



# Constitution & Bylaws of Delta Phi Delta Dance Fraternity, Inc.



# **TABLE OF CONTENTS**

## **AMENDMENTS FROM PREVIOUS UPDATE (June 2016)**

### **PREAMBLE**

### **CONSTITUTION**

Article I	Title
Article II	National Executive Board
Article III	Conferences
Article IX	Regions
Article V	Membership
Article VI	Standing Committees
Article VI	Amendments
Article VIII	Dissolution
Article IX	Earnings and Financial Benefits

### **BYLAWS**

Article I	Purpose
Article II	National Organization and Structure
Article III	National Executive Board
Article IV	Regional Organization and Structure
Article V	Regional Executive Board
Article VI	Conferences
Article VII	Chapter Regulations
Article VIII	Financial Regulations
Article IX	Disciplinary Actions
Article X	Inter-fraternal Dating
Article XI	Membership
Article XII	National Names
Article XIII	National Projects
Article XIV	National Publications
Article XV	National Expenditures
Article XVI	National Awards
Article XVII	General Regulations
Article XVIII	Indemnifications
Article XIX	Amendments

### **STANDARD OPERATING PROCEDURES**

# AMENDMENTS FROM PREVIOUS UPDATE FROM JULY 2017

## *Revisions to Constitution*

- Revised Article II, Section 204
- Revised Article II, Section 206, Part b

## *Revisions to Bylaws*

- Revised Article III, Section 303, Part j, Subpart 1
- Revised Article III, Section 304, Part d, Subpart 1
- Added Article III, Section 307, Part d; Renumbered Section following
- Revised Article VI, Section 601, Part a
- Revised Article VI, Section 601, Part d
- Revised Article VII, Section 701, Part f
- Revised Article VII, Section 712, Part a
- Revised Article VIII, Section 804

## *Revisions to Standard Operating Procedures*

- Section 5, Part b, Subpart v
- Section 5, Part b, Subpart vi

# PREAMBLE

We the members of Delta Phi Delta Dance Fraternity, Inc.

In order to ensure a more potent fraternity,

Will provide an esoteric distinction from all other organizations,

And for this we do ordain and establish this

Constitution and Bylaws for

Delta Phi Delta Dance Fraternity, Inc.

# CONSTITUTION

## ARTICLE 1

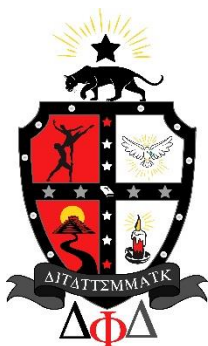
### Title

Section 101 – Name: The body shall be known as Delta Phi Delta Dance Fraternity, Incorporated.

Section 102 - Operation Levels: Delta Phi Delta Dance Fraternity shall consist of general chapters and colonies within the various regions established by the National Executive Board of the fraternity.

Section 103 – Seal (Crest): There shall be official seals created by Terrence M. Johnson. Alterations to these official seals must be voted on by the National Executive Board.

a. The official seal of the fraternity shall be the following:



b. The official seal of the Heart Auxiliary members of the fraternity shall be the following:



## ARTICLE II

### National Executive Board

Section 201 - Composition: The National Executive Board of Delta Phi Delta Dance Fraternity, Inc. shall be composed of a National President, Vice President of Internal Affairs, Vice President of External Affairs, Secretary, Finance Chair at minimum. The Board shall also consist of members that oversee special committees on a National level; the positions include Historian,

Webmaster, Special Events Chair, and Compliance Chair. The Directors for each respective Region of the organization shall hold authority in major voting decisions made by the National Executive Board that have a direct effect on the Chapters/Colonies and Members that they represent. The National Executive Board have the authority to add positions to the Board with  $\frac{3}{4}$  vote in favor of current Board Members provided the new position is presented to the members of the organization no less than 30 days prior to the position taking effect. Although the National Executive Board may appoint individuals to hold new positions, members must be given the opportunity to request consideration for newly developed positions.

Section 202 - Regional Board: Regional Boards will be established in regions that the National Board sees appropriate. Regional Boards shall be composed of a Regional Director, Finance Chair, Community Service Chair, Fund Raising Chair, Secretary, and Liaison. The Presidents for each respective Chapter/Colony of the organization shall hold authority in major voting decisions made by the Regional Executive Board that have a direct effect on the Members that they represent. Regional Boards have the authority to add positions to the Board with  $\frac{3}{4}$  votes in favor of current Board Members provided the new position is presented to the members of the respective Region no less than 30 days prior to the position taking effect. Although the Regional Boards may appoint individuals to hold new positions, members must be given the opportunity to request consideration for newly developed positions.

Section 203 – Chapter Board: Chapter Boards will be established to represent each Chapter/Colony. Chapter Boards shall be composed of a President, Vice-President, Secretary, and Treasurer. The Chapter Boards have the authority to add positions to the Board with  $\frac{3}{4}$  votes in favor of current Board Members provided the new position is presented to the members of the Chapter no less than 30 days prior to the position taking effect. Although the Chapter Board may appoint individuals to hold new positions, members must be given the opportunity to request consideration for newly developed positions.

Section 204- Selection: National officers of Delta Phi Delta Fraternity shall represent a cross section of its territories. Regional officers of Delta Phi Delta Fraternity shall be resented only by members currently living within the states of the respective region.

Section 205 - Officers and Dues: Officers required by bylaws must always remain financially active and shall not assume the duties of the said office until such bonds are duly paid in full.

Section 206 - Tenure:

- a. The terms of all elected National Officers shall be two years. Regional and Chapter Officers shall be governed by the Constitution and Bylaws of the respective Region and Chapter. Tenure within Regional and Chapter Offices shall not exceed that of the National Officers.
- b. The National and Regional Officers shall be limited to serving a maximum of five (5) consecutive terms in a singular position..

Section 207 - Vacancy: Any vacant national office shall be filled at the existing by a special election of the National Executive Board.

Section 208 - Removal of Officers and Directors: The National Board may suspend any elected member of the National Board for the following reasons:

- a. Inattention to duties of his office.
- b. Conduct unbecoming behavior as a member of the board of Delta Phi Delta.
- c. Action prejudicial to the best interest of the fraternity.
- d. Before suspension, the said member of the Board shall have the right to be heard in his own defense and must have been given at least one month's notice in writing.

### ARTICLE III

#### Conferences

Section 301 - Regular Conferences: There shall be regular national conference every odd numbered year. A stated Board Meeting shall be held every quarter.

Section 302 - Special Conference: Special conferences or other Board Meetings may be called as prescribed in the Bylaws.

### ARTICLE IV

#### Regions

Section 401 - Establishing Regions: The National Board shall have the authority to establish regions when and wherever the need becomes evident.

Section 402 - Regional Meetings: There shall be annual regional meetings planned three months in advance.

Section 402 - Regions of Delta Phi Delta

- a. Midwest Region – North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, Missouri, Michigan, Illinois, Wisconsin, Indiana, Ohio
- b. Northern Region – Pennsylvania, Delaware, Maryland, New York, New Jersey, Vermont, Massachusetts, Rhode Island, Connecticut, New Hampshire, Maine
- c. Southern Region – Arkansas, Louisiana, Kentucky, Tennessee, Mississippi, Alabama, Georgia, West Virginia, Virginia, North Carolina, South Carolina, Florida
- d. Southwest Region – Arizona, New Mexico, Texas, Oklahoma
- e. Western Region – Washington, Oregon, California, Idaho, Nevada, Utah, Montana, Wyoming, Colorado, Hawaii, Alaska

### ARTICLE V

#### Membership

Section 501 - Eligibility for Membership: To be eligible for membership:

a. General Membership: In order to gain membership as well as to remain in good standing with membership, individuals must:

1. Maintain high morals.
2. Show interests and abilities for growth in leadership, social, and democratic principles.
3. Maintain high standards of character and reputation acceptable by the fraternity.
4. Pays all fees and assessments as initiates and members.
5. Enter through some type of initiation process.
6. Be active in, or display proven passion for the movement art form of dance.
7. Meet all minimum membership requirement as described in the Bylaws

Section 502 - Unrestricted Membership: Delta Phi Delta Dance Fraternity, Inc. is a coed fraternity of dancers and those who display proven passion for the art of dance. Due to the nature of the customs and rituals of the organization, all potential members must be clearly identifiable as male or female. Membership into Delta Phi Delta Dance Fraternity, Inc. nor its auxiliaries shall not be restricted because of race, color, creed, religion, sexual orientation, disability, or national origin.

a. Membership is restricted from individuals under the age of 18 unless parent consent is provided on a form to be provided by the National Board.

#### ARTICLE VI

##### Standing Committees

Section 701 - There shall be standing committees as prescribed in the Bylaws.

#### ARTICLE VII

##### Amendments

Section 801 - This Constitution may be amended by a majority vote of the National Executive Board in a regular meeting called for that purpose, and provided chapters have been notified at least one month in advance.

#### ARTICLE VIII

##### Dissolution

Section 901 - Dissolution: On the Dissolution of the fraternity, the National Board, after paying or making provision for the payments of all the liabilities of the fraternity, shall dispose of all of its assets to such organization or organizations exclusively for the charitable, educational, or scientific purposes. As shall, at the time, qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions

of any future United States Internal Revenue Law) as the National Board shall determine.

## ARTICLE IX

### Earnings and Financial Benefits

Section 1001 - No part of the net earnings of the Fraternity shall be made to the benefit of or be distributable to its members, trustees, officers or other private persons. Except that the fraternity shall be authorized and empowered to make payments and distributions in furtherance of the purposes set forth in the preamble of the constitution thereof. Notwithstanding any other provisions of these Articles, the fraternity shall not carry on any activities not permitted to be carried on by an organization exempt from the Federal Income Tax under Section 501 (c)(7) of the Internal Revenue Code of 1954. The fraternity shall not be exempt from the corresponding provision of any future United States Internal Revenue Law.

# BYLAWS

## ARTICLE I

### Purpose

Section 101 - The purposes of these rules are to make sure that the organization as well as the operation of the fraternity and the execution of duties and responsibilities are in accordance with the laws of the State of Illinois.

Section 102 - The rules voted upon herein, under the authority of the charter of Delta Phi Delta Dance Fraternity, Inc. shall be hereafter known as Bylaws.

Section 103 - All chapters/colonies established by the fraternity shall be deemed as part of the fraternity and shall adhere to all provisions established by the fraternity.

## ARTICLE II

### National Organization and Structure

Section 201 - The name of the organization shall be Delta Phi Delta Dance Fraternity, Inc., a social service fraternity for dancers and those with a passion for the art of dance.

Section 202 - Delta Phi Delta Dance Fraternity shall be incorporated in the State of Illinois. The National Executive Board shall be responsible for ensuring that the organization remains in compliance with Illinois Incorporation Laws.

Section 203 - The National Headquarters of Delta Phi Delta Dance Fraternity Inc. shall be located in Chicago, Illinois in its principle place of office. Location is subject to change.

a. The address of National Headquarters shall be as follows:  
Delta Phi Delta Dance Fraternity, Inc.  
5926 South Justine Street  
Chicago, IL 60636

Section 204 - The National Offices of Internal and External Affairs shall be located in a location that may be designated as the primary place of business of the respective Vice-Presidents; this location may change dependent upon the persons in office for said position.

Section 205 - The supreme documents that shall govern the fraternity shall be:

- a. The National Constitution and Bylaws
- b. The Rituals
- c. Any others that shall be established

Section 206 - The Rituals shall be used throughout the fraternity and the National Board shall be the only governing bodies to revise it. Any chapter or member divulging its contents shall be suspended and must be under disciplinary action of the National Board.

Section 207 - The official colors of this organization shall be New Black, Platinum White, Charcoal Grey, and a Tear Drop of Blood Red. The meaning of these colors shall be presented in the Rituals.

### ARTICLE III

#### National Executive Board

Section 301 - Composition: The National Executive Board of Delta Phi Delta Dance Fraternity, Inc. shall be composed of a National President, Vice President of Internal Affairs, Vice President of External Affairs, Secretary, Finance Chair at minimum. The Board shall also consist of members that oversee special committees on a National level; the positions include Historian, Webmaster, Special Events Chair, and Compliance Chair. The Directors for each respective Region of the organization shall hold authority in major voting decisions made by the National Executive Board that have a direct effect on the Chapters/Colonies and Members that they represent. The National Executive Board have the authority to add positions to the Board with  $\frac{3}{4}$  vote in favor of current Board Members provided the new position is presented to the members of the organization no less than 30 days prior to the position taking effect. Although the National Executive Board may appoint individuals to hold new positions, members must be given the opportunity to request consideration for newly developed positions.

Section 302 - Duties of the National Board: The National Board shall constitute the Supreme Authority of the fraternity. The Board shall:

- a. Establish administrative policies governing Delta Phi Delta Dance Fraternity Inc. and provide for the transaction of general business in the interim between meetings of the national officers
- b. Ensure implementation of the action and directives of the national board.
- c. Purchase or otherwise acquire rights and privileges for the fraternity's character.
- d. Provide for the collections, receipt, deposit, expenditure, investment, and surveillance of Delta Phi Delta Dance Fraternity, Inc.'s funds for the bonding of appropriate officers and staff for the adoption and administration of a budget.
- e. Provide for the operations and maintenance of a National Headquarters and other properties acquired by the fraternity.
- f. Establish such fees as may be required for specific services, conferences, and publication of Delta Phi Delta Dance Fraternity, Inc. and for membership affiliations with other groups.
- g. Approve or decline the election of Honorary Members.
- h. Consider the suspension of a brother/sister upon recommendation of the chapter and make final disposition of the case.

i. Have the power and jurisdiction of all subordinate chapters, to suspend chapters for just cause and revoke the charters of such chapters.

j. Remove from office any officer- National, Regional, Chapters- by a majority vote of the National Board, after an opportunity has been provided for an appearance before the national board.

k. Appoint an official to fill interim vacancies caused by suspension.

l. Have the sole and exclusive right to authorize the use of the official Coat-of-Arms of Delta Phi Delta Dance Fraternity, Inc., to arrange for the procurement of pins, badges, and other equipment bearing the official Coat-of-Arms, and to designate the manufacturer thereof. Such pins and equipment shall be sold or distributed only to members and associates of the fraternity for their own personal use.

m. Disposal of real property upon three-fourths vote of all delegates. Assume such other duties as may be provided elsewhere in these Bylaws and by the Delta Phi Delta Dance Fraternity Inc.

### Section 303 - National Board Descriptions & Requirements

#### *a. President*

1. The National President of Delta Phi Delta shall be responsible for the administrative leadership and supervision of the organization as a national body. The President's duties shall include but not be limited to the following:

#### 2. Duties include:

- Preside over and schedule all National Board Meetings
- Establish and maintain effective communication as it pertains to both internal and external affairs of the organization
- Establish and maintain protocol as it pertains to both internal and external affairs of the organization
- Establish and oversee the development of National Projects as they pertain to both internal and external affairs of the organization
- Delegate tasks to the members of the National Board according to best fit for each of the individual position descriptions
- Oversight of the development and implementation of methods for data collection as it pertains to both internal and external affairs of the organization
- Monitor the organization's finances along with the National Vice-Presidents
- Establish an organizational chart and ensure the maintenance of a chain of command as it pertains to both internal and external affairs of the organization
- Report any pertinent information to the members of the organization

#### *b. Vice-President of Internal Affairs*

1. The Vice-President of Internal Affairs of Delta Phi Delta shall preside in the absence of the President. This Vice-President shall be responsible for leading the administrative team as it

pertains to all internal affairs of the organization as a national body. This Vice-President's duties shall include but not be limited to the following:

2. Duties include:

- Direct supervision of membership intake process as described in the Membership Intake Protocol; Vice-President will ensure all Chapters follow protocol as it relates to paperwork and finances of membership intake
- Establish and maintain Membership Control Numbers for all members of the organization
- Monitor the organization's finances as pertaining to internal affairs of the organization; annual membership dues, payments for membership intake
- Establish and maintain National Membership Roster; track membership status (active, inactive, suspended, and expelled) as well as report status to members of the organization
- Report any pertinent information regarding internal affairs to the President

c. *Vice-President of External Affairs*

1. The Vice-President of External Affairs of Delta Phi Delta shall preside in the absence of the President and Vice-President of Internal Affairs. This Vice-President shall be responsible for leading the administrative team as it pertains to all external affairs of the organization as a national body. This Vice-President's duties shall include but not be limited to the following:

2. Duties include:

- Direct supervision of external partnerships of the organization
- Establish and maintain methods of data collection for community service and fund raising projects conducted on the National Level
- Monitor the organization's finances as pertaining to external affairs of the organization; annual chapter dues, national fund raising projects, website, etc.
- Ensure development and completion of a minimum of two community service projects and two fundraising projects that are specifically related to National Operations to be completed by all Chapters
- Report any pertinent information regarding external affairs to the President

d. *Secretary*

1. The Secretary of Delta Phi Delta shall be responsible for keeping accurate records of the organization including but not limited to the following:

2. Duties include:

- Maintain accurate minutes of National Board meetings
- Establish and maintain a detailed roster of members of the organization
- Maintain accurate files as it pertains to both internal and external affairs of the organization; including membership intake applications, membership profiles, community service records, fund raising records, etc.
- Report any pertinent information to the President

*e. Finance Chair*

1. The Finance Chair of Delta Phi Delta shall be responsible for leading the administrative team as it pertains to all financial affairs of the organization. The Finance Chair's duties shall include but not be limited to the following:

2. Duties include:

- Directly monitor the finances as pertaining to both internal and external affairs of the organization; annual membership dues, annual chapter dues, payments for membership intake, and fund raising projects. All funds will be reported to the respective Vice-President whom will report them to the President
- Monitor and approve the release of funds from the National Board for national payments for any fiscal requirements
- Report any pertinent information to the President, Vice-Presidents, and Regional Directors

*f. Historian*

1. The Historian of Delta Phi Delta shall be responsible for keeping an updated account of all activities of the organization as it pertains to the tracking of history, tracking of current events, and updating the rituals and ceremonies of the organization. The Historian's duties shall include but not be limited to the following:

2. Duties include:

- Ensure all Regions and Chapters remain abreast of accurate historical data of the organization
- Establish and supervise the leadership team responsible for development and distribution of any national publications (organization brochure, organization newsletter, etc.)
- Maintain accurate files and media records of organization special events as it pertains to both internal and external affairs of the organization (conferences, national community service projects, etc.)
- Develop, maintain, and ensure implementation of rituals and ceremonies of the organization
- Report any pertinent information to the President

*g. Webmaster*

1. The Webmaster of Delta Phi Delta shall be responsible for developing and maintaining the website of the organization and all social media of the organization.

*h. Special Events Chair*

1. The Special Events Chair of Delta Phi Delta shall be responsible for developing and leading the committees for all National Events; specifically conferences, mini-conferences, and other National Celebrations. The Special Events Chair is available to assist as needed with Regional Events as requested by the individual Regional Boards.

i. *Compliance Chair*

1. The Compliance Chair of Delta Phi Delta shall be responsible for ensuring that all Chapters remain in compliance with National Standards as set by the Constitution and these Bylaws. The Compliance Chair's duty is to provide guidance in corrective action plans for those who are not in compliance according to Nationals or Regionals and to assist with ensuring these plans are followed through with each Chapter/Colony. The committee also serves as the point people for questions, comments, concerns, and grievances filed against a Chapter, Regional, or National Board to avoid instances of favoritism or concerns remaining unaddressed as some have stated in the past.

j. *Requirements*

1. In order to be considered for a National Board position, any candidate must meet the following minimum requirements:

- Must be currently active according to national records
- Must be an active member of the organization for a minimum of two years
- Must have been active with the organization for two consecutive trimesters prior to the trimester of the Election Process
- Must have completed the minimum of 22 hours of community service per trimester in the year prior to the election process as well as remain compliant during the current year; exceeding of this minimum preferred
- Must possess leadership ability as it is evident in service to Delta Phi Delta and/or another service organization; evidence may be requested at the discretion of the current board
- Must be able to remain impartial in all duties related to position
- Must remain active according to national records during the term of the position. If membership status goes into inactive status, individual will be suspended from the board. If membership status goes into suspended status, individual will be forced to resign from position

Section 304 - Elections

a. *Nominations*

1. Chapters shall be requested to submit a list of candidates for National Office. The candidates should be qualified and willing to serve in the offices. Chapters may nominate candidates outside of the Chapter.

2. The National and Regional Boards may make additional nominations

3. Nominees shall be given the opportunity to accept or decline the nominations that have been presented..

b. *Election Process.*

1. Elections for the National Executive Board shall be conducted during the National Conference every two years.
2. Nominees must present speeches and participate in debate allowing members of the opportunity to gain familiarity with their ability to perform the duties of the position. Deadlines shall be set for this component of the election process by the current Board. Any nominee that does not participate in this component of the process shall not be allowed to remain as a candidate for the position.
3. Each Chapter/Colony shall be allowed two (2) electoral votes per five (5) Nationally Active Members of the Chapter/Colony. Voting conducted by members that are currently active with a Chapter/Colony shall consist solely of the number of electoral votes per Chapter/Colony; not to be done as an individual person voting process. An active membership roster listing all Chapter/Colony members as well as Members-At-Large will be present during elections.
4. Each Member-At-Large is allowed to vote individually during the election process. Each Member-At-Large vote shall be counted as a ½ point per vote.
5. Any member of the fraternity may participate in the election process provided that he/she is in good standing with Nationals as well as with his/her region and chapter

c. Voting

1. Chapters/Colonies shall be advised to host an internal election process prior to the National Voting. In this internal election process, Chapters/Colonies should decide for whom their Electoral Votes shall be placed toward in each position. Electoral votes can be placed with one candidate or split among candidates in each position.
2. Point System: Voting shall be conducted on a point system. Electoral votes shall each be counted as one (1) point. Member-At-Large votes shall each be counted as a half (½) point. Winning candidates shall be selected by majority vote based on this point system.
3. Only Chapters/Colonies/Members-At-Large that attend the conference shall have a vote in the National Elections. Chapters/Colonies can only be represented at the conference by members of their Chapter/Colony roster listed according to current National records.

d. Term

1. The National Board's term shall begin at the start of the Fall Trimester following the election process (September 1<sup>st</sup>) and end at the end of the Summer Trimester of the new election process (August 31<sup>st</sup>) two years later.

e. Vacancy

1. In the case of a vacancy in nominations during the election process, the current National Board shall delegate a member to hold the vacant position provided s/he is both willing to

perform the duties and is able to accept the position according to all requirements.

2. In the case of a vacancy on the National Board, the current National Board shall delegate a member to hold the vacant position provided s/he is both willing to perform the duties and is able to accept the position according to all requirements.

#### Section 305 - Meetings

a. The National Board shall hold meetings prior to conference and immediately following the conference adjournment. This meeting shall include briefings on newly elected officers and on the goals of the existing administration.

b. The National President is empowered to call emergency meeting on the Board, which represent a majority of the Board.

1. This executive session shall consist of all powers of the National Board to transact business of the emergency nature.

2. Such transactions shall be ratified at the next regular National Board Meeting.

#### Section 306 - Voting

a. Each member of the National Board shall have a vote in settling questions which may cause arise between sessions of the national board.

1. Telephone or electronic mail may be used to conduct business which requires immediate action by the Board.

2. If voting by telephone, a vote is expected to take place immediately.

3. If voting by electronic mail, a lapse of five business days shall be allowed for sending and receiving response

4. Such communicative action(s) shall be subject to ratification at the next regular meeting of the National Board.

b. In case of a called National Board meeting, those present shall settle the question.

Section 307 - Holding of Executive Office on multiple fraternity levels is forbidden. No member can hold both a National and Regional position. However, members may hold a position with either of the two aforementioned Executive Boards along with a Chapter Executive position.

Section 308 - Exemptions: The only officers that are not included in Section 307 are:

a. Historian

- b. Webmaster
  - c. Special Events Chair
  - d. Compliance Chair
  - e. The Regional Board holds authority to adjust these restrictions on a Regional level
1. These officers are allowed to hold more than one office but shall not interfere with Section 304 and shall not be permitted to hold more than two offices on any level.

#### ARTICLE IV Regional Organization and Structure

Section 401 - There shall be regions established based on geographic location

Section 402 - The Regional Offices shall be located in a location that may be designated as the primary place of business of the respective Regional Directors; this location may change dependent upon the persons in office for said position.

#### ARTICLE V Regional Executive Board

Section 501 - Composition

a. The Regional Chapters shall elect the Regional Board Members. These positions shall consist of Director, Finance Chair, Community Service Chair, Fundraising Chair, Secretary, and Liaison at minimum. The Presidents for each respective Chapter/Colony of the organization shall hold authority in major voting decisions made by the Regional Executive Board that have a direct effect on the Chapters/Colonies and Members that they represent. The Regional Executive Board have the authority to add positions to the Board with  $\frac{3}{4}$  vote in favor of current Board Members provided the new position is presented to the members of the organization no less than 30 days prior to the position taking effect. Although the Regional Executive Board may appoint individuals to hold new positions, members must be given the opportunity to request consideration for newly developed positions.

1. Each position (with the exception of the Chapter Presidents) on the Regional Board will be voted upon during the Regional Election process at the Regional Conference.
2. The position descriptions and requirements, election process, and other details of the Regional Board shall be outlined in the respective Region's Constitution & Bylaws.

#### ARTICLE VI Conferences

Section 601 - National Conference

- a. The fraternity shall meet bi-annually for National Conference, at the principle place of office, or at such a place shall be designated. Notice of conference should be stated by Nationals. A minimum of three (3) hour timeframe shall be designated specifically for a delegates meeting to vote on updates within the fraternity during National Conference.
- b. The National President shall issue the call for the conference stating the time and the place, at least five months before the scheduled event.
- c. Conference Banquet. An Awards Banquet shall be held in honor of existing members of outstanding achievement since the last conference.
- d. Place of Conference shall be deemed by the National Board. Surrounding chapters shall assist the entertaining chapter if necessary.
- e. The National Board shall approve necessary change in Conference date or place, and chapters shall be notified.
- f. National Board as well as Regional Board elections will be conducted during the bi- annual National Conference.

#### Section 602 - Regional Mini-Conference

- a. The chapters within the various regions of the fraternity shall meet biennially, at the principle place of office, or at such a place shall be designated. Notice of conference should be stated by the Regional Board.
- b. The Regional Director shall issue the call for the conference stating the time and the place, at least five months before the scheduled event.
- c. Conference Banquet. An Awards Banquet shall be held in honor of existing members of outstanding achievement since the last conference.
- d. Place of Conference shall be deemed by the Regional Board. Surrounding chapters shall help the entertaining chapter if necessary.
- e. The Regional Board shall approve necessary change in Conference date or place, and chapters shall be notified.

#### Section 603 - Special conference.

- a. A special conference of Delta Phi Delta Dance Fraternity, Inc. may be called by the National President:
  - 1. With the approval of the Regional Board.

2. When requested by representatives of local chapters and a majority of National Officers.

b. All special conference of Delta Phi Delta Dance Fraternity, Inc. must be called for the transaction of some specific business. The nature to which shall be clearly stated to all chapters and the deliberations and actions of such conferences shall be strictly and rigidly confined to the consideration of that business.

#### Section 604 - Rules of Order

a. The National Board shall adopt by majority vote, Rules of Order and procedure for the effective conduction of business of the conference and other meetings.

b. Robert's Rule of Order, Newly Revised shall be considered as a guide.

#### Section 605 – Mandated & Regulated Attendance

a. It shall be mandatory that all National Board members be present at all National Conferences. It shall also be mandatory that all National Board members be present at all Regional Conferences in their respective Regions. Attendance at Regional Conferences in other regions is optional. National Board members that fail to attend conferences will be subject a fine of \$50 for National Conferences and \$25 for Regional Conferences with an additional 22 hours community service sanction for their absence. The fine is to be paid within 30 days of the conference date or the Board member shall be placed under review of his/her position.

b. It shall be mandatory that all Regional Board members be present at all National Conferences and Regional Conferences of their respective Regions. Regional Board members that fail to attend conferences will be subject a fine of \$50 for National Conferences and \$25 for Regional Conferences with an additional 22 hours community service sanction for their absence. The fine is to be paid within 30 days of the conference date or the Board member shall be placed under review of his/her position.

c. It shall be mandatory that each active Chapter of the organization be represented at all Conferences; with attendance at National Conference being based on Chapter size (and no less than two (2) active members at all Conferences).

i. One mandated member must be the Chapter President. In the event that the Chapter President is unable to attend a Conference, it is his/her responsibility to ensure that a member of the Chapter Executive Board be present in his/her absence to receive any pertinent information.

ii. Each Chapter must be represented by a minimum of two (2) members for every ten (10) active members of the Chapter at all Conferences. These representatives shall be known as Chapter Delegates and shall function as the primary receiver of pertinent information for the respective Chapter. Chapter Delegates must be both physically and financially active with the respective Chapter and must be a member of the currently active with the respective Chapter according to National and Regional Rosters. A proxy is not allowed to represent the Chapter during Conferences.

d. It shall be regulated that only members that are currently active according to National Standards be allowed to be present at National and Regional Conferences.

## ARTICLE VII Chapter Regulations

### Section 701 - Chapter Types & Membership

a. City-wide Chapters shall be composed of men and woman in a specific city. City- wide Chapters may co-exist within a given city provided that the chapters have established a division amongst its members; i.e., territorial boundary lines, collegiate vs. non-collegiate members, separation by school, etc.

b. Although Delta Phi Delta is a non-collegiate organization, Chapters are allowed to be comprised solely of members of a specific college/university if said Chapter has been Chartered with the purpose of specifically serving the immediate area of the college/university. Chapters are allowed to petition to be recognized as an organized student group on their individual campuses if it is the Chapter's goal to do so. In order to be considered for membership in a Collegiate Chapter, candidates must meet a minimum 2.3 Grade Point Average (GPA). This minimum may be raised by the Chapter if the respective college/university has a minimum GPA requirement that is set higher than that of the organization for Greek lettered organizations and registered student organizations on its campus

c. Membership shall be extended to qualified candidates through invitation or by their own request.

d. Each chapter shall have the right to select its own members, subject to the rules and regulations of the fraternity.

e. Each chapter shall have the power to make its own Bylaws. These Bylaws must not conflict with the National Constitution and Bylaws.

f. Newly established divisions and those with four (4) members or less within their first year of membership shall be known as a Colony. Colonies shall function on the same level as a Chapter. Colonies have the right to apply for status as a Chapter upon recruitment of five (5) members or more, and proven that they are able to properly function as such. Colonies must complete a Chapter Request Form.

Section 702 - Establishment of Chapters: Upon transitioning from Colony status to Chapter status, Chapters shall be named after letters in the Greek Alphabet after the alphabet has been exhausted prefixing each letter with the first letter of the alphabet and again reusing the alphabet shall rename the chapters. After again exhausting the alphabet, the chapters shall be named by prefixing each letter with the second letter of the alphabet, and so on as chapter names are needed. Alphabet letters shall be assigned consecutively as chapters are named.

a. The fraternity shall not use the Greek letters Delta or Omega in Chapter designation except for in the case of special Chapters (Deceased Member Chapter, Elite Member Chapter, Honorary Member Chapter, etc.) and Progressive (also known as Graduate level) Chapters.

Section 703 - Chapter Executive Board: Each Chapter must maintain a Chapter Executive Board. All members of the Chapter Executive Board must be registered with the respective Chapter, must be both physically and financially active according to National and Regional Records, must have been a member of the Chapter for a minimum of one trimester, and must have completed a minimum of 22 hours of community service within the trimester prior to the induction of the Chapter Board. The Chapter Executive Board must consist of the following positions at minimum: President, Vice-President, Secretary, and Treasurer. Chapters Executive Boards have the authority to add positions to the Board with  $\frac{3}{4}$  votes in favor of current Board Members provided the new position is presented to the members of the respective Chapter/Colony no less than 30 days prior to the position taking effect. Although the Chapter Boards may appoint individuals to hold new positions, members must be given the opportunity to request consideration for newly developed positions. All Chapter Executive Board members must remain active according to National and Regional Record through the duration of their term.

Section 704 - Elections: Each chapter must hold elections of officers. Chapter Executive Board members serve a term set by the individual Chapter not to exceed the length of the National Executive Board's term of two (2) years. Chapter Executive Board Member terms begin as of the start of the Fall Trimester (September 1<sup>st</sup>) and end as of the end of the Summer Trimester (August 31<sup>st</sup>); unless otherwise stated in the individual Chapter's Bylaws.

Section 705 - Inductions: No chapter shall hold an induction ceremony until all requirements of the National Membership have been verified and approved; i.e., financial responsibilities are met, community service has been conducted by members verifiable by records, etc.

Section 706 - National Officer Visit: When a chapter request visitation from a National Officer, the chapter must defray  $\frac{1}{2}$  (one-half) of the expenses unless previously agreed with Nationals.

Section 707 - Identity: A chapter shall lose its identity after 1 year of inactivity, or not meeting financial obligations.

#### Section 708 - Reinstatements

a. Charters which have been withdrawn may be reissued upon application within one year from the date that the charter was withdrawn. The chapter must show that it can maintain itself financially as well as remain physically active as a chapter.

b. A chapter may reinstate when 5 (five) or more members or the said chapter apply for reinstatement and paying the reinstatement fee of fifty dollars (\$50) as well as satisfy any past due amount of National Chapter Dues to the National Office of External Affairs.

c. Each reactivating member must apply for reinstatement and pay a reinstatement fee of

twenty-five dollars (\$25) as well as satisfy any past due amount of National Individual Dues to the National Office of Internal Affairs.

Section 709 - Method of Payment: All fees due to the fraternity made by mail or in person shall be paid in the form money order or cashier's check only. Personal checks will not be accepted for national dues, conferences, membership intake, etc. No name shall accompany the pay in full payee. Payments may be made via other payment methods as prescribed by the National or Regional Finance Chair; i.e., online payment via PayPal or other form of web-based payment option.

- a. Remittance should be made to Delta Phi Delta.
- b. Record of all payments made shall be kept with the appropriate personnel.

#### Section 710 - Dues, Dates, and Penalties

- a. The Annual Chapter Dues shall be due to the National Board on November 1st of every year, with a grace period of thirty days. The chapter failing to pay by the end of the grace period will be fined a late fee of ten dollars (\$10) per month - beginning on the first day after the grace period ends, and will be immediately identified as inactive until all monetary obligations have been met.
- b. National Chapter Dues will be remitted to the National Office of External Affairs.
- c. The Annual Regional Chapter Dues shall be due to the Regional Board on November 1st of every year, with a grace period of thirty days. The chapter failing to pay by the end of the grace period will be fined a late fee of five dollars (\$5) per month - beginning on the first day after the grace period ends and will be immediately identified as inactive until all monetary obligations have been met.
- d. Regional Chapter Dues will be remitted to the Regional Finance Chair.

#### Section 711 - Financial Reports

- a. A complete financial report of all monies received, expended, and on hand must be forwarded to the Regional Board by each Chapter. The Regional Board will report these funds to the National Board.
- 1. There shall be a semi-annual reporting of funds.(due February 1<sup>st</sup> and August 1<sup>st</sup>)
- b. Chapters failing to file a complete financial report of all monies received, expended, and on hand, within 30 days of the due date of Quarterly Reports shall receive a warning of suspension. Chapters failing to file within 60 days of the due date of Quarterly Reports shall be subject to suspension or revocation of charter.

#### Section 712 – Community Service & Fund Raising Requirements

a. Each Chapter is responsible for completing a minimum of two community service projects and two fund raising projects that are specifically related to Chapter operations. Each Chapter is required to complete 22 hours of community service per fiscal year as a Chapter. It shall be required that in order to be considered for Chapter service hours, a minimum of 35% of the Chapter's active roster must participate in the service project

1. This does not include the required National and Regional Projects

2. Chapters shall ensure that each individual member within the given Chapter completes and submits documentation for a minimum of 22 hours of community service per trimester

## ARTICLE VIII Financial Regulations

Section 801 - Fiscal Year: The Fraternity shall operate on a fiscal year beginning September 1<sup>st</sup> and ending on August 31<sup>st</sup>. All dues and fines are levied for the fiscal year; including all Chapter and individual Membership Dues.

Section 802 - Levy of Assessments and Taxes: The National Board shall have the power to levy chapter assessments for the Fraternity. This does not prohibit the chapter and regions from levying assessments and taxes for their needs.

### Section 803 - Due Dates

a. National Chapter Dues of \$100 and Colony Dues of \$50 are due November 1<sup>st</sup> of each year with a grace period of 30 days.

b. Regional Chapter Dues of \$50 and Colony Dues of \$25 are due on November 1<sup>st</sup> of each year with a grace period of 30 days.

c. Chapters/Colonies failing to pay by the end of the grace period shall be fined and identified according to Section 709.

d. Individual Membership dues will be of fifty dollars (\$50) per year and are due on October 1<sup>st</sup> of each year with a grace period of 30 days.

e. Individuals failing to pay by the end of the grace period shall be fined. Members will be fined five dollars (\$5) per month beginning on the first day after the grace period ends.

f. Inactive status will be assessed case by case starting 90 days after the due date of Chapter/Colony Dues as well as Individual Membership Dues.

Section 804 - Method of Payment: All chapter and individual dues to the fraternity via electronic payment methods set by the National and Regional Finance Chairs or sent through US mail paid by

money order or cashier's check payable to Delta Phi Delta Dance Fraternity, Inc. The Finance Chair shall hold financial records or credentials until money orders or cashier's checks are cleared; Chapter Dues are remitted to the Office of External Affairs and individual Membership Dues are remitted to the Office of Internal Affairs. Cash is an unacceptable method of payment via US mail. Dues may also be paid via instructions found on the organization's website.

Section 805 - Honorary members shall be responsible for paying the same amount of assessments payable by regular members with the same due dates. Honorary members follow the same guidelines of fines as regular members for lateness of payment.

#### Section 806 - Member Dues

a. Although the Chapter/Colony President will not assume responsibility of ensuring chapter members pay National Dues, s/he is responsible for ensuring that all members Active with the Chapter/Colony itself are listed as Active according to National Standards. No members that are considered Suspended according to National Standards are able to be considered Active with the Chapter/Colony. Chapter Presidents are responsible for submitting a list of all members that are active within the Chapter to both the Regional and National Boards no more than 30 days after the start of each Trimester. If payment is not made within that time period for more than fifty percent (50%) of the members currently active with the Chapter, Chapters will be placed on probation.

### ARTICLE IX Disciplinary Action

#### Section 901 - Suspension of a Member

a. Just Cause. Just Cause for the suspension of a member shall consist of:

1. Participation in illegal/unrecognized intake.
2. Intentional violation of the rules of the fraternity, or hazing of any form. (See policy on hazing if unsure)
3. Failure to comply with the lawful directive of its duly elected officers and directors
4. Divulging fraternity secrets.
5. Consistent Non-Payment of Dues
6. Consistent Non-Physical Activity
7. Consistent public misrepresentation of the fraternity
  - Public belligerence (intoxication, substance use, violence, etc.) while representing the fraternity
  - Inappropriate public social media representation; including but not limited to

belligerence, excessive use of profane language, and nudity

8. Any other behavior which may make suspension necessary

b. Procedure for Chapter Suspension of a Member.

1. The chapter must recommend the suspension of a member to both the Regional and National Board.

2. A member shall have the right to be heard in his/her own defense, and must be given at least one month's notice in writing unless situation otherwise causes.

3. The guidelines and the Disciplinary Action section in the Membership Intake Manual shall be implemented.

#### Section 902 - Suspension of a Chapter

a. Just cause for the suspension of a chapter shall consist of:

1. Participation in illegal/unrecognized intake.

2. Intentional violation of the rules of the chapter/fraternity. This includes, but is not limited to, hazing of any form.

3. Failure to comply with the lawful directives of duly elected officers and directors- National, Regional, Local.

4. Consistent Non Payment of Dues

b. Procedure. The guidelines under disciplinary action section in the Membership Intake Manual shall be implemented.

#### Section 903 – Regulations Regarding Inactive/Suspended Member/Chapter/Colony

a. Inactive/Suspended Members/Chapters/Colonies shall not be allowed to participate in any business related functions, intake meetings, or any other activity that is prescribed as a privilege to Active Members/Chapters/Colonies.

b. Inactive/Suspended Members/Chapters/Colonies that participate in any of the above described activities shall be subjected to further disciplinary actions and fines as described below:

1. Participation in the activities described as a privilege to Active Members/Chapters/Colonies of the fraternity shall cause the Inactive/Suspended Member/Chapter/Colony to receive a fine not to exceed the amount of \$100 and not to be less than \$25 for the first occurrence along with a trimester of suspension (an additional trimester for currently suspended Members/Chapters/Colonies);

2. Participation in the activities described as a privilege to Active Members/Chapters/Colonies of the fraternity shall cause the Inactive/Suspended Member/Chapter/Colony to receive a fine not to exceed the amount \$250 and not to be less than \$100 for the second occurrence of the same activity along with two trimesters of suspension (a full year of suspension for currently suspended Members/Chapters/Colonies).
3. Participation in the activities described as a privilege to Active Members/Chapters/Colonies of the fraternity shall cause the Inactive/Suspended Member/Chapter/Colony to receive a fine not to exceed the amount \$500 and not to be less than \$250 for the third occurrence of the same activity along with a full year of suspension (a full two years of suspension for currently suspended Members/Chapters/Colonies).
4. Any further violations of the same activity shall cause an automatic expulsion from the fraternity.
5. Any Member/Chapter/Colony that is reported as having allowed an Inactive/Suspended Member/Chapter/Colony to participate in activities described as a privilege to Active Members shall receive a fine of \$50 per Inactive/Suspended Member/Chapter/Colony per occurrence.
6. All fines must be paid in full within 60 days of receipt.

#### ARTICLE X

##### Inter-fraternal Dating

Section 1001 - Inter-fraternal Dating: Although Delta Phi Delta Fraternity, Inc. cannot control matters of the heart or hormones of any individual we suggest that there be no inter-fraternal dating unless the relationship was conceived outside of the organization and is left outside of the organization. However, under no circumstances should there be a relationship to be conceived during the Membership Intake Process between members and initiates. If matters of the heart should occur, Delta Phi Delta will not condone any disrespectful behavior because of the union of brothers/sisters. Disciplinary action will be taken on any members involved.

#### ARTICLE XI

##### Membership

Section 1101 - General Membership: A person may be admitted to membership in a chapter or any colony provided he or she is in compliance with fraternity regulations.

- a. Candidates for general membership may be inducted after being 18 years of age or older
- b. Candidates must be accepted by the fraternity based upon the membership guidelines of the fraternity
- c. Candidates who are accepted by the fraternity must be placed into probationary membership until initiated through the New Member Intake Process. During the probationary period,

candidates must follow all rules and regulations as prescribed for general members or possible membership will be revoked.

**Section 1102 – Heart Auxiliary Membership:** A person may be admitted to membership in a chapter as a Heart member provided he or she is in compliance with fraternity regulations. Although it is not mandated that Chapters/Colonies have Heart Auxiliary members, it is a Chapter/Colony's choice in whether to have Heart Auxiliary members. Heart Auxiliary members cannot hold National or Regional positions, cannot hold the Chapter/Colony President position, or participate as a Chapter Delegate in National or Regional Conferences. Heart Auxiliary members are allowed to attend business and social related activities of the organization. Heart Auxiliary members are prohibited from attending General Member Only related activities of the organization; including but not limited to new member intake course activities specifically designated exclusively for General Members, new member initiation ceremonies designated exclusively for General Members, and business training courses designated exclusively for General Members.

- a. Individuals with no experience in the field of dance who are interested in being members may be considered for Heart Auxiliary membership. Individuals who have experience in the field of dance may be considered for Heart Auxiliary membership if this form of membership is his/her choice
- b. Candidates for Heart Auxiliary membership may be inducted after being 18 years of age or older
- c. Candidates must be accepted by the individual chapter/colony of the fraternity based upon the guidelines of the fraternity

**Section 1103 -** No person shall be eligible for membership in Delta Phi Delta who is or been affiliated with any other Greek letter organization of the same character.

**Section 1104 -** Membership shall consist of seven (7) types: Active, Inactive, Life, Member-at-Large, Honorary, Transfer, and Deceased Membership.

**Section 1105 - Active Membership:** Active members of the Fraternity shall be registered members of a chapter who have been formally initiated after the completion of the Membership Intake Program, remains financially active with the organization, and maintains the minimum community service requirements each year.

**Section 1106 - Inactive:** Former active or associate members who fails to pay member dues and fines 60 days after the 30 day grace period and/or ensures completion of minimum community service requirements shall be classified as inactive members. Inactive members have

- a. No privileges of Fraternity membership.
- b. Inactive members may not participate in any Fraternity business, projects, or activities.

c. To return to previous status, said member must complete a Re-Activation Form and submit payment to satisfy active status as defined by the Office of Internal Affairs.

d. Upon approval by the local chapter and sponsor, and payment of all financial obligations to the National Headquarters and the local chapter, said member shall be returned to previous status.

#### Section 1107 - Life Members

a. All founders shall hold life membership in Delta Phi Delta Fraternity, Inc. with the right to vote in Board Meetings and Grand Chapter sessions.

b. Life Members shall:

1. Be exempt for paying National dues.

2. Have a vote in all Regional and National sessions.

3. Be subject to all other local and regional membership requirements.

c. Life membership shall be available to brothers or sisters who have been active for at least 2 years and have remitted a one-time payment of \$500 in the place of one of the regular payments of National Dues and completed a Life Membership Application.

Section 1108 - Member-At-Large: Members residing in communities more than 30 miles from the nearest chapter shall be members-at-large and shall:

a. Remit their National Obligations to the National Headquarters to the National Office of Internal Affairs.

b. Hold voting privileges at conferences in their geographical areas and at Conferences.

#### Section 1109 - Honorary Members

a. Honorary Members shall be:

1. Men and Women having done outstanding work on a local and national level in education, human relations, science, or other cultural areas.

2. Privileged to enjoy all of the rights of membership

3. Honorary Members may be accepted at Conference or in the interim.

4. Honorary Members shall be listed as members of the Delta Chapter of the organization and shall participate in the events of the local Chapter to remain physically active with the organization.

b. Names of the persons to be considered for honorary membership shall be sent to the National Board for consideration.

1. Vote on said names according to the degree of achievement.
2. Present the decision to the National Board for confirmation.
3. Notify candidates of decision.

#### Section 1110 - Transfer

a. A member transferring from one chapter to another shall complete a Chapter Transfer application.

1. The transfer application shall indicate his standing in the chapter from which he attempts to transfer.
2. The President of the transferring chapter shall sign and forward all personal records of said member to the receiving chapter. The receiving chapter shall sign and send the transfer application to the National Office of Internal Affairs.

3. If a member is in good standing, it shall be mandatory upon the chapter to receive him.

b. Any member transferring to a city where there is no chapter he shall become a member-at-large until a chapter is formed.

Section 1111 - Deceased Members: Within ten (10) days after the death of a member of the fraternity, it shall be the duty of the President of his chapter to officially notify the National President and National Historian. Deceased members shall automatically be listed as members of the Delta Omega Chapter of the organization.

Section 1112 - Prior to initiation, the membership candidate must receive a favorable vote of seventy-five (75) percent of the eligible voting membership and pay an initiation fee as determined by the National Board (non-refundable) to the Chapter who shall forward it immediately to the National Headquarters. The candidate shall not be considered initiated until said name has been recorded in the Master Roster at the National Headquarters. All initiation rituals must follow the organizations Intake Protocol in order to be considered in compliance with National Intake Guidelines. Any chapter that submits information and/or fees for initiates after the initiation date will be assessed a late reporting fee of an additional twenty-five (25) percent of the total number initiates.

Section 1113 - Upon due cause, a member of the Fraternity may be placed on probation by the following a favorable vote a motion of seventy-five (75) percent of the chapter's eligible voting membership or by the National and/or Regional Boards.

a. Members on probation may actively participate in general business affairs (meetings, conferences, community service projects, etc.) but may not participate in any National social activities or activities related to initiation rituals of the organization.

Section 1114 - A member placed on probation shall be

a. Informed, in writing, of the following:

1. The reason for probation
2. A specified time period in which to make restitution
3. And the obligations needed to be fulfilled within that time period
4. Fulfillment of all obligations within the specified time period shall return said member to previous membership status.
5. The chapter and advisor shall approve fulfillment of all obligations.
6. Failure to complete all obligations is just cause for either an extension of the probationary term or for the initiation of suspension proceedings.

Section 1115 - Upon due cause, a member of the Fraternity may be suspended by the Chapter or by the National and/or Regional Boards following a favorable vote of seventy-five (75) percent of the chapter's eligible voting membership or by the National and/or Regional Boards.

a. Suspended members may not participate in any Fraternity business, projects, or activities.

Section 1116 - A member placed on suspension shall be

a. Informed, in writing, of the following:

1. The reason for suspension;
2. A specified time period in which to make restitution;
3. And the obligations needed to be fulfilled within that time period.
4. Fulfillment of all obligations within the specified time period shall return said member to previous membership status.
5. The chapter and advisor shall approve fulfillment of all obligations.
6. Failure to complete all obligations is just cause for either an extension of the probationary term or for the initiation of suspension proceedings.

Section 1117 - Upon due cause, a member of the Fraternity may be expelled:

- a. Following a favorable vote of seventy-five (75) percent of the chapter's eligible voting membership and approval of the chapter sponsor or with demand of the National Board.
- b. Such expulsion must confirm to the rules and regulations of the local chapter involved or National Body. The member will be given a hearing before the said motion is voted on.
- c. The vote will be a secret ballot, and the member will be informed of the vote totals.
- d. Having been expelled, the member shall return to the chapter all regalia and property of the Fraternity being held, and the name shall be stricken from the Membership Roster at the National Headquarters.

Section 1118 - Rights of a Member

- a. Every person upon induction into membership in Delta phi Delta shall be entitled to a membership certificate, membership control number and/or card, access to the organization's Constitution and Bylaws, wear the official badge, attend meetings of the fraternity or be represented by a delegate to the National Conference and the Regional Conference. And share in all other privileges that may be acquired by the fraternity.
- b. Payment of annual national and local chapter dues shall be a prerequisite to good financial standing.
- c. Good financial standing is a prerequisite to holding office, and participating in any function of the fraternity.
- d. Participation in the minimum required number of community service hours shall be a prerequisite to good active standing; minimum of 22 hours per fiscal year.
- e. Reinstatement. An un-financial member shall apply for reinstatement through his local chapter, or if a member-at-large, through the National Office of Internal Affairs, upon meeting financial and other requirements. In a city where there is more than one Chapter/Colony, a member may choose the chapter to reinstate.
- f. An active member shall be defined as a member in good financial standing as well as physical standing (active participation in service projects) at the national and local levels. It shall be the right of the local Chapter/Colony to determine active membership in terms of function, attendance, and responsibility on a Chapter/Colony level.

## ARTICLE XII National Names

Section 1201 - There shall be National Names for members of the fraternity. In order to avoid multiple members of the organization having the same National Name, there shall be a complete

roster of members to be kept by the National Vice-President of Internal Affairs, National Secretary, National Historian, and Regional Directors. Updates to the roster shall be reviewed annually.

### ARTICLE XIII National Projects

Section 1301 - There shall be names for National Projects of the fraternity.

Section 1302 - Project G.I.V.E. (Giving Is Very Essential)

- a. Created in the fall of 2006, Project G.I.V.E. was created as a National Community Service Project to support families in need during the Thanksgiving and Christmas Holidays.
- b. Project G.I.V.E. runs from September 1 through December 20 and provides families with items that include but are not limited to food, clothing, toiletries, and toys during the holiday seasons.

Section 1303 - The Panther's P.R.O.M.I.S.E. (Providing Real Opportunities & Motivating Individuals to Strive for Education)

- a. Created in the fall of 2010, The Panther's P.R.O.M.I.S.E. was created as a National Fund Raising Project to provide financial assistance to students pursuing post-secondary education.
- b. The Panther's P.R.O.M.I.S.E. will provide at minimum two (2) five hundred dollar (\$500) scholarship awards to students pursuing post-secondary education each year.
- c. Funds collected by the Chapters for The Panther's P.R.O.M.I.S.E. are to be sent to the National Office of External Affairs by April 30<sup>th</sup> of each year.
- d. Applicants must be currently active in the field of dance, be a high school senior at the time of application, and have a cumulative high school GPA of 2.5 or higher. In order to apply applicants must complete a scholarship application with an essay explaining how the scholarship will help him/her achieve his/her educational goals, submit the acceptance letter(s) to a college/university, and submit two (2) letters of recommendation along with the application. Priority points will be awarded to those applicants that wish to pursue a career in the field of dance.
- e. Applications will be reviewed by a committee to be formed by the National Vice-President of External Affairs. This committee will select the students to be awarded.
- f. Scholarships will be announced annually at the National Conference and National Mini-Conference. Winners need not be present. Scholarship awards can be mailed to the winning students in the case of an absence.

### ARTICLE XIV

## National Publications

Section 1401 - National Publications: There shall be National Publications for the fraternity and shall be entitled *The Panther's Paw* and *Paw Printz*.

Section 1402 - All national publications shall be edited, published, and distributed by a committee to be formed by the National President, the National Vice-President of External Affairs, and the National Historian.

Section 1403 - *The Panther's Paw* shall be published at the discretion of the committee approved by the National Board at least once per year. *Paw Printz* shall be published at the discretion of the committee approved by the National Board at least quarterly.

Section 1404 - *The Panther's Paw* and *Paw Printz* shall be restricted to articles, editorials, and news items of general interest to the Fraternity. Advertisements may be sold at rates determined by the National Board.

Section 1405 - Distribution of publications shall be limited to all members of the Fraternity and to such other parties as may be determined by the National Board.

Section 1406 - The official printers shall be selected by the committee and approved by the National Board.

## ARTICLE XV

### National Expenditures

Section 1501 - Delta Phi Delta Dance Fraternity, Inc. is responsible for the following expenditures.

- a. A Supreme Founder pin which shall be the property of the fraternity, and shall be passed to each Supreme President when he is installed.
- b. National website and emails for National Board Members
- c. National gifts to new members
- d. Any special additional expenditure the National Board sees necessary to add.

Section 1502 - Annual Budget: The National Board shall provide for an estimated annual budget for the expenses of the fraternity based upon anticipated income. Provision shall be made in the budget for:

- a. Expenses incurred by the officers and directors for the proper exercise of their respective duties.
- b. Allocations to the various funds and reserves.

ARTICLE XVI  
National Awards

Section 1601 - There shall be National Awards as prescribed here in the Bylaws. These awards were established as of May 2006. The descriptions of these awards were revised as of May 2011.

Section 1602 – Each Region shall award separate awards for members within their respective Regions. Each chapter may nominate nationally recognized candidates for each category of award and may submit the name to the National President with supporting documentation.

Section 1603 - The National Board may compile a list of candidates and send those names to the local chapters for re-submission to the National President in one of the award categories. The National Board has the prerogative of nominations by unanimous vote of its delegates sitting in convention, of sending to the National President a candidate.

Section 1604 - Deadline for Submission of nominations to the National president will be April 1 of the year of conference.

Section 1605 - National Awards shall be the following:

- a. Terrence M. Johnson Award
- b. Tammara R. Winn Award
- c. The 122% Award
- d. Outstanding Member Award
- e. Outstanding Service Award
- f. Humanitarian Award
- g. Neophyte Appreciation Award
- h. Chapter of the Year Award
- i. Delegate Distance Award
- j. Chapter Distance Award
- k. Best Chapter Display
- l. Dance Organization of the Year Award

Section 1606 - Terrence M. Johnson Award

- a. The Terrence M. Johnson Award shall be the highest of all the founder's awards for male members
- b. It recognizes the most outstanding fraternity brother in all endeavors of the fraternity.
- c. The most "well-rounded" shall receive this award.

Section 1607 - Tammara R. Winn Award

- a. The Tammara R. Winn Award shall be the highest of all the founder's awards for female members
- b. It recognizes the most outstanding fraternity sister in all endeavors of the fraternity.
- c. The most "well-rounded" shall receive this award.

#### Section 1608 – The 122% Award

- a. There shall be two (2) 122% Awards presented
- b. Awarded to one brother and one sister of the fraternity who have most excelled in all areas of the fraternity
- c. Character must reflect credibility with the fraternity and himself.
- d. This brother must have gone above and beyond just paying dues, assessments, and other fraternal obligations.

#### Section 1609 - Outstanding Member Award

- a. There shall be two (2) Outstanding Member Awards presented
- b. Awarded to one brother and one sister who most exemplify the spirit of brotherhood and sister within the fraternity.

#### Section 1610 - Outstanding Service Award

- a. There shall be two (2) Outstanding Service Awards presented
- b. Awarded to one brother and one sister in recognition of outstanding contribution of service to the fraternity.

#### Section 1611 - Humanitarian Award

- a. There shall be two (2) Humanitarian Awards presented
- b. Awarded to one brother and one sister in recognition of outstanding contribution of service to the community.

#### Section 1612 - Neophyte Appreciation Award

- a. There shall be two (2) Neophyte Appreciation Awards presented
- b. Awarded to one brother and one sister in recognition of outstanding contribution to the fraternity and/or the community within the first year of membership.

#### Section 1613 - Chapter of the Year Award

- a. There shall be two (2) Chapter of the Year Awards
  1. One is awarded to the Chapter that most excels in all areas of the fraternity. One is awarded to a new Chapter that has excelled in all areas of the fraternity. A new Chapter must have been established since the last Conference.
- b. This award is given to the chapter with at least 75% of their members being financial and active within the chapter and with nationals.
- c. The chapter must be financial with nationals, an active functioning chapter; member must hold and attend regularly scheduled meetings, etc.
- d. This chapter must be functioning above and beyond all other chapters within the fraternity.

#### Section 1614 - Delegate Distance Award

- a. This award is presented to the member who has traveled the greatest distance to the National Conference.

#### Section 1615 - Chapter Distance Award

- a. Awarded to the chapter that has traveled the greatest distance to attend the National Conference

#### Section 1616 - Best Chapter Display Award

- a. Awarded for the best chapter display at the National Conference.

#### Section 1617 - Dance Organization of the Year

- a. There shall be two (2) Dance Organization of the Year Awards
- b. One is awarded by the hosting Chapter(s) to the dance group that is most represented within the Chapter(s)
- c. One is awarded by the hosting Chapter(s) to the dance group that has been most outstanding in terms of performance since the last National Conference

### ARTICLE XVII General Regulations

Section 1701 - Archives: The archives of the fraternity shall be at the principal address of the fraternity under the direction of the National President.

Section 1702 - Inspection of Records: The fraternity shall maintain a complete set of books and records of its financial condition and operations, in the principal office of the fraternity.

ARTICLE XVIII  
Indemnifications

Section 1801 - Delta Phi Delta Fraternity, Inc. shall indemnify the National President and each Board Member of the fraternity against expenses incurred in connection with the defense of any action brought against the Fraternity as a result of their duties on behalf of the fraternity unless it is determined that the individual involved did not act in good faith in the performance of their duties.

ARTICLE XIX  
Amendments

Section 1901 - These Bylaws may be amended by a two-thirds vote of the National Board in the regular year with a sixty day notice, or a special conference called for that purpose, provided chapters have been notified two months in advance.

# STANDARD OPERATING PROCEDURES

## Preamble

*Brothers and Sisters, believing in the worth of dignity of each human being, recognize the supreme importance of the pursuit of truth, devotion to excellence, and commitment to social responsibility. Panthers strive daily to promote the cause of member while reaching for the founder which guides us.*

Each Member of the fraternity shall:

- ◆ Uphold the national bylaws of Delta Phi Delta Dance Fraternity, Inc.
- ◆ Uphold and promote the values, goals, and rituals of Delta Phi Delta Dance Fraternity, Inc.
- ◆ Conserve and Preserve Fraternity property.
- ◆ Regard as primary, the bond of brother and sisterhood and the development of great leaders
- ◆ and the giving of public service for the betterment of all mankind in particular those who need it most.
- ◆ Maintain a high standard of personal conduct.
- ◆ Protect the organization from any illegal or unfamily-like conduct of any member and shall report the same to the appropriate local, regional, and national officers.
- ◆ Treat all brothers with respect.
- ◆ Treat the founders with dignity and the utmost respect. They have laid the path for you.
- ◆ Neither engages in nor countenances any exploitation of the organization.
- ◆ Recognize the board members professional responsibility to the improvement and execution
- ◆ for programs and policies.
- ◆ Refrain from making false or misleading statements about the organization or its members.
- ◆ Carry out responsibilities to programs, policies, and assessments tot he best of your ability
- ◆

## Section 1 - Code of Conduct

Pursuant to and incorporated in the Code of Conduct, the fraternity, a national service organization, requires that its members exemplify the highest of qualities of moral and ethical behavior required of gentleman and women and their actions reflect the goals of the fraternity. The Code of Conduct, hereby established, embodies the acknowledgment of rights and responsibilities of members, applicant rights, etc. It sets forth the types of conduct on the parts of the members, applicants, and intakes, which the fraternity deems unacceptable. The National Board shall make revision to the Code of Conduct.

## Section 2 - Individual Code of Conduct

- a. Members may be placed on probation, suspended, or expelled from the fraternity, fined or required to repay expenses incurred for:
  - i) Violations of the Constitution & Bylaws
  - ii) Violation of the fraternity's rules and regulations
  - iii) Repeated infractions of the rules and regulations of the college or university of the housing collegiate Chapter
  - iv) Violation of Bylaws with Chapter President's recommendation
- b. Any member who visits a Chapter and participates in unauthorized intake shall be subject to sanctions as stated by the Code of Conduct.
- c. Chapter Presidents, with approval of National Board, may discipline an individual as stated in the Code of Conduct.
- d. The National President and Regional Directors may solely discipline an individual. The National Board and Regional Boards must be notified of causes of disciplinary action.
- e. A member suspended for an extended period of time when circumstances warrant such actions. Upon suspension, a member shall be subject to sanctions listed above.
- f. A member on probation or under suspension shall NOT participate in ANY activity of the National body of the fraternity, unless otherwise prescribed by the National Board.
- g. A member against whom a fine or financial obligation has been imposed may not participate in any activity of the fraternity until said obligations have been satisfied.
- h. Upon suspension, a member shall be subject to sanctions stated above.

## Section 3 - Chapter Code of Conduct

- a. The National and Regional Boards can place a chapter on probation as stated in the code of conduct. Only the National President, National Vice-Presidents, and Regional Directors shall be able to individually recommend Chapter sanctions. Probation may be imposed for one or more of the following reasons:
  - i) Failure to complete and submit chapter requirements
  - ii) Failure to ensure proper notification of Nationals of start membership intake

- iii) Failure to observe rules and regulations of the fraternity
- iv) Failure to pay dues and other assessments
- v) Failure to adhere to the National Membership Intake Program
- b. A chapter on probation may only sponsor academic, educational, and service activities. No social activities or intake activities may be participated in.
- c. A Chapter may be suspended by the National and Regional Boards (with the National President, National Vice-Presidents, or Regional Directors recommendation) with the approval as stated in the code of conduct for:
  - i) Unexcused absence from National and Regional Conferences/ seminars
  - ii) Failure to comply with the directive of the National and Regional Board
  - iii) Holding membership intake without proper approval
  - iv) Holding activities during membership intake that involves incidents of hazing
- d. A Chapter fails that to remedy a condition of suspension and is required to appear before the National Board at chapter's expense.
- e. As a condition of reinstatement, a suspended Chapter may be subject to sanctions as detailed and must undergo a program of rehabilitation over a period of time as prescribed by the National Board. During rehabilitation, the Chapter may not participate in any activity that is not a part of the rehabilitative process.
- f. The National Board may recommend revocation of charter for the following reasons:
  - i) Proceeding contrary to the bylaws
  - ii) Persistent negligence in payment of dues
  - iii) Failure to meet programming goals and National directives
  - iv) Any other reasons that may make a recommendation seem necessary
- g. Chapters inactive for three consecutive semesters will have Chapter letter assignment recalled by National Board.

#### Section 4 - Policy on Hazing

- a. As an anti-hazing organization, all acts of hazing or harassment, physical, mental, and emotional, shall be expressly prohibited.
- b. No person will be subjected to any act of hazing in connection with or during the initiation into membership into the organization.
- c. The fraternity does not to consent to, condone, or tolerate any acts of hazing in the membership intake process; nor with the fraternity be responsible or liable for any damages, claims, or actions based upon conduct of any individual, group, or association purporting to person acts in the name of the organization.
- d. No individual otherwise qualified for membership will be denied membership into the fraternity.

e. Penalties

- i) Any chapter violating any of the above paragraphs will be penalized by:
- a. Denial of membership intake privileges for a period decided by the National Board
  - b. Suspension of all current chapter members
  - c. Suspension from all fraternity activities
  - d. Permanent denial of membership to the candidates involved
- ii) Suspensions and denial of membership and membership intake will be reported
- iii) Each violation is subject to fines, per member, as detailed in Section 5b.

Section 5 - Appeals and Fines

a. Upon suspension, probation, imposition of fines or any other sanctions, individuals or Chapters shall be given written notice of charges, the fraternity's actions and the reason therefore. Within 30 days of receipt of the notice, individuals or Chapters may appeal at his/her/their own expense in accordance with the appeals procedure.

b. Structure for administration of fines, sanction, suspensions, and probation.

i) Chapter involved in illegal intake

- 1<sup>st</sup> offense- \$100.00 fine with suspension of intake for a minimum of two trimesters, each member of the chapter being re-certified of the membership intake program, and probation not to exceed one year. Each member involved with the illegal process will be fined \$25
- 2<sup>nd</sup> Offense- \$200.00 fine with immediate suspension of the chapter and its members each not to exceed two years. Each member involved will be fined \$50.

ii) Failure to submit chapter dues to nationals by deadline (November 1<sup>st</sup>) will result in a fine with possible suspension of chapter activities.

iii) Failure to pay individual fines to nationals by deadline (October 1<sup>st</sup>) will result in a fine per month with removal of membership rights until fine and dues are paid.

iv) Hazing where death occurs will result in a \$5,000 fine for Chapters and \$1,000 fine per person and removal of Chapter from the National Roster as well as membership expulsion.

v) Hazing where physical abuse occurs- minimum \$250 and maximum \$750.00 fine for chapter and \$75 fine per person and suspension of no less than six (6) months

vi) Hazing where mental abuse occurs- minimum \$250 and maximum \$750.00 fine for chapter and \$75 fine per person and suspension of no less than six (6) months

vii) Violation of Bylaws- \$100.00 fine with six (6) month probation

viii) Misuse of fraternity symbols - \$200.00 fines with reprimand

ix) Participation of illegal intake at another chapter- \$50 per individual

x) Membership Intake Session where suspended or expelled members are present; each MIC, AMIC, and Chapter President (regardless of presence) will be fined \$25.00 payable within 30 days.

xi) Willful disregard for a member or any other human life during fraternity functions - \$400 fine with immediate suspension and possible expulsion

## Section 6 - Factors of Production

Labor-Members of the organization will be responsible for assisting the organization in growth and therefore providing the labor. Some of the ways we will accomplish this are:

- i) Providing membership intake for new and interested individuals. The membership intake process will be a 4-8 week process which individuals will be required to undergo in order to be a member of the organization. Over that period of time, they will learn fraternity history, attend and experience fraternity meetings, become familiar with fraternity policies, participate in service initiatives and dance workshops, etc.
- ii) Providing community service will also be an essential part of the organization. Performing service to the cities/schools in which chapters are located will greatly help in pushing the name of the organization into the community and hopefully, as a result such community districts will provide the organization with monetary and physical support.
- iii) In compliance with the goals of the organization, members will also plan and coordinate annual talent shows, dance showcases, and competitions. Such events will give members of the organization as well as outside parties an opportunity to display their talents.

## Section 7 - Capital

The organization will obtain capital by membership intake fees, member dues, chapter dues, and donations.

- i) In order to be a member of Delta Phi Delta Dance Fraternity, Inc. there is a membership intake process. There is a National Intake fee for membership intake in which the fraternity gets 100% of.
- ii) Membership dues are also a way to gross capital. In order to remain an active member of the organization, there will be annual dues of \$50 per year as prescribed in Section 803 of the Bylaws. Trimesters will operate as follows:
  - Fall September: 1<sup>st</sup> – January 18<sup>th</sup>
  - Spring: January 19<sup>th</sup> – April 30<sup>th</sup>
  - Summer: May 1<sup>st</sup> – August 31<sup>st</sup>
- iii) One of the last ways the organization will generate funds is through chapter dues. In order for chapters to remain active within the organization, each chapter must pay \$100 per calendar year and each colony must pay \$50 per calendar year as prescribed in Section 803 of the Bylaws.

## Section 8 - Risk Management Policy

Delta Phi Delta Dance Fraternity, Inc., a national dance fraternity unequivocally supports a legal, responsible, and safe lifestyle for fraternity members. Delta Phi Delta has taken a strong stance and positive action against hazing, substance and discrimination. Delta Phi Delta is dedicated to a quality fraternity experience and therefore encourages the community to provide for a safe and legal life. Be it resolve that Delta Phi Delta, encourages the development, implantation and maintenance of a Risk Management Policy by each individual chapter in accordance with

federal, state, local, campus and fraternity laws and regulations.

## Section 9 - Crisis Management Policy

These are the procedures to be followed in the event of an emergency or tragedy. There are several recommended steps to follow in the event of a tragedy, with some additional steps to follow in the event of a death of one of the members or associate members. Examples of such situations include, but are not limited to:

- Death or serious illness injury of a member, guest or membership intake participant;
- Fire in the chapter house and fraternity sponsored event or other property;
- An injury or accident involving alcohol at social events;
- An injury or accident involving a member and/or a non-member at or during a chapter even or chapter property;
- The arrest of a member

1. **WHO IS IN CHARGE DURING AN EMERGENCY?** Be certain that each person in your Chapter knows that the Chapter President is in command of every emergency situation involving serious illness, injury or death. In the event the Chapter President is absent, control will follow the chain of command per the Bylaws of the Chapter. Though the President may choose to consult with other members who have some expertise or insight but, final authority should rest with the President. The President shall contact the Regional Director (or National Vice-President of Internal Affairs) regarding the incident immediately.

- All members must know who is in charge and be prepared to follow instructions. Include a review of the chapter's crisis management guidelines in a risk management education program each trimester. If you have a house or fraternity sponsored event, the house or event director should also be aware of these procedures.

**IF A TRAGEDY OCCURS:** If you have a house or fraternity sponsored event where tragedy occurs only permit members and appropriate officials to enter. Any guest in the house or event should evacuate the premises. Assign one or more responsible members to control access to the house or event.

**EMERGENCY PHONE CALLS TO MAKE-AND NUMBERS** Several Phone Calls Need To Be Made Immediately

- a. In nearly all situations, 911 will be the first phone call to make. The Chapter President and Vice-Presidents will be the second. Briefly and calmly explain the situation so that the emergency personnel can respond.
- b. Contact external officials; if applicable.
- c. If on a college campus, contact campus police. Inform the dispatcher of the nature and location of the emergency and tell him or her that you already contact 911 personnel. Campus police will then contact the necessary university personnel.
- d. Contact your Chapter Advisor/Regional Director and inform him/her of the situation. Request his/her physical presence immediately in order to consult with Chapter Officials.
- e. Contact National Board

**INFORMING MEMBERS; MAKING PUBLIC STATEMENTS:** Assemble your members in a group. Explain that there has been an emergency and that the house or event is closed to all but

members and appropriate officials. Depending of the situation, other assistance may need to be called in. It is important that all members remain calm during the crisis. Emphasize the need to remain calm and assure Chapter members that everything is under control. If there is a need to inform members who are not present, the President may delegate responsibility to another member. ONLY the designated spokesperson should speak for the Chapter. With the assistance of the National President, Regional Director, legal counsel, the chapter advisor and other officials, the Chapter should carefully prepare a formal statement to be issued to the media.

**WHEN A MEMBER OR CANDIDATE IS INJURED, BECOMES SERIOUSLY ILL, OR DIES. DO NOT NOTIFY PARENTS/FAMILIES:** In the event of a serious accident or illness, medical personnel will notify parents and advise them of the student's physical condition. In the event of a death, the appropriate school or fraternity official should notify parents. If the situation is a death outside the house or event, do not announce it until a fraternity staff member of official capacity has arrived to help. Be very confidential about this information.