities as temporary big sisters and may encourage each member to share concerns with her.

The challenge is to create loyalty circles and encourage members to do weekly activities that either they plan or the loyalty circle chairwoman suggests. Some of these activities could align with the new member program. Loyalty circles build a strong sisterhood, connect members with other members that they may not know well, assist with member retention and help new members understand that they are a part of something wonderful!

- A. What are loyalty circles?
 - 1. Smaller groups of sisters that are part of the large group
 - 2. Circles made up of individuals from each class
 - 3. New members integrated into the chapter
 - 4. A way for new members to get to know initiated members and feel comfortable in the chapter
 - 5. Temporary Big Sisters for new members
 - 6. A group of sisters that have something in common: hobbies, rotation group, major, etc.
 - 7. Sisters that do fun, informal activities together to build the bonds of sisterhood
- B. How to use loyalty circles?
 - 1. New members
 - a. Assign new members to the loyalty circle that includes the sister who hosted them for preference night.
 - b. Give welcome notes to the new members from the entire loyalty circle.
 - c. Select temporary Big Sisters (or Crescent Sisters) each week from the new member's loyalty circle.
 - d. Include new members in the loyalty circle activity to help the new member get to know initiated members and feel like she is a part of the sisterhood.
 - 2. Gauge the pulse of the chapter

- a. Have an executive council member in each loyalty circle.
- 3. Study groups
 - a. Set up the loyalty circles based on college, major or ideal study time.
 - b. Set a weekly study time so the entire loyalty circle can study together.
 - c. Assign study buddies to help new members acclimate to college life and to stress the importance of scholarship.
- 4. Alumnae relationships
 - a. Include alumnae in your circle and invite them to dinner or online chats.
 - b. Visit older alumnae that cannot get out much anymore as a loyalty circle.
 - c. Surprise/thank alumnae with pink carnations from the loyalty circle.
- 5. Involvement on campus
 - a. Create loyalty circles that focus on members' interests in organizations and/or leadership positions.
 - b. Participate in campus activities as a loyalty circle.
 - c. Support other Greek organizations' philanthropic activities as a loyalty circle.
- 6. Sisterhood
 - a. Build sisterhood by helping all members feel involved, included and important through loyalty circles that meet regularly.
 - b. Have a fireside within the loyalty circle to explain what Gamma Phi Beta means to each member or to discuss hot topics.
 - c. Plan fun activities that allow all the members of the loyalty circle to interact with the other members.
 - d. Meet regularly to listen and provide support for one another.
- 7. Create a little competitive atmosphere amongst the loyalty circles (quarterly/semester)
 - a. Highest GPA.
 - b. Participation in campus activities.
 - c. Most volunteer hours.
 - d. Offer rewards: pizza parties, gift certificates to Starbucks, ice cream, etc.

C. Why should a chapter utilize loyalty circles?

- 1. Promote sisterhood.
- 2. Build relationships between members that may not normally interact due to class year or major.
- 3. Improve communication.
- 4. Allow new members to find their place in the chapter because loyalty circles make new members feel important.
- 5. Gauge the pulse of the chapter and help chapter leadership know what is happening and how sisters are feeling.
- 6. Provide support for academic success.
- 7. Encourage campus participation.

Loyalty Pledge

The Loyalty Pledge is an important historical document that officially lists all members initiated into Gamma Phi Beta and their pledge to abide by the policies and procedures of Gamma Phi Beta

The signing of the Loyalty Pledge by all new members is part of the chapter President's Interview with new members during the pre-Initiation events. Only those new members ready to be initiated should sign the Loyalty Pledge. (Members who are under the age of 18 who sign the Loyalty Pledge should sign their pledge a second time immediately after they turn 18. The chapter should set up a system where they do this automatically upon the member's 18th birthday.)

Upon signing the Loyalty Pledge, each new member, individually and for herself, makes the following promise, agreement and pledge, namely:

I pledge never to reveal the rules, rituals or any private business of this Sorority either by writing, speaking or intimating them to any person not a member of Gamma Phi Beta.

I promise and pledge faithfully to observe all official interpretations of the bylaws, rules and procedures and policies and regulations of Gamma Phi Beta and of my chapter, never knowingly to violate any part of them.

I pledge to encourage and support good manners, good morals and good order at all times and under all circumstances.

I promise to vote conscientiously and for the best interest of the Sorority in all cases requiring a vote.

I pledge to accept three lifetime obligations to my Sorority: to recommend women for membership, to remain actively involved and always to meet my financial obligations.

I understand that my badge is the symbol of my lifetime membership in Gamma Phi Beta.

In the event that at any time International Council should question my loyalty to the foregoing pledge and if my worth as a member must be proved, I shall voluntarily surrender my badge at the beginning of the investigation. Moreover, if such investigation should deem me unworthy of membership, or if for any reason my membership is terminated, I shall renounce my right to my badge and all insignia of membership.

Procedures

A. The signing of the Loyalty Pledge occurs during Initiation Week, before Initiation.

- B. The participants are all the new members about to be initiated and the chapter president.
- C. The President's Interview and Signing of Loyalty Pledge are found in the Ritual Manual.
- D. The Loyalty Pledge template is emailed to the chapter president two-weeks prior to Initiation after the following four process are complete:
 - a. The education vice president/new member educator uploads new members into Beta Base
 - b. All new members have paid their membership fees
 - c. All new members have ordered their badge
 - d. All new members have claimed their membership account (through the Beta Base new member claim account process)
- E. The signed Loyalty Pledge is sent to International Headquarters immediately following Initiation. (Badge orders will not be placed with the jeweler until the Loyalty Pledge is received at International Headquarters.) Retain a copy in chapter files.

Married Students

Collegiate Status

- A. An initiated member may continue as a collegiate member after her marriage.
- B. A married woman may be pledged and initiated.
- C. Married members must fulfill all obligations of membership, including attendance at chapter business meetings, PACE program/sisterhood activity and Fidelity program/committee meetings, and fulfill all chapter, affiliated house corporation and international financial obligations.

Meeting Schedule

The following schedule shows how a chapter should set up their calendar for the various types of chapter meetings.

Weekly meetings follow a four week rotation:

1. Chapter business meetings (formal meeting with ritual)
2. Fidelity program and committee meetings
3. Chapter business meetings (formal meeting with ritual)
4. PACE program and sisterhood activity

Mentor's Report

Prior to each chapter business meeting, the president appoints a mentor who prepares a written and unsigned mentor's report and gives it to the president prior to the meeting.

The mentor's report should be a constructive discussion of current chapter attitudes and concerns toward any problem, challenge or event. For example, it might focus on weak attendance at an all-chapter event, the importance of selecting officers based on their qualifications or individual behavior and responsibilities. It might also be inspirational and motivational in nature.

The mentor's report is read by the president before closing exercises at the end of every chapter business meeting and then kept in the chapter files for historical purposes and possible use at a later date.

Merit Point System

The purpose of the chapter merit point system is to promote cooperation, participation and sisterhood with a positive attendance policy. The standards committee administers the system.

It is recommended that the merit point system be based on a monthly total. This allows the member to begin fresh each month and provides immediate feedback to the standards committee about members who are not meeting the obligations of membership by attending chapter events. Total points for the term or year can be calculated to provide rewards such as rank order for the facility, including who is eligible to live in the facility, room selection and roommate preference.

The ultimate merit point system provides positive reinforcement for attendance at **all** chapter functions, not just mandatory events. It provides a means for members to be rewarded for activities outside the chapter as well as involvement in the chapter. It provides incentives to chapter members to attain the most points possible.

An effective merit point system will also address specific areas within the chapter that need attention. It is created with input and suggestions from each department. It provides positive incentives for members to support chapter activities and is the most effective means of encouraging chapter participation in all areas of chapter life.

See the Standards Manual for additional detailed information regarding a chapter merit point system.

Minutes

Minutes are a part of the chapter's historical record and are a permanent record of decisions made by the chapter. When read at the next meeting, they serve as a reminder of commitments, responsibilities and background information for continuing discussion.

Minutes are a record of business transacted and should not contain any discussion or a record of what was said. No personal opinions or editorial comments should be included.

The recording secretary is responsible for taking minutes at all chapter and executive council meetings, all executive council hearings and providing a summary of all officer and goal setting retreats to the officers, advisors and chapter.

Retreats

- A. Recording secretary prepares a summary of the officers' retreat.
 - 1. Distribute copies to officers.
 - 2. Send a copy to the regional coordinator/sorority coordinator-new chapter.

Executive Council

- A. Recording secretary reads the minutes of the previous meeting. Note corrections.
- B. Recording secretary records the proceedings.
- C. After minutes have been approved or corrected, copy them into a permanent minutes book or electronic file. Maintain a separate permanent minutes book for executive council minutes.

Chapter Meetings

- A. Recording secretary reads the minutes of the previous meeting. Note corrections.
- B. Recording secretary records the proceedings.
- C. After minutes have been approved or corrected, copy them into a permanent minutes book. Maintain a separate permanent minutes book for chapter business meeting minutes.
- D. Distribute to members.

Format for Minutes

- A. Number meetings in succession. Do not begin numbering each year but continue where the numbering ended the previous year.

- B. Note if the meeting was regular or special.
- C. Include the name of the chapter.
- D. Include date and place of meeting.
- E. Include presiding officer's name and title.
- F. Include number of members present (from roll book).
- G. Include time meeting was called to order and was adjourned.
- H. Include headings for each main category in the regular order of business (e.g., new business).
- I. All main motions (except those withdrawn).
 - 1. Note maker's name.
 - 2. Note whether the motion passed or was defeated.
- J. Include important announcements, rules and/or policies.
- K. Include the names of all women voted into membership.
- L. Recording secretary signs the minutes. Do not precede it with "respectfully submitted." Minutes are read for approval only and are not a report.

Minutes – SAMPLE

The 248th regular weekly meeting of Omega Omega Chapter of Gamma Phi Beta, held on Monday, March 2, 20XX, in the chapter facility was called to order at 7:30 p.m. by the President, Jane Johnson.

Opening exercises were followed by the roll call.

The recording secretary, Mary Smith, read the minutes of the previous meeting which were approved as read (or "as corrected").

The social chairwoman, philanthropy chairwoman and new member educator gave their reports. (Note: If a written report was read for an officer not in attendance and no action was taken, it should be "placed on file." Mention the fact that the report was read and who read it. If no report was given, do not mention it.)

The president called for international business. (State any correspondence read and who read it, and motions made.)

The president called for unfinished business. (State any correspondence read and who read it, and motions made.)

The president called for new business. (State any correspondence read and who read it, and motions made.) "It was moved by the activities chairwoman, Susan Moore, that the chapter will pair with Alpha Alpha fraternity for Homecoming weekend. Motion carried."

The report of the nominating committee was presented. The president then called for nominations from the floor. There being no nominations from the floor, the president stated, "The chair will entertain a motion that the nominating ballot become the elective ballot." The president announced the results of the election.

There being no further business, the meeting adjourned with closing exercises at 8:30 p.m.

Sincerely,

Jennifer Jones

Recording Secretary
Omega Omega Chapter
Gamma Phi Beta Sorority

New Members

Eligibility for Pledging

Any woman shall be eligible for membership, provided:

1. She is currently enrolled in a college or university where there is a collegiate chapter of the Sorority.
2. She is not, nor has she ever been, an initiated member of an existing National Panhellenic Conference fraternity/sorority.

Requirements for Pledging

Any eligible woman may be offered membership, provided:

1. She has received an affirmative rating by the collegiate chapter or new chapter.
2. She has a minimum 2.8 high school cumulative grade point average if she is an entering freshman; or a minimum 2.4 college or university cumulative grade point average if she is continuing with college. Exceptions may be made with approval of the chapter advisor and the chapter's regional coordinator/sorority coordinator-new chapter after consultation with the sorority coordinator-scholarship. Collegiate chapters are strongly encouraged to set a minimum high school cumulative grade point average of at least a 3.0 for entering freshmen and a minimum of the women's or all-sorority average, whichever is higher, for other students.
3. Grade exceptions may be made only with approval of the regional coordinator/sorority coordinator-new chapter or regional director.
4. Graduate or fifth year students need approval of the regional coordinator/sorority coordinator-new chapter or regional director/sorority director-new chapter before pledging. (See Fifth Year Students page in the Procedures section of the Collegiate Operations Manual.)
5. New members must be enrolled in the university as required by university rules regarding participation in student organizations and as stated in the chapter bylaws.

International Students under International Student Exchange Program

- A. Gamma Phi Beta does not encourage the pledging and/or housing of international students under an international student exchange program because, in some instances, the chapter has been forced to assume the burden of both medical care and support.
- B. Special permission must be granted from the regional director before extending an international student an invitation to become a new member or live in the chapter facility. The chapter president contacts the regional director to request permission based on special and extenuating circumstances.

New Member Ritual Services

- A. New Member Ribbon Pinning Service (mandatory): This service is performed on Bid Day with the entire chapter. Refer to the Ritual Manual for instructions and details.
- B. New Member Pledging Service (mandatory).

1. This service is performed within two weeks of Bid Day with the entire chapter. Refer to the Ritual Manual for instructions and details.

Duration of a New Member Bid (per the NPC Unanimous Agreements)

- A. If through the primary recruitment process a potential new member receives a bid from Gamma Phi Beta and then the new member is terminated or breaks her pledge to the Sorority, then she is ineligible to be pledged to another National Panhellenic Conference (NPC) sorority on the same campus until the beginning of the next year's primary membership recruitment period.
- B. If through continuous open bidding (COB) a potential new member receives a bid from Gamma Phi Beta and signs a COB acceptance and then is terminated or breaks her pledge to the Sorority, then she is ineligible to be pledged to another NPC sorority on that campus until the beginning of the next year's primary membership recruitment period.
- C. If the new member is terminated or breaks her pledge before the next primary recruitment process, the student may re-pledge Gamma Phi Beta (providing she is eligible and all requirements have been met) at any time before the beginning of the next year's primary membership recruitment period, even if the chapter is at Total.

New Member Transfers

- A. Pledging another sorority: A Gamma Phi Beta new member who has pledged but has not been initiated, and transfers to another university may pledge another sorority, even if the calendar year has not lapsed.
- B. Pledging Gamma Phi Beta
 1. A Gamma Phi Beta new member who has pledged but has not been initiated, and transfers to another university may be considered for pledging by another Gamma Phi Beta chapter, provided both she and the chapter are eligible and she meets the requirements per the membership selection process.
 2. She must pay any local new member fee, if applicable.
 3. She pays the international membership fee only once.

Renewal of a New Member Period

- A. A new membership that has lapsed due to failure to fulfill the requirements for Initiation may be renewed only if:
 1. All requirements for Initiation have been met.
 2. The chapter has voted, using the Membership Evaluation Plan (MEP).
 3. A letter of recommendation from the chapter advisor has been submitted to the regional coordinator/sorority coordinator-new chapter.
 4. Regional coordinator sends written approval to the chapter before the candidate is re-pledged.
- B. When a new membership is renewed, the candidate is re-pledged and initiated during the next regularly scheduled Initiation.
- C. International membership fees are paid only once.

New Member Materials

- A. The chapter is required to purchase a copy of *A Lifetime of Gamma Phi Beta* from International Headquarters for each new member. The chapter may cover the cost for the book or add the cost to a local new member fee paid by the new member.
- B. Other resources are available from the Gamma Phi Beta website.

Dismissing a New Member

Refer to the Member Discipline section of the Collegiate Operations Manual.

Initiation

- A. Initiations Allowed
 - 1. Initiations shall be limited to one in each regular term, including those for alumnae initiates.
 - 2. Special permission to hold an additional Initiation in one regular term may be granted by the regional coordinator/sorority coordinator-new chapter.
- B. Eligibility for Initiation – A new member is eligible for Initiation, provided:
 - 1. She has a minimum of six weeks of new member education, except in the case of installation of a new chapter or if special exception is granted by International Council.
 - 2. She is currently enrolled in the college or university where the initiating chapter is located, unless she is a new member to be initiated at the time of a chapter installation or special exception is granted by the Collegiate Vice President.
 - 3. She has met the academic requirements for good standing determined by the college or university administration.
 - 4. She has paid in full all chapter, affiliated house corporation (if applicable) and international financial obligations, including:
 - a. Membership fees (payable via a Billhighway transfer to International Headquarters no later than two-weeks prior to Initiation). These are non refundable fees after four-weeks from Bid Day
 - b. Badge order and payment
 - c. International facilities fee
 - d. Chapter dues
 - e. Local facility fee (depending upon due date established by local policy; this due date should be within one year of pledging)
 - 5. She has claimed her membership account through the Beta Base new member claim account process.
 - 6. Loyalty Pledge
 - a. Each candidate meets with the president during the President's Interview and signs two copies of the Loyalty Pledge before Initiation.
 - b. One copy is mailed to International Headquarters and the other is placed in chapter files.

7. The new member educator/education vice president ensures all new members are added to Beta Base within one-week of Bid Day so that the regional coordinator/sorority coordinator-new chapter is aware of the chapter's new members preparing for Initiation.
 8. Prior to Initiation, all new member financial requirements (see B.4. above) must be paid in full; otherwise Initiation will not be approved, resulting in a postponement or delay of Initiation. Chapter officers, chapter advisors and the regional coordinator/sorority coordinator-new chapter are to refer to the Beta Base dashboard to confirm the chapter has completed the above requirements and is approved to actually conduct Initiation.
- C. Right of Initiation
1. A new member who is eligible shall be entitled to Initiation, unless:
 - a. Her conduct violates Gamma Phi Beta policies; or
 - b. She has refused her new member responsibilities or financial obligations to the Sorority.
(See Responsibilities of Membership page in the Procedures section of the Collegiate Operations Manual.)
 2. Before the right of Initiation is refused, the chapter must follow the procedures outlined in "Dismissing a New Member" in the Member Discipline section of the Collegiate Operations Manual.
- D. New Member Examination
1. Chapters are encouraged to administer Gamma Phi Beta's New Member Examination to the entire new member class in person, as part of Initiation Week. (The New Member Examination is found in *A Lifetime of Gamma Phi Beta Facilitator's Guide*.)
 2. Chapters should not distribute the exam or study guides for the exam via the Internet.
- E. Requesting Enrollment Exceptions
1. Exceptions may be granted in circumstances where the new member has completed all requirements for Initiation but is not enrolled in school during the term in which Initiation is held.
 2. Chapter president writes the Collegiate Vice President, stating whether the new member has met Gamma Phi Beta, chapter, Panhellenic and university requirements for Initiation and the chapter's reasons for wanting to initiate the new member.
 3. The new member writes the Collegiate Vice President, stating her reasons for desiring to be initiated and her willingness to return to her chapter for Initiation.
- F. Requesting New Member Education Exceptions
1. Exceptions may be granted by the regional coordinator/sorority coordinator-new chapter for the new member education program where the college or university stipulates a shorter new member period.
 2. Chapter president contacts the regional coordinator/sorority coordinator-new chapter, stating the situation and requesting exception. A copy of university regulations must be included.
 3. Regional coordinator/sorority coordinator-new chapter will determine if the exception is to be granted.
- G. Vote to Initiate
1. The vote used during membership selection is the "vote to initiate."

2. All women placed on the chapter's bid list are entitled to Initiation, provided they have fulfilled the eligibility requirements.
 3. A further vote to initiate is prohibited.
- H. The regional coordinator/sorority coordinator-new chapter must be contacted regarding any cases of deferred Initiation.
- I. Membership Badge
1. All new members must individually purchase a membership badge through Gamma Phi Beta's official jeweler.
 2. The instructions for badge selection are sent to the chapter financial vice president and education vice president/new member educator from International Headquarters immediately following the new members being added to the membership list in Beta Base.
 3. The badge order for each new member class is sent as a group to Gamma Phi Beta's official jeweler for production after Initiation and only after the completed Loyalty Pledge is received at International Headquarters.
- J. Badge Refund
1. A new member who chooses not to be initiated (depledges) will receive a 100 percent credit applied to her credit card from the Gamma Phi Beta jeweler.
 2. The new member who has depledged is responsible to request the refund from International Headquarters prior to the scheduled Initiation date.
- K. Postponement of Initiation (Defer)
1. If a new member is not able to be initiated with her original new member class (defers her Initiation due to extenuating circumstances), yet she desires to remain a new member, she must be initiated within one calendar year of accepting her bid.
 2. In order for a new member to defer her Initiation, approval must be received from the chapter advisor after consultation with the regional coordinator/sorority coordinator-new chapter. This ensures all other possible options have been considered.
 3. If a new member's Initiation is deferred to another term and she has already selected a badge through Gamma Phi Beta's jeweler, her badge selection will be cancelled and the new member will need to reselect a badge two-weeks prior to her actual Initiation.
 4. Before a new member's right to Initiation is refused by the chapter, the chapter must follow the procedures outlined in "Dismissing a New Member" in the Discipline section of the Collegiate Operations Manual.

Voting by New Members

New members will vote at all times on all chapter business except membership selection.

New Members Under 18 Years of Age

- A. Transportation: Any member under the age of 18 should have a signed permission slip to go on a Gamma Phi Beta trip, stating the parent/legal guardian understands his/her daughter will be going on said trip.

- B. Discipline: If a member under the age of 18 is the accused in a discipline hearing, the chapter does not need to volunteer any information to the parents/legal guardians. However, if the parent/legal guardian asks for information, the chapter should have the member sign consent, and then share the information with the parent/legal guardian.
- C. Any housing agreements, payment plans or releases that the chapter member signs should also be signed by the parent/legal guardian as a guarantor, if the member is under 18. The guarantor must be a parent/legal guardian. For all other members, it is highly recommended that a parent (or other adult) guarantor also sign such documents.
- D. Members who sign the Loyalty Pledge should sign their pledge a second time immediately after they turn 18. The chapter should set up a system where they do this automatically upon the member's 18th birthday.

Hazing and Harassment

Refer to Hazing and Harassment page in the Procedures section and Gamma Phi Beta's Hazing Policy in the Policies section of the Collegiate Operations Manual.

Walkouts

Walkouts are prohibited. Walkouts are defined as any activity where a group of members and/or new members do not fulfill required member expectations and responsibilities either by not attending a required event or leaving their chapter to take a trip or otherwise.

New Member Program – Frequently Asked Questions

The questions and answers listed here are intended to be helpful resources in the area of member programming. Complete procedural information, however, is not listed here. For this reason, it is important to read and understand all Gamma Phi Beta policies that apply to this topic in full.

1. What is the difference between a pledge and a new member?

A *pledge* is a promise that an individual makes, in the case of Gamma Phi Beta membership, to her loyalty to the Sorority (see the New Member Pledging Service in the Ritual Manual for complete information). In the New Member Pledging Service, the chapter also makes a pledge to the women participating. The term *pledge* is a verb, used to describe the promise that a new member makes to the Sorority and the promise that the chapter makes to her.

A *new member* is a woman who has been offered membership into Gamma Phi Beta through the membership selection process, but who has not yet been initiated into the Sorority. Gamma Phi Beta uses the term *new member* to refer to these women, as they truly are our newest members, and participate as members in all areas except for ritual and membership selection.

2. Why do we need to follow the Gamma Phi Beta new member program? Why are we required to purchase *A Lifetime of Gamma Phi Beta* for all new members?

Membership in Gamma Phi Beta extends far beyond the experience that chapter members have in a particular chapter. For this reason, it is important that all new members, in all chapters, are given like information that will prepare them for a lifetime commitment to Gamma Phi Beta. Your chapter has the opportunity to include chapter-specific history and information along with *A Lifetime of Gamma Phi Beta* that your chapter will also distribute to new members.

3. Why can't we hold specific activities for our new member class that will help them "bond?"

The Gamma Phi Beta new member program is designed to educate all new members about the Sorority, and to welcome them into the sisterhood. A forced bond among a certain sub-group of the chapter (e.g., a new member class) is not a part of the program. While naturally, many new members will develop strong connections with other new members, targeting the development of these relationships may be counter-productive to the development of a strong sense of sisterhood within the chapter as a whole. Instead of hosting specific activities for the new members, consider hosting chapter events, such as sisterhood activities, during the new member program and after Initiation, which are designed to help your newest members grow friendly and comfortable with all of their new sisters, not only the members within their class.

4. Why can't we hold a scavenger hunt as part of our new member program?

While scavenger hunts may be seemingly innocuous events, they can at times become dangerous or uncomfortable for some participants. For this reason, it is not appropriate to include a scavenger hunt facilitated only for new members.

Note that it is important, even in a chapter-wide event, to ensure that the scavenger hunt is appropriate and safe. Activities should not include any of the following: consumption of alcohol or other beverages, theft of property, pranks, promiscuity or sexual innuendos, the involvement of men or fraternities in inappropriate ways or exercises that may cause physical or mental exhaustion. As with all chapter activities, if you are questioning the appropriateness of your plans, check with your chapter advisor or regional coordinator/sorority coordinator-new chapter before proceeding.

5. Can new members wear Gamma Phi Beta letters?

Yes. New members may wear letters (in all forms, written or the Greek letters - ΓΦΒ). Only the Gamma Phi Beta badge and crest are reserved exclusively for initiated members.

6. Why can't we deny Initiation to a new member who has earned poor grades?

Just as an initiated member's membership within the chapter is not terminated as the result of one term of poor grades, a new member is not denied Initiation solely because her grades do not meet the chapter's expectation. When a potential new member is voted into membership during recruitment, she is for all intents and purposes, relating to the four Core Values a member of Gamma Phi Beta. The chapter should take a helping approach to her academic challenges, recognizing that the chapter's scholarship plan may be a valuable resource for this new member. Her academic history as a new member may be a factor when making subsequent decisions regarding her membership status, should her academic challenges continue after her Initiation.

7. What do we do if we determine that a new member is unwilling to comply with Gamma Phi Beta policies, or does not seem to understand the responsibilities of membership?

This should be considered a special situation and discussed with both your chapter advisor or new member advisor and regional coordinator/sorority coordinator-new chapter. It is imperative that the chapter follows the procedures outlined in the Discipline section of the Collegiate Operations Manual for disciplining a new member. As with an initiated member, an educational approach should be taken whenever possible.

8. I just learned that a long-standing chapter tradition might not be appropriate. What do I do? How can I maintain my chapter's traditions while ensuring that we have a safe and effective new member program?

It is important to note that times have changed since the inception of many of your chapter traditions. As such, it is important to critically examine chapter traditions each year to ensure that they are appropriate. It may be possible to maintain some of your traditions by modifying existing events to be sure that there is no chance of hazing. First, start by speaking with your chapter advisor and regional coordinator/sorority coordinator-new chapter. Together, you will need to consider why this tradition is important to your chapter. Why does your chapter do this? What is the intended outcome of the tradition? Once you have answered these questions, you may be able to work to maintain some aspects of the tradition, while changing other components to comply with Gamma Phi Beta policy and ensure a safe and productive activity.

9. Should the new member educator send communication to the parents?

Yes, it is certainly appropriate for the new member educator to initiate contact directly with the parents of your new members to educate them on Gamma Phi Beta and the opportunities available to their daughter. Keep in mind that many parents may not be familiar with fraternity/sorority life, so much care should be taken to thoroughly explain any scheduled events. Many parents are eager to assist the chapter – so this would be a fabulous time to request their support with philanthropic fundraising events or Parent’s Club. There is a sample letter to parents in *A Lifetime of Gamma Phi Beta Facilitator’s Guide*. Be sure that contact information for your new member education advisor or chapter advisor is also included in the letter.

Officer Appointments

Appointed Chapter Officers

- A. All chapter officers listed in the International Bylaws and chapter bylaws, who are not elected, are appointed.
- B. All appointed officers should be listed in the chapter bylaws. Bylaw amendments must be approved by the regional coordinator/sorority coordinator-new chapter.
- C. Eligibility for office
 - 1. Full-time student as defined by the college or university
 - 2. Good standing with chapter and the affiliated house corporation verified by financial vice president
 - 3. Earn the grade point average required for graduation, or the grade point average stated in chapter bylaws, whichever is higher
 - a. Term preceding appointment
 - b. Each term while in office
 - c. In unusual and rare cases, the regional coordinator/sorority coordinator-new chapter may grant special permission
 - 4. Verification of grade point average
 - a. Submit a statement regarding academic good standing and grade point average, signed by an appropriate college or university official or a copy of the official grade report for the relevant academic term
 - 5. New members
 - a. May be appointed to office
 - b. May not be installed until after Initiation
 - 6. Regional coordinator/sorority coordinator-new chapter approval
 - a. The regional coordinator/sorority coordinator-new chapter, before their appointment, must approve all candidates for appointed office
 - b. For each candidate, send to the regional coordinator/sorority coordinator-new chapter:
 - 1) Grade verification
 - 2) Number of credit hours in which she is currently enrolled
 - 3) Previous chapter offices and committee experience
 - 4) Year in school and expected graduation date
- D. Officers are to receive no monetary or other compensation, unless the appropriate regional director grants permission.

Vacancies

- A. Fill all vacancies by following the regular procedure for making appointments.

- B. With the approval of the appropriate regional director, the regional coordinator/sorority coordinator-new chapter may declare an office vacant for cause. This applies to both appointed and elected officers.

Procedure

- A. Consult straw ballots for potential officers (see Officer Elections in the Procedures section of the Collegiate Operations Manual).
- B. Post a sign-up sheet.
- C. The incoming president, with the approval of the incoming executive council, makes all appointments. Appointments are made within two-weeks of elections.

Officer Elections

The goal of the single slate nominating process is to select the best possible team of officers to lead the chapter for the coming year. This process is intended to be a mutual selection process, giving the chapter a large responsibility to select its future leaders. A successful chapter election process takes substantial preparation. The steps outlined below are intended to guide chapter officers through the elections process. Any deviations from the process outlined here could substantially affect the integrity of the process. Be sure to seek clarification from the regional coordinator/sorority coordinator-new chapter and/or chapter advisor if there is confusion about any of the steps or guidelines listed here.

In order for the election process to run effectively, it is essential that the entire chapter membership fully understand not only the process itself, but also the intent of the process. While the wishes of potential candidates are one factor in the elections process, it is the overall best interest of the chapter that takes precedence. Individual members must put aside their personal agendas and interests in some cases and trust that their elected nominating committee will make the best selections for the good of the chapter, based on the information available to them through the elections process.

The role of the nominating committee is significant; members selected for this important committee must be well respected and impartial, as they are the stewards of the elections process and represent the best interests of the chapter as a whole. Individual members are not given a formal opportunity to express their interest or disinterest in officer positions until the nominating committee has met to develop the slate. A successful elections process results in a team of capable officers who are able and ready to work together to move the chapter forward to reach chapter goals and continued improvement.

The International Rules and Procedures set dates for formation of the nominating committee, presentation of slate and elections. Note that these are the latest permissible dates; elections may be held earlier in the academic year. The campus norm should be given strong consideration for the timing of elections. Chapters should consider scheduling the timing of chapter elections in such a way that it complements the timing of other campus elections (e.g., College Panhellenic and student government) so that Gamma Phi Beta members may make informed decisions about their officer commitments in the new term.

Elected Officers

- A. According to International Rules and Procedures, these officers must be elected:
 - 1. President
 - 2. Administrative vice president
 - 3. Education vice president
 - 4. Financial vice president
 - 5. Membership vice president
 - 6. Panhellenic affairs vice president
 - 7. Public relations vice president
- B. Other officers are elected or appointed according to chapter bylaws. Specifically, it is strongly recommended that the REAL Wellness chairwoman be elected.

C. Eligibility for office

1. Full-time student as defined by the college or university
2. Good standing with chapter and affiliated house corporation verified by financial vice president
3. Earn the grade point average required for graduation, or the grade point average stated in the chapter bylaws (term preceding nomination and/or cumulative grade point average), whichever is higher
 - a. Term preceding elections
 - b. Each term while in office
 - c. In unusual cases, but rarely, special permission may be granted by the regional coordinator/sorority coordinator-new chapter
4. Verification of grade point average: Submit a statement regarding academic good standing and grade point average, signed by an appropriate college or university official or a copy of the official grade report for the relevant academic term.
5. President: Special permission must be obtained from the regional coordinator/sorority coordinator-new chapter before a member who has been initiated less than one year may be elected president.
6. New members
 - a. May be elected to office
 - b. May not be installed until after Initiation
7. Regional coordinator/sorority coordinator-new chapter approval
 - a. The regional coordinator/sorority coordinator-new chapter must approve all candidates for elected offices.
 - b. One week before the nominating committee meets the regional coordinator/sorority coordinator-new chapter must receive a completed Officer Eligibility Form (available for each candidate) that includes:
 - Grade verification by the scholarship chairwoman
 - Number of credit hours in which she is currently enrolled
 - School year classification (e.g., freshman) and expected graduation date
 - Financial good standing with both the chapter and affiliated house corporation verified by the financial vice president
 - Standards meeting and/or executive council hearing history
 - Chapter officer and committee experience

- D. Collegiate chapter officers may not remove an officer, but may make a recommendation to the regional coordinator/sorority coordinator-new chapter to do so. Officers may be removed from office by the regional coordinator/sorority coordinator-new chapter, regional director or Collegiate Vice President, if circumstances deem it necessary.

- E. Officers are to receive no monetary or other compensation, unless the appropriate regional director grants permission.

Vacancies

- A. President notifies the regional coordinator/sorority coordinator-new chapter immediately.
- B. President announces vacated office at the next meeting and/or contacts the chapter membership about the vacancy.
- C. President selects a date and within the week of the vacancy the Officer Eligibility Form (available in the President's resource section of GammaPhiBeta.org) must be completed and reviewed by the regional coordinator/sorority coordinator-new chapter. Only individuals approved by the regional coordinator/sorority coordinator-new chapter are eligible for office.
- D. Follow election procedures as outlined in "Step 6: Elections" below.
- E. With the approval of the appropriate regional director, the regional coordinator/sorority coordinator-new chapter may declare an office vacant for cause.

Timing of Nominations and Elections

- A. Nominations: Nominating committee must be formed no later than January 15, according to International Rules and Procedures.
- B. Elections
 - 1. The regional coordinator/sorority coordinator-new chapter must approve all officers, both elected and appointed.
 - 2. All officers listed in the International Rules and Procedures must be elected no later than February 15.

Step 1: Six Weeks (or more) Prior to Elections – Elections Preparation

- A. It is important that the chapter president, administrative vice president and chapter advisor prepare well in advance for a successful elections process. The six-step elections process should be scheduled and publicized to the chapter membership at the start of the term during which elections are held, or the semester/quarter prior if possible. The administrative vice president should work with the current officers several weeks prior to the start of the six-step elections process to ensure that information about the positions is available and orderly.
- B. President, administrative vice president and chapter advisor review procedure in the COM and operational suggestions from past elections in the president's working notebook.
- C. Executive council sets dates for the six-step election procedure during the term preceding elections:
 - Step 1: Elections preparation
 - Step 2: Straw balloting

- Step 3: Class caucuses and election of nominating committee
- Step 4: Nominating committee meeting
- Step 5: Presentation of slate at a chapter business meeting
- Step 6: Elections at a chapter business meeting

- D. President reviews the single slate nominating procedure at the chapter business meeting and new member meeting prior to straw balloting and encourages members and new members interested in holding office to learn more about the positions and responsibilities.
- E. Administrative vice president educates the membership on the officer positions by publicizing:
 - 1. All officer responsibilities, including detailed job descriptions and time commitments of each elected and appointed office
 - 2. Qualifications for office
 - 3. Corresponding executive council, committee and departmental responsibilities for each office
- F. Administrative vice president prepares paperwork to be used during the process
 - 1. Straw ballots - See sample Straw Ballot immediately following the election process in the Collegiate Operations Manual.
 - 2. Class caucus worksheets
 - a. Prepare after straw balloting. (See sample Class Caucus Worksheet immediately following the election process in the Collegiate Operations Manual.)
 - b. List each office, followed by the names of all members who were listed on straw ballots.
 - c. Only list names of those who are in good standing and approved by the regional coordinator/sorority coordinator-new chapters are eligible for office.

Step 2: Four Weeks Prior to Elections – Straw Balloting

- A. President explains straw balloting and answers questions.
- B. The administrative vice president distributes blank straw ballots to each member. The ballots list every chapter office (both elected and appointed) with spaces adjoining each for names to be written. Refer to the sample Straw Ballot following this section in the Collegiate Operations Manual.
- C. Each member, individually, completes a straw ballot for elected and appointed offices, indicating her candidate choices for each office, as well as the offices that she feels she is qualified to hold. Members are not required to list a candidate for every office.
- D. The straw ballots for elected offices are tallied and prepared for class caucuses by the president, administrative vice president and chapter advisor (or other alumna advisor).
- E. Straw ballots for appointed offices are tallied and set aside for appointments after elections.
- F. Each candidate on the straw ballot completes an Officer Eligibility Form. This form is found in the Administrative Department resources of the Collegians tab on the Gamma Phi Beta website.
 - 1. Member lists her financial standing, both chapter and affiliated house corporation, and academic standing information on the Officer Eligibility Form.

2. Lists qualifications to hold an office.
 3. The administrative vice president sends Officer Eligibility Forms to the regional coordinator/sorority coordinator-new chapter for approval prior to the nominating committee meeting.
- G. Members are not asked to accept/decline a position at this time.
- H. Members are not given the opportunity to give a speech or otherwise campaign for office.
- I. Obtain approval from the regional coordinator/sorority coordinator-new chapter on the Officer Eligibility Forms before the nominating committee meets.

Step 3: Three Weeks Prior to Elections – Class Caucus and Election of Nominating Committee and Teller Committee

- A. President explains the class caucus procedure, the teller committee, the purpose and procedure for electing the nominating committee representatives and answers any questions. The chapter divides into caucus groups by academic year, (not by new member class) meeting in separate spaces.
- B. It is recommended an advisor or other alumna member who has been trained on the election process be present at each caucus group meeting.
- C. Each caucus group elects a representative to serve on the nominating committee. The nominating committee member must have the qualities of trust, confidentiality and objectivity. This representative is charged with listening to the opinions of her classmates about each qualified candidate. When she represents her class during the nominating committee meetings, her responsibilities are to:
1. Share the opinions of her class
 2. Listen to the opinions of the other classes
 3. Help the committee determine the most qualified candidate for each office
 4. Be open to other opinions
 5. Put aside personal differences in order to make decisions that are in the best interest of the entire chapter, not just one particular class
- D. Each class takes nominations for its nominating committee representative.
- E. After all nominations are complete, a positive comment is made for each nominee. An advisor, alumna or other impartial person then administers a “heads down, hands up” vote to select the class representative for the nominating committee.
- F. The nominating committee representative takes detailed notes throughout the class caucus for each office and candidate.
- G. Each member receives a worksheet that lists candidates who are eligible (in good standing, both financially and academically, as stated in the chapter bylaws and approved by the regional coordinator/sorority coordinator-new chapter) for each elected office and who have been listed on a

straw ballot for a particular position. Refer to sample Class Caucus Worksheet following this section in the Collegiate Operations Manual.

- H. Classes discuss each candidate only once. If the individual is straw balloted for more than one office, she is only discussed once. Discussion should center on the member's capabilities and leadership skills.
- I. Discussion is limited to positive comments only. Silence is meaningful during class caucus. Members may contact the nominating committee representative individually with any concerns they may have.
- J. Each individual member circles the name of the candidate she feels is the best choice for the office. She should choose a member for only one office.
- K. The nominating committee representative collects the individual worksheets to be used during the nominating committee meeting.
- L. Do not use a show of hands voting, as this breaches confidentiality of voting.
- M. Do not create a "Class Slate."
- N. Members are not asked to accept/decline a position at this time.
- O. Members are not given the opportunity to give a speech or otherwise campaign for office.
- P. Each class elects a teller committee member (committee to count ballots)
 - 1. Chapter advisor (or other alumna advisor)
 - 2. Each academic class elects one representative
 - 3. A member may serve on both the nominating and teller committees
 - 4. If nominated for an office, she will be excused from the counting of ballots for that particular office
 - 5. The teller committee representatives shall be elected based on their trustworthiness and ability to keep all voting information confidential. One of the representatives shall be elected to serve as chairwoman of the teller committee.

Step 4: Two and a Half Weeks Prior to Elections – Nominating Committee Meeting

- A. Nominating committee members include
 - 1. Chapter advisor (or other alumna advisor)
 - 2. Elected representative for each academic class, including freshmen.
 - 3. The president is not included in the nominating committee, unless her class has selected her as the representative.
 - 4. It is recommended that members of the nominating committee not be nominees for offices, but they are not barred from nomination if the chapter so desires.
- B. Immediately following the class caucus, the four nominating committee representatives meet with the chapter advisor (or other alumna advisor) to determine the time and place for the first nominating committee meeting. The chapter advisor (or other alumna advisor) must attend this meeting. One of the representatives is elected to serve as the chairwoman of the nominating committee.

- C. At the meeting, the chapter advisor (or other alumna advisor) should discuss the nominating committee's responsibility, responsibility to each other and trust and confidentiality. She should also emphasize the need to listen to other opinions, consider all aspects of the candidate's qualifications and slate the individual most qualified to serve in a particular office. The committee should have copies of the Gamma Phi Beta Collegiate Operations Manual Officer Responsibilities section available for their review during the meeting.
- D. The representatives begin placing candidates on the slate taking into consideration all the information available
 - 1. Straw ballot information
 - 2. Class caucus worksheets
 - 3. Notes taken during class caucus discussion
 - 4. Officer Eligibility Forms
 - 5. Gamma Phi Beta Collegiate Operations Manual, Officer Responsibilities section
- E. Once the nominating committee has drafted a slate comprised of approved members for all slated officer positions, a nominating committee member is designated to speak privately with each approved member of the slate.
 - 1. During this meeting it is the responsibility of the nominating committee representative to help the candidate understand why she is well qualified for the particular position, and that serving in this capacity would be to the benefit of the chapter. While the nominating committee representative should not pressure the candidate to accept a position for which she is unwilling to serve, she should advise the member to consider fully the option to serve in the capacity in which the nominating committee sees as the best fit. While at times it may not have been the candidate's initial preference for office, based on information from the elections process (straw ballots, Officer Eligibility Form, class caucus worksheet and nominating committee member notes and judgment) the nominating committee believes that she would be able to best serve the chapter in the selected office. The nominating committee representative may need to remind candidates that the nominating committee is charged with selecting the best team of officers; not necessarily the favored position of each candidate.
 - 2. Selected candidates are advised if they choose to accept a position on the slate, they will be ineligible to run from the floor for another elected office during elections.
 - 3. Confidentiality is important – the nominating committee representatives do not discuss other offices slated with candidates.
- F. If any slated candidate declines an office, the committee will reconvene and select another member to slate for that office and confirm acceptance of the newly slated member. All elected offices must be slated.
- G. The nominating committee chairwoman submits the final proposed slate to the president.
- H. President sends the final proposed slate to the regional coordinator/sorority coordinator-new chapter for approval.
- I. President does not present the proposed slate to the chapter until approval from the regional coordinator/sorority coordinator-new chapter is received.

Step 5: One Week Prior to Elections – Presentation of the Slate at a Chapter Meeting with Ritual

- A. The nominating committee chairwoman reads the proposed slate to the chapter.
- B. The chapter is reminded that the elected nominating committee has developed the slate, with the best interests of the chapter in mind.
- C. The president explains the procedure for taking nominations from the floor.
- D. The chapter is reminded that slated members are ineligible to run from the floor for any other elected executive council office.
- E. Nominations will be taken from the floor during elections at the next formal chapter business meeting.
- F. The president selects a date, approximately mid-week, that intention to run from the floor must be completed.
- G. Eligibility for office must be determined, including completion of Officer Eligibility Form and approval by the regional coordinator/sorority coordinator-new chapter prior to the elections meeting.
- H. The administrative vice president prepares the written ballots in preparation should they be needed during the election.

Step 6: Elections - Conducted at a Chapter Business Meeting with Ritual

(Note: This means that the chapter will have two consecutive chapter business meetings with ritual.)

- A. The parliamentarian announces the number that has been determined to be a majority vote (more than 50 percent) based on the number of members present, including new members.
 - 1. All initiated members and new members in good standing, including the chapter advisor or other alumnae acting as the chapter advisor, will have one vote.
 - 2. Members must be present to vote.
 - 3. Abstentions are a valid vote during the elections process.
- B. The nominating committee chairwoman presents the slate to the chapter (Madam President, the nominating committee submits the following nominations: For president, _____; for administrative vice president, _____, etc.).
- C. President asks for nominations from the floor for each office.
- D. If there are no nominations from the floor
 - 1. A motion is made and seconded to accept the slate as presented.
 - 2. The entire slate is voted on and may be accepted by a majority (more than 50 percent) vote, as presented. A hands vote may be used.

3.If the entire slate is not accepted by a majority vote, then the president shall have the chapter vote on each slated officer in order, individually.

- E. If there are nominations from the floor, the president asks for nominations for each office in the order in which they are listed in the chapter bylaws (president, administrative vice president, etc.).
1. The president, as she calls for nominations, first repeats the name that was submitted by the nominating committee and listed on the slate and then asks, "Are there any further nominations for president?" When it appears that no one else wishes to make a nomination (for that office), the president should again ask, "Are there any further nominations for president?" If there is no response, she declares that nominations (for that office) are closed (no motion or second is necessary).
 2. If there are no nominations from the floor for that office, a motion is made and seconded to accept the slated candidate as presented. The motion must pass by a majority (more than 50 percent) vote. A hands vote may be used.
 3. If there is more than one candidate nominated for that office, each candidate may make a short speech (limited to three minutes; the parliamentarian should be the timekeeper) stating her qualifications and why she desires to be elected to that office.
 4. After all candidates have spoken, voting for that office takes place by written ballot.
 5. The teller committee is responsible for preparing the ballots. The ballots normally consist of small slips of blank paper handed out by the tellers as each vote is taken, on which members write the name of the candidate of their choice. The ballots are accumulated and tallied by the committee. The teller committee chairwoman announces the winner by majority vote.
 6. If there is no majority, then another vote must be taken. The two candidates receiving the highest total votes would be considered in this run-off election. The same voting procedure as outlined in E. 5. above is followed.
 7. If there is still no majority, then another vote must be taken. The two candidates may make a short speech (limited to one minute; the parliamentarian should be the timekeeper) restating her qualifications and why she desires to be elected to that office. The same voting procedure as outlined in E. 5. above is followed.
 8. The president reads the majority name again and declares that candidate elected.
 9. The president opens the floor for nominations for the next office following the same procedure as stated above. A member who has completed an Officer Eligibility Form, but has not been elected may only be nominated for the next office if she has been specifically approved to run from the floor for this particular office by the regional coordinator/sorority coordinator-new chapter.
 10. A member who has been slated for an elected executive council position may not be approved to run from the floor for any other elected executive council position.
 11. A member who has been elected into office may not resign her executive council office to run from the floor for any other elected executive council position, as the regional coordinator/sorority coordinator-new chapter would have approved her to run from the floor.
- F. There is no need to vote on a revised slate in its entirety since each office was confirmed separately.
- G. President thanks the nominating and teller committees for their efforts and congratulates the new officers. The chapter is reminded to support the efforts of the new officers.

Officer Installation

The installation of the newly elected executive council officers is to be performed immediately before or after a chapter business meeting following officer elections and before the new officers' term begins.

The details of this service are found in the Ritual Manual.

Straw Ballot – Elected Officers (Example)

Instructions: Complete a straw ballot for elected offices by writing the names of the members that are the most qualified for each position. A member's name may be listed for more than one office. Be sure to list yourself for the offices for which you are interested and qualified in holding. You do not need to list a name for every office.

Executive Council Officers:

President:

Administrative Vice President:

Education Vice President

Financial Vice President:

Membership Vice President:

Panhellenic Affairs Vice President:

Public Relations Vice President:

Other Elected Offices:

Class Caucus Worksheet (Sample)

Instructions: This worksheet lists all straw balloted candidates that are eligible (in good standing, both financially and academically, as stated in the chapter bylaws) for each elected office. Each academic class as a group will discuss each candidate only once. If the individual is straw balloted for more than one office, she is discussed only once. Discussion should center on the member's capabilities and leadership skills. Discussion is limited to *positive comments only*. Silence is meaningful during this class caucus. Each member will circle the name of the candidate of her choice based on the information gathered during the discussion. She should choose a member for only one office. Give this form to your nominating committee representative upon completion. Do not create a "class slate."

Executive Council Officers:

President:

- Candidate Name 1
- Candidate Name 2
- Candidate Name 3, etc.

Administrative Vice President:

- Candidate Name 1
- Candidate Name 2
- Candidate Name 3, etc.

Education Vice President:

- Candidate Name 1
- Candidate Name 2
- Candidate Name 3, etc.

Financial Vice President:

- Candidate Name 1
- Candidate Name 2
- Candidate Name 3, etc.

Membership Vice President:

- Candidate Name 1
- Candidate Name 2
- Candidate Name 3, etc.

Panhellenic Affairs Vice President:

- Candidate Name 1
- Candidate Name 2
- Candidate Name 3, etc.

Public Relations Vice President:

- Candidate Name 1
- Candidate Name 2
- Candidate Name 3, etc.

Other Elected Offices:

Officer Reports

Each officer is required to write initial, monthly and final reports for the chapter advisor and regional coordinator/sorority coordinator-new chapter. Some officers, as listed in their responsibilities of office, complete other reports, including reporting chapter information via Beta Base.

The regional coordinator/sorority coordinator-new chapter may send a template to the administrative vice president to be used by each officer in completing her monthly and final reports. The administrative vice president will collect all reports and send them to the chapter advisor and regional coordinator/sorority coordinator-new chapter, who will provide specific guidelines for due dates and format.

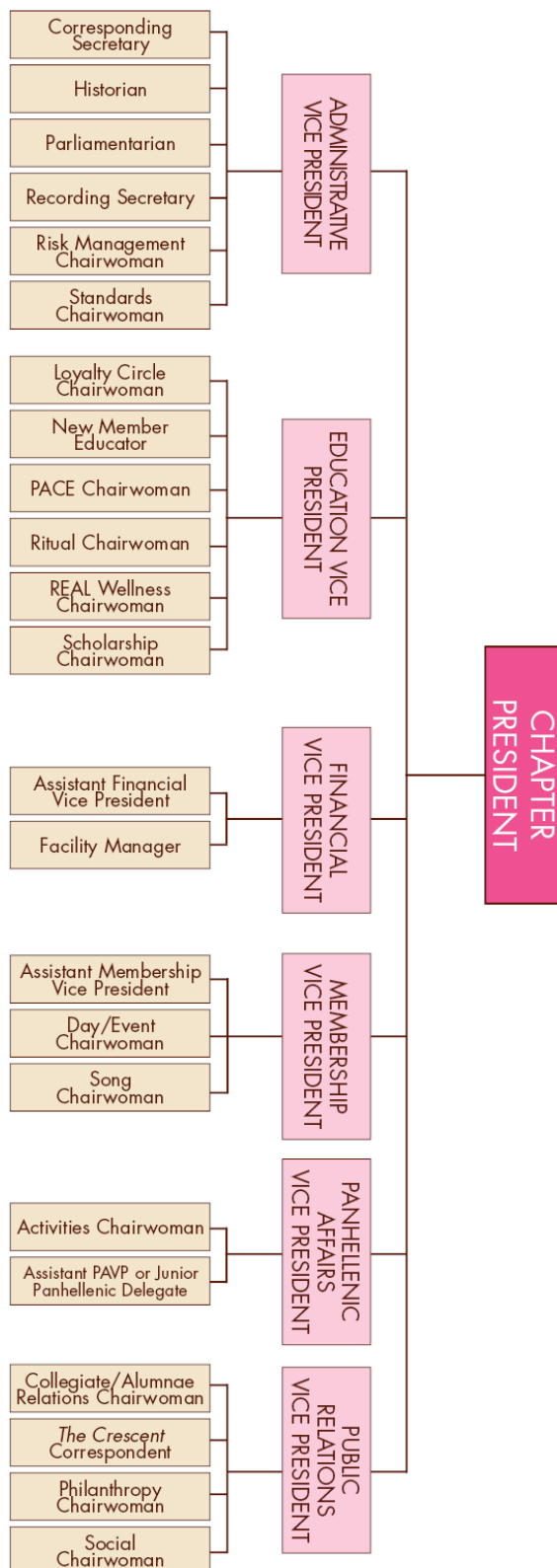
Officer Structure for Collegiate Chapters

Chapter government is a team effort. Each team, whether it is the executive council, one of the six departments, or one of the many officer committees contributes to the overall chapter goals through goal setting and achieving its own goals and objectives. This type of structure spreads chapter responsibilities more equitably among all officers and members. The officer structure is similar to that of International Gamma Phi Beta and to most businesses.

GAMMA PHI BETA

COLLEGIATE CHAPTER STRUCTURE

JULY 2016



Officer Transitions

Officer transitions and training are vital to the continuing success and strengthening of the chapter. Officer transitions exist to:

- Maintain effective continuity of the chapter's progress, goals, and growth
- Ensure the successful transfer of important information
- Build upon the achievements of the outgoing executive council
- Reinforce positive/productive communication between officers and between the executive council and the chapter
- Provide an opportunity for incoming officers to plan for the future and establish new goals
- Create an atmosphere where officers learn to work together effectively.

Officer transition should include the following components:

- Outgoing officer prepares for the transition by updating her working notebook
- Incoming officer prepares for the transition by completing identifying questions she has about the position
- Incoming and outgoing officers have one-on-one meetings to transition materials, supplies and information
- Officer transition workshop
- Officer 101 webinars
- Officer 201 webinars
- Chapter Goal Setting for Officers (Fidelity)
- Incoming officer retreat
- REAL Leadership Conference, if available

For additional information, please review the Officer Transitions Workbook available on GammaPhiBeta.org.

Order of the Crescent

The Order of the Crescent is a method to annually evaluate Gamma Phi Beta collegiate chapters on chapter excellence. It is designed to help every Gamma Phi Beta chapter maximize its potential. Gamma Phi Beta's Order of the Crescent provides a blueprint for collegiate chapters to determine the areas in which they are meeting expectations and the areas in which they need improvement. While the administrative vice president is responsible for the submission of the document at the end of the year, each executive council officer is responsible for the oversight of her department's section. The Order of the Crescent rubric (found on the Gamma Phi Beta website) is to be used each year to determine both the chapter's Order of the Crescent rating and areas of strength and opportunity. Refer to the Administrative Department resources section of the Gamma Phi Beta website for additional information.

Out-of-Town Parties

Gamma Phi Beta Sorority supports the National Panhellenic Conference in its general position against out-of-town or overnight parties. If a Gamma Phi Beta chapter and the chapter's advisory board determine that a local facility is not available, the chapter may arrange an out-of-town party under the following specifications:

1. Buses with professional drivers must be provided. All members and guests will ride the bus to and from the party.
2. There will be no alcoholic beverages on buses.
3. Regional coordinator/sorority coordinator-new chapter approval is obtained for all out-of-town parties.

Refer to Gamma Phi Beta's position statement on sexual responsibilities for additional information. (See the Position Statements section of the Collegiate Operations Manual.)

PACE (Personal and Chapter Enrichment)

Gamma Phi Beta is dedicated to the growth of its members through sisterhood, service, education, social and personal development. The program designed to implement this goal is PACE: Personal and Chapter Enrichment.

PACE programs use the resources of the chapter, campus, community and international Gamma Phi Beta to enrich the lives of all members. PACE programming allows for chapters to design and implement educational opportunities of relevance to their chapter or campus.

The PACE chairwoman and committee organizes these all-chapter programs on a variety of topics for the chapter. Some examples of programming topics are leadership, time management, career development parliamentary procedure and many more practical and skills-focused topics. The PACE chairwoman is to refer to the PACE Chairwoman Manual for detailed procedures in planning the chapter's PACE programming.

One chapter meeting per month will be a PACE program (45-60 minutes) and sisterhood activity; attendance is required by all members and new members. A short (three to five minute) PACE program will be presented during each chapter business meeting.

PACE Committee

- A. PACE chairwoman serves as committee chairwoman.
- B. Plan the PACE programs for the term.
 - 1. Meet twice monthly.
 - a. Evaluate previous program.
 - b. Review plans for upcoming programs.
 - c. Survey the chapter for topics of interest
- C. Plan the short (three to five minute) PACE programs presented during each chapter business meeting.

Planning for PACE Programs

Refer to the PACE Chairwoman Manual.

Panhellenic

The international Panhellenic Affairs Vice President represents Gamma Phi Beta on the international level and serves on International Council. The chapter's Panhellenic affairs vice president is the chapter's representative to the campus community and serves as a member of the chapter's executive council.

The Panhellenic affairs vice president is one of Gamma Phi Beta's sources for information regarding campus trends and changes affecting fraternities and sororities. It is important that all campus and Panhellenic information requested be forwarded to the appropriate international volunteer leader.

As the local campus representative of Gamma Phi Beta, it is important for the chapter's Panhellenic affairs vice president to recognize Panhellenic cooperation is a way to promote Panhellenic strength on campus. The chapter's Panhellenic affairs vice president should encourage the chapter and individual members to strive for academic excellence, maintain high social standards and participate in campus activities.

Chapter members are encouraged to become involved in Panhellenic through service on committees and as officers.

Campus and Panhellenic Information

- A. At the beginning of the term of office, send the regional coordinator-Panhellenic and the regional coordinator/sorority coordinator-new chapter:
 - 1. Current Panhellenic recruitment handbook, constitution, bylaws and recruitment rules.
 - 2. Copies of any revisions to the documents listed above.
- B. Update in Beta Base
 - 1. Name of new campus Panhellenic advisor.
 - 2. Name of new college or university president.
- C. When major Panhellenic decisions are being discussed, contact the international Panhellenic Affairs Vice President.

When to Contact the International Panhellenic Affairs Vice President

- A. All requests for copies of chapter bylaws and standing rules, international Bylaws and Rules and Procedures, standards documents, social policies and all questionnaires should be sent to the international Panhellenic Affairs Vice President with a copy to the International President.
 - 1. Wait for approval before releasing any information.
 - 2. This procedure complies with the Agreement on Questionnaires and Constitutions as listed in the NPC Unanimous Agreements.
- B. When major Panhellenic decisions are being discussed.
 - 1. Discussion of changing from fall recruitment to spring recruitment. Deferred recruitment is contrary to NPC recommendations that advocate a short, early recruitment period.

2. Discussion of College Panhellenic constitution and bylaw changes that vary from the NPC Model Constitution and Bylaws.
- C. Information about any changes in college or university rules governing sororities, and/or the administration's attitudes toward sororities, educational trends or developments on campus.
- D. Discussion regarding a student government body or joint judicial boards assuming authority over Panhellenic or fraternities/sororities, all of which are responsible to the administration and not to the student government.

NPC Manual of Information

- A. Compare the Panhellenic constitution and bylaws with the model. If there are discrepancies, seek to bring the local constitution and bylaws into conformity with the model. Doing so may serve to prevent subsequent problems.
- B. Read the section on Unanimous Agreements. The Unanimous Agreements outline the areas of College Panhellenic responsibility.

College Panhellenic

- A. Be sure Panhellenic is operating according to the College Panhellenic Agreement concerning regulations, preferential bidding, handling infractions of recruitment rules and penalties, as well as observing the rulings in Jurisdiction of a College Panhellenic. If not, contact the regional coordinator-Panhellenic and the sorority director-Panhellenic resources.
- B. Chapter Panhellenic affairs vice president works with the sorority director-Panhellenic resources and the regional coordinator-Panhellenic with any questions arise.
- C. Be certain Gamma Phi Beta is represented at every Panhellenic meeting. Having an alternate Panhellenic delegate who is responsible for attending Panhellenic meetings is one way to do this.

Parent's Clubs

Parent's Clubs are a welcome source of support for the chapter and an opportunity for parents of chapter members to get acquainted. (Some chapters have Mother's Clubs instead of Parent's Clubs.) Collegiate chapter members should encourage their mothers and fathers to become involved in the group, whether they are nearby or many miles away.

The collegiate chapter can recognize mothers by giving them mother's pins, planning parent's weekends or events or performing special services for parents.

The alumnae chapter may want to include the Parent's Club members in their activities, such as a picnic or dinner with club members and their Gamma Phi Beta daughters.

For additional information, refer to the Parent's Club Guidelines available on the Gamma Phi Beta website.

Parliamentary Procedure

The basic principles of parliamentary procedure assure the orderly transaction of business, with equality and fairness, where the majority rules and the rights of the minority are protected. Correct parliamentary procedure is essential to conduct business in an efficient and democratic manner.

The presiding officer should be familiar with and follow the principles of parliamentary procedure in order to assure that the rights of all members are respected and that the meeting proceeds in a timely and orderly fashion.

The parliamentarian must be thoroughly familiar with chapter bylaws and standing rules, as well as International Bylaws and Rules and Procedures as they affect the chapter. She must be tactful, patient and completely impartial. The parliamentarian advises; the chapter president makes the ruling; the final power of decision rests with the voting body. All matters not specifically provided for in Gamma Phi Beta governing documents are decided according to parliamentary procedure.

When an unfamiliar parliamentary procedure arises or is expected, the parliamentarian briefly explains to the chapter how to handle the matter. She should be prepared to review any points in parliamentary procedure that the chapter needs to understand more thoroughly.

The parliamentarian tactfully brings to the attention of the chapter president any violations of parliamentary law, local bylaws or standing rules or International Bylaws, Rules and Procedures and Policies. The parliamentarian also gives helpful suggestions for efficiency.

The parliamentarian serves as chairwoman of the bylaws revision committee. These documents should be reviewed and revised as necessary at the beginning of each school year and as the need for revisions arise. If the chapter is consistently failing to abide by certain bylaws or standing rules, it usually indicates they no longer reflect the will of the majority. However, bylaws should not be changed often or without serious consideration. International Bylaws, Rules and Procedures and Policies supersede local bylaws and standing rules.

The main rights of a member are the right to debate and to vote. Debate on any issue is open only after a specific motion is made. The vote is taken upon the completion of debate. Other rights and responsibilities of membership include:

- ◆ Acceptance of responsibilities as stated in the bylaws
- ◆ Attendance at meetings
- ◆ Giving courteous attention to a speaker
- ◆ Weighing carefully the pros and cons of any issue before voting
- ◆ Upholding majority opinions while respecting the rights of the minority

For further information, refer to the current edition of *Robert's Rules of Order Newly Revised*.

Parliamentary Procedure Basics

“Parliamentary procedure protects the right of people to join together to accomplish common goals and enables them to debate and take action in a fair manner with the least amount of controversy.” – *Robert’s Rules in Plain English* by Doris P. Zimmerman

Basic Rules of Parliamentary Procedure:

1. The rights of the organization supersede the rights of the individual members.
2. All members are equal and their rights are equal.
3. A quorum must be present to do business.
4. The majority rules (unless specified otherwise in governing documents).
5. Silence is consent.
6. One question at a time and one speaker at a time.
7. Debatable motions must receive full debate.
8. Once a question is decided, it is not in order to bring up the same motion or one essentially like it at the same meeting.
9. Personal remarks in debate are always out of order.

General Information about Motions:

“Motions are the tools used to introduce business in a meeting. No business can be introduced without a motion.” – *Robert’s Rules in Plain English* by Doris P. Zimmerman

1. **Main:** A main motion is defined as a proposal that certain action be taken or an opinion be expressed by the group. Main motions allow a group to do its work. They are the motions that spend money or adopt projects.
2. **Secondary:** A secondary motion is one that can be made while the main motion is on the floor and before it has been decided.
 - **Subsidiary Motions:** Subsidiary motions relate directly to the motion on the floor. They may change the words, send it to a committee or delay it. They are designed to expedite business by disposing of the pending motion other than by adopting or rejecting it.
 - **Privileged Motions:** Privileged motions are motions of an emergency nature, such as to recess or adjourn. They do not relate to the motion on the floor but to the welfare of the group.
 - **Incidental Motions:** Incidental motions are procedural. They deal with process, such as enforcing proper procedure, correcting errors and verifying votes. When introduced, they must be decided before business can resume.

Motion Intricacies

- Some motions are debatable; others are not.

- Some motions may be amended; others may not.
- Some motions require a majority to adopt; others require two-thirds.

How a Motion is Made and Acted Upon:

1. Motion is made by a member. The chair must recognize the member before having the floor.
 - *I move that...*
2. Motion is seconded by another member. The member does not have to be recognized. If there is no second, the motion automatically fails.
 - *I second the motion.*
3. The president states the motion.
 - *It has been moved and seconded that...*
4. Debate is held. Only those who are recognized by the president are able to speak. The parliamentarian should maintain a speakers' list to help the president determine speaking order. The person making the motion has the right to speak to it first.
 - *Is there any discussion?*
5. The president puts the question to a vote.
 - *The question is on the motion that... All in favor of the motion, please say "aye." All those opposed, please say "no."*
6. The president announces the vote.
 - *The "ayes" have it. or The "nos" have it.*

Helpful Hints During Debate:

- If, at any time, someone is unsure as to how to proceed correctly according to parliamentary procedure, he/she may say, "**Point of Parliamentary Inquiry.**" The chair will recognize her and the question may be asked.
- If someone needs to make a point based upon his/her or the group's well-being to keep the meeting moving forward, he or she may say, "Madam President, **Point of Privilege.** We did not receive those handouts in the back of the room (or whatever the issue may be)." A speaker may be interrupted, if necessary.
- If someone has a question that another individual can answer while debate is taking place, he/she may say, "**Point of Information.**" The chair will recognize her to ask what his/her question is.
- If someone questions the rules of debate or thinks something has been done wrong, she may say, "**Point of Order.**" The chair will recognize her so that she may express the concern.

- If debate is getting long or the same comments are being made, someone may say, “**I move the previous question**” after being recognized by the chair. To bring a vote to question without hearing everyone interested in speaking during a debate requires a two-thirds vote.
- If it is difficult to tell whether the “ayes” or “nos” have clearly won the vote, someone may call “**division**” without being recognized by the chair, requiring the vote to be taken again by rising.

The Chart of Motions

Motions arranged from lowest to highest rank.

	To do this	You say this	Vote required
Main	Introduce business	<i>I move that....</i>	Majority
Subsidiary	Change the wording of a motion	<i>I move to amend the motion by....</i>	Majority
	Send to a committee	<i>I move that the motion be referred to....</i>	Majority
	Postpone action	<i>I move that the motion be postponed to....</i>	Majority
	Limit debate	<i>I move that debate be limited to one speech of two minutes for each member, etc.</i>	Two-thirds
	End debate	<i>I move the previous question.</i>	Two-thirds
Privileged	Take care of noise or temperature	<i>Point of personal privilege. [We cannot hear in the back of the room.]</i>	Chair rules
	Take a recess	<i>I move that we recess for...</i>	Majority
	Close meeting	<i>I move that we adjourn.</i>	Majority
Incidental	To enforce rules	<i>Point of order. [State problem.]</i>	Chair rules
	Protest ruling of chairman	<i>I appeal the decision of the chair....</i>	Majority
	Request information	<i>Point of information. [Ask question.]</i>	Given by Chair/Authority
	Request parliamentary help	<i>Point of parliamentary question. [Ask question.]</i>	Given by Chair/Authority
	Demand a verification of the vote	<i>Division.</i>	On demand of one member
	To separate parts of a motion	<i>I move that the motion be divided.</i>	Majority
	To remove an improper matter from the floor	<i>I object to the consideration of...</i>	Two-thirds
	To change a decision	<i>I move to rescind the motion to....</i>	Two-thirds
	To bring back a motion for re-vote*	<i>I move to reconsider the vote on....</i>	Majority

Must be made by someone who voted on the winning side **and must be made the same day.*

Discussion Example:

- Motion made and seconded.
- Discussion takes place on main motion.
- Amendment is proposed.
- Discussion takes place on amendment.
- Vote takes place on amendment.
- Discussion resumes on main motion.
- Member moves the previous question.

- Vote takes place on ending discussion.
- Vote fails.
- Discussion resumes on main motion.
- Vote takes place on main motion.

Public Relations

A well-developed and continually practiced public relations program is essential and expected for every chapter to maintain and execute throughout the year in order to advance a positive image and prestigious reputation on campus and within communities. This requires perseverance year-round to achieve and attain the best representation of who and what Gamma Phi Beta is to our publics and also to protect our identity.

Starting with the chapter's executive council, public relations are to be addressed in every single aspect of what is done within the chapter. Gamma Phi Beta's brand, who we are and what we say and do, is continually being analyzed by our publics. Therefore, each department leader, committee chairwoman and chapter member is to uphold the high standards and expectations set forth by the Sorority. Every action we take as individual members reflects on Gamma Phi Beta at every level and must be quickly assessed and evaluated before proceeding.

Refer to Gamma Phi Beta's Brand Standards and Style Guide for detailed public relations information and procedures, including but not limited to understanding brand expectations and proper use of the Gamma Phi Beta brand.

Utilize Gamma Phi Beta Resources

- Gamma Phi Beta Brand Standards
- Public Relations Vice President – Officer Responsibilities in the Collegiate Operations Manual
- Gamma Phi Beta website (Beta Base and Public Relations Department resource section under Collegians tab)
- *The Crescent* (Gamma Phi Beta's magazine)
- Gamma Phi Beta Style Guide
- Collegiate Digest
- Moonball resources
- For positive photos and social media examples, view Gamma Phi Beta Official Page at Facebook.com/GammaPhiBetaSorority, @gpbrcrescentmoon on Twitter and Gamma Phi Beta Sorority on Instagram
- For positive videos, view Gamma Phi Beta Official Page at YouTube.com/GammaPhiBetaSorority

Public Relations Items

- A. Working Public Relations Plan
 1. Refer to the Gamma Phi Beta website for public relations plan samples and templates.
 2. Evaluate the chapter's existing public relations plan and make sure it works with the chapter's current needs.
 4. Evaluate the plan each month and report back to the chapter at a chapter business meeting.
 5. Present a "PR Tip" at each chapter business meeting to assist in achieving the goals of the public relations plan.

B. Shirt/Logo Items for Approval

1. All t-shirt/logo item designs must be approved by the chapter advisor and regional coordinator/sorority coordinator-new chapter prior to presenting to the chapter and placing the order.
2. Designs must be in good taste and maintain Gamma Phi Beta's brand standards and Core Values.

C. Contests for Approval

1. All contests must be submitted for approval prior to entering when using Gamma Phi Beta's name or representing Gamma Phi Beta Sorority.
2. Send the request to the chapter advisor, regional coordinator and public relations advisor prior to entering and presenting to the chapter.

D. Chapter Website

1. If the chapter already has a chapter website, review and make sure it follows all Gamma Phi Beta Internet policies and usage, and follows all other Gamma Phi Beta policies and Rules and Procedures.
2. The chapter's website should use the official Gamma Phi Beta logo, brand standards and colors.
3. All photos, videos and postings should be in good taste and maintain Gamma Phi Beta's Core Values.

E. Social Networking Sites

1. An Internet contract is highly recommended to be signed at the beginning of each fall. This contract is found on the Gamma Phi Beta website under Public Relations Department in the Collegians section. Present Gamma Phi Beta's Internet policy and online responsibilities of Gamma Phi Beta members.
2. All members are expected to uphold the ideals and purposes of Gamma Phi Beta Sorority. All photos, postings and videos should be in good taste and maintain Gamma Phi Beta's Core Values. This pertains to all Internet sites (e.g., Facebook, Instagram, YouTube, LinkedIn, Twitter, Pinterest, etc.).
3. All members are encouraged to become a fan of Gamma Phi Beta Sorority's official Facebook, Twitter, Instagram and Pinterest pages along with LinkedIn to meet other Gamma Phi Betas, share ideas with other chapters and/or reconnect with past chapter sisters.
5. Refrain from posting Gamma Phi Beta in front of the event title online unless it's a chapter-sponsored event.

Probation/Supervision for Chapters

Probation and supervision are designed to be an educational experience for chapters. Chapters are placed on a probation or supervision status for the following reasons:

- Scholastic performance
- Chapter size
- Failure to meet financial obligations
- Failure to meet Sorority standards of conduct

Each chapter placed on supervision or probation status receives a letter of notification explaining the status and educational terms the chapter is required to complete.

Completion of educational terms should result in significant chapter improvement. All educational terms must be fulfilled and demonstrate significant improvement for the chapter to change its status.

Questionnaires/Surveys

From time to time, collegiate chapters are contacted by other organizations to complete a questionnaire and/or survey about Gamma Phi Beta procedures and/or policies. Follow these guidelines whenever a questionnaire and/or survey is received.

- Refer all questionnaires to the international Panhellenic Affairs Vice President; send a copy to the International President.
- The international Panhellenic Affairs Vice President will send the questionnaire to the National Panhellenic Conference Research Committee for review.
- The international Panhellenic Affairs Vice President will inform the chapter of the results and will handle all subsequent correspondence.
- Inform anyone asking for information that the chapter is unable to fulfill the request and that it will be handled by the international Panhellenic Affairs Vice President.

Reaffirmation Pledge

The Reaffirmation Service is completed by each member each year as a follow up to the Loyalty Pledge that all members signed at the time of their Initiation.

Upon completing the Reaffirmation Service, each member, individually and for herself, makes the following promise, agreement and pledge, namely:

By upholding the highest ideals of womanhood and the highest standards of conduct as a member of _____ Chapter of Gamma Phi Beta, I promise to accept the lifelong responsibilities of membership in the international Sorority. I acknowledge and promise to abide by the Sorority Bylaws, Rules and Procedures, and policies of the international organization and the house rules, standing rules and bylaws of my chapter.

I will be responsible for my conduct in maintaining my personal dignity and in reaching my scholastic potential. I will abide by my chapter's policies for attendance and financial commitment.

I will use the position statements of the Sorority as guidelines for appropriate behavior and will abide by the Sorority policies on alcohol, hazing, illegal drugs, housing, personal dignity, Internet use, and visitation. I will keep in confidence all rituals and business transactions of Gamma Phi Beta and my chapter.

I acknowledge that the executive council of my chapter has the responsibility to maintain the standards and ideals of Gamma Phi Beta. I understand that a violation of chapter, Sorority and/or university rules and regulations or local, state, province and/or federal laws can result in disciplinary actions.

Procedures

- A. First chapter business meeting of the school year (other than the final membership selection meeting).
- B. Immediately after opening exercises and roll call.
- C. The participants are all initiated chapter members and the chapter advisor.
- D. The Reaffirmation Service is found in the Ritual Manual.

REAL Relationships

REAL Relationships is a Gamma Phi Beta program that allows members to discuss the basic elements of building relationships and how it will affect chapter sisterhood. This program is designed to be utilized with the Big/Little Sister program and to give chapters the tools to develop successful mentors; set clear expectations of mentoring and the Big/Little Sister program and create lifelong relationships. REAL Relationships is about creating a foundation for the Gamma Phi Beta sisterhood to shine. All Gamma Phi Beta collegiate chapters are strongly encouraged to incorporate this mentorship program for Big/Little Sister into chapter programming.

When members think about what sisterhood is about – it's about relationships. In order to grow as individuals, chapters, and as a strong international Sorority, it's important to understand how relationships work, how to nurture and support them and how positive relationships will support lifetime commitment to Gamma Phi Beta's sisterhood. It is relationships that have changed lives within Gamma Phi Beta – as collegians and as alumnae members. REAL Relationships outlines positive behaviors and fun activities for Big/Little Sister programs. Relationships are the foundation of sisterhood – and the REAL Relationships program supports members in their Gamma Phi Beta journey.

Mentoring is important for new members for several reasons:

- Provides protection and support.
- Increases the chance for individual success.
- Assists with networking and introductions to new people.
- Increases enjoyment and satisfaction with the chapter.
- Helps develop leadership skills and knowledge of the Sorority.
- Improves the chance of lifetime commitment to Gamma Phi Beta.

Mentoring is important to the Sorority because it allows members to be truly engaged in Gamma Phi Beta sisterhood and the Sorority's mission. When members are engaged and enjoying their sorority experience, membership retention is increased, the quality of chapter leaders is improved and a strong foundation for a lifelong commitment is formed.

For additional information about REAL Relationships, refer to the Education Department resources section under the Collegians tab on the Gamma Phi Beta website

REAL Wellness

The safety and wellness of Gamma Phi Beta members is of the highest importance to the Sorority. REAL (Responsible, Ethical, Authentic, Lifelong) Wellness is Gamma Phi Beta's initiative and commitment to addressing germane physical, mental and social wellness topics with members.

Examples of REAL Wellness topics to include:

- A. **Physical wellbeing** issues related to healthy exercise, eating and sleeping, awareness of prescription medications, alcohol use and abuse, when/why to see a physician, illnesses, diseases and general safety.
- B. **Mental wellbeing** issues related to the pursuit of authenticity, self-esteem, self-confidence, addictions, depression and hormonal issues affecting the brain.
- C. **Campus wellbeing** issues related to sustainability, integrity, safety, diversity, homophobia, racism, sexism, xenophobia, dating/intimate partner violence and self-defense.
- D. **Social wellbeing** issues related to building community, activism, knowing when and how to intervene and taking care of each other, avoiding situations that might put members in danger and leadership support.

Recruitment

The selection of new members is the privilege and responsibility of collegiate chapters. In order to achieve maximum success, all members and new members participate in all recruitment functions, including workshops, recruitment school, events and membership selection (initiated members only).

Preparation, planning, participation and team effort are necessary ingredients for recruitment. It is the membership vice president's responsibility to coordinate all these efforts along with the recruitment steering committee. Refer to the Membership Vice President's Manual for additional and more detailed information.

Membership Selection

- A. Attendees
 - 1. Initiated members may attend membership selection meetings.
 - 2. New members should be consulted prior to meetings and their opinions voiced.
- B. Gamma Phi Beta's four Core Values
 - 1. Love
 - 2. Labor
 - 3. Learning
 - 4. Loyalty
- C. Gamma Phi Beta's Five Standards of Membership
 - 1. Good character
 - 2. Scholastic ability
 - 3. Ability to assume financial responsibilities
 - 4. Contributions to the prestige of Gamma Phi Beta with consideration of special talents
 - 5. Attractive personality
- D. Any eligible woman may become a new member provided:
 - 1. She has received an affirmative rating by the collegiate chapter or new chapter.
 - 2. She has received affirmative alumna endorsement in the form of a written reference.
 - 3. She has a minimum 2.8 high school cumulative grade point average (GPA) if she is an entering freshman; or a minimum 2.4 college or university cumulative grade point average (GPA) if she is continuing with college.
- E. Final Bid List
 - 1. All women accepting invitations to the preference event must be placed on the final bid list.
 - 2. Only the membership vice president, chapter advisor, recruitment advisor, president and visiting international volunteer leaders are informed of the **order** in which the names appear on the final bid list. All copies and records of the bid list must be destroyed immediately after the original has been submitted to the Panhellenic office.
 - 3. An invitation to membership is valid for one academic year. No further membership selection meetings are needed within that academic year for a woman who has previously been accepted into membership and did not pledge, unless one or more members request that the

president have the chapter reconsider her. In that case she will again need to be accepted into membership.

F. Legacies

1. A legacy is defined as the great-granddaughter, granddaughter, daughter or sister of a Gamma Phi Beta. Stepdaughters, stepsisters, step-great-granddaughters and step-granddaughters may be considered legacies, if desired by the Gamma Phi Beta relative.
2. Legacies should be given fair, special and serious consideration, taking into account that they have a background interest in, and loyalty to, the Sorority that could make them valuable members. All legacies will be invited to the first invitational round.
 - a. If a legacy is released, notification of the relative should be left to the discretion of the legacy.
 - b. If a chapter chooses to release a legacy, the regional coordinator-recruitment/sorority coordinator-new chapter must be notified.
4. All legacies voted into membership are placed alphabetically at the top of the bid list.
5. When a reference is received for a legacy, the membership vice president sends an additional legacy letter to the writer of the reference, outlining the Sorority's current legacy policy (see sample letter in the Reference Manual).

Quota/Total

- A. All chapters must pledge 100 percent of Panhellenic Quota during each academic year.
- B. All chapters must pledge to Total during each academic year if permitted by Panhellenic rules.

References

- A. The president, membership vice president, chapter advisor and recruitment advisor serve on the local alumnae references committee. The assistant membership vice president may also serve on the committee.

International Students under International Student Exchange Program

- A. Gamma Phi Beta does not encourage the pledging and/or housing of international students under an international student exchange program because, in some instances, the chapter has been forced to assume the burden of both medical care and support.
- B. Special permission must be granted from the regional director before extending an international student an invitation to become a new member or live in the chapter house. Prior to extending the woman an invitation to preference, the chapter president contacts the regional director to request permission based on special and extenuating circumstances.

Responsibilities of Membership

Membership in Gamma Phi Beta brings with it a lifetime of opportunities and responsibilities. College years are only the beginning of what a member can experience through Gamma Phi Beta. The Sorority is committed to both its collegiate and alumnae members and encourages all members to take advantage of the privileges of membership, while understanding the specific responsibilities associated with being a member of Gamma Phi Beta.

Three Obligations of Membership (as agreed upon during Initiation)

Three lifetime obligations of membership are expected of all members, both collegians and alumnae:

1. To recommend prospective women for membership.
2. To meet the financial obligations of the Sorority by paying annual membership dues.
3. To remain actively involved. Active involvement means keeping contact information up to date at International Headquarters and as many of the following as practical: participating in local or nearby chapter activities; serving in volunteer leader positions or on committees at the collegiate, alumnae and/or international level as appropriate; serving as advisors and/or on affiliated house corporations .

Responsibilities of Membership

Abide by Gamma Phi Beta's Core Values

Gamma Phi Beta's Creed is Love, Labor, Learning and Loyalty. It is simple and easy to remember and it easily quantifies each of the characteristics Gamma Phi Beta deems most important in its members and to its sisterhood.

It is important to draw a connection between each of these important elements so that in any phase of membership responsibility, four important characteristics will resonate: Love – individual worth; Labor – service to humanity; Learning – intellectual growth; and Loyalty – lifetime commitment.

Abide by Sorority Bylaws, Policies, Position Statements and Rules and Procedures

All members of Gamma Phi Beta (uninitiated and initiated) agree to abide by the Sorority's bylaws, rules and procedures, policies, position statements and regulations of the Sorority. The oath members take during the New Member Pledging Service and Initiation is renewed every year when initiated members participate in the Reaffirmation Service. The purpose is to remind members of continued loyalty and adherence to the rules, policies and ideals of Gamma Phi Beta.

Abide by Chapter Bylaws, Standing Rules, and House Rules

All members of Gamma Phi Beta (uninitiated and initiated) also agree to abide by the chapter's local bylaws, standing rules, facility rules, merit point policies and all other such chapter policies.

Attendance

All members of Gamma Phi Beta (uninitiated and initiated) are expected to attend chapter events.

Badge

The Gamma Phi Beta badge is a symbol of each member's lifetime commitment to the Sorority. Each member is responsible to purchase a badge and each member takes this leasehold at the time of Initiation. The badge is the property of the Sorority. The member shall retain the badge as long as international disciplinary action or resignation of membership does not occur.

Behavior

Gamma Phi Beta takes a firm stand against illegal and unethical behavior. All members are expected to follow state and local laws, as well as Gamma Phi Beta's specific policies regarding alcohol and drug use. It is extremely important that each individual ensure her behavior is above reproach and that the chapter's image is one of unity, dignity and integrity.

Gamma Phi Beta expects its members to foster an attitude of support and respect for the Sorority and concern for all members; including but not limited to support of chapter decisions, a regard for the welfare of the Sorority, and pride in Gamma Phi Beta and the chapter.

Gamma Phi Beta provides guidelines for appropriate behavior through its position statements and policies, which have been established to promote the highest type of womanhood. Each chapter has a standards committee to explain and implement these guidelines. It is expected that every initiated and uninitiated member will follow these guidelines and conduct herself appropriately.

If a member breaks her commitment to abide by these guidelines and maintain the highest ethical and legal standards, the chapter's elected standards committee will review her case. All evidence, testimony and consequences will remain confidential.

If a member's infraction is of great severity, the matter may be referred to the executive council and her membership may be terminated. If the infraction is of lesser severity, she may receive an appropriate penalty.

Confidentiality

All members are expected to maintain confidentiality regarding Gamma Phi Beta business. This extends beyond information presented at meetings, which should never be discussed with non-members. Loyal members do not discuss business, their sisters or chapter occurrences with outsiders.

Etiquette

Remember that people observe individual members as representatives of Gamma Phi Beta. Inappropriate language and dress, and the discussion of Gamma Phi Beta business in public, are unacceptable. All members of the chapter must follow chapter facility rules including observing quiet hours and welcoming visitors graciously.

In addition, members are expected to represent themselves appropriately when interacting electronically. Messages posted and sent electronically represent the member and the Sorority to countless individuals. Members shall adhere to Gamma Phi Beta's policy on Internet usage at all times.

Finances

All members are responsible to stay current with the Sorority's international and local chapter financial obligations. Chapters adopt an annual budget based on local chapter dues. Chapter dues are determined by chapter vote, as is the budget. Some expenses are a given, remaining constant regardless of chapter size. Others depend on individual chapter needs. Fundraisers are never used to supplement the chapter budget.

Every initiated member pays international dues each year. Collected by the chapter financial vice president, they are forwarded to International Headquarters to provide a multitude of member and chapter services. The same is true of the one-time membership fee paid by new members prior to Initiation. New members also pay a one-time international facilities fee, which provides funding for housing-related expenses for chapters.

The affiliated house corporation establishes local housing fees. All initiated members pay a local facility fee for maintenance and decorating of an existing facility, and to meet future housing needs. Members living in a facility pay room and board. Many chapters also have a monthly parlor fee to cover routine maintenance.

Good Standing

Gamma Phi Beta expects its members to be in good standing, which is defined as fulfillment of all local and international financial obligations. All dues and fees are to be paid promptly. Monthly chapter bills unpaid after the due date result in the loss of certain privileges, including voting. Chapters and affiliated house corporations can maintain realistic budgets, balances, expenses and income only when members live up to their financial responsibilities.

Housing

All initiated members are required to live in chapter housing unless they are living at home, university or college rules require otherwise, employment prevents or the housing facility is full as determined by the affiliated house corporation.

Chapter housing facilities vary from campus to campus: houses, residence hall floors, meeting rooms and lodges. Some chapters have no housing, but still need to establish a local facility fee for future housing needs. The affiliated house corporation, the elected body that manages the affiliated house corporation, maintains all chapter facilities. Initiated members who have paid a local facility fee are voting members of the chapter's affiliated house corporation.

The affiliated house corporation is composed of alumnae officers and directors elected annually, along with the collegiate chapter president, financial vice president, facility manager and chapter and financial advisors.

Individual Commitment

Becoming a member of Gamma Phi Beta is a commitment to developing personal potential and contributing positively to chapter life. Not all members will be a chapter officer, but all members can be involved, contributing women who care about the future of the Sorority. By choosing to be a part of Gamma Phi Beta and by accepting the responsibilities of membership, members surround themselves with opportunities for growth.

Risk Reduction

All members are responsible for promoting the health and safety of the members of the chapter. Risk reduction is accomplished through various policies, procedures and programs set forth by Gamma Phi Beta. All members, both initiated and new, are expected to follow these policies, promoting Gamma Phi Beta values as an organization and as an individual.

Voting

Every initiated and uninitiated member in good standing is entitled to one vote.* Votes should be cast responsibly and always to strengthen the Sorority rather than to satisfy personal ambitions or desires.

** New members are entitled to a vote on all matters except membership selection. Only those members and new members in good standing may vote.*

Retreat – Chapter Sisterhood

This chapter sisterhood retreat, to be held within one-week of Bid Day, is a time for sisterhood and getting to know the new members. This event is an opportunity to welcome new members to Gamma Phi Beta and to demonstrate sisterhood and support in an informal setting. An overnight retreat away from chapter property is preferable because of its value in enhancing enthusiasm and unity in a new environment. Remember, no alcohol is permitted at the chapter sisterhood retreat.

It is the education vice president's responsibility to plan and coordinate the chapter sisterhood retreat, which may be a project for the education department. All members are expected to attend the chapter sisterhood retreat.

Purpose:

- A. To develop enthusiasm and unity within the chapter.
- B. To provide new members with an introduction to the Sorority.
- C. To assist in the incorporation of new members into the Sorority.
- D. To establish a relationship among initiated members and new members.
- E. To contribute to the personal development of each initiated member and new member.

Ritual

Ritual ceremonies provide opportunities to focus on Gamma Phi Beta's founding principles and the commitment each member makes to the organization when she becomes a member. When conducted properly, each ceremony is a beautiful presentation of all that Gamma Phi Beta represents.

The ritual chairwoman is responsible for organizing and coordinating all ceremonies and should be thoroughly familiar with the Ritual Manual and all regulations concerning these services. She also has the responsibility of setting the appropriate atmosphere and encouraging a proper attitude among chapter members.

Complete procedural details of all ritual services are located in the Ritual Manual.

Initiations Allowed

- A. Initiations shall be limited to one in each regular term, including those for alumnae initiates.
- B. Special permission to hold an additional Initiation in one regular term may be granted by the regional coordinator/sorority coordinator-new chapter.

Initiation Order

Refer to the Services Preceding Initiation section of the Ritual Manual for the details in determining Initiation order.

Dress

The chapter's standing rules should dictate appropriate attire for chapter meetings and events. Refer to the Ritual Manual for a complete listing of attire required collegiate chapter ritual services.

Pledging

- A. New Member Ribbon Pinning Service – Performed on Bid Day.
- B. New Member Pledging Service – Performed within one week of Bid Day.

Preparation

- A. Ritual chairwoman meets with the ritual or chapter advisor to review plans for ritual services, especially Initiation, Founders Day and the New Member Pledging Service.
- B. At least six-weeks prior to Initiation, the ritual chairwoman checks that all Ritual equipment is in good condition. Refer to the Ritual Manual for a complete listing of all the required Ritual equipment each chapter is to possess. Contact the president and financial vice president if items need to be replaced.

- C. All ritual services should be well rehearsed, including songs, for the benefit of all participants.
 - 1. During calendar planning, set dates and times for rehearsals and ritual services.
 - 2. Work with the song chairwoman.
- D. Ritual chairwoman prepares the room, including:
 - 1. Moving furniture, if necessary
 - 2. Arranging chairs
 - 3. Arranging necessary ritual equipment
- E. Ritual chairwoman works with the collegiate-alumnae relations chairwoman to invite alumnae.
- F. Ritual chairwoman asks several members to assist and assigns each one a responsibility.

Ritual Services

Refer to the Ritual Manual for a complete listing of all the required collegiate chapter ritual services.

After Ritual Services

- A. Ritual chairwoman sees that the Ritual Manual and all equipment are in good condition after each use and are stored in a locked container, closet and/or storage unit. The key should be kept in a safe place by the president or ritual chairwoman.
- B. Ritual chairwoman meets with the new initiates within a day or two of Initiation.
 - 1. Review the Initiation ceremony and conduct the Post Initiation Ritual Workshop found in the Ritual Manual.
 - 2. Explain the use of ritual in chapter business meetings, including entrance and opening and closing exercises.

Chapter Business Meeting

Refer to the Chapter Business Meeting page of the Procedures section of the Collegiate Operations Manual for logistics. The Chapter Meeting Business Meeting ritual is found in the Ritual Manual.

Scholarship

Gamma Phi Beta expects each member to strive to achieve her highest potential in intellectual development and academic success. Learning is not only the primary purpose for attending college; it is a Core Value of Gamma Phi Beta and a standard of membership. Gamma Phi Beta supports, recognizes and awards both individual and chapter academic success. It is the scholarship chairwoman's responsibility to encourage a healthy chapter attitude toward scholastic achievement and assist members and new members in all matters related to academic development.

See the Scholarship Manual for additional and more detailed information about Gamma Phi Beta's scholarship program.

Eligibility for Pledging

- A. All entering freshmen must have a minimum 2.8 cumulative high school grade point average in order to pledge.
- B. All other students must have a minimum 2.4 cumulative college or university cumulative grade point average in order to pledge.
- C. Exceptions may only be made with the approval of the chapter advisor and regional coordinator/sorority coordinator-new chapter after consultation with the sorority coordinator-scholarship.
- D. Chapters are strongly encourage to set a minimum high school cumulative grade point average of at least a 3.0 for entering freshmen and a minimum of the all-women's or all-sorority average, whichever is higher, for other students.

Eligibility for Initiation

Each new member must be in good standing with the college or university in order to meet the scholastic requirement for Initiation.

Eligibility for Office

- A. Each officer must achieve at least the scholastic average required for graduation (or higher if so stated in local chapter bylaws) during the preceding term in order to retain her office.
- B. The scholarship chairwoman provides the president with grade point average information on each candidate prior to elections and appointments.

- C. The scholarship chairwoman advises the regional coordinator/sorority coordinator-new chapter immediately of any chapter officer whose grades are below the minimum chapter grade point average requirement for remaining in office.

Member Discipline – Scholastic

- A. Disciplinary action, including termination of membership, may be initiated by the executive council if a member does not meet minimum requirements of academic good standing over a specific period of time and such action is stipulated in the chapter's standing rules and chapter scholarship plan. Any member not meeting the grade point average (GPA) required by the chapter's standing rules must be offered support to help her scholastically; this should include a written individualized scholarship plan, before any disciplinary action begins.
- B. Conditions that may be included in chapter standing rules and chapter scholarship plan:
 - 1. Minimum grade point average.
 - 2. Number of academic terms prior to disciplinary action.
 - 3. Corrective action to be taken to assist member in improving academic performance prior to disciplinary action.

Chapter Grade Point Averages

All chapters are expected to maintain a chapter grade point average (GPA) at or above the all-sorority average (ASA) and all-campus women's average (AWA) on their campus. For campuses where the data is not accessible, chapters are expected to achieve a chapter GPA at or above 3.0 on a 4.0 scale.

The scholarship chairwoman's submission of the chapter GPA, the AWA and ASA is an important part in evaluating a chapter's scholastic achievement and commitment to Gamma Phi Beta's Core Values. International Gamma Phi Beta requires reporting of chapter grade point averages in order to assist chapters that are not meeting expectations and to recognize chapters meeting and exceeding Gamma Phi Beta's expectations.

- A. The scholarship chairwoman is to obtain the chapter grade point average and ranking from official sources at the beginning of each term (according to college/university and Panhellenic procedures).
- B. If official grade printouts are not made available from the college/university, the scholarship chairwoman compiles a list of chapter member grade point averages from copies of grade reports supplied by new and initiated members and computes the chapter's grade point average. This information is then uploaded on Beta Base.
- C. If the chapter average falls below the all-sorority average, the scholarship chairwoman immediately sends the chapter's grade point average, all-sorority average, and the chapter's scholarship rank among all sororities to the sorority coordinator-scholarship and regional coordinator/sorority coordinator-new chapter.

Chapter Scholastic Status

The Gamma Phi Beta Scholarship Status Program is a comprehensive assignment program designed to reward collegiate chapters that have attained high scholastic standing, as well as promote improvement in chapters with poor scholastic performance. The Gamma Phi Beta Scholarship Status program was developed with these goals in mind:

1. To promote a greater awareness of the need for excellence in scholarship achievement.
2. To provide chapters with specific, identifiable goals to strive for in the area of scholarship.
3. To recognize outstanding scholastic achievement by individual chapters.
4. To institute solid guidelines/programs for improvement in those chapters with weak and declining grade point averages.
5. To provide continuity of input from international Gamma Phi Beta.

Assignments are made based on the grade point averages reported in Beta Base along with university grade verification uploaded into Beta Base. Each chapter receives a letter at the beginning of each term advising it of its current scholarship status.

The current scholarship statuses of Gold, Silver, Bronze, Copper and Incomplete are based on the following criteria:

- At or above a 3.0 chapter grade point average (GPA)
 - At or above the all-sorority average (ASA) on their campus
 - At or above the all-women's average (AWA) on their campus
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- Gold: Chapter meets all of the above criteria
 - Silver: Chapter meets two of the above criteria
 - Bronze: Chapter meets one of the above criteria
 - Copper: Chapter does not meet any of the above criteria
 - Incomplete: Chapter fails to submit grades for the academic term (no grade report is uploaded into Beta Base)

Learning Disabilities

Gamma Phi Beta recognizes the impact of a learning disability on maintaining an above average grade point average (GPA). For that reason, members diagnosed with a learning disability and registered with the college or university learning disability support program will be accommodated in Gamma Phi Beta with regard to their GPA achievement as well. Members in such circumstances must report their learning disability to the scholarship chairwoman and provide documentation of participation in the college or university disability support program in order to receive accommodation on the Gamma Phi Beta GPA requirements. The accommodation shall be part of the member's personal scholarship plan. Such accommodation shall include waiver of the chapter minimum GPA standards for good standing and disciplinary purposes; however may not include waiver of GPA minimums for holding an office or other member obligations.

Senior Celebration

Purpose and Philosophy of Senior Celebration

Senior Celebration is a program that honors graduating seniors as well as members leaving and/or transferring schools and recognizes their contributions. It is the transition from collegian to alumna and should be a memorable program for the entire chapter. Senior Celebration also provides the collegiate chapter an excellent opportunity to work with the local alumnae chapter to ensure that seniors are given an opportunity to look back on their collegiate experiences and look forward to their continued involvement as alumnae. As Gamma Phi Beta instills in our members the true value and meaning of lifetime commitment we know the journey begins during the collegiate years and extends throughout the years of being an alumna.

Expectations of a Senior Celebration Program

Chapters are encouraged to be creative when planning Senior Celebration.

- It is the education vice president's responsibility to organize a year-long senior engagement program and Senior Celebration Week.
- Each chapter's Senior Celebration should consider the seniors' interests and availability as well as the chapter's ability to honor/recognize them.
- The collegiate chapter is expected to work closely with the local alumnae chapter to help the senior's transition seamlessly into their next stage of membership.

General Information for Planning Senior Celebration

Most chapters incorporate senior recognition throughout the year and hold a special Senior Celebration week near the end of the term. A separate Senior Celebration week should be held each term if members will be graduating or leaving that term. Chapters can recognize the seniors throughout the year in a variety of ways (recruitment, ritual, new member program, PACE). For a complete list of ideas visit GammaPhiBeta.org.

Senior Privileges

Chapters have the option of determining and establishing special privileges for seniors. A chapter vote is required to add such privileges to the chapter's standing rules.

Guidelines

- A. Seniors may be excused from certain designated co-sponsored events (chapter to decide).
- B. Seniors may be allowed to earn fewer merit points.
- C. Seniors may not be excused from ritual services, chapter meetings, or recruitment.
- D. Senior chapter dues may be discounted as determined by the chapter for a year or semester. Please consult with your financial advisor for guidance.
- E. Walkouts are prohibited. Walkouts are defined as any activity where a group of members and/or new members do not fulfill required member expectations and responsibilities either by not attending a required event or leaving their chapter to take a trip or otherwise.

Time Period

- A. During the final semester or quarter of senior year.

Small Chapters

The definition of a small chapter varies based to campus norms; however, in order to best support all chapters regardless of campus, Gamma Phi Beta defines a small chapter as a chapter with less than 50 members. Gamma Phi Beta recognizes that small chapters have a different set of needs than larger chapters. It has been shown that smaller chapters can be challenged in the following areas – officer structure, recruitment and retention, public relations, member engagement and financial health. As an organization that prides itself on excellence in all areas of chapter life Gamma Phi Beta strives to make the collegiate chapter experience meaningful for all of its members, including those who are members of small collegiate chapters. For small chapters, Gamma Phi Beta recommends that adjustments are made so that small chapters can run efficiently and more easily achieve success.

Officer Structure

The officer structure is to be modified so that seven executive council members are the only elected positions. Each of the executive council members will oversee a committee that manages the responsibilities of the officers her department. Each member of the organization is to serve on a committee.

- The administrative committee manages the responsibilities of the historian and corresponding secretary as outlined in the Collegiate Operations Manual. The administrative vice president shall serve as the parliamentarian and recording secretary.
- The education committee manages the responsibilities of the scholarship chairwoman, PACE chairwoman and Ritual chairwoman. The education vice president shall serve as the sisterhood chairwoman and the loyalty circle chairwoman.
- The financial committee manages the responsibilities of the facility manager, if applicable, as outlined in the Collegiate Operations Manual.
- The membership committee manages the responsibilities of the assistant membership vice president, event chairwomen and song chairwoman as outlined in the Collegiate Operations Manual.
- The Panhellenic affairs committee manages the responsibilities of the activities chairwoman as outlined in the Collegiate Operations Manual.
- The public relations committee manages the responsibilities of the philanthropy chairwoman, social chairwoman, standards chairwoman and *The Crescent* correspondent as outlined in the Collegiate Operations Manual. The public relations vice president shall serve as the collegiate-alumnae relations chairwoman.

Recruitment

Small chapters are required to participate in Panhellenic formal recruitment. If after recruitment, the chapter is still not at Panhellenic Total, they are required to participate in continuous open bidding (COB) for one week up to Panhellenic Total after the conclusion of formal recruitment. New members who are recruited during this one week period will join the new member class recruited during formal recruitment. It is the responsibility of the education vice president and new member educator to ensure that these COB new

members are integrated into the new member class and have all of the necessary materials and information that was missed. If after one week, the chapter is still under Panhellenic Total, recruiting will cease until the following term. Another period of COB recruitment will continue within the first three weeks of the subsequent semester and the chapter will educate and initiate a new member class.

Retention

Retention should be a primary focus of smaller chapters. To do this, the chapter must foster a strong sisterhood of support. Chapters are to budget \$4 for sisterhood events to every \$1 allocated for social events. Sisterhood events should be held twice a month.

Member Engagement

The chapter calendar is to be modified so members can manage their time accordingly to be as engaged as possible. The following is suggested:

- Social events are limited to one per month.
- Philanthropy events are limited to two per year, including Moonball.
- Each member is asked to attend two other Greek organizations' events per semester.

Financial Health

Leadership development opportunities hosted by Gamma Phi Beta can sometimes be a financial burden for small chapters. The chapter is required to send its chapter president to the REAL Leadership Academy each year and the chapter advisor to the REAL Leadership Institute/REAL Leadership Academy every year. The chapter is to send at least two executive council members to REAL Leadership Conference and Convention, as funds allow, per the suggestions of the chapter advisor and regional coordinator/sorority coordinator-new chapter. The chapter should seek additional means to fund these leadership opportunities through the university, local alumnae chapters and the Gamma Phi Beta Foundation.

Sober Monitors

Sober monitors related to Gamma Phi Beta sponsored or co-sponsored events are not permitted at all unless the university requires this and provides training and support.

Sober sister/monitor programs not related to Gamma Phi Beta sponsored or cosponsored events are not permitted at any time.

Why can't we assign members to serve as sober monitors at our sponsored and co-sponsored events?

It is the responsibility of every member to watch out for the safety and well-being of every other member. Assigning monitoring duties as a specific task to an individual or to a small group of individuals places undue burden on those members and may place them in the potentially dangerous situation of taking on a responsibility for which they have little training or support. While many chapter officers have responsibility for and oversight of chapter events, it is not appropriate to single out other members specifically to monitor an event.

Remember, the large majority of your chapter members are under the legal drinking age, and therefore the majority of your members will be sober. Likewise, professional security personnel are to be hired for all sponsored and co-sponsored events where alcohol is served. The members planning the event are to communicate expectations and policies to the security personnel, who will monitor the event and take any needed action.

Note that if your college/university or campus Panhellenic requires a sober monitor program at campus events and provides training and liability insurance, appropriately trained members may participate in the campus program.

Why can't our chapter organize a designated driver/safety driver program for our members? We want to help keep our sisters safe.

Gamma Phi Beta is also concerned about the safety and well-being of all members, particularly where alcohol and driving are concerned. Members who choose to drink alcohol are expected to do so responsibly, which includes arranging for safe transportation. This responsibility is that of the individual and not the chapter or Gamma Phi Beta. Individuals choosing to consume alcohol should make appropriate transportation arrangements with a taxi, bus, friends, or family. Designated driver or walker programs may be arranged by the chapter for sponsored or co-sponsored events only and must be set up in accordance with the Designated Driver/Walker Program Guidelines included in the Procedures section of the Collegiate Operations Manual.

Formalized designated driver/walker programs must not be facilitated or used by the chapter for other events or situations because the potential liability to the chapter and individual member drivers/walkers is significant. Remember, Gamma Phi Beta is concerned about the well being of members, and this concern extends to the potential liability placed on a driver who transports an intoxicated person.

When should we use designated driver programs?

Some chapters have in the past set up designated driver or “sober taxi” programs for their membership to use for their personal protection and safety outside of chapter sponsored or co-sponsored events. Typically these programs offer members safe and sober rides home from parties, bars, other social activities or even home from the library after a night of studying. Although these programs are well intentioned and aimed at protecting the safety and wellbeing of our members, they also present some potential problems for the chapter. Let it be perfectly clear that Gamma Phi Beta fully supports members arranging for their own safe transportation. However, arranging transportation through the chapter itself via sign ups at chapter meetings (even if voluntary), required expectations of members, or as sanctions for disciplinary action is not appropriate. Doing so places undue liability on the chapter, as we do not systemically verify the insurance coverage on the vehicle or driver (as we do with the designated driver program that is used for social events).

Likewise, drivers will want to meet a request to drive a member to the location of her choice, which inevitably may sometimes be a location where she may encounter an unsafe environment. Our members are not trained to assess another’s potential level of impaired judgment or the safety of the location of the drop off, and it is all too easy to imagine that a well intentioned driver could bring a member to a location where significant problems could arise (e.g., a bar or other venue where alcohol is served, or even to a home location where a member could become ill if not monitored).

For these reasons, chapters should no longer facilitate a designated driver/taxi service within the chapter. Members who need transportation should certainly be encouraged to make such arrangements on their own, prior to consuming any alcohol. Certainly it is acceptable for those drivers to be other Gamma Phi Beta members; however, arranging for this via chapter channels should not occur.

When should we use sober monitor programs?

Many well-intentioned chapters have set up programs in the past which aim to monitor the sobriety and safety of members and guests at chapter sponsored and co-sponsored events. These programs (commonly called “Safety Sis” or “Sober Sis”) typically involve designating several members (either on a voluntary basis or assigned) are certainly an understandable effort to protect our membership; however, they do present significant risk for the members and the chapter and therefore must be eliminated unless they are coordinated and required through the college, university or campus Panhellenic (in which case training and liability insurance should be provided by the college or university). Keep in mind that approximately 75 percent of the chapter membership is under the age of 21, and therefore should be sober at all chapter events. When we designate a small group of members to be sober monitors, what does that imply about the state of the rest of the chapter? Of greater importance, consider the huge responsibility that we place on members specifically designated as sober monitors. At this time, we are not equipped to offer comprehensive training or liability insurance to the women who would take on this responsibility. If we assign the responsibility of monitoring the sobriety of the chapter and guests to a few individuals without training or support and a negative incident occurs related to alcohol, the women charged with monitoring sobriety are in a very precarious position. In fact, the individuals could be held responsible for the incident, as they were supposed to be preventing problems related to intoxication from occurring.

A chapter may ask that certain members be sober to carry out responsibilities related to their position. For example, it makes sense that a social chairwoman and public relations vice president be asked to refrain from drinking alcohol at the event so that they can carry out their officer responsibilities (e.g., coordinating services

with the venue, and ensuring that security personnel are available as contracted). In this case, the expectation or responsibility placed on them would be related to their officer position, and they would not be explicitly responsible for monitoring sobriety.

Likewise, it is the responsibility of all members to watch out for the safety and well-being of themselves and one another. When we specifically designate several members to do this, it is implied that it is only the responsibility of the few, rather than the expectation of all members to do this.

For the above listed reasons, it is not appropriate for a chapter to designate members to be specifically responsible for monitoring sobriety at chapter events (either by choice or by assignment). However, chapters with concerns about the state of members and guests at chapter events should take alternative proactive measures to address the concerns.

Social Functions

Social functions are a popular part of chapter life and an important public relations tool, but they should be balanced with the rest of chapter and academic responsibilities and not the primary reason for Sorority membership. It is very important that the social chairwoman or other officers planning events on behalf of the chapter follow Gamma Phi Beta's Alcohol Policy when making arrangements for any social function and that all members adhere to the policies. These policies have been established, not as rules to require more effort or to diminish the enjoyment of social functions, but as a means to protect the health and safety of all members, the chapter and the Sorority.

General Planning

- A. Social chairwoman serves as chairwoman of the social committee, which plans and coordinates all social functions. Assign a responsibility to each committee member.
- B. Set tentative dates for social functions during the previous term's calendar planning session.
 - 1. Formals
 - 2. Exchanges, functions or mixers
 - 3. Tailgate events
 - 4. Other social events
- C. Chapter votes on all social functions.
 - 1. Date and time
 - 2. Preference for snacks or meal
 - 3. Favors
 - 4. Co-sponsoring group(s), if applicable
- D. Consider dividing the chapter into groups, with specific groups assigned to attend each co-sponsored event.
- E. Give a list of all social functions to the administrative vice president for the monthly chapter calendar.
- F. Evaluate and keep a record of all social functions.
 - 1. Entertainment
 - 2. Sites for formals and other third party venues
 - 3. Caterers
 - 4. Stores where purchases were made (e.g., decorations and favors).
- G. Gamma Phi Beta has a policy that no special assessments are permitted. The chapter budget should be formulated to anticipate all fixed costs of chapter operations including social events.
 - 1. A special assessment is defined as an additional amount, charged to each member and new member, to cover an expense that is not included in the budget. This is separate from a purchase or re-sale account used for extras like pictures, t-shirts or party favors.

2. Special assessments are unfair to the chapter members and promote poor fiscal management and budgeting. Chapters may not assess members/new members for individual events throughout the year; expenses must be covered by the chapter budget.
3. If a sponsored event typically includes each member inviting a date to the event, then the cost of the date's attendance should also be included in the chapter's budget, not a special assessment.
4. The regional coordinator/sorority coordinator-new chapter or regional director may grant exceptions on a chapter-by-chapter basis. Exceptions are granted in rare cases only.

Planning Sponsored and Co-Sponsored Events

- A. Review the policy before every sponsored or co-sponsored event to be sure arrangements have been made to meet all requirements.
- B. Work with the other group's social chair(s) in planning the event, if applicable
 1. Explain the Gamma Phi Beta Alcohol Policy and the requirements for co-sponsored events to the other group's social chair. All Gamma Phi Beta policies and procedures must be followed, even if the cosponsoring group does not share the same policies. Any discrepancies in policies should be discussed well in advance of the event. Under no circumstances are Gamma Phi Beta policies to be compromised when planning a cosponsored event.
- C. Refer to the Contract page in the Procedures section of the Collegiate Operations Manual before signing contracts.
- D. Do not solidify any event details until approval has been received from the regional coordinator/sorority coordinator-new chapter.
- E. Determine size of facility needed.
- F. Determine which snacks/meal will be served.
- G. Make arrangements for a facility.
 1. Arrange for food and beverage service.
 - a. Food and non-alcoholic beverages **must** be provided if alcohol is served.
 - b. Chapter funds may not be used to purchase alcoholic beverages for members (e.g. the chapter cannot offer/provide an open bar or purchase cups or wrist bands entitling bearers to alcoholic beverages).
 - c. A bar-minimum (minimum dollar amount that must be spent by event guests on alcoholic beverages) is not appropriate.
 2. If alcohol will be served, the establishment where the sponsored event is held must provide a licensed bartender who dispenses all alcohol.
 3. Hire entertainment as needed.
 5. Plan decorations and set a schedule for set-up and clean-up of the venue.
 6. Select and order favors, as needed.
 7. Hire required security personnel for the entire event.
 8. Hire buses to transport all members and guests, if the sponsored function is not within walking distance.

- a. Any member under the age of 18 should have a signed permission slip to a Gamma Phi Beta social event, stating the parent/legal guardian understands his/her daughter will be going on said social event.
 - 9. Complete the Social Event Registration on Beta Base at least two-weeks prior to any event with alcohol.
 - 10. Meet with the Risk Management Chairwoman to complete the Risk Assessment Evaluation.
- H. Review the alcohol policy with the entire chapter, including new members, before every sponsored or cosponsored event. The Alcohol Policy is found in the Policies section of the Collegiate Operations Manual.
- 1. Remind chapter about the general expectations of transportation to and from the event.
 - 2. Remind members they are accountable for their guest's action and will be held financially responsible for damages caused by their date (or themselves).

Guests

- A. A guest is defined as a person(s) attending a sponsored event who is not a current collegiate member or new member of the chapter. Co-sponsored social function attendees are limited to chapter members and new members of the sponsoring groups.
- B. Recommend to the chapter any guests who should receive invitations to social functions.
 - 1. Corresponding secretary receives final list to send invitations; replies are given to the social chairwoman.
 - 2. The public relations vice president should provide input based on the chapter's public relations plan.
- C. If the event typically involved inviting guests, the cost of attendance for these guests should be covered by the chapter's budget, not a special assessment.
- D. Invite unaffiliated Gamma Phi Betas to social functions. Inform them, at the time of invitation, of any expense.
- E. All guests are required to observe the Gamma Phi Beta Alcohol Policy and obligations regarding transportation. Remind members they are accountable for their guest's action and will be held financially responsible for damages caused by their date (or themselves).

Budget

- A. Plan and monitor the social budget for the year.
- B. Using costs from the previous year, determine how many sponsored and cosponsored events are financially feasible for the entire year.
- C. Plan each event, item by item, using costs from the previous year as a starting point.

- D. Be sure to allocate funds for:
 - 1. Security personnel
 - 2. Entertainment
 - 3. Meals
 - 4. Licensed bartender
 - 5. Transportation
 - 6. Decorations
 - 7. Venue rental
 - 8. Guests
- E. Special assessments for social activities or alcohol are not permitted.

Designated Drivers/Walkers and/or Sober Sister/Monitor Programs

- A. Review Designated Drivers/Walkers in COM Procedures.
- B. Review Sober Monitors in COM Procedures.

Songs

Music has been a strong Gamma Phi Beta tradition since the earliest years of the Sorority. From recruitment to ritual to serenades, there are always abundant opportunities for chapters to sing. Refer to the Collegiate Resources section of the Gamma Phi Beta website for mp3 files and sheet music of Gamma Phi Beta songs.

Song Rehearsal

- A. The song chairwoman leads the chapter in all rehearsals.
- B. Arrange for regular song practice.
- C. Rehearse songs after dinner and at chapter meeting.
- D. Rehearse thoroughly and in advance for:
 - 1. New member and Initiation services
 - a. Work with the ritual chairwoman to be sure correct songs are used and rehearsed.
 - 2. Recruitment
 - a. Work with the membership vice president in choosing the songs and scheduling rehearsals.
 - 3. Serenades
 - a. All members participating in serenades are to exhibit high standards that are in line with Gamma Phi Beta's values.
- E. Work with the new member class to teach new members Gamma Phi Beta songs.

Standards

As Gamma Phi Beta members, we all take an oath to uphold the highest standards of membership in Gamma Phi Beta. By doing this, each member upholds the highest standard of womanhood and promotes Gamma Phi Beta's Core Values. Living Gamma Phi Beta's Core Values demonstrates to each other and the outside world what it means to be a Gamma Phi Beta.

The following chart illustrates Gamma Phi Beta's Core Values, as based on the Sorority's Creed of Love, Labor, Learning and Loyalty.



Gamma Phi Beta was founded to "develop a higher spiritual, mental and social culture." Those principles and the standards they represent are valid for today's members, all of whom are expected to maintain high standards.

Gamma Phi Beta standards have their basis in the Sorority's ritual. These values provide a foundation on which to build high standards to live each day to its fullest and to achieve individual and Sorority goals throughout life.

By enforcing its standards, Gamma Phi Beta expresses its concern for its members, the chapter and the international Sorority. It also fulfills the Sorority's responsibility to assist members in further developing strong values and ethics. Because Gamma Phi Beta can be held liable for the actions of members, it is the chapter's responsibility to uphold the Sorority's standards and to conduct meetings with members regarding discipline as necessary. The standards chairwoman and her committee are responsible for ensuring that all collegiate members of Gamma Phi Beta uphold these standards. Refer to the Standards Manual for details processes and procedures.

Disciplinary Action

Refer to the Member Discipline section of the Collegiate Operations Manual for process and procedures.

The following table lists the behaviors and violations that are subject to disciplinary action.

Behavior	Details	Reviewed by
Alcohol policy violation	See the Alcohol Policy and the Alcohol Policy Guidelines pages	Executive council
Attendance policy violation	See chapter attendance and merit point policy	Standards committee
Attitude	See Responsibilities of Membership page	Standards committee
Cheating	Any alleged incident of cheating or academic conduct	Executive council
Drug policy violation	See the Policy on Drug Usage	Executive council
Financial obligations	Failure to meet	Standards committee
Facility rule violation	See chapter house rules	Standards committee
Facility violation	Pertaining to the international Bylaws and Rules and Procedures	Executive council
Hazing and/or harassment	See the Hazing page	Executive council
Internet policy violations	See Internet Usage policy	Standards committee
Personal conduct violations	See the Personal Conduct policy	Standards committee
Personal dignity violations	See the Personal Dignity policy	Standards committee
Scholarship (academic) policy violation	See the chapter's scholarship policy	Scholarship committee
Theft	Any alleged incident of stealing	Executive council
Visitation policy violation	See the Male Visitation policy	Executive council

Standing Rules

Standing rules provide rules that are related to the details of the administration of the chapter, and they can be adopted or changed just like any other motion before the chapter. The standing rules provide the framework for chapter operation and should be considered a living document that will change, as chapter needs change. They govern such chapter procedures as attendance, grade point average required for holding office, local financial obligations and social conduct.

Established by the chapter to meet its needs, standing rules should be in writing, reviewed each year and revised as necessary. Revisions also may be made at other times. The standards committee is responsible for maintaining and enforcing the standing rules.

Standing rules should be uploaded annually to Beta Base.

Refer to the Standards Manual for details regarding creating standing rules, what to include in standing rules and sample templates.

Studying Abroad

There are several important factors that chapters with members studying abroad must consider. Chapters should work closely with their regional coordinator/sorority coordinator-new chapter to determine any adjustments that may need to be made in the following areas.

- A. Local dues and/or facility fees for members during a term abroad – Collecting local dues during the time the member is abroad is up to the chapter and should be stated in the chapter's bylaws.
- B. International collegiate dues and Billhighway fees – Students studying abroad do not pay international collegiate dues and Billhighway fees for the term that they are abroad. It should be noted in Beta Base that the member(s) is studying abroad for that term.
- C. Elections - Members approved to hold office must be enrolled for on-campus classes for the duration of the term of office. (Note: Elections must be held no later than March 15 of each year.)
- D. Facilities – For chapters with facilities, housing configurations that ensure that the facility is at capacity at all times.
- E. Recruitment considerations regarding chapter Total - Per National Panhellenic Conference policy, chapters are not permitted to fill vacancies in chapter Total if members are off campus for one term. Those members away from campus for one term must be included on the chapter roll that is given to the campus Panhellenic. The campus Panhellenic makes the decision regarding paying Panhellenic dues for that member. If members are studying off campus for a year, they are not counted in chapter Total and their place may be filled even if they are returning the next year. (Refer to the National Panhellenic Conference Manual of Information for more details on this topic.)

Chapters with many members studying abroad may also choose to implement regular communication with the members during their term abroad. For example, the corresponding secretary may send an electronic newsletter to the members abroad and/or coordinate other communication efforts to ensure that these members are informed about chapter activities while they are abroad.

Likewise, the chapter may consider special programs to welcome members back after a term abroad. Members will likely want to share their experiences and learn about chapter happenings that occurred during their time abroad. Be sure that members returning from a term abroad are updated on Gamma Phi Beta and chapter policies. If updates to chapter documents have been made during their time abroad they should be given up to date copies of all documents and any changes should be reviewed.

Theft

Procedure

- A. After it has been determined that items have been stolen in the chapter facility, follow this procedure:
 - 1. The president notifies the chapter advisor and the regional coordinator/sorority coordinator-new chapter. They will notify the regional director, sorority coordinator-collegiate resources, sorority director-collegiate resources and the Collegiate Vice President.
 - 2. The president and the chapter advisor should consult a competent attorney on what steps to take and how to protect the chapter. The legal aspects differ in various locations, so it is important that an attorney be consulted before any further steps are taken.
 - 3. After consulting an attorney, follow his or her advice explicitly.
 - 4. The president announces to the chapter that items have been stolen and that immediate steps are being taken to eliminate the problem. The president makes it clear that this situation will not be tolerated. The president states that an attorney has been consulted and that if the matter is turned over to the police, there will be no turning back.
 - 5. If so advised by the attorney, the president notifies the campus or local police.
 - 6. When the person(s) responsible for the thefts is determined, the president and the chapter advisor again consult the attorney for advice on what steps to take.
 - a. Notify the regional coordinator/sorority coordinator-new chapter.
 - b. The regional coordinator/sorority coordinator-new chapter will notify the regional director/sorority director-new chapters, sorority coordinator-collegiate resources, sorority director-collegiate resources and the Collegiate Vice President.
 - 7. If a member is responsible for the theft(s), whether prosecuted or not, the president asks her to resign her membership.
 - 8. If the member refuses to resign, executive council begins expulsion/termination procedures.
- B. Any member convicted of shoplifting or any other form of theft occurring outside the chapter housing facility shall promptly be disciplined pursuant to the procedure set forth in the Discipline section.
- C. Disciplinary proceedings may be commenced whether or not the accused member is prosecuted and whether or not she is convicted if the executive council, the chapter advisor, the financial advisor or the regional coordinator/sorority coordinator-new chapter determine that a member has engaged in shoplifting or any other form of theft occurring outside the chapter facility.
- D. For purposes of disciplinary action regarding any theft, any statements or conduct of the accused member implying an admission of guilt (including voluntarily making restitution to the injured party) shall be relevant to the consideration of the charges by the chapter or the International Council.

Vendors (also see Contracts)

There are many situations where chapters have been taken advantage of by unscrupulous vendors. Therefore, before ordering supplies, signing a contract or giving money to a salesperson for any product (for example, composites, printed paper supplies, house supplies and favors), take the following precautions:

1. Contact International Headquarters for a listing of licensed Gamma Phi Beta vendors or view the listing on the Gamma Phi Beta website. Be sure that any company selling items using Gamma Phi Beta Greek letters is licensed.
2. Ask the salesperson for business references or references from other interfraternal organizations. Deal only with reputable, well-known and licensed vendors.
3. Request to be billed by invoice so that the merchandise may be inspected before paying.
4. If they require payment, do not pay the entire bill. Only pay a down payment and pay the rest after the merchandise has arrived and it has been inspected.
5. Beware of a salesperson saying, "You ordered '___' last year." Check with an officer from the previous year to verify this. **Do not commit to multiple year contracts.**
6. Discuss all transactions with the financial advisor. She may know of past scams in the chapter or fraternity/sorority community.
7. Be sure all door-to-door sales representatives have permission to be soliciting on the campus.
8. Beware of a vendor offering a deal or sale that would have the chapter purchase "right now." Always check other prices before agreeing to a purchase.
9. The Panhellenic office and other interfraternal groups on campus may also have information.

Visits by International Representatives

International council, volunteer leaders, collegiate leadership consultants, special recruitment consultants and International Headquarters professional staff are some of the benefits of membership in an international organization. These individuals have considerable expertise about Gamma Phi Beta and a strong commitment to the Sorority. They are a valuable resource to the chapter, providing ideas, helping with problem solving, building confidence and offering assistance in dealing with chapter challenges. Every member should be open and honest with visiting representatives so that the chapter can gain the maximum benefit from their visits.

The regional coordinator/sorority coordinator-new chapter will visit a collegiate chapter at least once each year and the chapter can expect one or more visits from a collegiate leadership consultant, depending on scheduling. Other volunteer leaders and a special recruitment consultant may also visit the chapter. Prior to all visits the chapter will receive notice from the volunteer leader, collegiate leadership consultant or International Headquarters.

It is the administrative vice president's responsibility to coordinate all arrangements for visits by volunteer leaders and to inform the chapter about such visits.

Transportation

- A. The chapter provides and pays for transportation from the airport or bus or train station to the campus.
- B. Sometimes it will be necessary to provide transportation to or from another chapter, particularly for a collegiate leadership consultant.
- C. It is courteous to provide transportation to campus or other meetings scheduled during the visit, if a long walk is involved.

Lodging

- A. The chapter provides and pays for lodging (if chapter has a facility, the visiting officer will stay there).
- B. Administrative vice president is responsible for preparing the visiting officer's room (if at all possible, the visitor should have a private room), including:
 - 1. Bed with clean sheets, blanket and pillow
 - 2. Towels and soap
 - 3. Closet with hangers and drawer space
 - 4. Alarm clock
 - 5. Drinking glass
 - 6. Chapter composite
 - 7. Map of campus and vicinity, including:
 - a. Bank
 - b. Copy center
 - c. Convenience store
 - d. Post office
 - e. Dry cleaner/laundry

8. Refreshments (optional)
9. Internet connection and access to a printer

- A. House tour (if applicable)
 1. Introductions to staff and house director
 2. Explanation of meal service
 3. Explanation of phone system
 4. Copy of house rules

Meals

- A. The chapter provides and pays for all meals during the visit.
- B. Administrative vice president is responsible for arranging escorts (and transportation, if necessary) to meals, whether in the chapter facility or elsewhere.

Meetings

- A. Administrative vice president arranges meeting schedule (visiting volunteer leaders will indicate who and for how long).
 - a. Officers
 - b. House director
 - c. Chapter advisor
 - d. Alumnae advisory committee
 - e. Campus Panhellenic advisor
 - f. Executive council (for all volunteer leader visits)
 - g. Chapter
- B. If possible, mail or email the schedule to the visiting officer several days before her arrival and post a copy on the chapter bulletin board.
- C. Retreats – A collegiate leadership consultant will be happy to assist by presenting workshops or facilitating activities.

Working Notebook

Gamma Phi Beta requires each officer to have and use a working notebook. Working notebooks are acceptable in hard copy or electronic copy format.

Sections

- A. Officer's Responsibilities as outlined in the Collegiate Operations Manual.
- B. Other sections from the Collegiate Operations Manual (as listed on each officer's page in the Officer Responsibility section).
- C. Reports
 - 1. Copies of completed reports submitted in Beta Base
 - 2. Goals of office
 - 3. Monthly reports
 - 4. Final report
 - 5. (For executive council officers) Goals, monthly reports and final reports of department officers
 - 6. Other reports to international volunteer leaders, as necessary or required
 - 7. Summary of officers' retreat
 - 8. Summary of chapter retreat
 - 9. Officer suggestions provided by the chapter's regional coordinator/sorority coordinator-new chapter, regional director or collegiate leadership consultant
- D. Chapter bylaws, standing rules, house rules and merit point system
- E. Chapter goals and Order of the Crescent
- F. Calendars
 - 1. Monthly chapter calendars
 - 2. Beta Base Calendar of Action Items and Due Dates
- G. Budgets
 - 1. Chapter
 - 2. Department
 - 3. Officer
- H. Address/contact information lists
 - 1. Chapter members and new members
 - 2. Chapter advisors
 - 3. Campus officials
 - 4. Regional coordinator/sorority coordinator-new chapter and regional director
- I. Regional information
 - 1. List of regional officers

2. Regional map
 3. List of chapters in the region
 4. Correspondence to/from the regional coordinator/sorority coordinator-new chapter and other international volunteer leaders
- J. Pertinent information from the college or university
- K. Newsletters (e.g., Collegiate Digests from international Gamma Phi Beta)
- L. Information from the officers' packets downloaded from the Gamma Phi Beta website
- M. Other information pertinent to the specific office



MEMBER DISCIPLINE

New Member Discipline

Concerns related to a new member's membership in Gamma Phi Beta are to be promptly handled by the new member educator and the chapter president. It is the president's responsibility to report these matters immediately to the chapter advisor and regional coordinator/sorority coordinator-new chapter, per the procedures outlined below.

Dismissing a New Member

- A. If the new member educator feels that consideration should be given to dismissing a new member, she discusses the situation with the president, education vice president, new member advisor (if there is one) and chapter advisor.
- B. The new member must be given, in writing, a warning by the new member educator and/or president and an advisor that her membership may be revoked and the reason for considering such action. The new member is given a specified period of time (probation period) to improve (two weeks to one month depending on the circumstances).
- C. If action is still deemed necessary, after the probation period, the new member educator or president contacts the regional coordinator/sorority coordinator-new chapter.
- D. In cases of extreme policy violations, new memberships may be revoked without a probation period, after consultation with the regional coordinator/sorority coordinator-new chapter and chapter advisor. (See E below.)
- E. If the regional coordinator/sorority coordinator-new chapter agrees that consideration should be given to revoking the membership, a hearing on the matter shall be held before the executive council. An executive council hearing notice may be delivered by tracked mail delivery, email or in person as stipulated below.
 1. At least four days notice in writing of the time and place of the hearing shall be given to the new member in question.
 - a. If the notice is emailed to the email address on record, the email must include a request for an email receipt acknowledgement. The accused member must acknowledge receipt four or more days prior to the hearing date. The email notice is deemed not delivered if the accused member does not return an emailed receipt acknowledgement. The mailed or hand-delivered notice must then be executed.
 - b. If the notice is hand delivered, a signed acknowledgement of the notice must be obtained four or more days prior to the hearing date. If the accused new member refuses to sign the acknowledgement of receipt of notice, a witness and the chapter president should sign the acknowledgement of receipt of notice and note the refusal.
 - c. If the notice is mailed, it should be mailed via tracked mail delivery with return receipt requested (e.g., mailed with a tracking number and delivery confirmation through services such as USPS, UPS, FedEx, etc.) more than four-days before the hearing date to allow for delivery time.

- d. If all three delivery methods are refused, the attempts should be documented and the hearing may proceed following written approval from the regional coordinator/sorority coordinator-new chapter.
 2. In addition to the executive officers and the chapter advisor, the new member educator shall be present at the hearing and shall have an equal vote with the executive officers in the revoking of membership. Executive officers who are relatives of the accused member shall recuse themselves from the hearing.
 3. The new member is offered the opportunity to present a defense and to challenge the information presented against her.
 4. All proceedings at the hearing shall be confidential and no information presented at the hearing shall be discussed with any persons other than advisors and international Sorority representatives, and, only if circumstances warrant, with other new members of the chapter.
- F. At the end of the hearing, the executive council officers and new member educator shall vote on whether to revoke the membership. A two-thirds vote of those present is required to revoke the membership. All proceedings shall be confidential. One copy of the written report of the hearing, prepared by the recording secretary, shall be retained in confidential chapter files.
- G. If the membership is revoked:
1. The new member is notified in person (the preferred method) by the new member educator and president of the outcome.
 2. The chapter and other new members are informed at a chapter business meeting (the preferred method) that the new member is no longer a new member of the chapter.
 3. The president uses Beta Base to denote the new member is no longer a member (Members>Actions>Manage Current Members and select the New Member Discipline button and upload the report of the hearing).
 4. Upon review of the uploaded items at International Headquarters, the above Beta Base action triggers the new member to be removed from the chapter's membership roster in Beta Base.

Member Discipline

All major disciplinary matters are handled by the executive council. It is the president's responsibility to immediately report these matters to the chapter advisor and the regional coordinator/sorority coordinator-new chapter. The Discipline Packet (all the necessary forms to use in a discipline case) is located on the Gamma Phi Beta website in the Chapter President resource section.

The standards committee handles minor disciplinary matters. Please refer to the Standards page in the Procedures section of the Collegiate Operations Manual.

Cause for Disciplinary Action

- A. Member fails or refuses to perform or accept her responsibilities and obligations of membership, including attendance and failure or refusal to make prompt payment on all financial obligations to the Sorority, her chapter or affiliated house corporation, or Facilities Management Company, as applicable; or
- B. Member violates any official rule or policy duly adopted by the Sorority or her chapter; or
- C. Member is disloyal to the Sorority or her chapter; or
- D. Member fails to cooperate in the best interest of the Sorority or her chapter; or
- E. Member engages in conduct detrimental to the reputation or well-being of the Sorority, her chapter or other members.

Who May Initiate the Discipline Procedure

The executive council of the chapter, the chapter advisor, the financial advisor, the regional coordinator/sorority coordinator-new chapter, the regional director and members of International Council all have the authority to initiate disciplinary action against a collegiate member.

Contact with Parents

The chapter should not volunteer any information to the parents related to an accused member's discipline hearing. However, if the parent asks for information, the chapter should have the member sign a consent waiver (GammaPhiBeta.org), and then share the requested information with the parent after authorization by the member. Parental communication by the chapter will only occur after consultation with the chapter advisor. It is recommended that only the chapter advisor or chapter president, or in extreme circumstances the regional coordinator/sorority coordinator-new chapter, communicate with the parent.

Types of Member Disciplinary Action

- A. **Local Chapter - Probation**

1. Definition
 - Used as a disciplinary measure in any situation, which in the judgment of the executive council, the chapter advisor and the regional coordinator/sorority coordinator-new chapter can be handled adequately without action by International Council.
 - The terms shall be set in each instance by the executive council subject to approval by the chapter advisor and the regional coordinator/sorority coordinator-new chapter.
 - The member shall retain the badge and membership certificate during the probationary period unless local probation is given as a result of pending international disciplinary action.
2. Procedure: The procedure for placing a member on local probation shall be as set forth in the “Executive Council Hearing Process” and the “After the Hearing – If Local Chapter Probation is Determined” sections below.

B. International Gamma Phi Beta – Membership Suspension

1. Definition
 - Suspension denies all of the rights and privileges of membership for a specified period of time. Accordingly, it shall be imposed only in the event of serious misconduct by a member.
 - Only the executive council has the authority to recommend membership suspension to International Council.
 - International Council has the sole right to impose and set the duration of a suspension.
 - During the suspension period the badge and membership certificate shall be held at the International Headquarters of the Sorority.
2. Procedure
 - The procedure for suspending a member shall be as set forth below in the “Executive Council Hearing Process,” “After the Hearing – If International Disciplinary Action is Recommended” and “International Discipline Procedures” sections, and in the Rules and Procedures of the Sorority.
 - A member may choose to voluntarily resign her membership at any time during the chapter or international disciplinary process. The president would then process the Resignation Form according to the resignation procedures.
 - Use the Discipline Packet available in the Chapter President resource section of the Gamma Phi Beta website. Print this packet out at the beginning of this process to ensure all the required documents are completed throughout the process.
 - Upon notification of a member’s suspension by an official letter from International Headquarters, the chapter president shall make a notation in pencil by the disciplined member’s name in the Initiates Signature Book and on the signed Loyalty Pledge to the effect that the member has been suspended. The expiration date of the suspension shall also be recorded.
 - It is the responsibility of the suspended member to request reinstatement at the end of the suspension period. If reinstatement is not requested or the member expresses her desire to not be reinstated within six months after the end of the suspension period, the membership expulsion process will begin at International Headquarters. Reinstatement requests should be made in writing to International Headquarters.

C. International Gamma Phi Beta – Membership Expulsion

1. Definition

- Membership expulsion rescinds the membership and terminates all the member's rights and privileges. Accordingly, a member should be expelled only for extremely serious misconduct.
- Only the executive council has the authority to recommend membership expulsion to International Council.
- International Council has the sole right to expel a member.
- Upon membership expulsion, the chapter president shall send the member's badge and membership certificate to International Headquarters.

2. Procedure

- The procedure for membership expulsion shall be as set forth below in the "Executive Council Hearing Process," "After the Hearing – If International Disciplinary Action is Recommended" and "International Discipline Procedures" sections below, and in the Rules and Procedures of the Sorority.
- Use the Discipline Packet available in the Chapter President resource section of the Gamma Phi Beta website. Print this packet out at the beginning of this process to ensure all the required documents are completed throughout the process.
- A member may choose to voluntarily resign her membership at any time during the chapter or international disciplinary process. If so, then the president proceeds with processing the Resignation Form according to the resignation procedures.
- Upon notification of a membership expulsion by an official letter from International Headquarters, the chapter president shall draw a line in ink through the member's name in the Initiates Signature Book and on the signed Loyalty Pledge, writing the words "Membership Expelled" adjacent thereto and entering the date of expulsion from the Sorority.
- The chapter advisor shall review the chapter records to verify the accuracy of the entries in the Initiates Signature Book and on the signed Loyalty Pledge.

Executive Council Hearing Process

A. Prior to an executive council hearing:

1. A witness(es) notifies the president, chapter advisor or regional coordinator/sorority coordinator-new chapter of an incident – an event that is cause for disciplinary action (see above).
2. An Incident Report Form will be completed by the witness (accuser) or the executive council.
3. The president, chapter advisor and regional coordinator/sorority coordinator-new chapter review the Incident Report and gather additional information, if necessary.
4. If the regional coordinator/sorority coordinator-new chapter, chapter advisor, financial advisor or executive council (by two-thirds vote) determine that a hearing is warranted, then one is scheduled. Print out the complete Discipline Packet at this point.
5. President notifies the executive council, chapter advisor, financial advisor and regional coordinator/sorority coordinator-new chapter of the time and place of the hearing.
6. Four days written notice (Notice of Executive Council Hearing) of the time and place of the hearing and of the actions alleged to be in violation of a specified Sorority policy must be given to the accused member by the president. In addition, the accused member is given a blank Resignation

Form to provide her the opportunity to voluntarily resign her membership before further disciplinary action ensues. An executive council hearing notice may be delivered by tracked mail delivery, email or in person as stipulated below.

- a. An emailed notice to the email address on record must include a request for an email receipt acknowledgement. The accused member must acknowledge receipt four or more days prior to the hearing date. The email notice is deemed not delivered if the accused member does not return an emailed receipt acknowledgement. The mailed or hand-delivered notice must then be executed.
- b. A mailed notice to the address on record must be mailed via tracked mail delivery (e.g., mailed with a tracking number and delivery confirmation through services such as USPS, UPS, FedEx, etc.) and in time for the accused member to receive it at least four-days prior to the hearing. In the event that the accused member refuses delivery of a mailed notice or in the event that a mailed notice cannot be delivered because of a change of address of which the accused member has not given written notice to the chapter's recording secretary and/or president, the mailed notice is deemed delivered.
- c. A hand-delivered notice by the president and a witness to the accused member must include a signed acknowledgement of receipt by the president and witness (see Acknowledgement of Notice of Hearing). If the accused member refuses to sign the acknowledgment of the hearing, the president and witness should sign the acknowledgement of receipt of notice and note the refusal.
- d. Phone calls and/or other electronic notification outside of email are not permitted.
- e. If all three delivery methods are refused, the attempts should be documented and the hearing may proceed following written approval from the regional coordinator/sorority coordinator-new chapter.
- f. Executive council hearings may not be held for an accused member who is an alumna at the time of the hearing (e.g., accused member has graduated or left school). In the event the alleged actions of the accused member are egregious, the chapter should request an alumna disciplinary hearing for the alumna. Such requests should be directed to International Headquarters.
7. The accused member may prepare a written defense explaining her actions.
8. The accused member may request a witness, one who witnessed the event (not a character witness, parents, guardians, family or friends) to appear on her behalf. (With good cause, the accused may have additional witnesses.) The witness need not be a member of Gamma Phi Beta.
9. The accused member's or the chapter's legal counsel is not permitted to participate in the hearing.

B. Hearing Agenda

1. All members of the executive council and the chapter advisor are expected to attend the hearing; the recording secretary will take minutes but has no vote. As a general rule, regional coordinators, regional directors or sorority directors or coordinators should not attend the hearing; in the event their attendance is warranted, permission must be granted by the regional director and/or Collegiate Vice President. International Council members and members of the international discipline committee may not attend executive council hearings.
2. In the event a member of the executive council is the accused, she must recuse herself from voting on the matter. In addition, if a member of executive council is a relative of the accused, the executive council member must recuse herself from the hearing.
3. Before the hearing, the executive council meets to prepare for the hearing. The president:
 - a. Reviews the importance of confidentiality regarding the hearing.

- b. Reviews the hearing procedures and states the situation and alleged facts.
 - c. Reviews the Incident Report Form and the account from the witness.
 - d. Prepares an outline of the topics to address and specific questions to ask.
 - e. Assigns questions to specific executive council officers and all prepare for possible follow-up questions.
4. The accused member enters the room and is seated. (A witness(s) for the accused, if applicable, also enters the room at this time.)
5. If the accused member fails to appear, the executive council may proceed with the hearing in her absence.
6. The chapter president gives the following instructions to all present:
 - a. The hearing shall be conducted with the utmost confidentiality, and information presented at the hearing is not to be discussed with any persons other than advisors or international Sorority representatives.
 - b. The executive council shall conduct the hearing with the utmost fairness and consistency to all parties.
 - c. As of the date of the hearing, no additional charges will be added to the accused member's financial obligations.
 - d. The hearing will be audio-recorded.
 - e. The accused member may decide to voluntarily resign her membership at any time during the disciplinary process.
7. The president explains the hearing procedure and the possible outcomes of the hearing.
8. The president reviews the Gamma Phi Beta policy(s) that the member is accused of violating and reads a summary of the alleged facts.
 - a. The name of the accuser(s) is made known to the accused member.
 - b. The accuser may present a written statement, if desired.
 - c. The accuser may be, but is not required to be, present at the hearing.
9. The accused member is allowed an opportunity for explanation and/or rebuttal.
10. If a witness is present, she speaks on behalf of the accused.
11. A question-and-answer session of the accused member (and the witness, if one is present) follows until all parties are satisfied that all relevant information has been conveyed.
12. The president explains possible outcomes of the hearing. If international disciplinary action is a possibility, it is important to remind the accused member that the executive council only makes a recommendation to International Council. International Council will make a final decision.
13. The accused member is informed that she will meet with the chapter president and/or chapter advisor within 48 hours to receive notification of the hearing outcome. (See "After the Hearing" sections below for more details about this meeting.)
14. The accused member is asked if she has any further questions.
15. The accused member and witness are dismissed, and the recording is stopped.
16. The executive council reviews the hearing until a decision or recommendation is made.
 - a. The executive council, with the approval of the chapter advisor and the regional coordinator/sorority coordinator-new chapter, shall decide by a majority vote whether or not the accused member will be placed on local probation.
 - b. The executive council, with the approval of the chapter advisor and the regional coordinator/sorority coordinator-new chapter, shall decide by a two-thirds vote whether or not to recommend international disciplinary action (membership suspension or expulsion) against the accused member. In the event such a recommendation is made, the accused member should

be placed on local probation during the interim period between the date of the executive council hearing and International Council's decision on the matter.

C. Immediately Following the Hearing

1. Within 48 hours, the recording secretary types the minutes of the hearing, completes the Hearing Minutes Form and gives both to the chapter president. The Hearing Minutes Form shall include:
 - The name and office of those members attending the hearing
 - A description of the accused member's alleged misconduct
 - The defense of the accused member (this must include the member's answers to the questions asked by the executive council, as well as any general statements made by the member in her defense)
 - A summary of other witness testimony
 - The recommendation of the executive council
 - A written statement describing the terms and length of local probation if that is the recommendation of the executive council; or a written statement describing the terms of what is expected of the accused member pending international disciplinary action.
2. The chapter president, chapter advisor, financial advisor and regional coordinator/sorority coordinator-new chapter sign the Hearing Minutes Form.
3. The recording secretary must ensure that the recording is securely stored in the chapter files, and available to be securely mailed to the regional coordinator/sorority coordinator-new chapter if a recommendation for international disciplinary action is made. The recording secretary is responsible for removing the recording from any unsecure location (e.g., transfer to flash drive or CD and delete from the computer).

After the Hearing – If Local Chapter Probation is Determined

- A. The chapter president and chapter advisor review the terms of the local probation with the regional coordinator/sorority coordinator-new chapter.
- B. The chapter president and/or chapter advisor meet with the accused member to inform her as to the executive council's decision, and review the terms of the local probation.
- C. The accused member is asked to sign the Disciplinary Action Letter agreeing to the terms of local probation.
 1. If the accused member refuses to sign the terms of local probation, a witness and the chapter president should sign the form and note the refusal.
 2. If the accused member refuses to sign the acknowledgement of disciplinary action, further disciplinary action may be taken by the executive council.
- D. The chapter president and/or chapter advisor meets periodically with the accused member to review her progress toward fulfilling the terms of probation.
- E. At the conclusion of the local probationary period, the executive council reviews the case.
 1. If the terms of the probation were met, then the probation is lifted.

2. If the terms of the probation were not met, the executive council decides whether to extend the local probation or proceed with recommending international disciplinary action.
- F. The accused member is notified in writing of the results of the executive council review.
- G. Local probation documents are stored in secure and confidential chapter files. If the local probation is not attached to pending international disciplinary action, then the local probation documents do not need to be sent to International Headquarters.

After the Hearing – If International Disciplinary Action is Recommended

This part of the process is to be completed within one-week following the executive council hearing.

- A. The chapter president and chapter advisor review with the regional coordinator/sorority coordinator-new chapter the terms of local probation that will be enforced during the pending international disciplinary process.
- B. Within 72 hours, the chapter president and chapter advisor meet with the accused member to:
1. Deliver the following documents
 - Disciplinary Action Letter, which notifies her of the outcome of the hearing
 - Copy of the Hearing Minutes Form
 - Resignation Form (blank form in the event it is needed)
 2. Have the acknowledgement of receipt signed by the accused member, president and chapter advisor/witness, stating that she has received the documents. If the accused member refuses to sign the acknowledgement of receipt, then the refusal is noted by the president and chapter advisor/witness on the acknowledgement of receipt.
 3. Inform her of the disciplinary action recommendation and the terms of what is expected of her pending International Council action.
 - The accused member is asked to sign the Disciplinary Action Letter agreeing to the terms of the local probation pending International Council action.
 - If the accused member refuses to sign the terms of local probation, a witness and the chapter president should sign the form and note the refusal.
 4. Collect her badge and membership certificate.
 5. If she lives in the Sorority facility, notify the affiliated house corporation or local facilities advisory committee. Requests to vacate the premises should be addressed by the affiliated house corporation or local facilities advisory committee and must be made in compliance with applicable local landlord/tenant laws and the housing contract.
 6. Inform the accused member that she may voluntarily resign her membership at any time during the pending international discipline process. At no time should the accused member be pressured to sign the resignation form.
 7. Inform her of the process:
 - Her case will be sent to the regional coordinator/sorority coordinator-new chapter and then to International Headquarters.
 - She will have the opportunity to request a hearing with representatives of International Council, to present her comments and/or concerns prior to International Council action. (Refer to the “International Discipline Procedures” section below.)

- C. In very rare cases when the president and chapter advisor are not able to meet with the accused member in person, the Disciplinary Action Letter, a copy of the Hearing Minutes Form and a blank Resignation Form are mailed. They must be mailed via tracked mail delivery with return receipt requested (e.g., mailed with a tracking number and delivery confirmation through services such as USPS, UPS, FedEx, etc.).
1. In the event that the accused member refuses delivery of a mailed notice or in the event that a mailed notice cannot be delivered because of a change of address of which the accused member has not given written notice to the chapter's recording secretary and/or president, the mailed notice is deemed delivered.
 2. Email, phone calls and/or other electronic notification is not permitted.
- D. The chapter president completes the Disciplinary Action Request Form (found in the Chapter President resources section of the Gamma Phi Beta website) and has it signed by the chapter advisor and financial advisor.
- E. The chapter president compiles a case file using the Discipline Packet located in the Chapter President resources section of the Gamma Phi Beta website. **All documents in the Discipline Packet (case file) should reference the same date and time of the accused member's hearing.**
1. The Disciplinary Action Request Form
 2. The Incident Report Form
 3. The Notice of Executive Council Hearing Letter (with acknowledgement of receipt)
 4. Any written defense by the accused member, if applicable
 5. The Hearing Minutes Form and the recording of the hearing
 6. The Disciplinary Action Letter signed by the accused member (with acknowledgement of receipt or the form noting the accused member's refusal to sign)
 7. All previous documentation from any other standards or executive council hearings involving the accused member
 8. Any other supporting documents to support the decision of the executive council in making their case (e.g. attendance records, academic grade information, financial records, pictures and electronic communications)
- F. The president makes a second copy of the above documents and retains one copy in the confidential chapter files.
- G. Within one week of the hearing, the president sends the complete Discipline Packet to the regional coordinator/sorority coordinator-new chapter for her review and signature.
- H. Within one week of receipt, the regional coordinator/sorority coordinator-new chapter reviews all the documentation.
1. If the regional coordinator/sorority coordinator-new chapter agrees with the recommendation and the Discipline Packet is in order, she signs the Disciplinary Action Request Form and returns the entire Discipline Packet to the chapter president.
 2. If the regional coordinator/sorority coordinator-new chapter does not agree with the recommendation, she includes her own recommendation with the documentation before returning the entire Discipline Packet to the chapter president.

3. If the Discipline Packet is not complete, the regional coordinator/sorority coordinator-new chapter works with the president and chapter advisor to complete the documents for this discipline case. The Discipline Packet must be complete with all required signatures and required documents before the Discipline Packet is uploaded in Beta Base and International Headquarters can process the request for international disciplinary action.
- I. Immediately upon receipt of the signed Discipline Packet from the regional coordinator/sorority coordinator-new chapter, the chapter president uploads the entire Discipline Packet in Beta Base (Members>Actions>Manage Current Members). The original Discipline Packet is to be kept in the chapter's local files; do not send it to International Headquarters after uploading it in Beta Base.
- J. Complete Discipline Packets not received at International Headquarters via Beta Base within two months of the accused member's executive council hearing date are not valid and will be denied (closed to International Council consideration). If this occurs, the chapter discipline process will need to begin anew in order for the accused member's discipline case to be considered by International Council.
- K. Incomplete Discipline Packets received at International Headquarters via Beta Base will be denied so the chapter president can work with the chapter advisor and regional coordinator/sorority coordinator-new chapter for completion.
- L. If an incomplete Discipline Packet is denied via Beta Base and the complete Discipline Packet is not resubmitted via Beta Base within three months of the accused member's executive council hearing date, then the disciplinary action request is denied and is considered closed to International Council consideration. If this occurs, the chapter discipline process will need to begin anew in order for the accused member's discipline case to be considered by International Council.

International Gamma Phi Beta Procedures for Handling Disciplinary Action Requests

- A. When International Headquarters receives the complete Discipline Packet via Beta Base, a letter is mailed via tracked mail delivery with return receipt requested (e.g., mailed with a tracking number and delivery confirmation through services such as USPS, UPS, FedEx, etc.) to the accused member identifying the executive council's recommendation.
- B. The accused member is informed that she may voluntarily resign her membership at any time during the pending international discipline process.
- C. The accused member is given the opportunity to request, in writing, an international hearing with the international discipline committee, to present her comments or concerns prior to International Council action.
- D. The accused member may respond to the disciplinary recommendation in writing in lieu of an international hearing.
- E. The accused member must respond or request an international hearing within 10 calendar days of receipt of the letter from International Headquarters.

- F. If an international hearing is requested, one may be held before the international discipline committee within two months after written receipt of the request for a hearing or within such further time as the accused member and the international discipline committee may mutually determine. The accused member must pay her own expenses, including travel. The chapter shall have the right to present (in writing) one or more statements at the hearing to support its recommendation. The international hearing and disposition will comply with the Rules and Procedures of the Sorority.
- G. If an international hearing is not requested, International Council will make a decision based on the information provided by the chapter and the accused member's written response, if applicable, in accordance with the discipline procedures and the Rules and Procedures.
- H. All recommendations for international disciplinary action are reviewed by the international discipline committee before going to International Council for a final decision. The international discipline committee has two weeks to review a case and make its recommendation based on the merits of the case.
- I. The accused member is notified of International Council's decision in writing.

Incident Report

The Incident Report Form is an official document describing in detail the facts of an incident so that the appropriate officers may work with the member to determine levels of responsibility. Members often perceive being “written up” as a punishment – it is not. It is simply an act of documentation. All members are given ample opportunity to present their perspectives to the appropriate officers. The Incident Report Form may or may not lead to official disciplinary action, and, if such action occurs, sanctions may or may not be imposed. It is important for the member to understand that the incident report is a starting point for communication with the chapter, advisors, international officers and International Council about a situation – not an ending point or punitive action against a member. As much as possible, Gamma Phi Beta seeks to issue developmental sanctions that are educational and promote personal and community growth as opposed to purely punitive sanctions.

All members have access to the Incident Report Form via the Chapter President resources section of the Gamma Phi Beta website.

All disciplinary action information and documentation is considered confidential and must be retained by the chapter president in the chapter’s confidential files. **UNDER NO CIRCUMSTANCES SHOULD ANYONE EVER SPEAK WITH THE MEDIA ABOUT A MEMBER DISCIPLINE CASE!**

How To Write An Incident Report

1. All incident reports are to be typed and submitted to the chapter president and/or the chapter advisor.
2. Complete the report thoroughly and accurately, including all complete pertinent information about the incident and persons involved (time, place, date, names, address, phone and email). Specify the type of involvement of each person listed in the “persons involved” section.
3. Be concise and to the point, while still being thorough and complete.
4. Do not write from emotions. Leave editorial opinions out (though unofficial information can be shared orally with the chapter advisor, chapter president and/or regional coordinator/sorority coordinator-new chapter, remember that anything written, including email, can be considered an official document).
5. Do not speculate. Report facts, not conjecture.
6. Complete the report immediately after the incident as details fade fast.
7. Remember all reports are official legal documents and could be used in disciplinary or legal proceedings.
8. If the report is incomplete, the writer will be contacted by the chapter president or chapter advisor and asked to resubmit the report.

Reinstatement of Membership

Reinstatement of a Gamma Phi Beta membership is provided for by a four-fifths vote of International Council, provided certain requirements have been fulfilled.

Eligibility for Reinstatement

Reinstatement is available only to:

- A. Suspended members, at the end of the international suspension period.
- B. Resigned members, after two years from the date of resignation, with an endorsement for reinstatement.
- C. Former members who were expelled for financial reasons, after two years from date of expulsion, if debt has been paid.
- D. Under special circumstances, before two years have elapsed.

Requirements for Reinstatement

- A. At least two years have elapsed since the effective date of membership expulsion for financial reasons or resignation, or International Council has voted on the special circumstances.
- B. All financial obligations (including chapter, affiliated house corporation or Facilities Management Company, as applicable and/or international financial obligations) in arrears at the time of membership expulsion have been satisfied.
- C. The reinstatement fee is paid.
- E. A badge is purchased.

Procedure for a Suspended Member

- A. It is the responsibility of the suspended member to request reinstatement at the end of the suspension period.
- B. If reinstatement is not requested within six months after the end of the suspension period, the process for membership expulsion will begin.
- C. A written request for reinstatement from the former member is addressed to the International Council and sent to International Headquarters.

Procedure for Other Former Members

- A. Former member contacts International Headquarters to begin the reinstatement process.
- B. International Headquarters notifies the former member about procedure for reinstatement.
 - 1. Financial obligations in arrears at the time of expulsion (if applicable) must be paid in full before reinstatement procedures begin.
 - 2. International Headquarters receives confirmation from chapter that the debt has been paid.
- C. Former member submits a written request to International Council, via International Headquarters, stating her desire for reinstatement.
- D. An endorsement for a reinstatement comes from a combination of information that is all taken into account by the international discipline committee.
 - 1. An endorsement can be noted on the original Resignation Form.
 - 2. An endorsement may be provided through the current pending reinstatement process, as International Headquarters sends a copy of the reinstatement request to the members who were serving as officers and signed the discipline documents at the time of the resignation.
 - 3. If all options to secure an endorsement are exhausted, the international discipline committee decides on the recommendation to make to International Council.
- E. The request for reinstatement is sent to International Council for their decision and vote.
- F. International Headquarters will send notification of International Council's decision to the former member and to her collegiate chapter.
 - 1. If the vote for reinstatement is affirmative, International Headquarters sends the former member information about the reinstatement fee and ordering a badge.
 - 2. If the vote for reinstatement is negative, International Headquarters advises the former member of the decision.
- G. The former member must send International Headquarters a check for the reinstatement fee and badge before the reinstatement is final.
- H. An undergraduate whose membership is reinstated may affiliate, but is not obligated to affiliate, with her chapter of initiation or another collegiate chapter according to the regular affiliation procedure.

Resignation

Decision to Resign

A member's decision to voluntarily resign her Gamma Phi Beta membership is a serious one. It should be considered only after thoughtful contemplation and discussion with the president and chapter advisor. The Resignation Form found in the Chapter President resources section of the Gamma Phi Beta website is to be used.

Procedure

- A. A conference of the chapter advisor, president and member should be arranged **immediately** when:
 - 1. A member indicates a desire to resign her membership.
 - 2. The president or chapter advisor learns of a member's wish to resign her membership.
 - 3. A member indicates a lack of interest by failure to attend chapter meetings and activities and/or to meet her financial obligations.
- B. Financial status
 - 1. The president should contact the chapter financial vice president, financial advisor, and affiliated house corporation or Facilities Management Company, as applicable, **prior** to the conference to determine the member's financial status.
 - 2. Only unpaid financial items (unpaid by the due date) shall be noted as outstanding on the Resignation Form.
 - a. Financial obligations include international dues and fees, chapter dues and fees, chapter facility/housing fees, new member dues and fees and non-cancellable merchandise orders (e.g., t-shirts, photos)
 - b. Financial obligations for any school term are due and payable on the first day members return to campus, the first day of class, the day a new member joins or the day non-cancellable merchandise is ordered, whichever date is earliest. If a member resigns prior to the due date, she will not owe the financial obligation.
 - c. Installment payment plans do not affect the total financial obligation or due date. Payment plans simply acknowledge a member's opportunity to pay the current term's obligation in installments.
 - 3. Additional costs, dues or fees may not be added to a member's account after she has signed the resignation form.
 - 4. Outstanding fines imposed by the chapter may not be included as financial delinquencies.
 - 5. If a member resigns after paying her financial obligations, she should be reimbursed the non-cancellable or non-refundable financial obligations in an amount prorated to the number of days remaining in the term as measured from the day she announces her intent to resign.
 - 6. International dues and fees are not refundable in any amount once remitted to International Headquarters.
- C. Conference
 - 1. Encourage the member to discuss her reasons for wishing to resign and/or her lack of interest.
 - 2. Inform the member of alternate courses of action depending on the circumstances (excused status, local chapter probation and membership suspension or expulsion).

3. If during the conference the chapter advisor and president determine there is good cause for the resignation and/or that it is in the best interest of the Sorority, the member is asked to sign two copies of the Resignation Form. The member is given one copy.
 4. During the conference, the member is informed of her current financial status.
 - If there are any financial delinquencies (chapter, affiliated house corporation or Facilities Management Company (FMC), as applicable and international fees/dues past due), the Resignation Form, including page two, must be completed and signed by the member, president and chapter advisor and submitted promptly to International Headquarters by uploading via Beta Base (Members>Actions>Manage Current Members).
 - A resignation with financial delinquencies will not be accepted as a resignation, so when such a resignation form is submitted, the membership expulsion procedures will begin. No hearing at the local chapter level is required in this situation.
 - Inform the member whether the chapter has or intends to initiate collections proceedings. Collections proceedings are a separate process from the resignation/membership expulsion process and are solely the responsibility of the local chapter. (The collections procedures are found in the Finances pages in the Chapter Procedures section of the Collegiate Operations Manual.)
 5. If during the conference the chapter advisor and president determine that there is no good cause for the resignation, they will discuss with the member and come to a mutual resolution to the situation.
 6. The member gives her badge and membership certificate to the president to be returned to International Headquarters.
 - a. A refund will not be given for returned badges.
 - b. Chapter guards or other Sorority jewelry may be given or sold to chapter members.
- D. Acceptance process
1. The president, financial vice president, chapter advisor and financial advisor recommend that the resignation be accepted by signing the Resignation Form, within a week after the member has signed it. If there is not an advisor, then the regional coordinator/sorority coordinator-new chapter must sign that she recommends the resignation be accepted.
 2. The chapter president uploads the completed Resignation Form via Beta Base (Members>Actions>Manage Current Members) and sends the badge and membership certificate to International Headquarters. The original Resignation Form is to be kept in the chapter's local files; do not send it to International Headquarters after uploading it via Beta Base.
 3. If the facts and circumstances of the situation do not warrant acceptance of the resignation, International Headquarters shall notify the member, the president and the chapter advisor. If appropriate, disciplinary proceedings may be initiated pursuant to the procedures set forth in the Discipline section of the Collegiate Operations Manual.
 4. Once accepted, a resignation shall become effective upon receipt via Beta Base of a dated resignation form bearing the resigning member's signature and all other required signatures.
- E. Notification
1. The resigned member and the chapter president will receive an email notification of the approved resignation. The member will automatically be removed from the chapter membership roster in Beta Base.

2. Upon receipt of and approved resignation notification, the president will draw a line in ink through the member's name in the Initiation book and on the signed Loyalty Pledge, writing the word "Resigned" and giving the date.
3. The chapter advisor shall check the chapter's records to verify the accuracy of the entries.

Alumna Member Discipline

Discipline for an alumna member should not be taken lightly. But if conditions require further action these guidelines provide the appropriate steps to address the discipline issue.

- A. The member discipline procedure as outlined in the Collegiate Operations Manual may be used for both collegiate and alumnae members.
- B. Recommendation for alumnae discipline may come from a collegiate chapter, alumnae chapter an international volunteer leader or a member of International Council.
- C. If the recommendation for disciplinary action comes from an alumnae chapter, international volunteer or member of International Council it is sent directly to International Headquarters. An executive council hearing is not held. If a hearing is requested by the member, it will occur at the international level.
- D. Prior to submitting a documentation requesting disciplinary action against an alumna member, the process must start with a conversation/discussion of the issue with the alumna member.

Process for Collegiate Chapter

A collegiate chapter deals with an alumna member who violates Gamma Phi Beta policies and procedures (including direct disregard of policies or disrespect of members) as follows:

- A. An incident report is completed by a collegiate chapter member or advisor.
- B. The report is sent to the regional director and regional coordinator-alumnae.
- C. The regional director and regional coordinator-alumnae review the incident.
- D. After reviewing the report, the regional director and regional coordinator-alumnae will determine the next course of action. These may include, but are not limited to the following:
 - 1. Have a discussion with the collegiate chapter on how to help prevent this incident from occurring again.
 - 2. Talk to the alumna to discuss the importance of Gamma Phi Beta policies and how her actions reflect on the collegiate chapter as well as the Sorority as a whole.
 - 3. If the incident is a repeat offense, a phone call and/or a letter is to be sent to alumna member indicating her membership may be in jeopardy.
 - 4. If the incident is in the realm of an extreme violation of policy, the regional director and regional coordinator-alumnae may submit a request for disciplinary action, which is to include a copy of the incident report(s) and any correspondence that has occurred with the alumna member.



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