**Standing Rules**

**of the Beta Gamma Chapter**

**of Gamma Sigma Sigma National Service Sorority**

These Standing Rules shall be used in conjunction with the Bylaws of the Beta Gamma Chapter of Gamma Sigma Sigma (herein referred to as the Bylaws).  The Standing Rules shall serve to clarify the Bylaws and contain the official policies of the Beta Gamma Chapter of Gamma Sigma Sigma (herein referred to as the Chapter).  None of the policies set forth in the Standing Rules shall be in conflict with the policies of Gamma Sigma Sigma National Service Sorority.

**ARTICLE I**

**Member In Training Process**

Section 1. Up to three Info Sessions shall be held during the first month of each semester.

Section 2. All students who have attended an Info Session have expressed the desire to become an MIT, and who fulfill the requirements for membership (See Bylaws, Article III, Sections 1 and 2) will be invited to participate in the MIT process.  The Membership Vice President may set a deadline for signing up to join if they believe it to be necessary.  After Induction, no additional MITs will be taken into the MIT class, unless the Membership Vice President has considered the individual’s situation.  They will decide if the individual can become an MIT for that semester.  All others will be encouraged to become a MIT the following semester. Any student who would like to become a member will be subject to a GPA check administered by the academic advisor to make sure all MITs have a 2.0 GPA to be eligible to become a MIT. If the MIT is a first semester freshman, his/her GPA check will be administered at the end of their first semester. If the Member in Training does not have the appropriate GPA, the MIT will be ineligible to complete the MIT process.

Section 3. The MIT period shall last 3-10 weeks.

Section 4. All MITs must be inducted at a formal ceremony.

Section 5. All MITs must attend regularly scheduled MIT meetings with one missed meeting permitted.

Section 6. MIT dues follow as such:

* Fall Semester:

   $50 National Membership Fee

   $25 National MIT Fee

   $20 National Travel Pool Fee

   $55 Chapter Fee

 for a total of $150

* Spring Semester:

    $50 National Membership Fee

   $25 National MIT Fee

   $20 National Travel Pool Fee

   $60 Chapter Fee

 for a total of $155

* The National MIT Fee will be due at inductions. It must be sent to Nationals no later than 7 days after inductions.
	+ The chapter fee will also be due at inductions.
* The National Membership Fee and National Travel Pool Fee will be due at activation. It must be sent to National no later than 10 days after activation.

In addition to dues requirements, MITs will be required to pay for any fee charged to the sorority by the bank if her check bounces for any reason.

* NOTE: National MIT fee includes the cost of MIT books and pins. The National MIT fee is to be added to total dues required for that semester. Fees are to be paid at the discretion of the Membership Vice President and the Financial Secretary. Remaining fees may also be paid through a payment plan designated by the Financial Secretary.

Section 7. The MIT class has to organize and participate in a MIT service project, which will account for five of the twenty service hours required for the semester.

Section 8. It is strongly recommended that MITs interview at least 60 members or 65% of the active members during their MIT period (whichever is less). If a MIT wishes to receive a big, they must complete a minimum of 60 interviews. The Member in Training Coordinator will assign the big. If MITs do not conduct the required amount of interviews, they can still be activated into the membership but will not receive a big.

Section 9. If a MIT wishes to receive a big, they must complete all 7 MIT Points, which are as followed:

* Interview: Interview 60 or 65% of active members, whichever is less
* Unity: Attend a unity event (that does NOT involve alcohol)
* Community: Attend a University event, any RSO event, or other fraternity/sorority event (that does NOT involve alcohol)
* Scholarship: Attend study hours or receive an “Awesome A”
* National Knowledge: Pass all MIT quizzes and exams
* MIT Class: Complete the MIT bucket list written by the MIT Coordinator

The Member in Training Coordinator will assign the big. If MITs do not complete the required MIT Points, they can be activated into the membership but will not receive a big.

Section 10.  The National MIT Exam will be administered. However, it will be used as a learning tool and not as a form of exclusion. MITs will be encouraged to do their best on the exam.

Section 11.  If a MIT decides to resign during the MIT period, all fees except the National MIT Fee will be refunded. The MIT is encouraged to join the organization again in the future.

Section 12.  MITs may not wear the Gamma Sigma Sigma coat of arms or the Gamma Sigma Sigma letters until after the completion of Activation.

Section 13.  Each MIT class shall elect an Executive Committee, which shall consist of a President, Vice-President, Secretary, Unity Chair, and Public Relations Chair.  This committee is to operate under the guidance of the Member in Training Coordinator.

Section 14.  The duties of the MIT class President include running all MIT executive committee meetings and acting as a liaison between the MIT class and the Member in Training Coordinator.

Section 15.  The MIT class Vice-President is in charge of setting up the MIT Service Project and assuming the duties of the MIT class President in the event that they are unable to serve.

Section 16. The MIT class Secretary is to record the minutes of all MIT meetings and to take attendance at the meetings, and then email the minutes to all MITs.

Section 17. The MIT class Public Relations chair is to keep a record of all MIT class events and manage all social media accounts related to the MIT class.

Section 18. The Unity Chair organizes MIT bonding activities and works to promote member/MIT relationships.

Section 19. All MITs meeting the requirements are activated into membership in a formal activation ceremony.  MITs that do not meet their 20 hours of service or have not signed up by the Activation Ceremony cannot be activated.

**ARTICLE II**

**Membership**

General Membership

(Sections 1-3)

Section 1. According to University policy, an active member must be enrolled with at least 12 credits. Part-time students may not hold any office in an organization or vote in its official proceedings. Therefore, members that are taking less than 12 credits will be inactive automatically and will not have to request it. If a member drops below taking 12 credits after starting with at least 12 credits, then they will become inactive automatically and will not have to request it. The member should inform the President when this happens.

Section 2.  As prescribed by membership, each member must be in good standing according to university policy, which is defined as having a cumulative 2.0 GPA. A member must have a 2.2 GPA in order to be on the executive board.

Section 3. Members not fulfilling the grade point average requirement may not remain active.

Inactive Membership

(Sections- 4-8)

Section 4.  Procedures for applying for inactive status can be found in the Bylaws, Article III, Section 6-8.

Section 5.  The circumstances under which it is appropriate to request inactive status include:

* Non-fulfillment of University enrollment regulations for active members in student organizations.
* Financial difficulties making one unable to pay more than the national fees
* Time commitments making one unable to fulfill service hour requirements or attend membership meetings.  Such time commitment circumstances include:
	+ Participation in academic projects unique to a particular semester such as internships, student teaching, undergraduate research and study abroad.
	+ Commitment to part-time employment, additional time at work during a particular semester
	+ Participation in varsity sport
* Emergency situations such as personal health and family crises.

Section 6.  New members may not request inactive status during their first semester as active members, unless special circumstances occur that are discussed with the President and Executive Board prior to the third meeting of the semester.  At info sessions, the Membership Vice President and Member in Training Coordinator must inform prospective members that the criteria of circumstances in the Standing Rules, Article II, Section 6 are not applicable to new members.

Section 7. No member may go inactive for more than 2 consecutive semesters during their entire membership. In extenuating circumstances, exceptions may be made by two-thirds vote of the executive board.

Section 8.  Dues for members who have been granted inactive status by the Executive Board shall consist of:

* Fall Semester:

    $50 National Membership Fee

   $20 National Travel Pool Fee

* Spring Semester:

 None

In addition to dues requirements, members will be required to pay for any fee charged to the sorority by the bank if their check bounces for any reason.

Probation

(Sections 9-15)

Section 9. The non-fulfillment of membership requirements (See Bylaws, Article III, Section 9) is grounds for probation. Members on probation are prohibited from attending social events including, but not limited to: formal, semi-formal and receiving a little. A member can appeal to the Executive Committee within 5 business days of the notice of probation.

Section 10. If the member is in his/her semester of graduation, the appeal will need to occur before graduation if the member wishes to graduate under the graduated status.

Section 11. A member will be placed on service probation for failure to complete 25 service hours by the deadline. The deadline to complete or be signed up for projects will be 3 business days before the last day of classes. The member may rectify the probation and therefore no longer be on probation when they complete the make up hours. The deadline to complete make up hours is 2 months into the next semester. If hours are not completed by the deadline, the member will be nominated for expulsion. (See By Laws, Article III, Section 10 and 11)

Section 12. Members placed on probation for nonpayment of dues by the due date will be on probation for the following 4 weeks. Members may rectify the situation by payment of unpaid accumulated dues by the end of the designated 4 weeks. Members may also communicate with the financial team, and in extenuating circumstances, the situation will be rectified. During the probationary period, members are prohibited from participating in service projects and unity events. If the monies owed are not paid by the end of the probationary period, the member will be nominated for expulsion.

Section 13. A member shall be placed on probation for non-attendance upon the third unexcused absence. The member will remain on probation for the rest of the semester. The member may rectify the probation by having no more unexcused absences for the rest of the semester. If the member does not have any more unexcused absences at the end of the semester, they will no longer be on probation. Upon the first unexcused absence in the member’s probationary period, the member will be nominated for expulsion.

Section 14. The process for notification of probation, appealing probation, and nomination for expulsion shall be followed as written in the Bylaws, Article III, Sections 9-11.

Section 15.  Alcohol policy regarding Gamma Sigma Sigma sponsored events: (Please also see Appendix A for partial University Policy)

* A member will not be allowed to consume alcohol before an event sponsored by Gamma Sigma Sigma.  In addition, a member will not be allowed to drink at an event except for during date party, formal, or fall ball.  If a member is found to be under the influence of alcohol at any other Gamma Sigma Sigma event, he/she will be sent home.  If this takes place at a location other than the University of Delaware, a taxi will be called for, and the member will pay for the taxi ride home.  If this member was under the age of 21, they will be brought to a vote for expulsion by a 2/3 vote of the chapter.
* If a member consumes, buys, sells, or makes alcohol on the University of Delaware campus during a Gamma Sigma Sigma event, the member will be sent home and brought to a vote for expulsion by a 2/3 vote of the chapter.
* The events in which alcohol are served (in the case of date party, formal, or fall ball ONLY), members who are 21 years of age or older are allowed to consume alcohol.  Alcohol will not be consumed before the event. If a member is under 21 years of age and is found to have consumed alcohol at or before the event, they will be sent home and subject to a vote for expulsion as outlined above.
* Members are not allowed to consume alcohol while wearing any Gamma Sigma Sigma attire and accessories (this includes jewelry, t-shirts, sweatshirts, flip flops, etc.)
* Violations of this policy are considered a violation of the sorority’s hazing policy because alcohol misuse violates University of Delaware policy and can endanger the status of the chapter and its members.

Protocol for Members:

* How do we know that members are drinking? (Including but NOT limited to)
	+ Seen/ witnessed drinking
	+ Admitted to drinking (NO JOKING!!!)
	+ Smelling like alcohol
	+ Depressed motor skills
	+ Vomiting/getting sick
	+ Lack of ability to care for one’s self

What to do about this?

* If a member / executive member/ MIT notices another member exhibiting the signs above (not limited to), they must notify an executive member, chapter consultant, or chapter advisor.
* Require one witness for “drinking” but two executive members to determine if under the influence. In the absence of an executive member, an event chair, an advisor, or a chapter consultant will suffice.  Witnesses must be sober.

Alumni

(Section 16)

Section 16.  Alumni status is earned through the policies of the National Service Sorority. To be considered for alumni status, one must have graduated, transferred, or have been honorably separated from the university. The member must have met all chapter requirements of a member in good standing. If a member has not graduated after spending eight semesters in the sorority, then they may request to be separated. Alumni members may become a part of an alumni chapter or become an alumna-at-large.

Early Alumni Membership

(Sections 17-20)

Section 17. Requests for Early Alumni status are submitted to the Recording Secretary when necessary.

Section 18. The circumstances under which it is appropriate to request Early Alumni status include:

* Off campus education requirements
* Extended education requirements
* Other extenuating circumstances

Section 19. In order to be granted Early Alumni status, the member’s request must be approved by a majority vote (51%) of a quorum of the chapter’s eligible voting membership.

Section 20. Privileges given to an early alum are that of Alumni status (see Standing Rules, Article II, Section 16)

**ARTICLE III**

**Dues**

Section 1.  Each active member will be required to pay dues, which will be:

* Fall Semester:

   $50 National Membership Fee

   $20 National Travel Pool

   $50 Chapter Fee

 for a total of $120

* Spring Semester:

   $75 Chapter Fee

In addition to dues requirements, members will be required to pay for any fee charged to the sorority by the bank if her check bounces for any reason.

Members that are inactive shall pay dues as described in the Standing Rules, Article II, Section 8.

MIT dues are found in the Standing Rules, Article I, Section 6.

Section 2.  A payment plan will be made available for those members who cannot pay the full amount by the due date.  The payment plan shall consist of a 50% down payment coinciding with the original due date. All remaining monies will be due by a date set by the Financial Secretary.

Section 3. The due date for all dues or for the first installment of a payment plan is the fourth meeting of each semester.

Section 4.  A member who has agreed to pay for any kind of clothing or other item must submit payment before receiving that item.  A member will not be permitted to sign up for the next merch item until payment for the previous item has been received. When owing money for a unity or service event, the money must be submitted before the event; otherwise the member will not be allowed to attend the event.

**ARTICLE IV**

**Officers**

Section 1.  The President presides at all meetings, serves as a Chair of the Executive Committee and conducts all ceremonies. The President enforces National and Chapter Bylaws, Chapter Standing Rules and National Policies set forth by the Staff. The President is also responsible for submitting the President’s Report at the end of each semester. Any social event needs the contract to be approved by the administrator of the Activities and Programs office as well as checks coming out from the sorority.

Section 2. Service Vice President shall plan one-time projects. The Service Vice President will oversee the completion of service hours outside the organization.

Section 3. The Service Auditor will maintain records of service hours for MITs and members. The Service Auditor will be the primary contact for service committee members with remarks and reports of projects and any problems will be reported to the Service Vice President if necessary.  Service Auditor shall record service hours and periodically report to members on their progress.  The Service Auditor completes a semester report for and returns the report to the National Service Director.   The Service Auditor will not be a voting member of the executive board and will be appointed by the president, advised by the Service VP.

Section 4.  Membership Vice President is responsible for assisting Member in Training Coordinator with a MIT class if there is one, working with the Unity Chair to plan membership unification events, and completing the Graduating/Separating Members report for each semester and submitting it to the National office.

Section 5.  Member in Training Coordinator shall work with the Membership VP and assist with any things necessary. MIT Coordinator will work with the MIT Exec Committee to plan their events. Everything will be done using the membership curriculum. MIT Coordinator will be the primary contact for membership committee members and relay all pertinent information and issues to the Membership VP. The MIT Coordinator will be responsible for completing and submitting the MIT Membership Roster with national dues in coordination with the Recording Secretary. In the event that the chapter does not take a MIT class, no Member in Training Coordinator shall be appointed. The MIT Coordinator will not be a voting member of the executive board and will be appointed by the president.

Section 6.  The Treasurer is responsible for preparing the annual budget request to the University of Delaware Allocations Board in addition to creating a chapter budget after receiving pertinent information from each executive board member. They do any banking and check writing.  At the end of each term, the university will audit the organization. Allocations requests are presented at the end of the spring semester by appointment with the Student Activities Office. The treasurer will also complete the Treasurer's report at the end of each semester, and submit it to the National office.

Section 7. The Recording Secretary is responsible for filing minutes with the Chapter's files for reference, and submitting them to the National Secretary.   The Recording Secretary files official Chapter documents such as awards, reports, and forms. They will collect absence and inactive letters, record attendance at meetings, and record and distribute the minutes by the Wednesday following the Sunday meeting. They will be responsible for completing and submitting the Membership Roster with national dues. They are also responsible for maintaining the Sister List, a document of active and inactive members’ information.

Section 8. The Corresponding Secretary is responsible for setting up communication lines to the members through email and notifying members of the time and place of meetings.  They are also responsible for sending out a letter to other chapters every semester.

Section 9. The Financial Secretary shall be responsible for collecting all dues. The Financial Secretary is also responsible for coordinating a minimum of three fundraising events for the chosen charity.

Section 10. The Public Relations Coordinator promotes information about the sorority via flyers and social media.  The Public Relations Coordinator organizes and designs merchandise for the sorority.

Section 11. The National Representative is responsible for organizing trips by members to conventions and conferences and for organizing all conventions and conferences held by the Beta Gamma Chapter.  They will be a permanent member of the Chapter By Laws and Standing Rule Committee. They are also responsible for keeping in close contact with Nationals and for planning Founder’s Day in the fall. The National Representative shall serve as the chapter reporter to Perspectives, send all news articles, press releases and copies of letters to other chapters to the National Secretary and District Director

Section 12.  The Alumni Liaison is responsible for notifying alumni of sorority events.  The Alumni Liaison is also responsible for sending out no less than two newsletters a semester to alumni, planning a minimum of one alumni event, and organizing Senior Sendoff.

Section 13. The Social Coordinator is responsible for organizing events such as, but not limited to: White Rose Ball, Fall Ball and Parents’ Brunch. The Social Coordinator will not be a voting member of the executive board and will be appointed by the president.

Section 14.  The Unity Chair shall be responsible for planning events such as but not limited to: theater trips, Phillies games, and member dinners. The Unity Chair will not be a voting member of the executive board and will be appointed by the president.

Section 15. The Parliamentarian updates current changes to the policies within the Bylaws, Standing Rules, and the Member-in-Training (MIT) Policies.  Chapter Bylaws, Standing Rules, Member-in-Training (MIT) Policies, and amendments to these documents shall be submitted to the National Parliamentarian by January 31st of each year.  The National Parliamentarian shall review Bylaws and amendments submitted by the chapters.

Section 16.  If an officer resigns, is placed on probation, or is removed from office, a re-election is held.

Section 17.  There will be a representative of the executive board attending monthly meetings of the SGA board to know what else is happening around campus.

**ARTICLE V**

**Meetings**

Section 1. Regular member meetings shall be held at every Sunday while school is in session for the Fall and Spring semesters.  No meetings shall be held during Winter and Summer sessions.  The time of the meeting is dependent on when the President can get the room that member meetings will be held in, with preference to 6 pm if possible.

Section 2. The President arranges the meeting place for meetings.  Meeting rooms are reserved on the Student Central page of the University website.  The President is responsible for informing all returning members as to where meetings will be held before the semester begins.

Section 3. Executive meetings are held weekly one hour prior to membership meetings or as needed by the Executive Committee.

Section 4.  The following constitute valid excuses for absence from a membership meeting:

* Family emergency
* Illness
* Religious events (including weddings)
* Unforeseen events (including car trouble, or travel delays)
* Mandatory class commitments
* Job Interviews
* Work on a case by case basis as determined by the Recording Secretary
* Other exceptions as determined by the Executive Committee

 Homework, tests, projects, and birthdays are NOT EXCUSED absences

Section 5. The induction ceremony is held after the regular membership meeting for that date. The Activation ceremony is held after the conclusion of the MIT process.

Section 6.  Senior Send Off, Elections, Founder’s Day and any meeting with the District Director and or any other National Board Member are mandatory.  If one is absent from any of these events without an approved reason, they will receive two unexcused absence.

Section 7. A maximum of two unexcused absences may be given per day of one or more meetings of the sisterhood.

Section 8. Attendance at a chapter meeting means the physical attendance of the meeting for the entire amount of time of the meeting. Exceptions for leaving before the end of the meeting must be approved by the Recording Secretary.

**ARTICLE VI**

**Committees**

Section 1. The chapter shall establish, each semester, Committees to aid the Executive Committee Members in their duties. Standing Committees and the executive office in which the committee are under shall be the Membership Committee (Membership Vice President and Member in Training Coordinator), Merch and Social Media Committees (Public Relations Coordinator), Unity Committee (Social Coordinator), Formal Committee (Social Coordinator), Invitations Committee (Corresponding Secretary), Nominating Committee (Parliamentarian), National Representative Committee (National Representative), Service Committee (Service Vice President and Service Auditor), Alumni Committee (Alumni Liaison) and Attendance Committee (Recording Secretary).

Section 2. Activities for each committee shall be stated and overseen by the officer under whose position the committees shall serve.

Section 3. At the first committee meeting of each semester, officers are responsible for establishing expectations and goals for the committee.  A committee chair is to be selected from within and by the executive member. The officer reserves the right to serve as the committee chair, in which case no election would be held.

Section 4. The President of the chapter shall appoint committees, standing or special, or the Executive Committee shall from time to time deem necessary to carry on the work of the chapter.

Section 5.  Members will not email the Penguin Points Chair (Standing Rules, Article IX) about the committee point.   At least one week before penguin points are due, the Executive member in charge of the committee will email the Penguin Points Chair a list of the girls who participated in her committee.  Executive members shall inform their committee members at the beginning of the semester of their expectations for what counts as participation in their committee.

**ARTICLE VII**

**Service**

Section 1.  The office of Service shall be broken down into categories: The Service Vice President, Service Coordinator, the Continuing Projects Chair and the Service Project Chairs.

Section 2. The Service Project Chairs organize and schedule recurring projects.  The responsibilities of individual project confirmation (contacting each member the night before the project) and the individual project cancellation are relegated by each project chair.  It is the responsibility of the individual to attend any project for which they sign up. The project chair will notify members of any cancelled projects.

Section 3. If a member or group of members waits a total of 15 minutes for the driver to show up, and the driver does not show up within this time period, the members are obligated to call the Project Chair or Service Coordinator.  These members who have waited and called will receive the full hours for the project. There are a certain number of places on the sign-up sheets for each project that are only for drivers.  Anyone who signs up in one of these spots, and drives to the project will get an additional 1 hour of service for the project. If a cancellation must be made, the Service Auditor and the Project Chair must be informed.  The member canceling must also find a replacement. If the individual canceling is a driver, they must also find a replacement that is a driver. The Service Auditor or the Project Chair can do any revisions to the sign-up sheets.  Excused cancellations may be:

* Family Emergency
* Medical Emergency
* Religious Reasons
* Unforeseen Events

Section 4. All members must find a replacement for a service project 24 hours in advance of the scheduled start time of the project.  The only exceptions are family emergencies and unforeseen events.

Section 5. A member may complete up to five (5) of their first 25 hours of service outside of the projects sponsored by the sisterhood. Of these hours, no more than two (2) may be completed before the semester begins, the documentation for which must be turned in by the first chapter meeting of the semester. The remaining hours may be completed at any point in the semester, and documentation for these hours may be turned in until the final day members are able to sign-up for hours (unless otherwise specified by the Service Vice President or Service Coordinator).

Section 6. Each active member is held responsible for completion of 25 community service hours per semester.

Section 7. A member must complete at least 3 different Gamma Sigma Sigma organized projects to compose their 25 necessary hours.

Section 8. A member is not allowed to do more than 10 hours of service in either the summer or winter sessions to count toward their initial 25 for the following semester (fall or spring).  After the member completes the remaining mandatory hours that semester, any additional summer or winter hours may be counted.

Section 9. If a member signs up for a service project and can no longer attend, the member must ask five members to take their place before the member opens it up to the whole sorority.  When the member opens it up to the organization, the member must state which 5 members they asked.  If or when the member finds a replacement, the member must inform the project chair and the Service Vice President of the member taking their place.

Section 10. If a member misses a project, he/she has one week from the date of the project to email the Project Chair a valid excuse (See Standing Rules, Article VII, Section 3).

Section 11. If a member cannot attend a project last minute, or has to leave early, he/she should let the Project Chair/Service VP/Service Auditor know through the current executive members’ specified mode of communication. Any other form of communication will not be counted.

Section 12. A member cannot complete more than 6 hours of service through service and snacks to count towards their first 25 hours. Any service hours exceeding this amount, will count towards White Rose/Lifetime hours.

**ARTICLE VIII**

**Philanthropies**

Section 1.  Each semester, the membership will vote on a philanthropy for the upcoming semester.  Members will be given the opportunity to present a philanthropy to the general membership.  Members will vote, and the philanthropy with a majority two-thirds vote will be the philanthropy for the upcoming semester.

Section 2.  Any money made from fundraisers planned by the Financial Secretary will benefit the chosen philanthropy for the semester.

Section 3.  A check including all the money raised from the semester must be sent to the philanthropy within the first month of the following semester, unless there are extenuating circumstances

Section 4.  The philanthropy shall be invited to Founder's Day.

Section 5. Members will receive 1 hour of service for every $10 they spend towards the chosen philanthropy for the semester. Members will only receive hours for monies going towards our philanthropy through our organization, this can be in the form of donations, spending money at a fundraiser, etc.

**ARTICLE IX**

**Penguin Points**

Section 1. Under the office of Member in Training Coordinator, a Penguin Points Chair is assigned to keep track of and record the members’ penguin points.

Section 2. Each semester, each member will be encouraged to complete Penguin Points. These points can be attained in the following areas. Each member is encouraged to complete all Penguin Points, but they are not mandatory.

* Info Sessions:
	+ Info Session- Attend an Info Session
* Fundraising:
	+ Contribute to planning a fundraising event
	+ Carry out at least one fundraising activity
* MIT Event:
	+ Every member must attend at least one MIT event, such as Yay Day, Find and Sign, or any other event designated as such by the MIT Coordinator.
	+ Introduce yourself at a MIT meeting
	+ Host/Attend a scheduled interview party
* Community:
	+ Attend one University of Delaware or Gamma Sigma Sigma sponsored event, any RSO event, or other sorority or fraternity event.
* Scholarship:
	+ Every member must obtain at least one Scholarship point, either by attending study hours or receiving an “Awesome A”
* Serve on a Committee:
	+ Can be a one-time committee or a continuous committee (including, but not limited to, MIT Committee, Crafts Committee, Public Relations Committee, Nominating Committee, or Unity Committee).
	+ Service Project Chairs, and Continuing Project Chairs ARE included under this because they spend a considerable amount of time doing these jobs, and their work benefits the sorority.
* Unity:
	+ Attend at least one Unity event.  Included are member dinners, movie nights, etc.
	+ Any member event that involves alcohol DOES NOT COUNT.

Section 3. No member or MIT is required to do Penguin Points. However, in order to receive a little brother/sister, you must be an active member and complete 5 out of 7 points. Three of these must be a Committee Point, a MIT Event Point, and a Unity Point.  Upon election, members of the Executive Committee (not including the Membership Vice President and Member in Training Coordinator) as well as the Penguin Points Chair are automatically awarded a Penguin Point for the following categories: Scholarship and Committee. The other 5 will need to be earned in order to be eligible for a little brother/sister.

Section 4. Penguin Points may be obtained by helping plan, but NOT attending social events.

Section 5.  If a member does not complete5 out of 7 Penguin Pointsby the end of a semester, that member will not be allowed to take a Little.

Section 6. The Executive Committee is allowed to award members points at various times during the semester for reasons that they feel are appropriate.

Section 7. A current member who takes a little must wait a membership class before taking another little except under the discretion of the Member in Training Coordinator due to the circumstances of the new membership class.

**ARTICLE X**

**Chapter Representatives**

Section 1.  Chapter Representatives shall be a one-year position.  The position will be appointed each spring semester.  The appointments will happen at the same time as the appointed positions on the executive board.

Section 2.  Chapter Representative candidates shall send a write-in to the current president.  The current president will remove the names from the write-ins, and send the write-ins to the newly elected corresponding executive officer and the newly elected president.  The newly elected executive officer will then look over the write-ins, and will advise the newly elected president on who they think is the best candidate.  The newly elected president has the final say on who is given the Chapter Representative position.  Members who currently hold the Chapter Representative position are eligible to write-in for the position again.

Section 3. In order to be eligible to write-in for a Chapter Representative position, the member shall not hold a position on the Gamma Sigma Sigma executive board, nor shall they hold a position on the executive board of the organization that they are representing.

**ARTICLE XI**

**Social Events**

Section 1. If a member signs up on a final/definite social event sheet, the member is obligated to pay whether they attend the event or not.

Section 2. If a member signs up for a social event and can no longer attend, the member may take the same steps to find a replacement that the member would for a service project.  The member may call at least five (5) members or MITs to see if the member can find a replacement.  However, if no one can take the member’s spot, whether or not the member attends the event, the member is still obligated to pay.

**ARTICLE XII**

**Amendment of Standing Rules**

Section 1.

* These standing rules shall be ratified and become effective upon approval of the members, of the University of Delaware administration and the National Parliamentarian.
* These standing rules may be amended at any regular meeting by a majority vote.
* Amendments to the standing rules must not be in conflict with the Chapter or National bylaws.
* Any amendment to these standing rules shall be automatically recorded herein.

**Appendix A to Standing Rules**

**Prohibited Activities**

The University prohibits alcohol intoxication (regardless of age); the unauthorized possession, use, consumption, manufacture, sale, or distribution of alcohol; and driving while impaired due to alcohol consumption. Specifically this offense includes, but is not limited to:

1. The possession, use, consumption, manufacture, sale, or distribution of alcohol by anyone under 21 years of age;
2. The possession, use, consumption, manufacture, sale, or distribution of alcohol in violation of any applicable law, including the laws of the State of Delaware or the City of Newark, Delaware;
3. The possession, use, consumption, manufacture, sale, or distribution of alcohol in any University building, facility, or property except in the confines of a student’s own residence hall room if the student is 21 years of age; or
4. The possession of beer kegs in any University building, facility, or property;
5. The possession of any apparatus, including but not limited to beer pong tables and beer funnels, used to facilitate 1) the rapid consumption of alcohol or 2) drinking games; or
6. A violation of any University policy or procedure concerning the use of alcohol or enacted to monitor or control the use of alcohol.

**Use of Alcohol Off-Campus**

The University does not condone the use of alcohol and accepts no responsibility for the possession, use, consumption, manufacture, sale, or distribution of alcoholic beverages off-campus, including at events or functions sponsored in whole or in part by one or more student organizations or individuals. A student hosting or attending an off-campus function should be aware of the applicable laws regarding alcohol and should be aware that the University may also impose sanctions upon the student for such behavior.

**Use of Alcohol On-Campus**

As described above, the possession, use, consumption, manufacture, sale, or distribution of alcoholic beverages is prohibited except when and where explicitly permitted by this Alcohol Policy.

1. **Student Organizations**

No student organization that hosts, organizes, conducts, or participates in an on-campus function or event sponsored or sanctioned by the University shall serve alcohol or permit the possession, use, consumption, manufacture, sale, or distribution of alcohol except as provided here.

* 1. No alcoholic beverages shall be distributed, served, or sold at a function or event on-campus without the explicit, prior approval of the Office of University Relations.
	2. Outside functions or events involving the use of alcohol are not permitted on campus.

**Student Organizations**

1. **Standard of Conduct**

Student organizations are expected to adhere to the same standards of conduct applicable to individual students. Specific violations of this standard include, but are not limited to:

* 1. Violating, or permitting its members or their guests to violate, or failing to prevent where such prevention was possible the violation of this Code of Conduct or any applicable city, state, or federal regulation;
	2. Violating, or permitting its members or their guests to violate, or failing to prevent where such prevention was possible the violation of any contract or other agreement between the student organization and the University; or
	3. Committing any act in violation of any policy, procedure or
	agreement, including the University's Housing and Dining Agreement,or another agreement between a student organization and a University official and department, as well as rules promulgated by the appropriate University official and any other rules made applicable to student organizations.

When in violation of university policy regarding alcohol, a person may submit a complaint to the Office of Judicial Affairs.  If the complaint reasonably suggests that a violation of the Code of Conduct has occurred, then the Director of the Office of Judicial Affairs shall provide notice of the complaint to the student against whom it was filed.

Disciplinary Sanctions Include but are not limited to:

1. **Disciplinary Warning**
2. **Disciplinary Probation**
3. **Deferred Suspension from Residence Halls or Graduate Housing**
4. **Deferred Suspension from the University**
5. **Suspension and Ban from Residence Halls**
6. **Suspension from the University**
7. **Expulsion from the University**
8. **Restitution**
	1. **Fines**
	2. **Other Sanctions**

In addition to the sanctions [above](http://www.udel.edu/stuguide/08-09/disciplinary.html#desc), additional, specific disciplinary measures may be imposed for each violation of the University’s alcohol policy:

* 1. Any undergraduate or graduate student found guilty of a violation of the alcohol policy must complete an Alcohol Education Program and may (depending upon the nature of the violation or the student’s previous offenses) be referred for a mandatory evaluation and counseling with aSubstance Abuse Counselor.
	2. Any undergraduate or graduate student found guilty of a violation of the drug policy must complete an evaluation administered by a Substance Abuse Counselor.
	3. The following chart provides examples of **minimum sanctions** that may be imposed; however, the University may impose additional or different sanctions than those listed, based on the severity of the offense and at the discretion of the Hearing Officer, Director of Judicial Affairs or his or her designee.

**Minimum Sanctions for Minor Violations of the Alcohol or Drug Policy**

|  |  |  |
| --- | --- | --- |
| **First Offense** | **Second Offense** | **Third Offense** |
| * 1. Disciplinary probation for 1 year;
	2. Substance abuse education or referral to substance abuse counselor;
	3. $100.00 fine;
	4. Parental notification.
 |  Deferred suspension from the University for 1 year;  Substance abuse referral;  $250.00 fine;  Parental notification. |  Suspension from the University for 1 year;  Parental notification; Successful completion of substance abuse treatment program. |

 **Non-Discrimination Clause**

The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures found on the University Student Centers website (<http://www.udel.edu/usc/policy.html>) and the Student Guide to Policies (<http://www.udel.edu/stuguide/>). This organization is viable, functioning, composed of at least six full time undergraduate students, and adheres to the University of Delaware's Non- Discrimination/Title IX policies (<http://www.udel.edu/aboutus/legalnotices.html>).

**Appendix II, Social Media**

**SOCIAL MEDIA GUIDELINES**

***Note: To be used in conjunction with Gamma Sigma Sigma National Service Sorority Website Guidelines.***

As social media sites evolve, they create an ever-expanding highway linking Gamma Sigma Sigma members in chapters and colonies, alumni, and National Board of Directors (NBD) with each other and broader audiences. In addition, social media links Gamma Sigma Sigma with non-members across the world. The NBD considers it appropriate to establish guidelines for Gamma Sigma Sigma social media use as it pertains to communicating information about the sorority locally and nationally.

The following social media guidelines express the policy of the national sorority in regards to responsibilities of chapters/colonies and the NBD. The guidelines also include recommendations for use of social media and individual etiquette.

**Purpose of policy**

The purpose of this policy is to define and outline acceptable use of social media in Gamma Sigma Sigma. These rules and guidelines are in place to protect both the user and the sorority. This policy requires all chapter and colony members to comply with the guidelines set forth.

**Policy maintenance**

The National Board of Directors hold the responsibility for interpretation of this policy. The Marketing Director and Social Media Coordinator share the responsibility of maintaining social media policy revisions and updates.

**Applicability**

This policy is to be adhered by members of Gamma Sigma Sigma when representing or sharing information in behalf of a Gamma Sigma Sigma chapter, colony, interest group, national committee member, national staff, or national board of directors.

**Social media definition**

For the purpose of this policy, social media is defined as the method for disseminating and obtaining information through online resources that allow networking through electronic means. The Gamma Sigma Sigma National Service Sorority Social Media Guidelines include, but are not limited, to the following social media tools: Facebook, Twitter, LinkedIn, Photobucket, YouTube, MySpace, Instagram, Pinterest, Flickr, Tumblr, blog platforms, and email marketing (Constant Contact, MailChimp, etc.).  All social media sites created by collegiate/alumni chapters, colonies, and interest groups and represented as Gamma Sigma Sigma National Sorority will be monitored by site administrators to ensure that all pages/posts are in compliance with the following social media guidelines.

**Recommended Use of Social Media**

To further the mission of Gamma Sigma Sigma To promote service projects of the sorority To share opportunities for becoming a member To communicate with members and encourage fellowship To encourage membership development

To recognize the members or chapters accomplishments

***Acceptable Content:***

* Photographs and descriptions of Gamma Sigma Sigma activities and individual/group accomplishments
* Chapter and national mission and background
* Sorority goals and plans
* Links to national, districts, and other chapter/colony sites
* Upcoming events
* Posts and comments that encourage positive online communication

***Appropriateness:*** Gamma Sigma Sigma social media sites should be suitable for public posting and be of a nature that is not considered embarrassing, offensive, derogative, harassing and/or detrimental to the members or mission and goals of Gamma Sigma Sigma. Posts shall be clean and free of profanity and explicit content.

***Gender Neutral:*** Gamma Sigma Sigma social media sites should stay in line with Title IX recommendations. Content specific to promoting membership in chapters, colonies, and interest groups should remain gender neutral.

**Responsibility of chapters/colonies/interest groups**

* Use access to social media in a responsible and informed way.
* Be aware of using forms of copyrighted, trademarked, or restricted material restrictions.
* Be aware that content and information posted online reflects the positive reputation of Gamma Sigma Sigma.
* Represent the sorority with accuracy and honesty.
* Adhere to specific social networking site guidelines for running contests
* Include a disclaimer that reads: *"This is not the national site of Gamma Sigma Sigma* *National Service Sorority. This is the property of and maintained by \_\_\_\_\_\_\_\_\_\_Chapter/Colony. The national sorority shall not be accountable for the* *content published on this site.*”

**Responsibility of National Board of Directors**

* Comply with the responsibilities outlined for chapters/colonies
* Identify social media training needs and resources to encourage better usage
* Communicate with members to encourage ways to share information through social media
* Report inappropriate behavior on social media using proper procedure

**Unacceptable use of social media**

* To promote illegal activities or use of social media for illegal purposes
* To share abusive or intimidating language in public or private messages
* To share pornographic sites or sexually-oriented messages or images
* To add individuals to mailing lists without permission
* To solicit money for non-service related activities
* To promote election of individuals to public office. *Members may encourage voting, but should remain non-partisan in encouraging voting as a public service*.
* To promote political views

***Not Acceptable Content:***

* Photographs, descriptions of activities, or material not authorized or condoned by Gamma Sigma Sigma and our Bylaws and standing rules
* Downloadable copies of national forms and publications
* Links to unauthorized or unsanctioned websites
* Copyrighted material from other sources or trademarks owned by third parties unless authorization has been obtained

**Individual Etiquette\***

* Commit to high standards of professionalism when representing the organization online.
* Be respectful and polite at all times--even during online disagreements.
* Delete content that is off-topic or inappropriate in character.
* Be honest and authentic
* Engage in conversations
* Think before you post
* Do not discuss inaccurate or unconfirmed information

\*Reference: *Mansfield, H. (2011). Social Media for Social Good. McGraw-Hill, p. 52-53.* **Compliance**

* + Chapter/colony social media sites reported as non-compliant with the Social Media Guidelines will be reviewed by the National Marketing Director, and reported to the National Board of Directors.
	+ The NBD will determine the extent to which a member or chapter is reprimanded for non-compliance with the policy.