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Article I: University Requirements

Section 1: University Rules and Policies

- i. Legal Agreement Statement: The organization agrees to abide by all University policies and local, state, and federal laws.
- ii. Should the student organization become defunct the disbursements of the organization's assets shall be rendered to the Kappa Delta Chi Sorority, Inc. National VP of Finances.

Section 2: Purpose of Kappa Delta Chi Sorority, Inc.

The purpose of Kappa Delta Chi Sorority, Inc. is to promote the traditional values of Unity, Honesty, Integrity, and Leadership among women at colleges and universities. KDChi is dedicated in improving the local community through numerous service projects and volunteering opportunities. Kappa Delta Chi Sorority, Inc. is a Latina founded, but not exclusive, 501(c)(7), national sorority who aims to achieve professional development, academic excellence, and graduation of all its members; an organization dedicated to community service to their local university communities with an emphasis on the Hispanic/Latino Population.

Section 3: Article and Section Layouts for University Requirements

- i. Membership Statuses
 - a. Article II Membership, Article III New Membership
 - i. Types of Memberships:
 1. Active Member
 2. Inactive Member
 3. New Member
 4. Alumnae
 5. Advisor
 6. Honorary
 7. Resigned
 8. Suspended
 9. Expelled
 10. Transferred
 11. Charter
- ii. Voting Procedures
 - a. Article V, Section 2
- iii. Meetings; Parliamentary Authority; Amendments
 - a. Article V
- iv. Finances
 - a. Article III, Section 1 (Membership Dues)
 - b. Article VII (Fundraising)
- v. Faculty/Staff Advisor
 - a. Article VII



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vi. Officers: Article IV

Article II: Membership

The chapter shall not deny membership on any basis prohibited by applicable law, including but not limited to race, color, national origin, age, religion, disability, veteran's status, or sexual orientation.

Section 1: Finances

- i. Active Membership semester dues shall be \$250.00.
- ii. Documents that are not submitted by the third regular meeting of the semester would then be considered Mandated Inactive or Resigned.
 - a. That Sisters status will be changed to Mandated Inactive or Resigned; unless otherwise stated by the Standards Officer.
 - b. Refer to the National Constitution: Section B. Classes of Membership
- iii. Each semester the chapter will purchase three items for the active sisters to get the most out of their dues. These items will be voted upon at retreat.
- iv. Outline of dues:
 - a. \$100 goes to Nationals
 - b. MGC Dues: \$150 = \$15 per person *depending on size of active chapter
 - c. \$15 goes to attending a Special Event(s)
 - i. UTSA Sponsored Event(s)
 - d. One \$20 Shirt the Chapter will Purchase a Rush Shirt each semester
 - e. One \$15 Miscellaneous Item(s)
 - i. This will be decided by the Chapter on what they will purchase the item(s) for.
 - f. \$35 would go to savings*
- v. A Budget Request must be turned in 2 weeks prior to purchase or event date.
- vi. Reimbursements will not be given to sisters who owe money to the chapter.
 - a. There will be a 2 week deadline to turn in a viable reimbursement request.

*Subject to change.

Section 2: Graduation Stoles

- i. **Graduating sisters in "good standing" will be awarded a graduation stole paid for by the chapter if have held an executive board position for at least two semesters, they meet ¹ all of the requirements listed below, and the active chapter approves it.**
 - a. No outstanding Dues or Fines
 - b. Completed all required community service hours
 - c. No outstanding standards violations
 - d. Alum Application must be filled out and turned into Historian 2 months prior to graduation

¹ Parts in red are temporary bylaws to be voted on at the following semester retreat.



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- e. Every eligible sister must write a letter to the active chapter explaining how KDChi has helped them during their college career, then include the positions they've held that qualify them for the stole.
- f. If a sister is not eligible for a stole but wishes to ask the chapter for one, they must write a detailed letter to the active chapter explaining positions they've held within the chapter, events and actives they participated in with the chapter, and how KDChi has helped them during their college career.
 - i. Half dues, half service hours, and any current fines must be paid out
- ii. The Historian will be responsible for ordering graduation stoles in advance and must not exceed \$65. The graduating Sister(s) may purchase a stole exceeding \$65, but will be responsible for paying the difference to the Treasurer in advance. The Historian will notify graduating Sisters who qualify for a stole by email with a purchase order deadline. In the event that Sister(s) miss the purchasing deadline, the chapter will not be held responsible.
 - a. To be eligible for a stole, the Alum Application must be filled out 1 months prior to graduation or else graduate will not receive their stole.
 - b. Undergraduate Stoles must be in accordance to the National requirements.
 - i. White base
 - ii. Maroon Underlay
 - iii. Pink Overlay
 - iv. Maroon Trim
 - v. Letters on Right Side
 - vi. Crest on Left Side
- iii. In instances where Sisters have pre ordered their stoles in accordance to the National stole requirements, the chapter will either reimburse them or provide a gift of equal value upon chapter vote.
 - a. If a sister had purchased a stole not in accordance to the National stole requirements, that sister will not be reimbursed.

Section 3: Senior Status

- i. A sister in good standing with the chapter that has not used both inactive semesters will be allowed to take a Senior Status Inactive Semester. This is only to be granted if it is her final semester before graduation.
 - a. Refer to Section 2.i: a-d
 - b. Cannot be used for Mandated Inactive Semester
- ii. In order for a sister to qualify for senior status, she must have been active for at least one year, or have held an Executive Board or Officer position for one semester.
- iii. A Senior Status Sister is allowed to attend all internal and external events without a chapter vote. They are allowed to attend all chapter meetings, sisterhood events, etc., however they have no authority to vote during meetings.

Section 4: Third Inactive Semester



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- i. A formal petition shall be submitted by email to the Standards Officer (CC President). The Standards Officer will present to the Chapter where a majority vote will grant the Sister the additional inactive semester.
- ii. Qualifications:
 - a. Good standing
 - b. No consecutive (full year) inactive semesters prior to requesting third inactive.
- iii. Letter must contain:
 1. Positions and chairs held
 2. What semesters were active/inactive
 3. Reasoning for submission
- iv. If a Sister(s) is uncertain of subsequent intended status, a letter should still be submitted at the discretion of the Chapter for approval or denial of the submission.
- v. The Chapter will vote and notify of approval or denial within 24 hours after petition is received.

Article III – New Membership

Any undergraduate woman that meets the following requirements is eligible for our undergraduate new membership process. Any Graduate or Professional women interested in becoming a part of Kappa Delta Chi Sorority, Inc. will be referred to our Graduate New Member Educator to proceed through our Graduate/Professional New Member Process however if interested they may do the undergraduate process with National's Approval.

Section 1: Finances

- i. There will be no fee for New Membership Application.
- ii. New Membership semester dues shall be \$280.00.
 - a. \$100 for National Dues
 - b. Pin Attire \$25*
 - c. National Shirt \$20*
 - d. Gold Sister Pin \$10*
 - e. New Member Pin \$8*
 - f. Delta Board \$12*
 - g. Prints for Binder, Certificates, etc. \$50 *
 - h. \$30 for Bigs to purchase items
 - i. The rest will go toward savings
- iii. National Constitution Article VII. Chapter Officers, Section A. Officers and Qualifications: New Member Educator, Treasurer, and Standards—New Member Educator is required to be NME Assistant for at least 1 semester.

*Subject to Change

Section 2: GPA Requirement and Documents

- i. To qualify for New Membership, the individual shall have a 2.75 GPA from any collegiate institution.
- ii. The New Member must be a registered, full time student at the University Of Texas At San Antonio.



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- iii. In order to enter Mid-Review and Final Review, a New Member must have upheld her Dues Payment Contract as well as submitted grade checks and all other appropriate documents.

Section 3: Voting

- i. In the case of extenuating circumstances, voting requirements may be waived.
- ii. A New Sister may run for Executive Board Position, excluding: President, Vice President, Treasurer, New Member Educator, Standards, and Sergeant-At-Arms.*

*Subject to Change under extenuating circumstances

Section 4: Appointments

- i. Scheduled appointments between a New Member and an Active member are mandatory, unless verbal agreements have been made between the two members and New Member Educator.
 - a. If an Active or New Member must reschedule, the new date must be determined within 24 hours.
 - b. If either Active or New Member does not reschedule within the time limit, they will incur a \$1 fine.
- ii. Missed appointments will incur a \$15 fine, pending extenuating circumstances with the approval of the New Member Educator.

Section 5: Big and Little Rules

A. Order

- i. Big Sisters and Little Sisters should/will be matched in accordance to the NME National Manual P.4-10:
 - a. Any other Sister that does not already have a Little Sister in this order:
 - i. Active Tenure
 - ii. Closest to Graduation
 - iii. Dying Family Trees
- ii. Priority based on Membership Status is given as follows:
 - a. Active
 - b. Voluntary Inactive
 - c. Alumna
- iii. In the event that an Inactive Sister or Alumna is selected to get a Little Sister, that Big Sister will be required to attend at least 1 Rush Event to build relationships and attend Closed Rush, Mid, and Final Review.

B. Do Not Qualify

- i. Sisters who are not in good standing with the chapter or nationally will not be eligible for a Little.
- ii. Mandated Inactive sister cannot receive a little sister



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C. Matching

- i. Big and Little matching will be completed by the New Member Educator at New Member Retreat.
- ii. The NME will notify Big Sisters within 24 hours of retreat.
- iii. The NME will be in charge of compatibility.
- iv. Big Sisters will be given the opportunity to submit their top 3 choices for their potential Big Sister and vice versa. These lists will be taken into consideration by the New Member Educator, but does not guarantee your top pick.

D. Line Jackets

- i. Big Sisters will vote on providing the gift of a Line Jacket to their Littles.
 - The Chapter will pay \$30 to each Big Sister to be used toward the line jacket
 - Sisters will have 72 hours to request reimbursement after purchase.
 - If voted yes, then this will be the gift that the \$30 from the New Member's dues pay for.
 - If voted no, then the \$30 from the New Member's dues can be used for another gift.
- ii. Line jackets must be ordered within a week of final review and paid for in full to the vendor by the Big Sister and Chapter.
- iii. In the event that a New Member does not make it through the process, half the price of the jacket will be reimbursed to the Big Sister.
- iv. The jackets ordered by the Big Sisters must contain the following: the chapter, class, shield, 87, and overlay and underlay must be tradition colors (pink, maroon, white, silver/gray)
- v. Each class is required to follow the jacket color tradition-- alternating colors each semester. For example: Spring '12: maroon, Fall '12: pink, Spring '13: black, Fall '13: maroon, and so on.

E. Little Gifts

- a. Required items for Big and Little Reveal or during Big and Little Week
 - i. Door Hanger
 - ii. Pin Box
 - iii. Board
 - iv. Bag
 - v. Picture Frame
 - vi. Penguin
- b. Required items for Initiation to be Voted on at Mid-Review by all Bigs
 - i. 3 lettered clothing items
 1. 2 shirts
 2. 1 Extra item
 - ii. Tiki
 - iii. Pillow

Article IV – Officer Positions



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Section 1: Officer Requirements

- i. A member must obtain a 2.75 UTSA GPA to be considered for an Executive Board or Chair position.
 - a. A member can make an appeal by the second general meeting of the subsequent semester; the Executive Board must approve the appeal.
- ii. Officer positions will be held for an academic year long term.
- iii. A sister who holds an executive position may not hold a chair position, unless extenuating circumstances call for otherwise.
- iv. President, Vice President, nor New Member Educator may not hold another Executive Board Position unless there is less than 10 sisters eligible at elections
- v. Officers may be impeached if voted on by 3/4ths of the chapter.
- vi. Officers may lose position if they:
 - a. Come into Bad Standing
 - b. Withdraws from the University during their term

Section 2: Officer and Chair Fines

- i. In the first instance that an officer or chair is observed to not be performing her duties as outlined by the National Constitution and chapter policies, she shall be fined \$25.00.
- ii. Officer must train in person and pass down all position materials before retreat. If a sister fails to do so, she will be fined and if she has not trained by the first meeting she will be brought up to Standards.
- iii. Occurrences following the fine will result in suspension of the officer or chair, pending further action by the Standards Committee.
 - a. Action may include her resignation as an officer or chair or suspension from the chapter.
- iv. If an Executive Board or Chair is fined by Nationals for missing Annual or Semester Deadlines, that Executive Board or Chair must pay the fine.

Section 3: Elections

- i. New officer elections will be held at the end of every semester to fill positions if necessary.
- ii. Outgoing Vice-President, President, and New Member Educator will decide chairs for upcoming semester.

Section 4: Presidency and New Member Educator

- i. To be considered for presidential candidacy, the member must have served on the Executive Board for two consecutive semesters prior to presidential installment.
- ii. To be considered for New Member Educator, the member must have served as New Member Educator Assistant prior to New Member Educator installment.
 - a. In cases of extenuating circumstances, requirements may be waived.



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Section 5: Officer and Chair General Rules

A. Executive Board

- i. **Standards** must notify members when they are brought up to Standards and have a meeting within 2 weeks of the incident.
- ii. **Treasurer** must make all purchases by date designated in approved budget request. They must update chapter weekly on the chapter balance.
- iii. **Community Service** must be planned by the service chair at least 2 weeks in advance.
- iv. **Secretary** must send out the minutes 24 hours after meeting, and by time of regular meeting if electronic.
- v. The **Historian Chaplain** must take pictures at every event.
- vi. Every semester only **Historian Chaplain and Secretary** will receive a key to the storage. If a sister needs anything out of the storage, they will consult with both officers to arrange a time to take items out or return items. That sister will be responsible for any belongings removed from the storage. Check in and check out must be kept up to date.
- vii. **Council Delegate** must notify the chapter of events that are happening between the time after their meeting with the Council and the day before the next meeting.
- viii. **Academic** must meet with Mandated Inactives to discuss their contract and must host or attend two Academic Events each semester.
- ix. **Risk Management** must host or attend two social awareness events for the chapter.
- x. **Sergeant at Arms** will be responsible for sending fines and must respond to appeals within 48 hours.

B. Chairs: Each Committee will have a minimum of one Chair and one Committee member. All active sisters will be designated tasks to accomplish all requirements of the Committees' events. Each sister will be held accountable for completing these tasks and attending the events.

- i. **Alumnae Relations**
 - a. As well **Treasurer** will be in charge of any online payment methods in case any alumni would like to make a donation to the chapter.
 - b. Host bi-annual event
 - c. Distribute a monthly newsletter by the first of every month
- ii. **External Events**
 - a. Will be in charge of organizing potlucks for the chapter.
 - b. One large event
- iii. **Publicity**
 - a. Is in charge of making all public related items, such as flyers and video promotions, approved by District Chair 30 days prior to printing/publishing date.
- iv. **Special Projects**
 - a. Two small events
 - i. Awareness tabling, passing out flyers, small cancer events, Zumba at the Paseo



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- b. One large event
 - i. Tournaments, competitions
- v. **Social**
 - a. In charge of creating socials
 - i. One MGC Social
 - ii. One Non-MGC Greek Social
 - iii. One Non-Greek Social
 - b. Updating calendars of outside MGC events
 - i. UTSA and Non UTSA events
 - ii. Greek/Non-Greek Events
- vi. **Fundraising**
 - a. One fundraiser specifically for national conference
 - b. One fundraiser dedicated to donating 15% to philanthropy
 - c. Must be able to participate in Best Fest and Fiesta
 - d. One on campus fundraiser a month
 - i. Not limited to food items
- vii. **Expansion**
 - a. Must decide on dress code for Rush Events/Week
 - b. Must update Informational Slideshow
 - c. Must create at least 7 rush events
 - i. one service
 - ii. 2-3 informationals
 - iii. the rest are social
 - d. Must make necessary orders (shirts, flyers, buttons, etc.) one month prior to first meeting.
 - e. Will be in charge of Rosebuds
- viii. **Stroll**
 - a. Must come up with 2 new strolls a semester
 - b. Designate practice dates and times
 - c. Must create the showcase routine
 - d. Must sign up chapter for one stroll competition each semester. *
 - e. Updates Stroll Contract

C. National Conference

- i. A minimum of 2 Sisters seeking to attend National Conference shall be elected during the Fall Semester. The possibility will be open to Sisters in good standing and will not be graduating before the conference. A formal letter shall be emailed to the President including what you have done (including during the new member process) and what you want/hope to get out of attending. The Chapter will pay for the registration of the Conference.
 - a. Sisters who are attending as a representative must maintain a good standing up to the National Conference. If a sister comes into Bad Standing prior to



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- conference, she must reimburse the chapter half of the total cost to attend conference. If the sister does not pay, she will be brought up to standards, which will lead to further consequences.
- ii. One of these sisters must be designated as and will attend the New Member Educator Bootcamp.

D. Executive Board Positions and Policy

President: Act as presiding officer, supervisor of all projects, and official representative of her chapter.

Vice President: Determines standing Committee Chairperson, assigns committee membership, supervisor of all chair and committee projects, and authority to assume Presidency for due reason with approval of the Executive Committee.

Standards Officer: Shall be in charge of a committee to uphold the high standards and values of Kappa Delta Chi, and bring about corrections. Shall be responsible for keeping chapter bylaws up-to-date. Responsible for informing the active body of changes to the governing documents of Kappa Delta Chi.

Sergeant at Arms: Responsible for counting votes, taking roll, and handling all matters of absences at meetings and other chapter activities.

Service Officer: Shall organize and implement service projects for the campus and community.

New Member Officer: To plan and administer the New Member Program, which will teach the New Members the ideals and standards of Kappa Delta Chi.

Secretary: Will record all the proceedings and transactions of the chapter. She shall also be responsible for keeping membership files and rosters up to date. Duties are to maintain the website, send out the newsletter and press releases, facilitate correspondences with all the sisters of KDChi, and to act as a Public Relations representative on campus and within the surrounding community.

Council Delegate: Will be responsible for acting as a liaison between her Chapter and Council. Is the only person that can vote at council meetings.

Historian and Chaplain: She will keep official record of all historical events and projects. She will also be responsible for weekly devotionals and meetings, morale boosters, and administering appropriate messages of concern.

Treasurer: Shall keep accurate records of all receipts and expenses of the chapter and make weekly financial reports, prepare a schedule of payments for the term, as well as prepare a proposed budget for the approval of the chapter's voting body.



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Academics: Shall be responsible for developing academic programs to benefit Kappa Delta Chi members. This includes: keeping track of test files, forming study halls, arranging study skill sessions, keeping academic files on each member, and gathering scholarship info for the chapter.

Risk Management: Must host or attend two social awareness events for the chapter.

E. Committee Officers

Special Projects: In charge of special events that have a focus on philanthropy.

External Events: Is responsible for creating large scale events for the community not necessarily philanthropy related such as: Stroll competitions and formals.

Stroll Chair: Is responsible for creating steps and strolls for competition, MGC Showcase and teaching old and new strolls to new sisters.

Publicity: Responsible for distribution and publishing of KDChi events from all Committees and maintaining all social media outlets.

Fundraising Chair: Shall be responsible for raising money for the sorority events such as a banquet or rush by having car washes, food sales, etc. Will also seek and obtain sponsorships from local businesses.

Alumnae Relations: Is the liaison between the chapter and alumni. Must host one Alumni Event per semester and keep Alumni updated on all recent events.

Social Chair: Responsible for social functions, assisting in Initiation proceedings and helps Council Delegate make the chapter aware of other organization's events.

Expansion: Is responsible in making sure that individuals that are interested in Kappa Delta Chi are contacted. Will be in charge of campus recruiting such as rush events.

Article V- Meetings

Section 1: Executive Board Meetings

- i. The Executive Board meeting times will be decided during business at the Sisterhood Retreat held every Fall and Spring. The quorum required to conduct business is a 2/3rds of the officers.
- ii. A minimum of one executive meetings will be held every month.

Section 2: Voting

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- i. The Executive Board reserves the right to vote on all major decisions with a majority vote. The Secretary will update the agenda and the President will update the Chapter during General Assembly on all decisions made.
- ii. The Executive Board reserves the right to vote on all matters outlined in the National Constitution as well.
- iii. Voting shall refer to at least a 2/3rd vote by the active body.

Section 3: General Assembly

- i. The General Assembly meeting day and time will be decided during business at the Sisterhood Retreat held every Fall and Spring.
- ii. According to the National Constitution Section B. Classes of Membership: Members have until the third meeting to submit their letters of intent.
- iii. During all General Assembly meetings members are required to wear business professional attire.*
 - a. This will consist of only black, gray, navy, or nude flats or heels. Heels must be closed-toe and only 2-3 inches high. This also includes solid color slacks, skirts, or dresses of appropriate length.
- iv. The first meeting of the month will be **pin attire and shall be worn at New Member Events**.
 - a. Each Sister is required to wear Pin Attire—their maroon long sleeve shirt with the Kappa Delta Chi shield, provided by the chapter.
 - i. This will be worn with black slacks/skirt and black heels/flats.
- v. Failure to adhere to dress code will result in a \$10 fine.
- vi. Sisters that have classes downtown and will be unable to make it to the main campus in time will be allowed to attend meetings via Skype at the Downtown Campus. Those Sisters will still be held accountable for deadlines, dressing business professional, and reserving a room.

Section 4: Meeting Procedure

- i. The President shall use her discretion as to the manner and process in which she presides over meetings. However, the President shall follow Robert's Rules of Order in a given meeting if 2/3 of the active student members so request.
- ii. No computers/electronic devices are allowed at Exec/General meetings with exception to the Secretary and Sergeant at Arms, unless extenuating circumstances call for it or approved by the President in advance.

Section 5: Retreat

- i. The current President and Historian will be in charge of all retreat planning.
- ii. It is mandatory for all Sisters planning to remain or become Active the following semester to attend. The Executive Board will discuss any repercussions if needed.
 - a. During the Fall Semester, an informal business day retreat will be held.
 - b. During the Spring Semester, a minimum two day formal retreat will be held. A Sisterhood Day and Business Day will take place.
 - i. The two day retreat must be voted on by the active chapter.

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- ii. If needed, a sleepover or overnight stay may be required and voted on by the chapter for approval.
 - c. Retreat is not to be held during commencement dates.
 - d. If a sister is attending a Study Abroad, Educational Program, or approved Conference by our advisor, she may be excused from retreat.
 - iii. Calendar must be finished by retreat and any changes to the calendar must be made two weeks prior to the event; unless extenuating circumstance, then the chapter may vote.
 - a. The Chapter is required to have a minimum of one free weekend every month; unless voted on prior to.

Article VI – Events

Section 1: General Rules

- i. No events shall be scheduled on Sundays before 5:00pm to allow for rest and worship; unless voted on prior to the event.
- ii. Sisters will have a 5 minute grace period to all events with exceptions to the following:
 - a. Executive Board Meetings, General Assemblies, Service, New Member Events, and events voted on by a Chair with proper notification to the Chapter
- iii. If under any circumstances a Sister has to pick up another Sister for an event, the late fine may be appealed under the Sergeant at Arms discretion. This may only occur under extenuating circumstances.
- iv. The usage of cell phones and/or any electronic devices at events is not acceptable under any circumstances, unless the chair or exec member approves it. In the event of the emergency, a Sister may take the call and/or notify the Officer/Chair in charge as soon as possible.
- v. Sisters are afforded 3 Absence forms for the Semester. They must be turned in one week prior to the event date unless under extenuating circumstances approved by Sergeant at Arms. Sergeant of Arms must deny or approve of the absence form within 24 hours of receiving it.
- vi. Sisters are afforded 2 Academic Hall Passes to leave an event early or miss the event. These must be turned in 1 weeks prior to the date of the event. Academics Chair must approve the request. The Sister must turn in proof of Test/Project (Shown on Syllabus or Note from Professor). Qualifications to turn in an Academic Hall Pass is if the sister has:
 - a. A test the following day
 - b. A big project the following day

Article VII – Miscellaneous

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- i. If any Sister has a C or below in a class after the first grade check, she must visit the professor and get him/her to sign off on a professor appointment form.
- ii. Incomplete grade checks will be a fine of \$5.00.
- iii. The Standards Officer shall not be blocked by any Sisters of Kappa Delta Chi on social media networks.
- iv. All those who volunteer to participate in the Stroll Team will sign the provided contract and must complete all duties required of her.
- v. Faculty/Staff Advisor will be replaced if majority of the Chapter feels they are not fulfilling their role as an Advisor. A Faculty/Staff Advisor may also request to resign as the Advisor for the Chapter. The Chapter will communicate with Sisters that are staff on the University campus to ask to fill the open position. The President will meet with possible Advisor and explain any circumstances occurring in the chapter, what is expected in the role of advisor, and help turn in all National and University documents stating the implementation of the new advisor.
- vi. All money made through Fundraising will be counted by the Fundraising Chair, Treasurer, and President. Funds raised must be handed to Treasurer within 48 hours of the event ending. Treasurer will then deposit money within the week and report to the chapter the new balance and profit.
- vii. Academic officer will set study halls where sisters will study together for 2 hours in the JPL or any other reserved space. Date and times of these study halls will be decided at retreat.
- viii. Incomplete study hours will be a fine of \$2.50.
- ix. Vice President will create a “Check-In” Groupme where sisters will “check-in” to events hosted by the chapter or whenever they attend an event at the University.
- x. Sister updates will be done during the Good of the Order. This will be a time to let the chapter know of any life issues or events that may get in the way of the sister’s performance. Update must be under five minutes.
- xi. The fine for not completing Service hours will be \$25 in addition to being placed under bad standing with the chapter.
- xii. Each sister will be given a “Get out of Jail Free Pass” worth up to \$10 each semester (no rollovers). They may use this to pay any fines up to \$10 worth.
 - a. Refer to fine sheet for any questions of the amount of each fine.
 - b. May not be used to pay national fines.
- xiii. If a sister is wearing lettered clothing she must look presentable.
- xiv. There will be a carpool rotation for each service. Service will designate who will be driving at each service at least the night before.
- xv. Service officer must remind the chapter of the service details the night before, ex: time, location, attire, etc.
- xvi. A group of 4 sisters must attend 5 events each semester hosted by UTSA or an organization they are not a member of and or required to go to. All 4 sisters must check in on the Check In Groupme and be wearing letters in order for the event to count.
- xvii. Sisters will attempt to wear letters once a week.

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- xviii. Dress attire for meetings will be determined at retreat. This will include one week for Pin Attire, one for Business Professional, one for Business Casual, and one week for Casual attire.
- xix. Events that may land on Holidays are up for discussion at retreat to be counted towards the one free weekend each month.
- xx. Organization will work with sisters and new members who may need additional accommodations due to disability services she may contact risk management and President, new members may contact NME.
- xxi. Sister who misses retreat for any unexcused reason may write a detailed letter to the executive board explaining reasoning and it is up to the executive board to approve or deny active status, if approved the sister must meet with standards officer to go over bylaws and calendar.
- xxii. If a sister has been sent three fines, for the same reason, they will be issued a Standard's Violation.
- xxiii. A Standard's Violation will be issued to sisters who have been unsisterly, disrespectful, and/or bullying other sisters. The violation must be based off of legitimate proof and not speculation. Refer to National Etiquette Policy 2.A:1.