



**Standing Rules and Bylaws
Beta Chapter - Alpha Pi Phi Sorority**

(Modified December 4th, 2024)

The background of the page features a large, faint watermark of the Alpha Pi Phi Sorority logo. The logo is a shield-shaped emblem with a purple and white color scheme. At the top, there are two stylized figures holding hands. Below them, the Greek letters 'Α', 'Π', and 'Φ' are prominently displayed. The shield is flanked by two lit candles. At the bottom, a banner contains the Greek letters 'Α', 'Π', and 'Φ' again, with the word 'Sorority' written in a cursive font on either side.

ALPHA PI PHI'S MISSION STATEMENT

"The purpose of Alpha Pi Phi is to promote a sisterhood united through love, loyalty, and friendship; to foster confidence in young women and aid in the development of their leadership skills; to encourage its members to promote themselves with grace, dignity, and moral integrity; and to cultivate academic excellence and nurture generosity through active philanthropy for the betterment of the community."

ALPHA PI PHI AS A SPECIAL INTEREST GROUP

Alpha Pi Phi is a special interest group founded on the intention of fostering leadership, academic excellence, philanthropy, sisterhood and diversity, equity, and inclusion among its membership. As a special interest group, Alpha Pi Phi reserves the right to select individuals for membership based on certain criteria.

Alpha Pi Phi takes the position that, in order to create a supportive space for its members to grow in their commitment to Alpha Pi Phi's five pillars described above and to work towards achieving the goals set out in Alpha Pi Phi's mission statement, it is appropriate and necessary to restrict the membership of Alpha Pi Phi to self-identifying women only.

For these reasons, eligibility for membership in Alpha Pi Phi shall be determined based on individual gender identity.

This criteria, intention and purpose of Alpha Pi Phi Sorority as set by its Founding Mothers cannot be altered under any circumstance in any setting.

GLOSSARY OF TERMS

Active member: A member who has been initiated into Alpha Pi Phi's Sisterhood and actively participates in chapter activities.

Active Member in their Pledging Period (AMPP): A student who has accepted a bid and matriculates through the new member process prior to the initiation. This student has been pinned into Alpha Pi Phi and is in a probationary period within their pledging-period prior to being initiated.

Alum member: A member who has graduated or otherwise completed their active period within Alpha Pi Phi.

Bad Standing: An active member is not successfully meeting all membership requirements of Alpha Pi Phi's governing documents and Chapter bylaws. Examples include, not completing sister dates on time, not submitting dues on time, outstanding study hours, outstanding philanthropy hours, outstanding judicial consequences, etc.

Disaffiliation: A member who has chosen to give up their letters and is no longer a member of Alpha Pi Phi. This person is required to give up their letters.

Expulsion: Process by which membership has been terminated by Alpha Pi Phi. This person is required to give up their letters and is no longer a member of Alpha Pi Phi.

Familial sister: The familial sister of an active or alumna(a) member.

Good Standing: An active member is successfully meeting all membership requirements of Alpha Pi Phi as outlined by Alpha Pi Phi's governing documents and Chapter bylaws. Examples include, completion of sister dates, study hours, philanthropy hours, no outstanding judicial consequences, etc.

Initiation: A ceremony where new members are brought into full membership of Alpha Pi Phi.

Legacy: The familial daughter, or granddaughter of an active or alumna(a) member.

Little Sister: A member who is mentored by a Big Sister.

New Member Class (NMC): A semester-long period of learning about Alpha Pi Phi prior to initiation. Students are considered AMPPs during this period.

Membership Vote: A vote resulting in a decision that impacts the membership status of a member. Examples include, new member selection and alumnae voting.

Potential New Member (PNM): Student who participates in the recruitment process.

Senior Status: An active member who may have adjusted responsibilities and duties due to increased academic workload in their upper years.

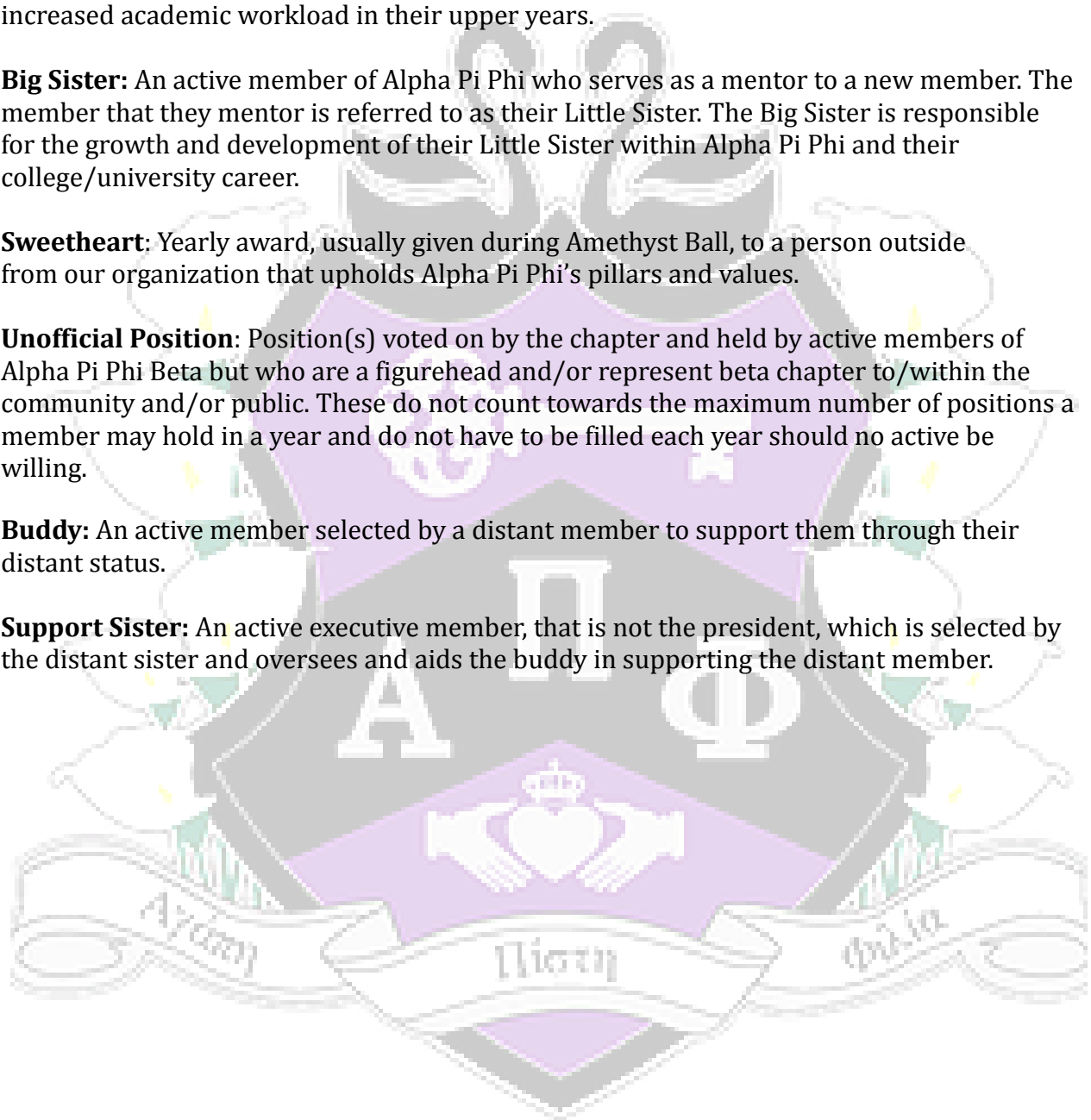
Big Sister: An active member of Alpha Pi Phi who serves as a mentor to a new member. The member that they mentor is referred to as their Little Sister. The Big Sister is responsible for the growth and development of their Little Sister within Alpha Pi Phi and their college/university career.

Sweetheart: Yearly award, usually given during Amethyst Ball, to a person outside from our organization that upholds Alpha Pi Phi's pillars and values.

Unofficial Position: Position(s) voted on by the chapter and held by active members of Alpha Pi Phi Beta but who are a figurehead and/or represent beta chapter to/within the community and/or public. These do not count towards the maximum number of positions a member may hold in a year and do not have to be filled each year should no active be willing.

Buddy: An active member selected by a distant member to support them through their distant status.

Support Sister: An active executive member, that is not the president, which is selected by the distant sister and oversees and aids the buddy in supporting the distant member.



Section I. Roles and Responsibilities of All Members

1. Beta Chapter cannot have anywhere that we are associated with Brock University or hold any events at Brock. This includes the Alpha Pi Phi Beta social media pages and any messages or correspondences with others on where we are located.

A. Members are required to email in 24 hours in advance to Secretary (4th Officer) and associated position(s) to an event following proper email protocol

- i. All position holders must email secretary their chapter updates a minimum of two hours before chapter. If not followed, the consequence is to lose points up to the discretion of Secretary (4th Officer)

1. Should a sister receive an excused absence due to any health-related reasons emailing in under 24 hours for emergent illness without proof, she should be excused for all subsequent events for that day and the well being of the chapter should be considered above the attendance of the sister.
2. Should a sister be late for an event the sister must communicate their lateness.
3. Failure to abide by the email protocol may result in unexcused absences or lates at the discretion of the Secretary.

B. There can only be two events per week not including chapter and excluding rush.

1. The week will begin on Sunday and end on Saturday
2. All chair positions must select dates for all relevant events prior to the executive retreat
3. The executive team will select a date for position holders who have not submitted.
4. In the event a date must be changed - the chair and/or executive council will do their best to ensure the new date is at a more appropriate time and/or location and all efforts are made to communicate this widely within the chapter.

C. Academics

1. Members must include their program status when submitting their schedule and average to the Academics Chair at the beginning of the Fall and Winter Semesters
2. Failure to send in program status, average, and semester schedule on-time may result in bad standing
3. Active sisters must complete their study hours with a minimum of 2 other active members.
 - i. sisters from a College in the Niagara Region only require one other active member

4. The mandatory weekly study session is for sisters only. The academic chair can choose to do additional study sessions with other Greek orgs at their discretion.
5. A member will not be penalized for not completing these until the end of the semester, where a member must have completed all hours required of them as outlined in Alpha Pi Phi documentation.
 - a. If a member does not obtain their hours in one month, the remaining hours to be completed by the member will be moved over to the following month.
 - b. If a member completes more hours they will not count toward the next month.

D. All sisters must participate in Beta Chapter-organized group philanthropic events for a minimum of 5 hours per semester.

1. Failure to do so without a reasoning will result in a \$20 fine/donation to the Alzheimer's Society of Canada.

E. Ritual:

1. Any gifts desired to be given to an AMPP or newly initiated Little are to be given at times outside of the ceremonies.

F. Beta Point System

1. A points-based system will be implemented based on chapter member's attendance, details of the point system are outlined on the Beta website. .
2. The point system will be enforced and documented by the Secretary

Section II. Dues, Fees, and Fines

A. All active, initiated members shall pay chapter dues semesterly, billed by the chapter Treasurer (3rd Officer) 2 business days after the first chapter back.

1. Dues for each semester must be paid off by the end of the term in all situations.
 - a. Should extenuating circumstances arise, an active member can go to the Treasurer (3rd Officer) with an appeal to extend their payment period or arrange a payment plan.

B. The follows will be the fines associated with not completing tasks/ responsibilities by members - a fine can only be reasonably appealed within 14 days after receiving email notification :

1. Should an active member fail to attend chapter meetings, ritual ceremonies, mandatory sisterhoods, or philanthropy events without excused absences, on their third unexcused absence they will receive a \$25 fine, and the same fine per subsequent unexcused absence that semester.
2. If an active member is unexcused to a chapter meeting and quorum is not met at the meeting due to unexcused absences, the member will be charged a \$40 fee.
3. An active member who was either assigned or volunteered to be a Sober member at a mixer fails to fulfill their duties, they will be subject to a fine of \$30.

C. At the discretion of the active chapter based off location and reasonable funds, the chapter will cover costs of transportation, accommodations and tickets for conference.

1. The two voting members of the chapter will be the President (1st Officer) and the Vice President (2nd Officer)

D. The Spirit of Jennifer of Popescu Scholarship will have a minimum of \$250 set aside within the yearly budget.

E. All receipts submitted must include all items purchased that wish to be refunded by the organization. The original receipt copy must be digitally submitted to Treasurer (3th Officer) and must be fully visible.

Section III. Elections

A. The point of not having access to a car, having a job, political views, opinions or reference to any other protected identity are not permitted to be used during discussion on a member or Potential New Member.

1. Should any beliefs or aspects of the political party for which the member or potential new member openly supports encourages hate, bigotry, discriminatory practices and/or which does not align with or uphold the pillars and values of Alpha Pi Phi, it is permitted to be used during discussion at the discretion of the President (1st Officer) and Chapter Advisor.

B. Chapter members are to conduct a confidence vote for all executive and chair positions at the first November meeting of the fall semester to ensure that all positions are performing their duties to the best of the chapter's ability.

Section IV. Chapter Meetings

A. The chapter may have one informal meeting a month, but no more than two consecutively. The President will consult with the Executive Council to determine when formal and informal meetings are to be scheduled.

B. If a member arrives to the chapter meeting after it has started, they will receive a late that will be noted on the chapter minutes. On the third late in a semester, the member will receive an unexcused absence and will receive another unexcused for each subsequent late.

1. Should a member not attend at least half of the individual chapter meeting, they will receive an unexcused absence.

C. Members are to read minutes and other confidential documents in private setting

Section V. Recruitment

A. 8 recruitment events plus a Preference Party shall constitute Beta Chapter's recruitment or "Rush" Period. Each semester, the Co-Recruitment Chairs and Membership Development Officer (5th Officer) will plan a recruitment period around a theme of their choice.

1. Each rush period must have at least the following in no particular order:
 - a. Speed Rush;
 - b. Information or "Info" Night;
 - i. Can be added onto another event
 - c. Philanthropy Night;
 - d. A Sisterhood Event;
 - e. Preference Party

B. The theme is to be approved by Risk Management Chair and the Executive Council prior to being announced to the chapter or general public.

1. All promotional materials for recruitment including but not limited to pamphlets, posters, recruitment videos, etc are all to be approved by the Executive Council prior to their release.

2. The recruitment video is to be completed and uploaded at least one week prior to the first recruitment event.
 - a. If a rush video is prepared it can be uploaded to the Alpha Pi Phi youtube account
 - b. After approval from the Executive Council, the video must be sent to ICAPP's Vice President of Communications and Alum Affairs for final approval.

C. The rush schedule is to be planned by Membership Development Officer (5th Officer) with the help of the recruitment chair(s).

- a. Once finalized, the recruitment schedule is to be sent to the Executive Council for approval and ICAPP (Vice President of Communications and Vice President of Expansion for final approval.

D. It is the responsibility of the Membership Development Officer (5th Officer) to organize, coordinate and ensure that Alpha Pi Phi Beta Chapter is highlighted at as many public Niagara Region events as reasonable to ensure students within the Niagara region are able to rush Alpha Pi Phi.

- I. Every active member must reach out to at least 10 potential new members and input them into the tracker. Failure to do so will result in an additional 3 study hours.

E. Each PNM will take a picture with their name written on a white board or piece of paper at their first rush event.

1. These images are not to be shared with the general public and will be uploaded by MDO (5th Officer) to the Active Facebook Group in an album to allow initiated members to comment on various facts about the PNM (ex. Their program, their leadership skills, philanthropy work, etc).
2. All comments must be factually based and non discussions points. Any inappropriate or negative comments will be deleted and are subject to judicial consequences.
3. MDO (5th Officer) is responsible for properly informing the PNMs that the picture will be used for recruitment purposes.
4. The President (1st Officer) is responsible for ensuring this album is removed from the Facebook group prior to the new class being invited to join the group once pinned.

F. Only potential new members (PNMs) in good academic standing with their respective University or College are eligible for membership.

H. At Preference Party, the Membership Development Officer (5th Officer) with assistance of the President (1st Officer), will pull aside PNMs to have them fill out who they would like as a mentor or big sister.

Section VI. Big Sister and Little Sister Match Up

A. All members looking to apply for a little must fill out the mentorship form provided by the President (1st Officer) prior to the start of New Member Selection (NMS).

B. Voting on which sister is the best option for a particular PNM occurs using a ballot vote. The vote requires a 2/3 vote in favour of one sister being the PNM's Big Sister. If 2/3 is not achieved, the potential Big Sisters with the lowest number of votes will be removed from the vote and the rest of the potential Big Sisters will be voted on.

C. A 2/3 slate vote will be conducted by the Executive Council following the completion of Big/Little matches. Should the slate not pass, every match will be reopened and revoted on. This vote can only be reopened once.

Section VII. Active Members in Their Pledging Period and Pledging Support

A. In the event that an AMPP loses their AMPP/Pledging Pin, they are to be charged a \$20 fine, payable to the chapter Treasurer. In the place of their missing AMPP/Pledging Pin, the AMPP may wear a pinned piece of purple ribbon over their heart.

1. If the said member retrieves their original pin within their pledging period, they may be refunded the \$20 fine if the new pin is returned in acceptable condition.
2. If a pledge class receives more than 3 pin warnings, they may receive an additional task as to the discretion of the New Member Support Officer (7th Officer) and the Executive Council.
 - i. The additional tasks are either philanthropy or study hours.
3. A pin warning is defined as: Failure to wear their pin, unless given certain circumstances. Outlined by New Member Support Officer.

B. It is the responsibility of the New Member Support Officer (7th Officer) to present the chapter with a final draft of the Pledging Curriculum within a week of Vice President of Expansion sending out the curriculum.

C. The Pledging Agreement, Drug and Alcohol Policy, Use of Image Agreement, and Social Media Policy will be given to any AMPP at Pinning to read and acknowledge consent.

1. The Sexual Assault Plan will be discussed by the New Member Support Officer (7th Officer)

D. 5 Additional AMPP tasks are:

1. Go on 5 sister dates with active members and 1 date with an alumnae member
2. Class video
3. Class gift
4. Class Paddle
5. Plan a family event with a minimum of 50% of Active members in attendance

E. At initiation, the AMPP's must paint the previous classes names onto the purple quilt.

F. New Member Support Officer (7th Officer) shall purchase picture frames for bigs to be decorated by the Bigs and presented the morning of initiation no later than one week prior to initiation.

Section VIII. Philanthropy

A. Members may complete up to half of their required philanthropy hours per semester on their own. The other half must be completed either through planned philanthropic opportunities by the philanthropy chair, or at external events with 2+ other active members in attendance. Members are welcome to complete more than half of their hours as group hours, so long as they reach the group minimum.

1. Proof of completion must be provided to the External Programming Officer updates on how many philanthropy hours an active member has completed must be sent out by the last day of every month.

B. External Programming Officer (6th Officer) is responsible for hosting 2 Bar Nights a year, one per academic semester

1. Earnings from at least one of the Bar Night's must be donated to the Alzheimer's Society.

C. The External Programming Officer each year is responsible for communicating how members are able to achieve philanthropy hours that are not hour based activities and any other guidelines needed for the chapter.

Section IX. Executives, Chairs, and Committees Responsibilities

A. Any chair position that requires a committee will ensure that the President (1st Officer) is involved in said committee and that they are kept informed of any and all updates.

1. Within the active member intention form, members must submit an application form to the President (1st Officer) requesting to be on the committee of their choice
2. The President (1st Officer) will place members on a committee based on the application forms using their best judgement.
3. Members who have been an initiated member for longer than a year who hold senior status have the option to be on a committee.

B. All Chairs are responsible for creating and/or updating a turnover document for the incoming position holder prior to the third last chapter for approval of the Chapter Advisor of the academic year

1. This is also applicable to all executive council position holders.
2. The chapter Advisor will support chairs and executives if the turn over document is unclear, incomplete or confusing to ensure all new positions are supported in their new role.
3. Both incoming and outgoing position holders are responsible for the transfer/turnover of belongings pertaining to said position prior to May 31st.
 - a. Should this date pass and the belonging have not been turned over to the new position holder, the executive will work with the old role to transition as soon as possible. ICAPP can be connected should additional help be needed.
4. All documents and emails pertaining to the position are not to be deleted from the drive

C. All Chairs and Executives are responsible for updating the inventory tracking document by Historian and Alumnae Relations Chair, overseen by Secretary (4th Officer) with the items pertaining to their position within the second chapter of September to ensure that the inventory of the chapter is being allotted for.

1. Failure to do so will result in extra study or philanthropy hours up to the discretion of Historian and Alumnae Relations Chair and Secretary (4th Officer).

D. Should a Chair or Executive position need to increase their budget after it has been originally set, this will have to be approved by the Treasurer (3rd Officer) prior to the purchase being made.

1. Should a purchase and/or order be made incorrectly at the fault of the position holder, they will be responsible for the financial burden of correcting their mistake.

E. The Executive council must be filled before chair voting can begin. Chair Voting will be performed in tiers. Higher tiers must be filled before voting on lower chairs can begin.

1. This is to ensure all positions needed for our chapter to properly function are filled. The Tiers are as follows:

- Tier One - Sisterhood, Ritual , Philanthropy, Social, Academics, Fundraising, Social Media
- Tier Two - Alum Relations & Historian, Paraphernalia, Recruitment #1
- Tier Three - Risk Management, Recruitment #2, Jr. NMS, Mindfulness [dormant], Diversity, Equity, and Inclusion [dormant]

F. The Chair Positions are as follows:

1. The duties of the **Sisterhood Chair** include, but are not limited to the following:
 - a. Overseen by Membership Development Officer (5th Officer)
 - b. Organizes one mandatory sisterhood event per semester using the Sisterhood budget, and one non-mandatory sisterhood per month.
 - c. Is responsible for fostering the sisterhood pillar within Beta chapter
 - d. The sisterhood chair acts as a leader in highlighting the importance of and attributes of sisterhood within Alpha Pi Phi
 - e. Responsible for gathering and conducting sister snaps during chapter.
 - f. Responsible for conducting spirit swan and support bra in chapter biweekly.
 - g. Responsible for the sister of the month award
 - i. Members can be featured a maximum of one time per year.
 - h. Active Members will be assigned a sister date every term by the sisterhood chair. If pairs/groups of actives fail to complete their sister date by the deadline outlined by Sisterhood Chair, they will be required to run their own sisterhood with a minimum of ten sisters in attendance.
 - i. The sisterhood must be a minimum of 30 minutes long.

- ii. Failure to complete the supplementary sisterhood date within the semester may result in bad standing

2. The duties of the Ritual chair include, but are not limited to the following:

- a. Overseen by President (1st officer)
- b. Assists President with planning and running pinning and initiation when necessary
- c. Responsible for running a Ritual Review that will be held once per semester prior to the Initiation Ceremony.
 - i. Is responsible for supporting sisters in ensuring their ritual attire and informing President (1st Officer) should they not be.
- d. Responsible for planning and executing Senior Send Off.
 - i. As Senior Send Off contains ritual aspects, it may not be in public or where cameras are around
 - ii. Senior Send Off is as follows:
 1. Seniors are presented with a Stole, Calla-Lily
 2. Seniors are to be photographed both individually and in a group
 3. Light snacks and drinks will be provided
 4. Seniors are to each be presented with videos compiled by Keeper of the Ritual Chair from each of their close friends within the organization wishing them their well-wishes for the future
 5. Keeper of the Ritual hosts a Candle Passing to honour the seniors
 6. Sisters who are in the concurrent Education program will be honored in senior send off at the end of their fourth year
 - iii. Orders the stoles for Senior Send Off to be ready at minimum a week prior of Senior Send Off
 - iv. Responsible for planning a senior photo shoot the morning of Senior Send-Off

3. The duties of the Risk Management Chair include, but are not limited to the following:

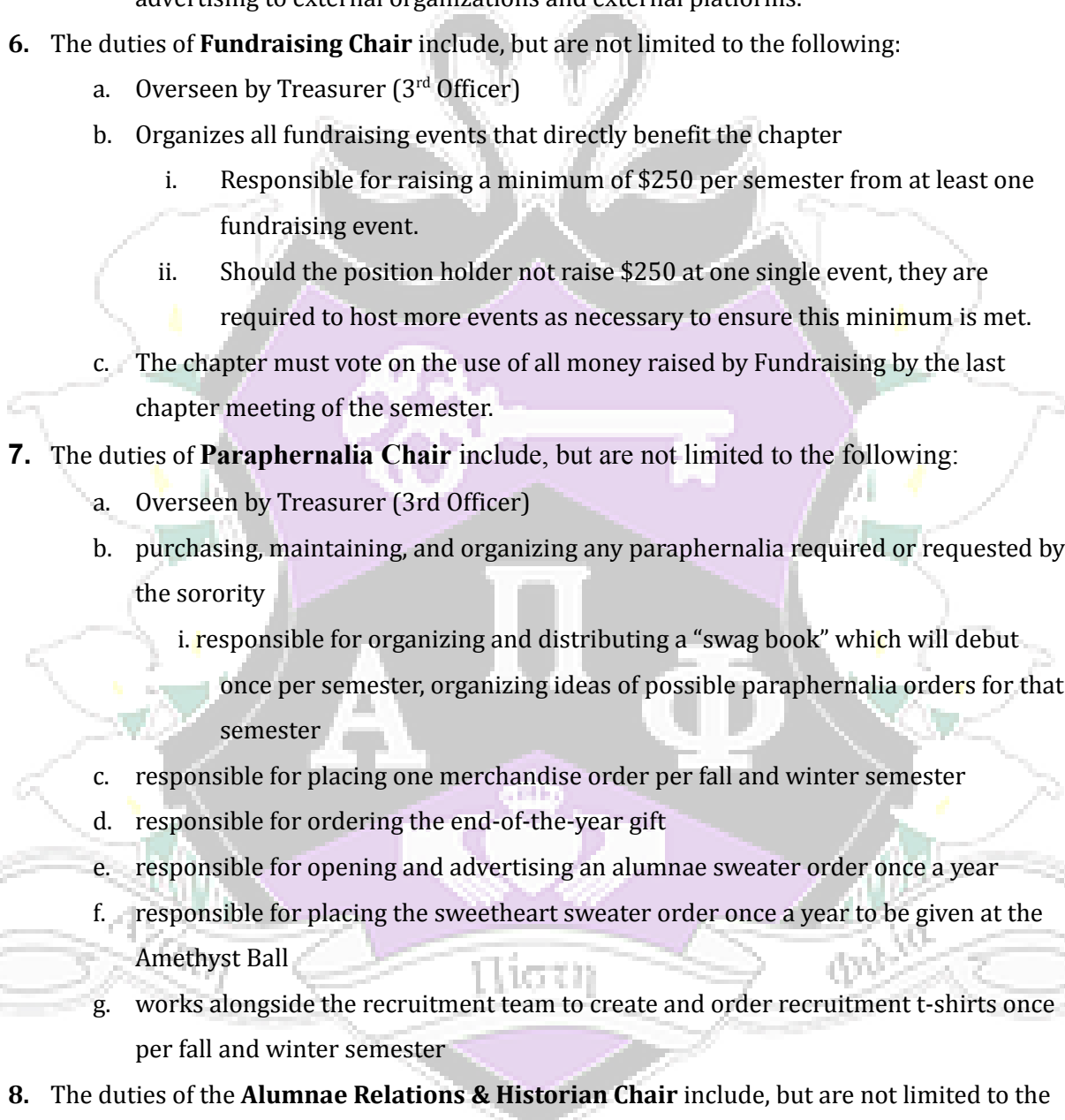
- a. Overseen by Vice President (2nd Officer)
- b. Acts as a liaison between the Judicial Board and the Executive Council.
- c. Oversees and appoints at least two sober members for all Alpha Pi Phi events where alcohol is present
- d. Oversees and identifies all internal liabilities; this includes but is not limited to: actives' social media monitoring, mixer behaviour, safe space, etc.

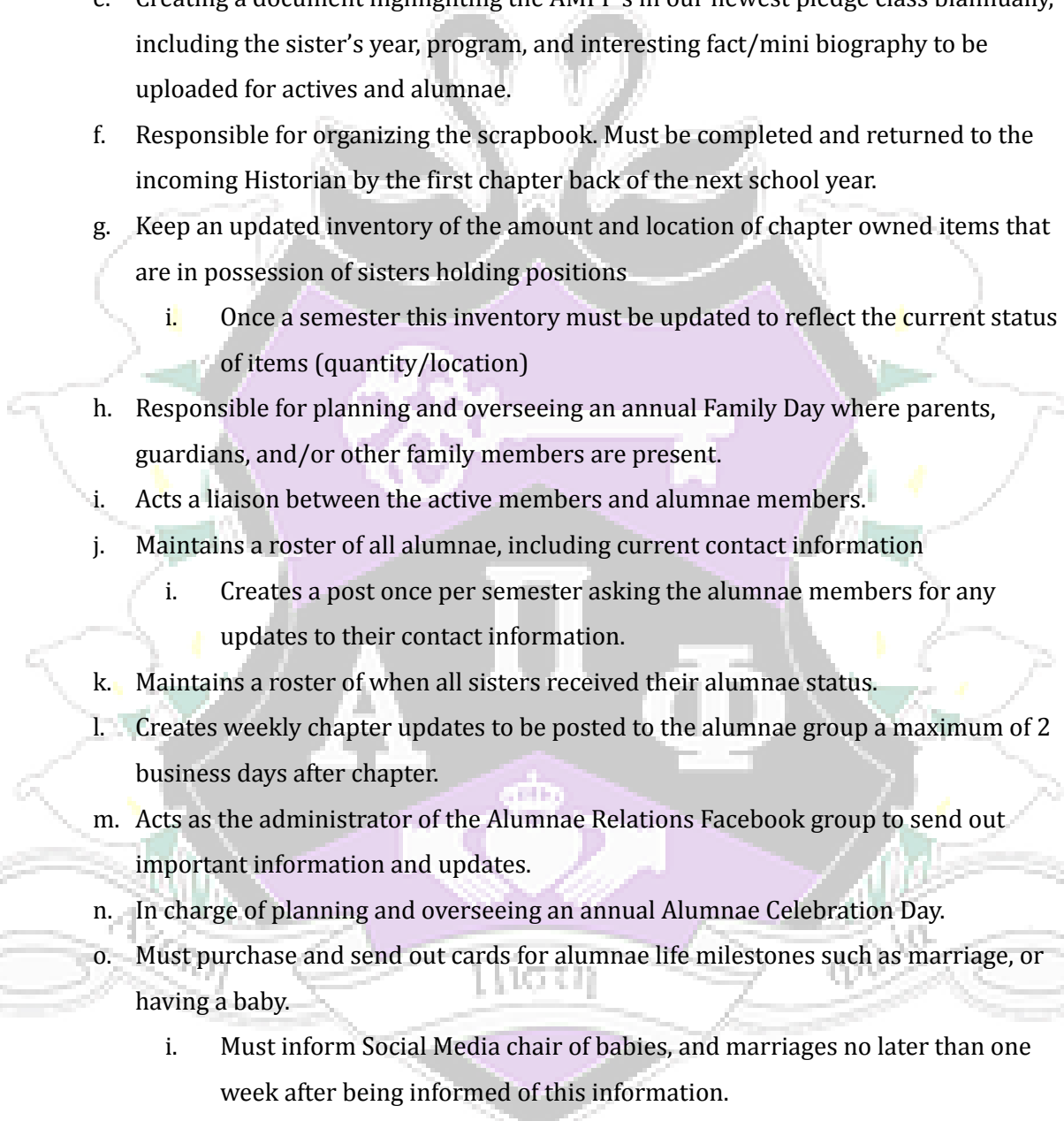
- e. Ensures all Beta Chapter events are not discriminatory or offensive towards any group or individual.
 - f. Members who wish to run for risk management must be active for two semesters including their pledging semester.
 - g. Runs one seminar per semester on risk related topics
- 4. The duties of Academic Support Chair include, but are not limited to the following;**
- a. Overseen by Vice-President (2nd Officer)
 - b. Plans a minimum of one study session per academic week which is to be overseen either by Academic Support Chair or a member of the Executive Council.
 - i. Should a member of the Executive Council host a study session on behalf of the Academic Support Chair, the chair holder must be aware and approve of this.
 - ii. All study sessions must be held at a location that is convenient for most active members to attend.
 - c. Keeps a record of study hours.
 - i. The record of study hours must be shared with Vice President (2nd Officer) and Academic Support Chair
 - d. Collects and records active members averages.
 - i. The record of active member averages must be shared with Vice President (2nd Officer) and Academic Support Chair
 - e. Keeps a roster of all active sister's schedules.
 - i. The record of active member schedules must be shared with Vice President (2nd Officer) and Academic Support Chair
 - ii. If a change occurs to an active member's schedule, they must send an updated version to Academic Support Chair as soon as possible.
 - f. Ensures academic accountability of all active members and aids members who seek academic assistance.
 - g. Maintains and updates the APP Academics Facebook group to ensure all documents and google drive's are up to date and posted in the said group
 - i. Responsible for holding onto and creating/maintaining a textbook document for donated textbooks for members of the chapter to look through.

- ii. a) Responsible for the donation of all accumulated textbooks at the end of the winter academic term prior to chapter turnover (May 31st). * with an exception of high demand textbooks (ie, Psychology)
- b) Members who donate textbooks will receive philanthropy hours at the discretion of the External Programming Officer (6th Officer).
- c) Donated textbooks can be accessed by the request of an active sister.

5. The duties of Social Media Chair include, but are not limited to the following:

- a. Overseen by Vice-President (2nd Officer)
- b. Maintains an active presence on Beta Chapter social media, by producing regular content on all Beta social media platforms.
- c. Responsible for posting happy birthday messages for all active members.
 - i. Must ask permission of distant sisters if they would like a birthday message.
- d. Keeps the website updated.
- e. Must make a social media post congratulating members for when a child is born, engagements, weddings and other life milestones.
 - i. Social Media needs to obtain permission from the member before posting any pictures of their child on Social Media.
- f. Must make an Instagram post recognizing the following holidays:
 - i. Alzheimer's Awareness Month (January),
 - ii. Alpha Pi Phi's Founders Date (February 26th)
 - iii. Beta Chapter Founders Date (March 6th),
 - iv. International Women's Day (March 8),
 - v. Mother's Day, Father's Day,
 - vi. Pride (June),
 - vii. World Alzheimer's Day (September 21),
 - viii. National Day of Truth and Reconciliation (September 30).
 - ix. International Day of the Girl (October 11),
 - x. Remembrance Day (November 11).
 - xi. It is up to the discretion of Social Media whether to do a post or a story.
- g. Social Media is required to post any religious holiday a sister requests, given that they request at least 24 hours in advance.

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- h. Responsible for taking composite photos of each active member
 - i. Plan and execute sorority photoshoot each semester for the purpose of public advertising to external organizations and external platforms.
- 6. The duties of **Fundraising Chair** include, but are not limited to the following:**
- a. Overseen by Treasurer (3rd Officer)
 - b. Organizes all fundraising events that directly benefit the chapter
 - i. Responsible for raising a minimum of \$250 per semester from at least one fundraising event.
 - ii. Should the position holder not raise \$250 at one single event, they are required to host more events as necessary to ensure this minimum is met.
 - c. The chapter must vote on the use of all money raised by Fundraising by the last chapter meeting of the semester.
- 7. The duties of **Paraphernalia Chair** include, but are not limited to the following:**
- a. Overseen by Treasurer (3rd Officer)
 - b. purchasing, maintaining, and organizing any paraphernalia required or requested by the sorority
 - i. responsible for organizing and distributing a “swag book” which will debut once per semester, organizing ideas of possible paraphernalia orders for that semester
 - c. responsible for placing one merchandise order per fall and winter semester
 - d. responsible for ordering the end-of-the-year gift
 - e. responsible for opening and advertising an alumnae sweater order once a year
 - f. responsible for placing the sweetheart sweater order once a year to be given at the Amethyst Ball
 - g. works alongside the recruitment team to create and order recruitment t-shirts once per fall and winter semester
- 8. The duties of the **Alumnae Relations & Historian Chair** include, but are not limited to the following:**
- a. Overseen by Secretary (4th Officer)
 - b. Keeps track of Beta Chapter’s history and retains any artifacts in regards to the history.
 - c. Maintains the Beta Chapter History Binder

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- d. Maintains the list of active sisters, active sisters programs, formal award recipients, and other pertinent information/documents.
 - e. Creating a document highlighting the AMPP's in our newest pledge class biannually, including the sister's year, program, and interesting fact/mini biography to be uploaded for actives and alumnae.
 - f. Responsible for organizing the scrapbook. Must be completed and returned to the incoming Historian by the first chapter back of the next school year.
 - g. Keep an updated inventory of the amount and location of chapter owned items that are in possession of sisters holding positions
 - i. Once a semester this inventory must be updated to reflect the current status of items (quantity/location)
 - h. Responsible for planning and overseeing an annual Family Day where parents, guardians, and/or other family members are present.
 - i. Acts a liaison between the active members and alumnae members.
 - j. Maintains a roster of all alumnae, including current contact information
 - i. Creates a post once per semester asking the alumnae members for any updates to their contact information.
 - k. Maintains a roster of when all sisters received their alumnae status.
 - l. Creates weekly chapter updates to be posted to the alumnae group a maximum of 2 business days after chapter.
 - m. Acts as the administrator of the Alumnae Relations Facebook group to send out important information and updates.
 - n. In charge of planning and overseeing an annual Alumnae Celebration Day.
 - o. Must purchase and send out cards for alumnae life milestones such as marriage, or having a baby.
 - i. Must inform Social Media chair of babies, and marriages no later than one week after being informed of this information.
 - p. Required to host one Alumni Panel per year
- 9. The duties of the Co-Recruitment Chair(s) include, but are not limited to the following:**
- a. Overseen by Membership Development Officer (5th Officer)
 - b. Works closely with the Membership Development Officer and Co-Recruitment Chair. 50% of the planning is to be done by MDO and the other 50% is split equally between the recruitment chair(s).

10. The duties of the **Philanthropy Chair** include, but are not limited to the following:

- a. Overseen by External Programming Officer (6th Officer)
- b. Organizes one mandatory philanthropy event per semester.
- c. Organizes a minimum of 20 hours of opportunity for philanthropy per semester, 10 of which must be outside of school hours.
 - i. These hours must be posted to the chapter by the end of the first month of each semester
 - ii. In addition to the organized hours they must share philanthropy opportunities throughout the Niagara Region
 - iii. Minimum of one philanthropic opportunity per month should be presented to the chapter
- d. Each semester the philanthropy chair must plan and hold one mandatory clean-up of Pelham Road.
 - i. It is recommended that the Philanthropy Chair hold additional clean-ups each month to provide members with various opportunities to participate, however, only one a semester is mandatory for members to participate in.
- e. Encourages members take part in Encourages members to take part in Group philanthropic activities in the community.
- f. Must hold a 2-3 hour philanthropy event each semester that supports the Alzheimer's Society in some way.

11. The duties of **Social Chair** include, but are not limited to the following:

- a. Overseen by the External Programming Officer (6th Officer)
- b. Plans a semi-formal midway through the year.
- c. Plans the annual end-of-the-year formal, the Amethyst Ball.
- d. Responsible for conducting awards at both semi-formal and the Amethyst Ball (see Section XI: Formal Awards for a list of awards)
- e. Organizes all external social events with other Greek Life Organizations.
- f. Must plan a minimum of one social event with each active organization per semester
- g. Delivers gifts to each Greek organization on campus at least once per semester.
- h. The task of purchasing alcohol and non-alcoholic drinks to be kept by sober sisters at non-sober events for the safety of sisters

12. The duties of **Junior NMS Chair** include, but are not limited to the following:

- a. Overseen by New Member Support Officer (7th Officer)

- b. Acts as a support system for both AMPP's and the New Member Support Officer.
- c. Aids New Member Support Officer in any way that is beneficial.
- d. Takes AMPP attendance at all events.
- e. Tracks AMPP philanthropy hours.
- f. Attends all Pledge Education Classes as an observer.
- g. Completes biweekly check-ins with AMPP's.
- h. Marks the New Member Test alongside New Member Support Officer (7th Officer)
- i. Maintains the tracking list for Big/Little check-ins.

13. [DORMANT CHAIR] The duties of the **Diversity, Equity and Inclusion chair** include, but are not limited to

the following:

- i. Overseen by Diversity, Equity, and Inclusion Officer (8nd Officer)
- ii. Responsible for holding a mandatory workshop/education session using materials developed by the International Diversity and Inclusion Committee prior to each semester's recruitment period to ensure the chapter is welcoming a diverse membership.
- iii. Hold no less than one additional anti-racism workshop during the academic year. (The additional anti-racism workshop could be held using Alpha Pi Phi's developed curriculum, or could be outsourced to a speaker or workshop being hosted outside of the organization).
- iv. When required, work alongside a Diversity, Equity and Inclusion Committee member to lead and moderate open forum discussions on race, diversity, equity and inclusion within a chapter, including at chapter and Executive Council meetings.
- v. Create relevant posts for holidays and remembrance days to be sent to Social Media 24 hours in advance.
- vi. Act as a resource along with the 8th officer for active members to report concerns or questions to if that member feels uncomfortable or fears she will be met with racism or microaggressions within a chapter.
- vii. Creates a statement to be posted on Beta Chapter's website showcasing the chapter's commitment and progress to fostering and upholding a safe and inclusive environment representative of our Diversity and Inclusion Initiative

14. **[DORMANT CHAIR]** The duties of **Mindfulness Chair** include, but are not limited to the following: Overseen by Diversity, Equity and Inclusion Officer (9th Officer).

- a. Holds one mindfulness workshop with a guest speaker once a semester and a mindfulness event once a month.
- b. Creates and maintains a document including accessible mental health resources and support.
- c. The document must be updated once every two months and maintained throughout the spring and summer.
- d. The document must include in person resources within the community along with online resources for sisters who are not living nearby.
- e. Work alongside the Diversity and Inclusion chair to provide a number of resources for different minorities. Must include Suicide Prevention Hotlines and Services.
- f. Checks in monthly with active and distant sisters.
- g. Moderate the Distant Sister Facebook Group
 - i. Post weekly updates for distant sisters (see Section XII, E, a, 3, iii)
- h. Sends out a monthly google forum where sisters can choose to express how they are feeling and only relay it to Vice President (2nd Officer) and Diversity, Equity and Inclusion Officer (9th Officer).

14. Derby Days Representative

- a. Overseen by External Programming Officer (6th Officer)
- b. Attending, actively participating and speaking on behalf of the chapter concerning the “Derby Days” event held by Sigma Chi annually.
- c. Promote and Encourage active member involvement in “Derby Days”

15. The duties of **Sweetheart Chair** include, but are not limited to the following:

- a. Overseen by President (1st Officer)
- b. Communicates with the Sweetheart.
 - i. Updates on newly elected position holders.
 - ii. News on upcoming events that they can request to attend.
- c. Ensures that the Sweetheart Roster document is updated with contact information.
- d. Oversees the running of Sweetheart applications.
 - i. Communicates with applicants

- e. Works alongside the President (1st Officer) and Paraphernalia Chair to order the Sweetheart sweater and apple pie to be presented at the Amethyst Ball
- f. Works alongside the Formal Chair to help with the Sweetheart Award to be announced at the Amethyst Ball

16. Diversity, Equity and Inclusion Committee Representative

- a. Overseen by the Diversity, Equity and Inclusion Officer (8th Officer)
- b. A representative from each class will be elected during their pledging period to serve as the class's representative.
- c. Should this individual go alum, disaffiliate or go distant and there are still currently members from the class active, remaining actives must elect a new representative

16. Executive Council Additional Duties:

- 1. External Programming Officer (6th Officer):
 - a. is responsible for reaching out to each Greek organization prior to the beginning of the year in order to compile each of these dates to be added to the calendar.
 - b. The Major Philanthropic events of the are as follows:
 - i. Omega Sigma Chi: Green Tie Auction
 - ii. Tau Sigma Phi: Pretty in Pink
 - iii. Zeta Psi: TBD
 - iv. Sigma Chi: Derby Days
 - 1. The only mandatory events will be up to 4 events and will be up to the discretion of the Derby Days Representative.
 - 2. The events need to be no closer than a week apart.
- 2. Secretary:
 - a. oversee the Beta Chapter point system
- 3. Current and prospective Executive Council members are encouraged to attend the annual conference.

Section X: Alumnae Members

A. Alum members are a critical part of Beta Chapter the following bylaw will outline the rules associated with Alum members attending Beta Chapter events.

B. Should an event which an alum member attends cost something by the chapter the Alum member may be charged to attend. The dollar amount will be assigned by the Treasurer.

C. Alum members are invited to attend the Info Night Recruitment Event

- a. alum may be invited to attend other rush events at the discretion of Membership Development Officer (5th Officer)

D. All Founding Sisters are automatically permitted to attend the following events:

1. Ritual
2. Sisterhood
3. Chapter Meetings
4. Social Events
5. Philanthropy Events

E. All other Alum members must request to attend the events as outlined below; all requests must be sent to the Alumnae Relations Chair and President (1st Officer) at least 1 business day prior to the event:

1. Ritual
2. Sisterhood
3. Chapter Meetings
4. Social Events
5. Philanthropy Events

F. The Executive Council will vote on all request, which must pass by a simple majority (50% +1)

G. One exception is made for Ritual events where biological families of legacies are exempt from requesting to attend for both pinning and initiation, should they inform the Alumnae Relations Chair and CC President (1st Officer) a minimum of 3 business days prior to the event.

H. Chapter Advisor is exempt from requesting to attend all events except for Recruitment.

I. In order for alum status to be fully granted after the vote, sisters who applied to go alum must finish their Philanthropy hours for the semester and study hours for the current month that they are going alum in.

Section XI: Senior Status

A. Senior status requires members to complete 10 philanthropy hours per semester, attend the paid sisterhood for each fall/winter semester, all chapter meetings, all ritual ceremonies, complete 3 study hours per month, and complete their sister dates as assigned.

1. Members on senior status have the option to be on a committee if they so choose.
2. Applications for Senior Status must be sent in by the first chapter meeting of both the fall and winter semester

B. All sisters in fourth year or above are automatically granted senior status.

1. All sisters not in their final year of studies can apply to the Executive Council for senior status on a per semester basis, however it is up to their discretion to grant it or not.

C. Members on senior status are eligible to receive a little

D. Members on senior status are eligible to hold a position.

Section XII: Distant Status

A. Distant status and the buddy system is outlined within Alpha Pi Phi Operation Manual - however Beta chapter has the addition of a support sister process as outlined below.

B. Support Sister

1. The role of the support sister can be seen as more of an overseeing role, as with officers and chair positions; this will be support sisters and buddies.
2. The member must be chosen from anyone on the executive council.
3. The support sister will be privy to confidential information concerning the distant member and are responsible for making monthly reports to the executive council about the status of the member.
4. The support member must contact their distant sister at least once a month and must read the monthly report on the sister's status (done by the buddies) prior to the upcoming executive council meeting.

C. Distant Members Facebook Group Chat

1. A Facebook group chat shall be created for distant members to be added once their status is received and will be owned by the President (1st Officer) and MDO (5th Officer), and will be moderated by the Sisterhood Chair
2. The owners and moderators of the group must promote and foster a community of support and understanding for the distant sisters to ensure constant connection to sisterhood while distant.
3. Weekly updates/summaries on the upcoming events and happenings of Beta Chapter will be posted in this group by the Sisterhood Chair and must include:
 - a. The link to chapter minutes
 - b. Any event dates, times, and a brief description for the upcoming week
 - c. updates on any relevant initiatives the chapter is running
 - d. Alumnae member updates
 - e. Greek Life Updates
 - f. Any well wishes or sister snaps received during chapter
4. The members of this group will show support in a more informal setting to create a community among the distant members for mutual understanding and connection to sisterhood.
 - a. The group chat should also be used to remind members of events as well as ask and answer any off the cuff questions.

Section XIII: Formal Awards

A. Sweetheart:

1. A sweetheart is an individual who has displayed Alpha Pi Phi's pillars and values.
2. Should a nominee for sweetheart have previously or are currently engaged in a sexual and/or romantic relationship of any kind with a member of Alpha Pi Phi, they are eligible to run for sweetheart contingent upon the approval of said member.
3. Those wishing to apply for sweetheart must submit the Sweetheart application form and come prepared with a two minute speech to read to the chapter .
4. The current sweetheart will receive a ticket for formal free of charge. This individual will be made aware no later than two weeks prior to formal by formal chair. (ex. if elected into 2022-2023 sweetheart, they will get the ticket to formal in 2023)
 - a. The individual will receive an apple pie with their invitation to formal, and an official Alpha Pi Phi lettered Sweetheart hoodie.

- b. Sweetheart will be required to submit a speech that will be read at formal
- c. Sweetheart is to email Secretary a minimum 24 hours in advance in order to attend an Alpha Pi Phi event. Secretary is responsible to contact the sweetheart once elected and inform them what events they can and cannot attend and emailing procedure.
- d. Sweetheart is permitted to attend philanthropy events, social events, and other Greek Life events unless otherwise stated by the position holder or Greek Life member.

B. Semi-Formal Awards include but are not limited to:

- 1. Outstanding Senior
- 2. Outstanding Junior
- 3. Outstanding AMPP (from most recent class)
- 4. Outstanding Officer
- 5. Outstanding Chair
- 6. Most Innovative Member
- 7. Voice Amplifier
- 8. Sunshine Award
- 9. APP Pride
- 10. Miss Universe
- 11. Total Sorority Move
- 12. Dynamic Duo
- 13. Best Big/Little(s)
- 14. Best Dressed
- 15. Tina Fey Award
- 16. Most Memorable Laugh
- 17. Most Memorable Smile
- 18. Shoulder to Lean on
- 19. Gym Rat
- 20. Most Likely to have a child addicted to Starbucks
- 21. Party Mom
- 22. City Gal
- 23. Country Cutie
- 24. Greek Goddess



25. Attendance Award

C. Formal Awards include but are not limited to:

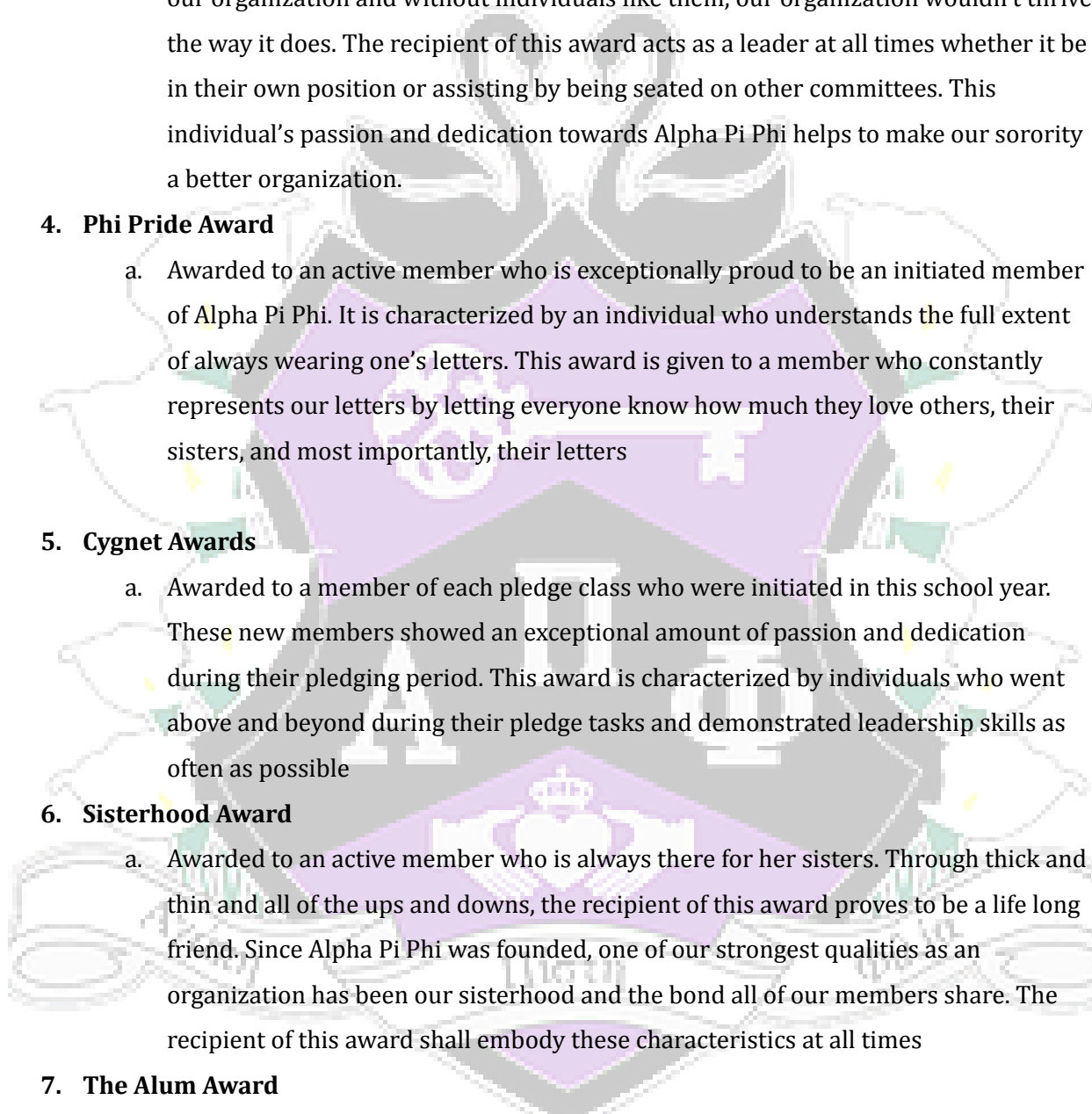
1. The Spirit of Jennifer Popescu Scholarship

- a. To honour Jennifer Popescu's legacy within Alpha Pi Phi, Beta Chapter awards an initiated member with The Spirit of Jennifer Popescu Scholarship Award to honour Jennifer's dedication to her academics. Awarded to an initiated member entering into their post-graduate studies, this award embodies the Spirit of Jennifer Popescu through Love, Loyalty and Friendship.
- b. Priority will be given to applicants who are entering into a STEM related post-graduate program who best embody the spirit of Jennifer Popescu
 - i. Should no applicant be entering into a STEM related post-graduate program, the next eligible applicant should be entering into a post-graduate program of any kind who best embody Jennifer
 - ii. If no applicant is entering into a post-graduate program, the Executive Council may choose to award the scholarship to an applicant who best embodies Jennifer Popescu or may choose to wait until the following year to award a \$500.00 scholarship to a more eligible applicant
- c. The scholarship set to a minimum of \$250.00 each year to be taken out of dues from actives
- d. The Chapter shall accept donations to the scholarship in Jennifer's name and will be placed aside to award the recipient of that year
 - i. The Treasurer (3rd Officer) will confirm receipt of this donation to each individual who chooses to donate.
- e. Each applicant shall be recognized at the annual Amethyst Ball and presented with a plaque during the awards ceremony and later e-transferred the scholarship

2. Swan Award

- a. Awarded to an active member who represents the values our sorority is founded on; Love, Loyalty, and Friendship. The recipient of this award strives to represent what we stand for on a daily basis outside of the sorority. This member shows off our letters in a tasteful manner and is always conscious of their actions. They act in a way that would only reflect Greek Life and our Sorority in a positive light.

3. President's Award

- 
- The background of the page features a large, faint watermark of the Alpha Pi Phi logo. The logo is a shield-shaped emblem with a crown at the top, a central shield with a caduceus, and the letters 'A P I' in a stylized font. The shield is surrounded by decorative flourishes and a banner at the bottom.
- a. Awarded to an active member who demonstrates leadership qualities throughout the year within the sorority. The recipient of this award acts as an amazing asset to our organization and without individuals like them, our organization wouldn't thrive the way it does. The recipient of this award acts as a leader at all times whether it be in their own position or assisting by being seated on other committees. This individual's passion and dedication towards Alpha Pi Phi helps to make our sorority a better organization.

4. Phi Pride Award

- a. Awarded to an active member who is exceptionally proud to be an initiated member of Alpha Pi Phi. It is characterized by an individual who understands the full extent of always wearing one's letters. This award is given to a member who constantly represents our letters by letting everyone know how much they love others, their sisters, and most importantly, their letters

5. Cygnet Awards

- a. Awarded to a member of each pledge class who were initiated in this school year. These new members showed an exceptional amount of passion and dedication during their pledging period. This award is characterized by individuals who went above and beyond during their pledge tasks and demonstrated leadership skills as often as possible

6. Sisterhood Award

- a. Awarded to an active member who is always there for her sisters. Through thick and thin and all of the ups and downs, the recipient of this award proves to be a life long friend. Since Alpha Pi Phi was founded, one of our strongest qualities as an organization has been our sisterhood and the bond all of our members share. The recipient of this award shall embody these characteristics at all times

7. The Alum Award

- a. Awarded to the most active alumna member. This award is given to an alumna member who has gone out of their way to assist and support the chapter during the academic term. The recipient of this award makes an effort to attend events and stay in touch with the active members. To be eligible for this award, the alumnae members nominated must have gone alum in the last year, excluding the last semester

8. Academic Excellence Award

- a. Awarded to the sister who has achieved the highest overall average of any sister in the chapter.

9. Philanthropy Award

- a. Awarded to the sisters who understands that philanthropy is a major component to our sorority. The recipients of this award are the sisters who have obtained the most philanthropy hours for each semester

10. Most Innovative Member

11. Study Hours Awards

- a. Awarded to the sisters who have accumulated the highest amount of study hours within each academic term.

12. Attendance Award

- a. Awarded to the sister who has attended the most events for the entirety of the semester

