

Epsilon Alpha Chapter Policies

These policies and procedures apply to all collegiate members of the Epsilon Alpha chapter of Delta Delta Delta. A chapter, individual collegiate member, or individual new member failing to comply with any part of these collegiate chapter policies may be subject to disciplinary action by the Standards Committee and/or the Executive Board of the Fraternity.

The collegiate chapter policies provide additional clarification to the Fraternity Policies, Procedures & Forms specific to each chapter's operations.

The collegiate chapter policies compliment, but do not supersede, the Fraternity Policies, Procedures & Forms.

GENERAL:

1. The Epsilon Alpha Chapter will review and revise the Collegiate Chapter Policies annually at minimum. Any member or collegiate officer may choose to recommend a revision to the standards committee at any time. The standards committee will follow the Fraternity Procedure for revision if they deem it necessary.
2. Members are expected to sign each of the following annually:
 - Obligations of Membership
 - o Each new member must read and electronically sign the Obligations of Membership. The Obligations of Membership serves as the contract of membership between the member and the collegiate chapter/Fraternity. This is a comprehensive commitment the individual member makes to uphold the rules Tri Delta has in place. All new members will receive an email after they are entered into the Fraternity's online database requiring them to read and sign the Obligations of Membership. Members can access the Obligations of Membership on tridelta.org after logging on to My Tri Delta. If the new member is under the age of 18, then in addition to the member's signature, a parent or legal guardian must also agree to the Obligations of Membership by signing the document.
 - Statement of Financial Obligations for ALL Members
 - o The vice president/finance will prepare the Statement of Financial Obligations for ALL members to sign on the first chapter of the academic school year.
 - Statement of Financial Obligations for NEW Members
 - o The vice president/finance will prepare the Statement of Financial Obligations for NEW members each term that the chapter has new members.
 - o New members will sign within two weeks of receiving a bid.
3. The secretary will keep a filing system for documenting chapter records. This filing system must be kept virtually on her computer and

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printed in her binder. The filing system should include:

- Chapter meeting minutes.
- Officers' Council minutes.
- Ritual minutes.
- Statement of Financial Obligations

Chapter records shall be maintained for four years or until the subject member graduates, whichever is longer.

4. All ritual equipment should be stored in the storage unit in properly labeled containers. Equipment cannot be used for anything except for the purpose outlined in the Ritual Book. Members may contact the Vice President/Chapter Development to view a copy of the Ritual Book.
5. As stated in the National Policies, Delta Delta Delta has a zero tolerance for hazing of any kind. Hazing is defined as any act, gesture, or forced behavior that makes a member or new member of Tri Delta feel uncomfortable. Epsilon Alpha recognizes the importance of hazing prevention and education within our chapter and considers hazing grounds for termination.

ACADEMICS:

1. Member Academic Requirements:

Members must maintain a 2.6 semester GPA to remain in good standing.

2. Officer Eligibility:

To be eligible for an officer position, a member must have a 2.7 GPA or higher the term preceding the Slating process.

Officers must maintain a 2.7 semester GPA or higher throughout the duration of their term in office.

3. Sponsor Eligibility:

In order to be eligible to sponsor a current new member, the member must have at least a 2.7 GPA or higher from the preceding term and also be in good standing with the chapter.

4. Academic Awards and Recognition:

The academic development chairman reserves the right to use part of her budget to recognized members who are academically worthy.

5. Member Below Bylaws Program & Procedures:

The Chapter President and Academic Chair will keep a spreadsheet organized by member, documenting each woman's GPA for each term she has been a member. The spreadsheet will be saved only in the online filing system and will under no circumstances be emailed to

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anyone or saved on a flash drive to be transferred to another computer.

If a member fails to meet the 2.6 GPA requirements she will be placed on academic probation. If a member falls between a 2.6-2.8 GPA she will be placed on an Academic Watch List.

- Academic Watch List - GPA if 2.6-2.8
 - o The Academic Development Chairman will send an email to the member(s) on the watch list discussing the academic services that the school provides and the members will be invited to study hours with the Academic Development Chairman
 - o The member may print the email and provide a signed copy to the Academic Development Chair, or, the member may request to meet with the Standards Committee.
- First Term Below Bylaws - GPA less than a 2.6
 - o Member(s) below chapter bylaws will be required to meet weekly with the Academic Development Chair for at least one hour of supervised study.
 - o The Academic Development Chairman will send an email to the member(s) below bylaws discussing the academic services that the school provides and explaining the requirements for study hours with the Academic Development Chairman
 - o The member may print the email and provide a signed copy to the Academic Development Chair, or, the member may request to meet with the Standards Committee. If members fail to turn in a signed email within two weeks of it being sent, the member will be required to meet with the Standards Committee.
 - o The member is not in good standing with the chapter. She will not be allowed to vote in chapter or attend socials.
 - o Member will be required to do 7 additional documented study hours on their own for a total of 8 documented study hours per week.
 - o Member must receive a 3.0 or higher during mid semester grade checks in order to terminate Academic Probation.
 - o Member(s) on First Term Below Bylaws may attend up to three socials following conditions are met:
 - provide proof of an "A" on either one major assignment (exam, important paper, lab report).

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- provide proof of an A on 3 smaller assignments (quiz, discussion post, homework)
 - The Academic Development Chairman reserves the right to use her discretion when deciding what to consider a major and smaller assignment.
 - In order to attend multiple socials member(s) need to provide assignments from multiple classes.
- Second Term Below Bylaws
 - o Each member below bylaws must meet with the Standards Committee to discuss and review the scholastic policies. Additionally, they will be required to meet weekly with the Academic Development Chair for at least one hour of supervised study.
 - o The member is not in good standing with the chapter. She will not be allowed to vote in chapter or attend socials.
 - o Member will be required to do 9 additional documented study hours on their own for a total of 10 documented study hours per week.
 - o Member will be required to attend two Center of Academic Achievement workshops.
- Third Term Below Bylaws
 - o Each member below bylaws must meet with the Standards Committee to discuss and review the scholastic policies. Additionally, they will be required to meet weekly with the Academic Development Chair for at least one hour of supervised study.
 - o Member will be required to do 9 additional documented study hours on their own for a total of 10 documented study hours per week.
 - o In accordance with Fraternity Policies and Procedures, members may be recommended for Fraternity Termination by the Standards Committee to be reviewed by the Executive Board of the Fraternity. This recommendation will occur once the grade report is in from the previous semester and after the second consecutive term is finished. Example: Sarah Smith is below bylaws for Spring 2015, Fall 2015, she will be recommended for

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termination during Christmas break before the Spring 2016 semester starts.

- o Upon notification that a member's grades fell below academic standards for a third semester consecutively, the member will be recommended for Fraternity Probation by the Standards Committee.
- o In accordance with Florida Gulf Coast University's Greek Life Policies, a member who has 3 consecutive semesters below bylaws will be recommended for termination.

ACCREDITATION

Florida Gulf Coast University requires that all Greek Organizations participate in the Talon to maintain accreditation. The chapter will nominate a Talon chair to monitor, maintain, and handle the Talon. Talon chair will be selected by OTC when assistants are selected.

1. The Talon chair will give members a two week notice for any information, signatures, or forms that are required for the Talon book. If a member fails to meet these requirements she will be fined \$100 dollars.

ATTENDANCE

1. Required Events:

The following events require attendance. If a member fails to attend these mandatory events, she will be fined. See excused absences in section 2 for acceptable excuses to avoid the fine. Other events may be made mandatory with a 2/3rds vote. A list of fines associated with each mandatory event are listed under the chapter finances section.

- Chapter meetings
 - o If unable to attend notify secretary (TriDeltaSecretary@gmail.com).
- Formal Recruitment Rounds
 - o If unable to attend notify MSC and the Standards Committee (EAStandards@gmail.com).
- Continuous Open Bidding Events
 - o If unable to attend please notify MSC and the Standards Committee (EAStandards@gmail.com)..
- Ritual Ceremonies (Initiation)
 - o If unable to attend notify Standards Committee (EAStandards@gmail.com).
- Class Slating
 - o If unable to attend notify the Standards Committee(EAStandards@gmail.com).

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- Recruitment Workshops and Meetings (including Panhellenic Workshop)
 - If unable to attend notify Standards Committee (EAStandards@gmail.com).
- Sincerely Yours Letter Writing Campaign
 - 30 letters are required per member
- Semesterly Officer Training (for officers only)
- Any event deemed mandatory by Panhellenic or the Greek Programing Council

2. Absences:

If a member would like to be excused from a mandatory event (i.e. Chapter, Rituals, or any other mandatory event) she must complete the following:

- A member must have proper documentation showing proof for the absence prior to the chapter calendar going out for the absence to be excused.
- A member must send proof of excuse to the Secretary for missing chapter, or the Standards Committee for missing ritual or any other mandatory event.
- A member must send in their excuse 7 days in advanced to be excused from a ritual or mandatory event. Work and schoolwork does not constitute as an acceptable excuse for any mandatory event. Excuses will not be approved unless proper documentation is provided. Acceptable excuses are listed below:
 - Religious Holiday
 - Mandatory University related activity
 - Pre-planned trip or family vacation (with proof that trip was planned or purchased before the calendar was passed)
 - Participation in a College/University team sport
 - Participation in a member's major requirement
- A member may send in an excuse late if she experiences an emergency such as:
 - Serious Illness (with proof)
 - Family Emergency (i.e. death)
 - Academic Emergency
 - Last minute Conflicting Class Schedule

3. Chapter Meeting Attendance:

- Initiated members must submit their request for an excused absence to the chapter secretary via email trideltasecretary@gmail.com 2 hours or earlier before the missed chapter.

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- o In the event of an emergency the Standards Committee must be contacted as soon as possible (EASStandards@gmail.com).
- o Members are allowed two unexcused absences for chapter meetings per semester.
- o After the two unexcused chapter are used, every unexcused chapter absence will result in a fine.
- o Upon the 4th unexcused absence of the semester the member will be called into a meeting with the Standards Committee.
- o Upon the 5th unexcused chapter absence the member may be recommended for termination.
- o If tardiness is a persistent problem with a member the Standards Committee will request a meeting with her.

4. Officer Council Attendance:

- Officers Council is mandatory for all officers and chairs.
 - o Officers will be allowed two absences per semester, excused or unexcused.
 - o On the third missed Officer Chapter, OTC reserves the right to remove the officer from their position.
 - o If an Officer misses Officer Council due to an emergency (i.e family death, hospitalization, unforeseen circumstance) then it is up to OTC to determine if the missed OC will or will not count towards the allotted absences.
- Any officer called into a meeting with OTC must attend unless OTC receives an excuse. If a member misses her OTC meeting OTC reserves the right to remove her from her position or to work with the chapter's CDO and FAA to determine appropriate consequences.
- Standards Committee will request a meeting with an officer via Notice to Appear. If a member is unable to attend she must respond via notice to appear one hour before her appointment. If the member does not respond or appear for her meeting she will incur a fine (see fines section).
 - o If the member does not respond to three Notice to Appear requests she may be recommended for termination.

5. Point System:

The purpose of an attendance points system is to provide a positive way for chapters to hold members accountable for participation in Tri

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Delta programs and initiatives. It provides clear expectations for event attendance as well as clear incentives for chapter participation.

6. Purpose Driven Points System and Required Event

Attendance:

Some chapter events will require member attendance as stated in the Collegiate Chapter Polices. Therefore, events that are mandatory are not included within the Purpose Driven Points System as they are not optional.

- Tracking Member Points
 - o The VPCD should be responsible for maintaining the Purpose Driven Points System with the aid of the Standards Committee as well as the Secretary. The VPCD shall keep a master spreadsheet documenting points accumulated by each member based on event attendance. Save the spreadsheet for the entire term. The points will be also monitored on the GIN System.
 - o Officers will be required to have an attendance sheet present at all of their events. It will be the officer's responsibility to give the secretary a copy of the sign in sheet within a week of the event. The secretary will have a week from the time she receives the roster to input points.
 - o Points will only be awarded for events that have sign in sheets
 - o If an officer cannot be present at an event, they may have someone else do a sign in sheet at the event. The Officer may award the member Assisting an Officer Points, and is required to turn the points sheet into the Secretary within one week of the event.

7. The Points Calendar:

- The Chapter calendar will be created at the Officer's Training Workshop or the first Officer's Council Meeting every semester. The officers will work with standards committee to create the available points for the semester.
- The calendar will be voted on by the chapter within two weeks of the beginning of each new semester.

Delta Delta Delta Point System

Friendship

<u>Category</u>	<u>Points</u>
Chapter	1 point
Risk Manager event	5 points

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Sisterhood Retreat	5 points
Sisterhood event	3 points
Additional Officer events	3 points
Alumni events	5 points
Play on an Intramural DDD team	2 points per game, must attend 80% of the games
Watch a DDD intramural team	2 points per game
Participate in Alpha/Delta/Spirit/Big appreciation week	2 points per day
Big little reveal (not getting a little)	2 points
<u>Total points available</u>	36 available points (if chapter attendance met) (15 needed)

University

<u>Category</u>	<u>Points</u>
Pan Greek speakers	5 points
Educational Speakers	5 points
Intramural/ club team outside of DDD	4 points, cap at 8
Tutoring session	2 points per
University Tailgates	2 points per
FGCU Sporting event	2 point per
Mandatory Panhellenic Speaker	(Points will be based on standards decision)
<u>Total points available</u>	19 available points (10 needed)

Character

<u>Category</u>	<u>Points</u>
DDD Philanthropy event	5 points
Above a 3.0 GPA	5 points to start the semester with
Honors/Honor society program (nursing, PT, any type of special accepting program)	5 points
Working	3 points per job, cap at 9
Take down at a DDD event	2 points per
Set up at a DDD event	2 points per
Attend a dry mixer/ social	3 points per
Be a Sober monitor	4 points per social
<u>Total points available</u>	(15 needed)

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Unselfish Leadership

Category	Points
Paying Bill Highway dues before the 20 th day of invoice	5 Points
Serving as an officer outside of DDD	4 points per
Supporting an outside cause	3 points per, cap at 9
Other organizations Philanthropy events	3 points per
Being a member in an organization outside of DDD	3 points per, cap at 9
Serving on a DDD committee	3 points
Assisting an officer when asked	2 points per occasion
Attending OC (for non officers)	1 point per
Being an officer	3 point per semester
Total available points	24 available points (20 needed)

- Standards may add more events to the point system throughout the duration of the semester.
- If a member does not meet the required points in each category she will be fined a flat fee of \$300.
- Standards reserves the right to adjust fines or points on a case by case basis.
 - This is for extreme cases. (I.e. Family Death)
- The calendar will provide at least double the amount of points in each category needed for the semester.
 - Ex. If member need 25 points in the category “Unselfish Leadership” the calendar will have 50 points available in the category.

8. Calendar Planning:

The calendar will be coordinated at the Officer’s Training Workshop which will be held during or before the first OC. OC will create a complete chapter calendar for the semester.

- All collegiate officers will present their dates and events at the officer-training workshop.
- Events that are not outlined in the above point system maybe given points based on the standards board discretion.
- The VPA will present the calendar to the chapter within the first two chapter meetings of the semester.
- The chapter must vote and approve the calendar for the semester. Once this is done the calendar is considered closed.

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- If changes need to be made, the chapter must vote with a 2/3rds majority
Any changes to the calendar must be given two weeks prior to the event date.
- The only exception for reopening a closed calendar is for events organized by the Greek Life Office or Tri Delta Executive Office.

CHAPTER MEETINGS

Chapter meetings will be held on campus. Chapters will be on Sundays with the time and place determined by FGCU Campus Reservation Office. It will vary every semester.

1. Chapter Attire:

There will be one Formal and Open Chapter a month, unless otherwise noted by the Standards Committee. The remaining chapters will be Regular Business Chapter.

- Meeting attire includes:
 - o **Formal:** Dress, skirt, or nice dress pants, and badge with dress sandals, flats, or heels. Flip flops, club attire, slippers (UGGS). Dresses and skirts must be finger-tip length. The only boots allowed are dress boots. Combat/cowboy boots are not acceptable.
 - o **Regular Business:** Dress, skirt, slacks, and badge with sandals, flats, cowboy boots. No flip flops, club attire, slippers (UGGS), spaghetti straps, plunging neck lines, or backless/strapless dresses. Dresses and skirts must be finger-tip length. Combat boots are not acceptable.
 - o **Open:** Casual attire. Jeans with a Tri Delta t-shirt. Pajamas, work out clothes, and shorts are not permitted.
 - o **Ritual Ceremonies:** white dresses with nude or white shoes. Shoulders must be covered, no spaghetti straps, halters, tube tops, or short tight dresses are allowed. Anyone inappropriately dressed will be asked to leave.
 - o **Chapter Functions:** Include philanthropy events, formal recruitment, school functions, and other fraternity and sorority events, or events the chapter deems applicable. Attire for these events will be established by the appointed officer and should be strictly followed.

2. Chapter Meeting Procedures:

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- Chapter meetings are held every Sunday evening of the fall and spring semesters. Location will be determined by Florida Gulf Coast University Campus Reservations.
- Robert's Rules of Order shall be observed at all Chapter Meetings (with the exception of Open Meetings). These Rules include, but are not limited to, the requirement that: when a member speaks during chapter, she must stand and address the presiding officer and the sisters (i.e. "Sister President, Sister Deltas").
- The Collegiate Chapter President, Vice President of Administration, Vice President of Chapter Development, Secretary, Alumna Advisor, and Lifetime Membership Advisor will serve in their offices to obtain control of the chapter. Members using phrases like, "Be quiet," "Shut up," "Shush" and "Shh" other like phrases will not be tolerated.
- In order to speak up in chapter, a member must obtain permission by the presiding officer. Announcements can be arranged prior to chapter, either by email, phone, or in Officer's Council. The presiding officer will maintain the right to not accept comments on issues. Chapter is not a time to facilitate debates, but a time to conduct business.
- "Any other business to come before the chapter" does not signify reiteration of previous announcements. Unless information was accidentally omitted from a previous announcement, reminders will not be appropriate.
- The Collegiate Chapter President, Vice President of Administration, and Secretary reserve the right to take roll at the door. If a member is not standing in her correct position in reference to order of initiation, she will be marked absent without an excuse.
- Five minutes before the Chapter Meeting begins, all members will be silent and in correct initiation order.
- If a member needs to leave the meeting early, she must inform both the Presiding Officer and the Secretary prior to the start of the meeting.
- If a member is tardy, she must knock and wait until the Vice President of Administration opens the door for her.
- If a member is not dressed appropriately, she will be given a robe or asked to leave. If a member is dressed inappropriately at two or more chapters, she will be called into the Standards Committee.
- If a visitor would like to come into chapter, they must arrange a time with the Chapter President. The President will decide if it would be better for the visitor to attend OC instead or if she can pass the information on to the chapter herself. The Chapter will

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not allow visitors without the permission of the Chapter President.

- If a member is called out of order* during chapter, she will be asked to leave and deemed **as an unexcused absence.**
 - o *Out of order: Cursing, talking out of turn, questions based on personal circumstances that can be addressed to an officer privately, lack of respect, chewing gum, private conversations, cell phone ringing and text messaging.
 - o Enforcement will be handled by:
Vice President of Administration, Vice President of Chapter Development, President, AA, LMA, or FAA

3. Member Behavior:

- Respect for all members will be upheld throughout the chapter. There will be no excuses. Failure to comply can result in action by the Standards Committee.
- Enforcement may include but is not limited to verbal warning Standards or Public Relations Team. If issue continues, member will be into a meeting with Standards.

CHAPTER LEADERSHIP

The following are general expectations for chapter officers:

- Keep a current and accurate Deltas Only account.
- Be familiar with the officer resources in the Officer Toolkit.
- Regularly check Officer Inbox on Deltas Only.
- Read through Tri Delta's monthly chapter officer newsletter, *The Bulletin Board*, for important updates.
- Actively participate in training and transitioning her successor.
- Maintain Officer Binder and prepare to pass to the next officer.
- Attend Annual and Continual Officer Training as determined by OTC.

1. Officer Eligibility:

Officer eligibility requirements include but not limited to:

- Officers cannot study abroad during their term in their officer position.
- Officers must participate in Annual Officer Training to effectively train their successor.

2. Officers' Council:

- Officers Council will be held before chapter meetings. OC time and location varies depending on the office of Campus Reservations.

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- Officer Council meeting expectations include but are not limited to:
 - o All slated officers are required to attend OC.
 - o All appointed officers are required to attend OC.
 - o Officers should come with their officer binder prepared to engage in the OC module.
 - o OC attire should represent the attire for said chapter meeting.

3. Slating Process & the Season of Officer Transition:

The following logistics relate to the Slating Process and Season of Officer Transition

- The continuing education chairman will conduct Tri Delta Leadership Education during the four chapter meetings preceding the selection of the Nominating Committee.
- Members must not have any outstanding balances and stay out of 30, 60, and 90.
- Members must be in good standing with the chapter to be considered for a position or be on the nomination committee.
- Members applying to hold an officer position may be nominated and selected to sit on the nomination committee; however, it is strongly encouraged that members do not select someone applying to hold an officer position because they are not eligible to vote in nom com during an officer position the member has been nominated for. This in turn hinders the class because they lose a vote and voice during the slate selection.
- The Installation of Chapter Officers Ceremony will be conducted at the first chapter meeting of the spring semester.
- Annual Officer Training is required for every incoming officer.
- Members of the Nominating Committee that break confidentiality can be removed from the Nominating Committee and can be declared not in good standing under the discretion of standards.
- All discussions that take place during class slating are confidential and will not be discussed with anyone once the meeting is over
- Members that turn in a Personal Leadership Profile (i.e. an Officer Application) must agree that they understand they may be selected for any position on the slate. Members that discuss an officer position they want many not receive a position at all. Any campaigning or asking sisters to nominate one's self or others for a position can result in member discipline.
- The officer term begins and ends with the Installation of the Chapter Officers Ceremony as conducted at the beginning of the Spring Semester.

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4. Assistant Positions:

Assistant Positions can be appointed at the start of each officer term. A member must apply in writing to the VPA for an assistant position. OTC will review PLP and pick an assistant for the following positions:

- Assistant Vice President Membership
- Assistant Vice President of Public Relations
- Assistant New Member Educator
- Assistant Philanthropy Chairman
- Assistant Sisterhood

- Talon Chairman
- Storage Chairman
- Any other position deemed necessary by OTC

Outgoing Officers must completely organize their officer binder and any other officer materials in order to pass down to the next slated officer. This should be complete in time for Annual Officer Training. Outgoing officers should plan to attend the portion of Annual Officer Training that involves one-on-one training with their successor.

STANDING COMMITTEES

1. Standards Committee:

The Standards Committee will meet once a week. The time and location will vary depending on the chapter meeting time decided by the office of Campus Reservations.

Standards Committee expectations include but are not limited to:

- Each Standards Committee officer is required to attend unless otherwise approved.
- The Standards Committee should secure an advisor for the meeting.
- If a member is called into an individual meeting she is required to attend. If she is unable to attend it is her responsibility to reschedule her meeting. If a member refuses to attend a Standards Committee meeting, the Standards Committee will move forward with member discipline and notify the member. The following is not an acceptable excuse for missing a Standards Committee meeting:
 - o Not checking email.
 - o Not checking voicemail.
 - o Not knowing this policy.
 - o Work.

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- Standards committee members will keep all discussions conducted within the committee confidential between the member(s) and the individual involved. Breaking this confidentiality should result in the member discipline of the Standards Committee member.
- A member should also keep any discussions to occur within a Standards meeting confidential regardless of the topic. Breaking this confidentiality will result in member disciplinary action.
- Members may make an appointment to meet with the Standards Committee by emailing the Standards Committee email eastandards@gmail.com

2. Officers' Training Committee:

The Officers Training Committee will meet weekly or as needed at a designated time during the week.

State the expectations of officers' training committee meetings to include but not limited to:

- Each OTC officer is required to attend unless otherwise noted.
- The OTC should secure an advisor for these meetings with officers.
- Officers should come to OTC with officer materials and ready to discuss their job aid.
- Officers called to OTC are required to attend. If an officer refuses to attend, OTC reserves the right to revoke her position. The following are not acceptable excuses for missing an OTC meeting.
 - o Not checking email.
 - o Not checking voicemail.
 - o Not knowing this policy.
 - o Work.
- Each officer will be called into OTC at least once per semester.

3. Membership Selection Committee:

The Membership Selection Committee should meet a minimum of three times during the spring semester to prepare for Fall Formal Recruitment.

State the expectations of membership selection committee meetings to include but not limited to:

- Each MSC officer is required to attend unless otherwise approved.
- Discussions conducted during MSC regardless of the status of the PNM are confidential and should not be discussed outside of the meeting setting.

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4. Bylaws Committee:

The Bylaws Committee will meet as needed in order to review and revise the collegiate chapter bylaws every four years.

The Bylaws Committee may chose to meet annually in the event that they would like to make an amendment to the bylaws.

5. Sponsor Selection Committee:

The Sponsor Selection Committee should meet once prior to Bid Day to plan and implement Pearl Sister, a preliminary big sister (i.e. Golden) that all new members get on Bid Day.

The committee should meet twice between Bid Day and Sponsor Revelation to match new members with sponsors.

State the expectations of the sponsor selection committee to include but not limited to:

- Every new member will be paired with an imitated member that is in good standing.
- Standards may share any concerns they have with the sponsor committee about a potential sponsor.

NEW MEMBER EDUCATION

1. Meetings:

New Member meetings will be conducted on Sundays. The time and location will vary based on the office of Campus Reservations and what the new member educator decides.

- Attire for meeting should match that of the initiated New Members should wear their New Member Pin.
- Meetings are conducted by the NME with the assistance of the New Member Education Assistant and Committee.
- The Collegiate Chapter President is responsible for attending all New Member Education Meetings.
- Officers that would like to visit must coordinate with the NME
- New Members need to attend all meetings unless excused by the NME
- If a NM misses more than three meetings they must meet with Standards
 - o Standards reserves the right to push back the Initiation date of any New Member who misses more than three New Member Meetings.
- The NME assistant must also attend the weekly meetings.

2. Small Group Meetings:

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- Each New Member is required to attend their Small Group meetings that are held on a weekly basis.
- If a New Member misses more than two Small Group meetings, then Standards reserves the right to hold the New Member accountable adequately.
- Each Small Group Leader is responsible for hosting their small group meeting and taking attendance at the meetings on a weekly basis.
- Standards may also hold the small group leader accountable should she not complete this task.

SPONSOR PROGRAM

1. Sponsor Eligibility:

Sponsors must be in good standing with the chapter, and have a 2.7 or higher GPA at the time of sponsor selection.

Due to possible conflicts of interest, the New Member Educator and the Collegiate Chapter President may not stand sponsor for a new member as long as they are serving in these positions.

2. Sponsor Responsibilities:

The sponsor/new member relationship should be of a mentoring nature. The sponsor is responsible for serving as the new member's sponsor during the Trident and Stars & Crescent Degree of Initiation. Sponsors should influence the new members in a way that supports the values of Tri Delta and the Obligations of Membership. Sponsors must agree to accept any new member as their little sister. Complaints about who someone receives as a little sister will result in not having a little sister. If a sponsor fails to meet these requirements, Standards will schedule a meeting with the member.

3. Sponsor Activities:

Sponsor must be available to attend Sponsor Revelation, Formal Sponsor Ceremony and Initiation.

The chapter will host Delta Love Week (i.e. Clue Week), which is when gifts will be given to new members leading up to Sponsor Revelation.

4. Sponsor Reveal:

Members will receive a sponsor within 12 days of Bid Day. The sponsor chairman will plan an open activity. Sponsor Revelation will in no way reveal a scavenger hunt or any other violation of the Fraternity polices for risk management.

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5. Sponsor Budget:

All gifts to new members must be \$40.00 or less per gift per day to be fair to all sponsors and all new members.

All gifts given to new members must be given in good taste, represent Tri Delta values and should in no way violate the Obligations of Membership.

COLLEGIATE CHAPTER FINANCES

1. Chapter & Fraternity Dues:

Outline any specific chapter and Fraternity dues that the member is expected to adhere to. This should reflect what initiated and new members are asked to sign in the Statement of Financial Obligations for ALL Members and the Statement of Financial Obligations for NEW Members.

- Chapter dues are invoiced on August 1st in the Fall and January 1st in the Spring. Dues are due 20 days after the first day of invoice for both semesters.
- The 10 days between the 20th day of invoice and the 30th days of invoice will serve as a “grace period,” in which the Vice President of Finance will reach out to the members who still owe dues. During this period, if a member has not paid their dues, they will not be eligible to uphold any position of office, or stand sponsor for a New Member.
- A member experiencing unexpected financial hardship may apply for Emergency Medical Status. This normally must be done within the first three weeks of the term. The member must contact the Standards Committee immediately.
- If a member is in need of a payment extension plan, she must contact the Standards Board and set up a meeting with them. The Standards Board will have the member fill out a request form for the payment extension plan, and propose increments in which the member must pay. The Standards Board will present their agreement with the member to the Financial Specialist, who will then approve or deny the request. If the request is approved the member must come back for another Standards Meeting, sign the agreement, and complete the contract as stated in the proposal.
- Delinquent Accounts Policy:
 - o Any member owing an account for more than thirty (30) days shall cease to be good standing* with the chapter and may be called into Standards. She may not vote on questions placed before the chapter nor exercise other privileges of membership as stated in the Bylaws of Delta Delta Delta. The Alumni Advisor is able to take

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- custody of her badge and certificate until her membership is restored to good standing.
- o Any member owing an account for more than sixty (60) days shall cease to be in good standing* with the Fraternity and be placed on national probation. The Alumni advisor shall continue to hold her badge and membership certificate until her membership is restored to good standing. The member shall be called to meet with the Standards committee and shall be informed that her payment history has been sent to the financial specialist, that she is not in good standing and may not vote on questions before the chapter and may not exercise certain other privileges of membership. The members shall receive a 60-day letter informing the member of her financial standing. The member is responsible for making full payment to the financial specialist of all obligations billed.
 - o After 90 days, the member will be recommended for termination, will be contacted by the VPF, and not allowed to attend chapter meetings.
 - o A member who submits a resignation while owing money shall be given an opportunity to make full payment or establish an acceptable probationary schedule for payment with the VP of Finance.
 - o The Executive Board has approved the use of collection agencies or credit reporting services when a membership has been terminated for failure to meet the financial obligations of membership.
 - o Exceptions to this procedure shall be made only in the case of a severe financial emergency.

2. Individual Financial Obligations:

- All dues invoices will be due within 20 days of the invoice being submitted.
- All members account is considered delinquent 10 days after the due date (i.e. 30 days delinquent).
- The chapter will follow the Fraternity Policy on Individual Delinquent Accounts. Members that are more than 30 days delinquent are not permitted to attend any events funded by the chapter.
- Any member with outstanding fines, who is thus not current with her financial obligations to the chapter, will be declared not in good standing with the chapter. Her membership shall be restored to good standing once the fines have been paid.

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3. **Installment Plans:**

Specific Installment Plan policies include:

- If a member is facing financial hardships, then she may apply for an Installment Plan prior to the start of the semester in which they are requesting the Installment Plan for. The Vice President of Finance will send the Installment Plans to the chapter and give them a minimum of one week to fill them out and turn them in. The Installment Plan applications will be reviewed by the Standards Committee and Financial Specialist. Members who are applying for an Installment Plan must be in good standing with the chapter, and not have an outstanding balance on their Bill Highway.
- A member must be proactive in order to obtain an Installment Plan. She must communicate effectively with the Standards Committee.
- Per the Fraternity Policies, members that miss a payment, the payment plan is void and their entire balance will be due immediately.

4. **Chapter Fines (if applicable):**

Outline any specific fine system in place for chapter use. This should include but is not limited to:

- Replacement of New Member Pin - \$9.00
- Third and any additional absence Unexcused Chapter Meeting- \$25.00
- Formal Recruitment (each night)-\$100.00
- Bid Day-\$100
- Recruitment Committee set up/tear down-\$100.00
- Sincerely Yours Letter Writing Campaign - \$100.00
- Recruitment Workshops-\$100.00
- Trident Degree-\$100.00
- Stars and Crescent Degree-\$100.00
- Slating-\$100.00
- Officer Workshops/Training-\$100.00
- Study hours, logs, guides-\$25.00
- Missed Standards appointment-\$25.00
- Officers Council (after two missed) -\$25.00
- Philanthropy Tickets-Designated amount
- Any Executive Office Meeting-\$50.00
- Failure to sign Obligations of Membership-\$25.00
- Talon Chair Signatures - \$100
- Open Continuous Bidding Event (i.e. Spring Recruitment) - \$100

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- Social Event Clean up fee-\$100*
*May be adjusted based on the actual cleaning fee charged to the chapter

5. Expenditures & Reimbursements:

The policies regarding officer use of officer budgets to include but not limited to:

- All expenditures must have approval from the Vice President of Finance in order to be reimbursed.
- Officers with budgets will meet with VPF to discuss their budget.
- Officers whose funds come from other officer's budget must clear expenditures with VPF and the officer whose budget is being taken from.
- Receipts, explanation of expenditures, and to whom the check is to be written must be presented to the VPF prior to reimbursement.
- No blank checks shall be issued.
- There will be no petty cash arrangements.
- Each officer is responsible for her budget. If she exceeds this budget without the consent of the VPF she must repay the difference.

Personal Expenditures:

- Participation in non-Tri Delta programing is voluntary (t-shirts, Greek week shirts, etc.)
- If you are in 30, 60, 90 or have not paid dues you cannot participate in chapter orders.
 - Six weeks after the invoice date the items not picked up will be resold.

6. The Chapter Bill Highway Card:

Purpose: A pre-paid card will be issued to the Chapter President, VP Finance, and Treasurer, to use on behalf of the chapter, permitting chapter funds to pay for expenses relating to chapter activities. The objective is to have the chapter cover expenditures upfront instead of a chapter member utilizing their own funds with the intent of being reimbursed by the chapter.

- If an officer requires chapter funds to cover upcoming expenses, the pre-paid card must be utilized by following the below steps:
 1. Fill out the designated approval form in its entirety and submit to the VP Finance for approval.
 2. If approved, the VP Finance or President will load-the pre-paid card with the approved dollar amount.

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3. Once the officer's approval form has been approved and the pre-paid card has been loaded with the requested dollar amount, the officer will request the President, VP Finance, and/or Treasurer to go with them when making purchases in order to utilize the pre-paid card.
 - The pre-paid card can only be authorized and used by the President, VP Finance, or Treasurer. No other officer can take the pre-paid card and incur expenditures without the presence of the President and/or VP Finance.
 - The VP Finance will be responsible for coding all pre-paid card expenses against the appropriate budget in Billhighway. The "Unallocated Pre-Paid Card Expense" account shall be \$0 at the end of the Tri Delta fiscal year.

RECRUITMENT

1. Voting Requirements:

- Members that are not in good standing with either the Fraternity and/or the collegiate chapter are not eligible to vote during the consensus voting process in recruitment but can still participate in recruitment conversations and may submit comments on consensus ballots.

2. Potential New Member Requirements:

- The Membership Selection Committee, along with the chapter, may only extend Bids to 10% or less of the total Bid List to women whom are a Scholarship Risk. A Scholarship Risk is any PNM that has below a 3.0 college GPA or a 3.0 high school GPA.
- Ideally, our class balance at the time of recruitment should consist of a large freshman class to ensure the future of Epsilon Alpha.

3. Consideration for Legacies:

A legacy, per the Fraternity's definition, is the daughter, step-daughter, sister or step-sister of a Tri Delta.

- The chapter will not automatically release a potential new member from Tri Delta because she is a legacy for another organization. Her Consensus Scores will be tallied fairly.
- The chapter will invite all legacies to at least one invitational round of recruitment.
- Legacies will not have priority over location on the Bid List, but will be located on the Bid List by the order of their Consensus Score.

4. Use of References:

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References will be turned into the Reference Committee. A reference does not guarantee a bid. A reference presentation will be presented during the recruitment workshops to all members.

5. Recruitment Infractions:

Any violation of the Panhellenic Recruitment rules should be reported immediately to the Tri Delta President or VPM.

- If a member incurs a monetary fine due to an infraction she will be responsible for payment. In addition, the member may be subject to further sanctions at the discretion of Standards Committee.

6. Continuous Open Bidding (COB)/Informal Recruitment:

Epsilon Alpha reserves the right to COB if it does not meet the quota or the campus total.

7. Panhellenic Expectations:

All members must adhere to the recruitment rules set by FGCU Panhellenic Council. Members must attend the mandatory recruitment workshop. If a member incurs an infraction during recruitment she will be required to pay that infraction. All members must display a positive outlook on all Greek organizations.

PUBLIC RELATIONS

All members will be expected to represent Tri Delta in a positive way. Misrepresentation of the values or Purpose of Tri Delta can result in member discipline.

1. Chapter Internal Public Relations:

Chapter policies and procedures regarding individual member conduct on social media sites can include but is not limited to:

- There shall be no blatant disregard for university rules or federal laws such as underage drinking or illegal drugs.
- The VPPR, Standards Committee, or any officer can respectfully and privately request another member remove an inappropriate social media post.
 - o Along with being asked to take it down, the member will receive a warning of discipline or standards appointment based on severity of the post.
 - o On the third warning of discipline the member may be given a sanction from the Standards Committee.
- Inappropriate material on all social media posted from a time period prior to joining Tri Delta will be removed.
- Underage members may not be in any pictures with alcoholic containers (beer bottles, liquor bottles, martini, wine, margarita,

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champagne glasses, red solo cups, Fat Tuesdays cups (or like unto it) or anything that could be perceived as alcohol not in the hands of someone who is above the legal drinking limit (i.e. An underage member MAY post a photo with an above age member holding an alcoholic beverage but MAY NOT post any photos where underage drinking is seen). Underage members may not post photos with unclaimed alcohol.

- o This includes peer pong tables, inappropriate hashatgs (#Thirtsy Thursday, #5' O clock somewhere and so forth) and anything that could be perceived as a reference to alcohol or underage drinking
- o Underage Members may post a picture with an of age individual who has a drink in their hand. There may not be alcohol in the background.
- o NO ONE can have pictures or videos of members or themselves taking shots or shot gunning beverages on any form of social media.
- o NO ONE can have pictures throwing a delta with alcohol in the pictures or wearing her letters. This should not be done ever; especially a picture should not be taken of it.
- No inappropriate* retweets, hashtags, favorites, snap stories, etc.
 - o *Inappropriate is defined as anything that is unbecoming of a member
- NO ONE can have pictures where they are notably intoxicated.
- Profanity or inappropriate gestures will not be tolerated.
 - Any social media referencing drugs, smoking of any kind (weed, hookah, cigarettes, etc.) weapons (unless shooting for a hobby), or any sort of discrimination will not be tolerated and is grounds for termination.
 - Photos or words referencing sexual acts are inappropriate.
 - o Anything that would be deemed illegal by the university or police. For example, trespassing, use of false identification, plagiarizing, underage drinking in campus housing, etc.
 - o If a member finds a photo/comment/status/etc. that isn't outlined in these guidelines, but she feels it is inappropriate, she is asked to bring this to the attention of the President, VPCD, or VPPR.
 - o Any mocking of Tri Delta, Sarah Shaw, etc. or attempted covering of alcohol in any pictures (cats, blurs, photo editing, etc.) is unacceptable.
- These rules should be followed on all social networking databases.

2. Chapter External Public Relations:

The VPPR will handle all external communication sites that include but are not limited to:

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- Chapter website use & maintenance
- Chapter social media pages, groups and accounts
- Member use of chapter social media sites for individual gain
- Use of a chapter logo
- Chapter blogs

SOCIAL EVENTS

A Social function includes but is not limited to: Date parties, crush parties, formal, semi-formal, grab-a-dates, mixers, or any other function planned by the social chairman.

Activities outside the sorority include, but are not limited to:

- School-wide events
- Other fraternities and sororities philanthropy events
- Intramural sports

1. Attendance & Financial Policies:

Any chapter member not-in-good-standing financially will not be permitted to participate in functions and activities in which the sorority participates unless excused by the Standards Committee prior to the event. If a chapter member is not-in-good-standing because of financial arrears, she must pay her overdue balance and be approved by the Vice President of Finance by 2 days before the event.

She must present documentation to the Vice President of Finance. The Vice President of Finance must then verify the member's account on Billhighway and inform the Social Chairman.

- If a member does not follow this procedure, she will not be permitted to enter the social by the Social Chairman and/or Collegiate Chapter President. No exceptions.

2. General Policies:

- Chapter members and their dates (if applicable) must arrive at location designated by social chairman (held by Tri Delta) prior to the time that is designated by the Social Chairman, Risk Management Chairman, and Collegiate Chapter President. If a member has to arrive later due class, she should let the President and/or Social Chairman know a week prior to the event.
 - A member's date must arrive to the event with the member.
 - Entrance will be denied if a date arrives separately.
- Social Event Monitoring Program will be used at every event that contains alcohol. A sober monitor will work with the Standards Committee, Risk Management Chairman and Social Events Chairman to ensure the safety of every

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member and make sure all logistics are taken care of during the event.

- o Sober monitor is defined as 1 per 25 attendees. This will coincide with FGCU's sober monitor requirement.
- o Sober sisters will be determined on a voluntary basis first, and then selected by pledge class in alphabetical order.
- o Every member must be a sober sister at least once before a member can be a sober sister again.
- o If a member disrespects a sober sister they will be placed on social probation and bad standing with the chapter
- o If the sober sister has to take a member home because she is too intoxicated to drive from bus pickup location the member will be placed on social probation and with cease to be in good standing.
- If the chapter needs to call a taxi for the sister, she will be billed for the ride on Bill Highway.
- Buses, or other designated transportation will be used for every alcohol related event. Each member and their date **must** take the designated transportation to and from the event. No exceptions.
 - o Members that arrive to the social location and did not take the designated transportation will be sent home immediately and not admitted into the social.
 - o Busses will all depart at the same time. Based on the discretion of the Social chairman, CCP and Risk Manager, buses may shuttle back and forth between the social location and school throughout the night until the end of the social or leave at designated times.
- The Social Chairman, Risk Management Chairman, and Collegiate Chapter President and the standards board reserve the right to do bag checks and breathalyzer checks.
- No alcohol is permitted on the bus. If a member or guest is caught with alcohol on the bus they will both be sent home and have a meeting with the Standards Committee.
- If a member or their date seems to be intoxicated before they get on the bus they (both the member and date) will be sent home immediately and have a meeting with the Standards Committee.
- Once a member or date leaves the social, they will not be permitted back into the social.

3. Dates:

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- If applicable to the event, all members in good standing with the Fraternity will be permitted one guest to each social event.
- These events will be designated by the social chairman.
- Members are not permitted to bring as a date an inactive member of the Fraternity (resigned, terminated, etc.)
- The Standards Committee must approve alumnae members.
- The Standards Committee needs to be provided the list of dates attending a social function one week prior to the event from the Social Chair.
 - Standards may ask a member to bring a new guest if their original guest has had past issues at Delta Delta Delta events.
- All dates are expected to uphold Tri Delta standards, including the alcohol policy. Every woman (Member or New Member) is responsible for her date and she is the one that will experience the repercussions of inappropriate behavior.

4. Behavior:

- Appropriate behavior is expected of all initiated members and new members at all functions.
- All members and their dates must act in accordance with local, state, and federal laws.
- If a member fails to meet the expectations placed upon her, she will be asked to leave the event by the Collegiate Chapter President, Risk Management Chairman, Social Chairman, or Standards Board Member.
 - If a member is asked to leave, her date must leave with her as well.
 - If a date is asked to leave, the member must leave as well
- If an issue arises with a member and/or her date, she will be asked to meet with the Standards Committee. The Standards Committee reserves the right to discipline each member according to her situation. If a member breaks any of the alcohol policies they will be on social probation, bad standing with the chapter, and may have to educate the rest of membership on said policies through a presentation.
 - Consequences can include but are not limited to:
 - Chapter probation
 - Fraternity probation
 - A member discipline report filed to Executive Office
 - Illegal substances is grounds for member termination per the Fraternity Policies.

5. Alcohol Policy:

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- For all alcohol policies, refer to the Delta Delta Delta Executive Board Policies.
- All use, possession, and consumption alcoholic beverages must be in accordance with state and local laws.
- All use, possession, and consumption of alcoholic beverages must be in accordance with Tri Delta Risk Management Policies (see Fraternity Policies and Procedure).
- Florida Gulf Coast University's Alcohol Policy will be in effect at all social functions and events on campus to which it applies.
- Any alcohol related incident violating these policies will be dealt with under the discretion of the Standards Committee.
- Dry Period:
 - Dry Period for Recruitment will start with the first day of recruitment and end 24 hours after Bid Day.
 - Dry period for Initiation will start 24 hours before Initiation and end 24 hours after Initiation has ended.
- There will be no consumption of alcohol at the Sisterhood Retreat.
- There will be no consumption of alcohol while wearing the New Member Pin, Badge, or letters. There will also be no physical display of Tri Delta letters while consuming or in the presence of alcohol (including "throwing up" the Delta).
- Any member of Standards Committee has the right to remove a member from an event if they feel the member is under the influence of an illegal substance. The member will then be called into Standards and punishment is under their discretion.
- The possession and/or use of any illegal or controlled substances, including but not limited to drugs, narcotics, marijuana, or any hallucinogen is illegal and contrary to the standards of the Fraternity. There shall be no possession, use, and/or sale of any illegal or controlled substances.
 - Any illegal possession of drugs or any possession and/or use of illegal or controlled substances, regardless of location and time of year, shall be cause for disciplinary action, including but not limited to the loss of membership when warranted at the discretion and recommendation of the Standards Committee.

6. Transportation:

Any social event where alcohol will be sold, available or that is outside of 30 miles from Florida Gulf Coast University will require bus transportation. Buses must be available for the entire chapter and their date.

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- The entire chapter and their date must arrive to a designated location at the time designated by the Social Chairman. Members must check in with their date to the risk management chairman, social chairman, and the collegiate chapter president, or any other members providing check-in in order to attend the social.
- If the member does not check in by the designated time the member will not be able to attend the social.
- Excuses for not attending the pre-meeting spot include class (with proof from Gulflin)
- If a member or her date have pre-gamed or appear to be intoxicated they will not be allowed on the bus and to the social event.
- If a member or her date are asked to leave for violating this she will be called into Standards and placed on Chapter Probation and in Bad Standing with the chapter.
- Alcohol is not permitted on the bus. If a member or her date bring alcohol on the bus they will be sent home immediately and the member will have a meeting with Standards and in Bad Standing with the chapter.
- Buses will depart said meeting location at a time deemed by the Social Chair. A member and her date must arrive to the social by the bus transportation provided by the chapter.
- If a member cannot make the first bus departure because she has a valid excuse (class) she will be allowed to take a later bus or designated transportation(ex. taxi) to the social event.
- Busses will all depart at the same time. Based on the discretion of the Social chairman, CCP and Risk Manager, buses may shuttle back and forth between the social location and school throughout the night until the end of the social or leave at designated times.
- The number of sober sisters will depend on the number of people attending the social event. There will be at least two sober sisters on the buses that shuttle to and from the social event.
- If a member or her date are too intoxicated to drive home from the bus pickup location and a sober sister has to drive her she will be placed on Bad Standing and sent into Standards.
- If a member or their date damages the bus and the chapter is charged for the damage, the member will be charged on her Billhighway.
 - o This includes but is not limited to a cleanup-fee.

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- Sober sisters, CCP, Social Chair, and Risk Management Chair will monitor before, during, and after social event to make sure there has been no pre-gaming, drinking on the bus, too much drinking at social, and everyone is safe to drive home from bus location.

Sisterhood Retreat:

- Upon arriving at the Sisterhood Retreat, members must turn in their keys and drivers' licenses unless previously arranged with the Standards Committee.
- There will be no consumption of alcohol or any possession of alcohol.
- No visitors will be allowed.
- Members must stay at retreat location upon arrival
- Failure to comply with these terms will result in disciplinary action by the Standards Committee.

RESIGNATION:

- A member choosing to resign her membership must submit her resignation in **writing** to a member of the Standards Committee and/or the Alumni Advisor to confirm her membership status.
- The effective date of the resignation is the date on which the written resignation is received by the officer or advisor and the Resignation of Membership Form has been signed. Upon signing, the member must turn in her badge and certificate of membership.
- The member is responsible for all financial obligations and if obligations have not been met, the member may be financially terminated.
- The chapter encourages any girl that resigns or is terminated to sell or donate their Tri Delta items back to the chapter or chapter members.
- Resigned women are not permitted to wear or showcase any Tri Delta items.

Definitions:

* Not-in-Good-Standing with the chapter: Members "not-in-good-standing" will be called before the Standards Committee and may be subject to disciplinary action. Members will not be able to vote (in chapter, at membership selection meetings, during Formal Recruitment, etc.), hold office, represent Tri Delta at non-mandatory events, or write references. Attendance at all non-mandatory events is at the discretion of the Standards Committee, as is the prohibition of any other privileges of membership. If member is not-in-good-standing because she is in arrears in her financial obligations, in addition to these terms, she may not wear her badge.

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