### Alpha Xi Delta Fraternity

**Constitution and Bylaws**


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PREFACE

Alpha Xi Delta's Constitution of 1893 was written for Alpha Chapter by our 10 founders. The guiding principles of our Fraternity were set forth with keen discernment and with vision for our future as a distinguished organization. Nationalization was effected in 1902 and the original statement of principles was augmented with regulations as were required to guide a growing chapter roll.

The governing articles of procedure have been amended at periodic intervals during the more than 100 years of our Fraternity's growth. Through legislative action of the qualified Delegates exercising their vote, the entire Fraternity membership has made some additions and deletions.

This twenty-eighth edition of the National Constitution and Bylaws of Alpha Xi Delta brings our governing document up to date.

THE NATIONAL COUNCIL
2001-2003
PREAMBLE

We, the present members of the Alpha Xi Delta Fraternity situated at Lombard College, Galesburg, Illinois, feeling that our beloved chapter has now arrived at a stage in its development when, for the highest good, it is imperative its field for action and opportunity for growth should be enlarged to an extent not possible within the bounds of one college, however noble, have resolved, by the establishment of new chapters in other institutions, to make ourselves national.

It is our most earnest desire that those high principles of broad fellowship, of courage in the pursuit of duty, of unswerving fidelity in friendship, of unflinching truth and justice to all, of loyalty and cherished love to our college home, which have so long sustained and animated our original chapter, shall be firmly and lovingly adhered to and brought to more perfect flower by each and every chapter founded.

For aid in the pursuance of these aims, we do now establish the following institution.

April 17, 1902
ARTICLES OF INCORPORATION

Witnesseth, That we, the undersigned, all of whom are citizens of the state of Ohio, desiring to form a corporation, not for profit, under the general corporation laws of said State, do hereby certify:

First: The name of said corporation shall be The Alpha Xi Delta Sorority.

Second: Said corporation is to be located at Alliance, Stark County, Ohio, and its principal business there transacted.

Third: The purpose for which said corporation is formed is conducting and carrying forward the work of a general or grand Greek Letter Sorority which said Sorority shall be the ruling organization over the subordinate chapters of the general organization; for the purpose of providing ways and means for the general work of said Greek Letter Sorority and establishing subordinate chapters at various schools and colleges wherever it may be deemed expedient and advantageous; for the purpose of acquiring, owning, mortgaging, leasing, and selling any and all real estate necessary for the purposes of this organization; and for the purpose of doing any and all other things necessary, convenient, and incident to the work of carrying forward a general Greek Letter Sorority.

In witness whereof, We have hereunder set our hands this fifth day of September, A.D., 1907.

Mary Emily Kay
Katherine E. Keith
Elsie M. Jones
Mabel Hartzell
Anna L. Jones

AMENDMENT

Resolved, That the Articles of Incorporation of The Alpha Xi Delta Sorority be, and the same hereby are, amended so as to change the name of said corporation to Alpha Xi Delta Fraternity. (Adopted November 29, 1913, Champaign, Illinois.)
The provisions of this constitution are binding on all college and national chapters and alumnae associations; on local and national officers; and on all other members and may not be amended in any way without the approval of the National Chapter.

THE NATIONAL CONSTITUTION

ARTICLE I — Name

The name of this corporation shall be Alpha Xi Delta Fraternity, also referred to herein as "National Fraternity" or "Fraternity".

ARTICLE II — Purpose

The purpose of this Fraternity shall be:

1. To cultivate a true spirit of friendship among all our members; to encourage, aid and protect one another by all honorable means during life and maintain in all our proceedings and acts the highest sense of honor and duty.

2. To cherish and protect those institutions of learning in which we find our members and our home.

3. To attain those objectives and to establish these principles by the organization and colonization of subordinate college chapters under the National Chapter.

ARTICLE III — Membership

Sec. 1. Eligibility. Members shall be selected from qualified women.

Sec. 2. Non-Discrimination. Alpha Xi Delta Fraternity believes it is inherent in our principles not to discriminate on the basis of religion, race, national origin, handicap or age.

Sec. 3. Qualifications. Qualifications for membership, initiation, and other requirements shall be as prescribed in the Bylaws and the esoteric philosophy signified by the Quill.

Sec. 4. Initiation. Members shall be initiated only by college chapters or the National Chapter except in the installation of new chapters.

Sec. 5. Hazing. Any hazing of any type is forbidden. Alpha Xi Delta members are expected to comply with all institutional, state and local anti-hazing rules and laws and to uphold the Alpha Xi Delta principles.
ARTICLE IV — Organization

Sec. 1. National Chapter.

Clause 1. Composition. The National Chapter shall be composed of the delegates of the college chapters and alumnae associations, the National Council and past National Presidents of the Fraternity.

Clause 2. Jurisdiction. The supreme power and jurisdiction over all college chapters, alumnae associations and members of Alpha Xi Delta Fraternity shall be vested in the National Chapter.

Clause 3. Officers. The officers of the National Chapter shall consist of the National Council.

Sec. 2. National Council. The Fraternity shall function between meetings of the National Chapter through the National Council, which shall be composed of the National President and six (6) National Vice Presidents.

Clause 1. Powers and Duties. The National Council, in addition to all general powers of the supreme governing body, shall also have the power to:

A. Determine and interpret the governing documents of the Fraternity;

B. Sign all charters of the Fraternity;

C. Grant charters and certify membership;

D. Install college chapters and conduct initiations pertaining thereto;

E. Enjoin any chapter from conducting initiations where the best interests of the Fraternity justify that action;

F. Withdraw the Charter of any chapter;

G. Manage and control property, funds and business of the Fraternity;

H. Authorize special committees as may be deemed necessary;

I. Discipline members, college chapters and alumnae associations;

J. Adopt a budget for each fiscal year of the Fraternity;

K. Provide for the regulation and operation of the business of the Fraternity;

L. Indemnify and hold harmless the National Council for all actions taken in their representative capacity for the Fraternity or on behalf of the Fraternity;
M. Appoint the delegate and alternates to the National Panhellenic Conference;

N. Engage professional assistance and paid advisors as necessary; and

O. Do any and all other acts or undertakings necessary for the welfare or best interests of the Fraternity.

Clause 2. Meeting. The National Council shall meet regularly at such time and place as the National President shall determine. Meetings shall be called at any time upon the written request of five (5) members of the National Council.

Clause 3. Quorum. A majority of the members of the National Council shall constitute a quorum.

Clause 4. Voting. A majority of those members of the National Council present and voting shall be required to approve all National Council action.

Clause 5. Conducting Business. The National Council may conduct business at regular or special meetings in person, by telephone conference calls, or by other telephonic or electronic means.

Clause 6. Action in Lieu of Meeting. The National Council may take action and/or vote via mail, including but not limited to voicemail and secure electronic mail and facsimile, with appropriate waiver of notice of meeting.

Sec. 3. The National President. The National President shall act as the supreme officer of the Fraternity.

Clause 1. Powers and Duties. The National President, in addition to all general powers of the supreme officer of the Fraternity, shall also have the duty to:

A. Preside at all meetings of the National Chapter;

B. Preside at all meetings of the National Council;

C. Sign all legal documents for the Fraternity;

D. Sign all charters of the Fraternity;

E. Report the activities and status of the Fraternity since the last National Convention to the National Chapter;

F. Decide all points of Fraternity governance;

G. Appoint members of all committees with the consent of the majority of Vice Presidents of the National Council; and

H. Delegate, as appropriate, specific or general authority or oversight of Fraternity affairs to Vice Presidents of the National Council.
Sec. 4. **Regions.** The National Council shall apportion the Fraternity geographically into regions. The number and territorial limits of such regions may be changed from time to time as the National Council may deem necessary.

Sec. 5. **Voting.**

   **Clause 1. Qualification.** In order to vote on matters presented to the National Chapter, a college chapter or alumnae association must be in good standing with the Fraternity.

   **Clause 2. Voting.** Each college chapter and alumnae association represented by a delegate at the National Convention shall be entitled to one (1) vote on matters presented to the National Chapter. Such vote shall be cast by the recognized delegate, or in her absence, by the alternate delegate. Each member of National Council and each past National President shall be entitled to one (1) vote on matters presented to the National Chapter when present at National Convention.

Sec. 6. **National Conventions.**

   **Clause 1. Regular.** National Conventions of the Fraternity shall be held biennially at such time and place as the National Council shall determine. At least six months notice of the time and place of conventions shall be given by the National Council.

   **Clause 2. Failure to Hold Convention.** In the event the National Council determines that it is inadvisable to convene the regular National Convention, the National Council shall initiate a vote by the National Chapter to determine if the convention shall be convened. The decision will be made by a majority of the votes received. In the event the convention is not convened, the National Council shall continue to hold office until their successors are elected and take office at the next regular convention.

   **Clause 3. Delegates.** Each college chapter and each alumnae association in good standing shall be entitled to one delegate and one alternate to the National Convention, unless its right of representation has been forfeited.

**ARTICLE V — National Officers**

Sec. 1. **National Officers.** The national officers shall consist of the National President and six (6) National Vice Presidents.

Sec. 2. **Qualifications For Office.** The National President and National Vice Presidents shall be alumnae members of the Fraternity in good standing.

Sec. 3. **Nominating Committee.** There shall be a Nominating Committee consisting of a chair and four members appointed by the National President, with the consent of a majority of the National Vice Presidents. The names of Nominating Committee members shall be given to
those entitled to vote at National Chapter. Notice shall be given not less than four (4) months prior to National Convention.

Clause 1. Nomination Procedure. All names of members proposed for office shall be submitted by the sponsor(s) to the Nominating Committee not less than three (3) months prior to National Convention.

Clause 2. Slate. The Nominating Committee shall prepare and report the slate of national officers in writing to those entitled to vote at National Chapter no later than two (2) months prior to National Convention.

Clause 3. Additional Nominations. Additional nominations may be submitted to the Nominating Committee in writing with a resume within twenty-one (21) days of the mailing of the slate by a person who wishes to be considered for an office.

Clause 4. Verification. The Nominating Committee shall verify the eligibility of each nominee for national office and distribute resume(s) to those entitled to vote at National Chapter.

Clause 5. Floor Nominations. Nominations from the floor shall not be permitted.

Sec. 4. Election. The National President and six (6) National Vice Presidents shall be elected at National Convention.

Clause 1. National President. In the event there is only one candidate for National President, the vote may be taken by voice. In the event there is more than one candidate for National President, the vote shall be taken by ballot. The candidate with the highest number of votes shall be elected National President.

Clause 2. National Vice Presidents. In the event there are only six candidates for National Vice President, the vote may be taken by voice. In the event there are more than six (6) candidates for National Vice President, the vote shall be taken by ballot. One vote may be cast for each of six (6) candidates. The six candidates receiving the highest number of votes shall be elected National Vice Presidents.

 Sec. 5. Term and Limitations. The term of all national officers shall begin immediately upon adjournment of the National Convention. National officers shall hold office for a term of two (2) years or until their successors are elected. No member may serve the same national office for more than two consecutive terms.

Sec. 6. Removal. A national officer may be removed from office for cause.

Clause 1. Special Meeting. A special meeting of the National Council shall be called for the purpose of considering the removal of a national officer from office.

Clause 2. Opportunity for Defense. The national officer whose removal has been proposed shall have the opportunity to defend herself.
Clause 3. **Unanimous Vote Required.** A national officer may be removed upon unanimous vote of the other national officers.

Sec. 7. **Vacancies.**

Clause 1. **National President.** A vacancy in the office of National President shall be filled by the majority vote of the National Council. Election shall take place within fifteen (15) days of the effective date of the vacancy. Those eligible to fill a vacancy in the office of National President shall be current or past members of the National Council.

Clause 2. **National Vice Presidents.** A vacancy in the office of National Vice President shall be filled through appointment by the National President, with advice and consent of the National Council.

**ARTICLE VI — College Chapters**

Sec. 1. **Founding of Chapters.** Charters shall be granted to subordinate college chapters by the National Council upon petition. Before founding a new college chapter, the National Council shall approve the college as a field of extension by a five-sevenths (5/7) vote.

Sec. 2. **Nomenclature.** Chapters of Alpha Xi Delta Fraternity shall be known by the letters of the Greek alphabet and the letters shall be assigned by the National Council in the order of the founding of chapters.

Sec. 3. **Officers.** The chapter affairs shall be administered by elected officers.

**ARTICLE VII — Alumnae Organizations**

Sec. 1. **Founding.** Alumnae members residing in the same municipality or district may petition the National Council to be chartered as an alumnae association.

Sec. 2. **Nomenclature.** An alumnae association shall be known by the name of the district or municipality in which it is located.

Sec. 3. **Officers.** The affairs of the alumnae association shall be administered by officers as may be specified in the bylaws of the alumnae association.

**ARTICLE VIII — National Funds**

Sec. 1. **General Fund.** The fund of the Fraternity known as the General Fund shall be used to defray all expenses and organizational operating costs not specifically outlined in this instrument.

Sec. 2. **Housing Fund.** The fund of the Fraternity known as the Housing Fund shall be used for the support and development of chapter facilities and building corporations for the chapters of Alpha Xi Delta. All income credited to the Housing Fund shall be used for these purposes.
ARTICLE IX — Publications

Sec. 1. **Magazine.** The official publication of the Fraternity shall be *The Quill of Alpha Xi Delta*, which shall be issued under the auspices of the National Council.

ARTICLE X — Insignia and Emblems

Sec. 1. **Badge.** The official badge is a gold Quill with the Greek letters ΑΞ∆ in raised and burnished gold on the barbs of the feathers.

Sec. 2. **Jewels.** Jewels are pearls and diamonds, alone or in combination.

Sec. 3. **New Member Pin.** The new member pin is an ellipse of black enamel with the edge of beveled gold, and the Greek letters ΑΞ∆ in gold on the black background.

Sec. 4. **Charter Pin.** The charter pin is a gold elliptical pin with the Greek letters ΑΞ∆ raised and beveled thereon and encircled with a link chain border.

Sec. 5. **Recognition Quill.** The recognition pin is a small Quill.

Sec. 6. **Order of the Rose Pin.** The Order of the Rose Pin is a gold circle with the Greek letters ΑΞ∆ raised and beveled thereon and a raised gold rose affixed on the lower half of the circle.

Sec. 7. **Mother's Pin.** The Mother's Pin consists of a gold wild rose, centered with a pearl and supported by a dark blue escutcheon bearing the Greek letters ΑΞ∆.

Sec. 8. **Father's Pin.** The Father's Pin consists of a deep royal blue enamel background with the Greek letters ΑΞ∆ appearing in gold and a gold border around the edge of the pin.

Sec. 9. **Flower.** The flower is the pink rose.

Sec. 10. **Colors.** The colors of the Fraternity are double blue, light and dark, and gold.

Sec. 11. **Banner.** The banner is a standard of three (3) horizontal bars, the top and bottom being of dark blue, the middle of light blue. The top bar shall bear ten (10) gold stars, one for each of the Founders; the middle bar, the Fraternity letters in gold; and the bottom bar, a gold Quill.

Sec. 12. **Flag.** The flag is of colors double blue, bearing the coat of arms, ten (10) gold stars, one for each of the Founders; and the Fraternity name, written out. The flag may be purchased by chapters or associations for use in meetings and for display purposes.

Sec. 13. **Coat of Arms.** The coat of arms of Alpha Xi Delta is described in the terms of heraldry as follows: "Azure; on a fess between in chief three (3) roses fessways and in base sinister bendways a bi-parted sword, point in sinister, all or, a quill fessways on the first. On a knight's helmet the crest, a pink rose with leaf and branch proper, supporters: two (2) rampant griffins, azure armed or; motto: Alpha Xi Delta in Greek upper and lower case letters."
Sec. 14.  **Seal.** The seal is a circle with the coat of arms in the center and the words "Alpha Xi Delta Fraternity; Founded April 17, 1893" surrounding.

**ARTICLE XI — Initiation Ceremony**

Sec. 1.  **Revision.** Revisions to the Initiation Ceremony may be adopted by a two-thirds (2/3) vote of the National Chapter, provided revisions were proposed at the previous convention.

Clause 1.  **Proposal of Revisions.** Revisions to the Initiation Ceremony shall be proposed and considered as follows:

A. Proposed revisions to the Initiation Ceremony shall be submitted to the National Executive Director not less than five (5) months prior to the National Convention at which they are to be proposed.

B. The National Executive Director shall refer all proposed revisions to the Initiation Ceremony Committee with the names of the sponsors.

C. The committee shall study and review proposed revisions and make its recommendations to National Council within sixty (60) days.

D. National Council shall, within thirty (30) days, review the proposed revisions and make a recommendation with regard to them.

E. Two (2) months prior to the National Convention, all proposed revisions and the recommendations of the Initiation Ceremony Committee and National Council, shall be sent to those entitled to vote.

Clause 2.  **Adoption of Revisions.** At the next regularly scheduled National Convention the proposed revisions will be presented to the National Chapter for a vote.

Clause 3.  **By Whom Proposed.** A revision may be proposed by any one of the following:

A. A college chapter;

B. An alumnae association;

C. The Initiation Ceremony Committee; or

D. The National Council.

**ARTICLE XII — Amendments**

Sec. 1.  **National Chapter.** This Constitution may be amended by a two-thirds (2/3) vote of the National Chapter.
Clause 1.  **Form of Proposed Amendment.** All proposed amendments must conform to the requirements and instructions established by the National Council.

Clause 2.  **Procedure for Amendment.** Amendments to this Constitution shall be submitted and considered as follows:

A. Proposed amendments to the Constitution shall be submitted to the National Executive Director not less than five (5) months prior to the National Convention at which they are to be considered.

B. The National Executive Director shall refer all proposed amendments to the Constitution Committee with the names of the sponsors.

C. The Constitution Committee shall study and review proposed amendments, and make its recommendations to National Council regarding each proposed amendment within sixty (60) days of receipt of the proposed amendments from the National Executive Director.

D. The National Council shall, within thirty (30) days, review each proposed amendment, and make a recommendation with regard to it.

E. Two (2) months prior to the National Convention, all proposed amendments and the recommendations of the Constitution Committee and the National Council shall be sent to each member entitled to vote.

Clause 3.  **By Whom Proposed.** An amendment may be proposed by any one of the following:

A. A college chapter;

B. An alumnae association;

C. The Constitution Committee;

D. The National Council;

E. A member of the National Council; or

F. A past National President.

Sec. 2.  **Emergencies.** Amendments to the Constitution outside National Convention shall be considered and adopted as follows:

Clause 1.  **Determining Emergency.** The National Council shall have the sole authority for determining the emergency of any amendments submitted.

Clause 2.  **Giving Notice.** The provisions requiring the giving of notice of all proposed amendments shall not apply to emergency amendments.
Clause 3. **Adopting Amendment.** In the event of an emergency, any proposed amendment to the Constitution may be adopted by a two-thirds (2/3) vote of the votes returned by those in good standing who are entitled to vote at National Convention.

Clause 4. **Returning Votes.** In order for the vote to be counted, it must be returned on or before the date set by the National Council.

Sec. 3. **Effective Date.** The effective date of amendments and emergency amendments shall be as follows:

Clause 1. **Amendments at National Convention.** Amendments to the Constitution shall become effective upon the adjournment of the National Chapter meeting at which they were adopted.

Clause 2. **Emergency Amendments.** Emergency amendments shall become effective immediately upon adoption, and shall remain in effect if ratified by a two-thirds (2/3) vote of the National Chapter at the next National Convention.

**ARTICLE XIII - Parliamentary Authority**

The parliamentary authority shall be the current edition of *Robert's Rules of Order Newly Revised*, in all cases not otherwise provided for in this constitution.
The provisions of these national bylaws are binding on all college chapters and alumnae organizations; on local officers, on nationally appointed and elected officers; and on all other members; and may not be amended in any way without approval of the National Council.

THE NATIONAL BYLAWS

ARTICLE I — Membership

Sec. 1. Eligibility for Membership.

Clause 1. Collegiate Membership. A collegiate woman is eligible provided:

A. She is a regularly registered student.

B. She has earned a minimum cumulative grade point average of 2.25 (on a 4.0 scale). However, if she has a documented learning disability and does not meet Alpha Xi Delta's minimum grade requirements, exceptions to those requirements may be granted by the Area Facilitator or National Council's designee.

C. She is neither a pledged member nor a past or present member of any other National Panhellenic Conference fraternity.

D. She has not broken her pledge to any other National Panhellenic Conference fraternity on that campus within the past 12 months.

Clause 2. Alumna Membership (Alumna Initiate). The National Council may invite a candidate to membership in the Fraternity as an alumna initiate, upon petition by a college chapter, alumnae association or an initiated member, and provided she has not been a member of any other National Panhellenic Conference fraternity.

A. A petition form and other background information of a proposed candidate shall be sent to National Council’s designee, who may grant approval by inviting the candidate to membership.

B. Invitation to membership for an alumna member of a local group accepted as a colony of Alpha Xi Delta shall be made only by National Council.

C. An alumna initiate pays the initiation fee and purchases a Quill badge.

D. A proposed candidate shall be initiated by a college chapter of Alpha Xi Delta; or she may be invited to be initiated at National Convention, where she shall be initiated by the National Chapter (Alpha Deuteron).
Clause 3. **House Directors.**

A. A petition to initiate a female house director of an Alpha Xi Delta chapter shall be considered only if the person has served over a period of time, has earned high esteem, and is terminating her employment with the chapter. An exception to these qualifications may be granted by National Council.

B. A house director may not be employed by the chapter of which she has been a member.

Sec. 2. **Election to Membership.**

Clause 1. **Selection.** Election to membership shall be by at least a seven-eighths (7/8) vote of college chapter members present and voting.

Clause 2. **Reference.** It is preferable that a woman have a positive reference before being invited to pledge Alpha Xi Delta.

Clause 3. **Legacy.** A legacy is the granddaughter, stepgranddaughter, daughter, stepdaughter, sister, half-sister, or stepsister of an Alpha Xi Delta member in good standing.

A. Legacies must be identified to every chapter member and be given special attention.

B. During formal member recruitment, all legacies shall be invited through the first round of invitational parties.

C. No legacy may be dropped without permission of National Council’s designee.

D. If the chapter has received a reference for a legacy, and that legacy is dropped (with permission), the Alpha Xi Delta relative must be called and told of the decision. This call should be made as soon as possible, but only during reasonable hours (daytime or early evening). The call should be made either by a chapter advisor or by the membership vice president. If the call is made by the membership vice president, it is to be monitored by a chapter advisor.

E. Any legacy attending preference must be placed on the first bid list.

Clause 4. **New Member Defined.** A candidate who has accepted her invitation to membership and confirmed it in writing with the college chapter shall be known as a *new member.*

Sec. 3. **Status of Initiated Members.**

Clause 1. **Active Collegiate Status.**

A. Undergraduates regularly registered in the college or university where they were initiated.
B. Members, who, when transferring to a college or university where a chapter is located, request affiliation in the college chapter, and who become affiliated after clearance from their initiating chapter. (See Article III — Affiliation)

C. Undergraduate members remaining in school more than four academic years who continue chapter membership according to chapter bylaws in effect at the time of their initiation. If chapter bylaws do not provide for continuing membership, a member is considered an alumna at the end of four academic years.

D. Undergraduate members who return to the campus where they were initiated after an absence of two or more consecutive academic terms, excluding the summer term, who restore their collegiate membership by written notification to the chapter at the beginning of the academic term.

E. Graduate students initiated while pursuing graduate courses.

F. Graduate students continuing in the college or university where they were initiated, who request continuing membership in the college chapter, provided that at the beginning of each academic year of their graduate work they are elected to collegiate membership by a minimum seven-eighths (7/8) ballot vote of the college chapter members present and voting.

G. Married college chapter members who are regularly enrolled students and who fulfill all financial obligations. (They are to participate in all activities.)

Clause 2. Inactive Collegiate Status. This status will rarely be granted.

A. Reasons. Collegiate members may be granted inactive status for up to one year, only for the following reasons:

(1) Participation in programs sponsored by the college or university which would preclude chapter involvement, including but not limited to internships, student teaching, study abroad and nursing clinicals. However, if participation in such programs does not preclude participation in chapter activities, inactive status is inappropriate and shall not be granted.

(2) Extreme financial difficulties.

(3) Family emergency.

(4) Prolonged illness.

(5) Academic load.

(6) Marriage.

(7) Circumstances contrary to the best interests of the member or Fraternity.
B. Status of an Inactive Member.

(1) She shall be responsible for the payment of National dues and fees.
(2) She shall be released from local dues.
(3) She may not have voice, make a motion, vote, nor hold office.
(4) She may attend chapter functions, including but not limited to social functions, only at the invitation of the chapter executive committee and as documented in minutes of the executive committee meetings.

C. Procedures.

(1) Except in cases of unforeseeable emergencies, inactive status petitions must be made during the semester (or term) prior to the semester (or term) in which the inactive status would begin.
(2) A check for payment of all National dues and fees that would be incurred during the duration of the proposed inactive status shall accompany the inactive status petition.
(3) Inactive collegiate status may be granted by a three-fourths (3/4) vote of the college chapter members present and voting on the recommendation of the executive committee and/or the Chapter Advisor; or for just cause by National Council.

D. Limitations.

(1) Inactive status is for up to one calendar year and no longer.
(2) The member automatically returns to active status at the time when the circumstance causing the need for inactive status ceases or at the end of one calendar year, whichever occurs first.
(3) The total number of chapter members on inactive status at any one time shall be limited to five percent (5%) of chapter size or chapter total, whichever is smaller.
(4) Inactive status may be granted to a member only one time during her collegiate membership in Alpha Xi Delta.

Clause 3. Alumnae Members. All initiated members other than those who have the status (active or inactive) of collegiate members are alumnae members.

Sec. 4. Associate and Social Memberships. Alpha Xi Delta does not recognize associate or social membership status.

ARTICLE II — Pledging and Initiation

Sec. 1. New Member Fee. The new member fee, both National and local, shall be paid to the chapter before the candidate may be formally pledged. The National fee must be remitted
to Fraternity Headquarters immediately following the pledging ceremony. The new member fee is not refundable.

**Sec. 2. Pledge Expiration, Termination and Release.**

Clause 1. **Pledge Expiration.** A pledge expires one (1) year after the pledging date.

Clause 2. **Pledge Termination.** The pledge of a new member on probation is terminated automatically if the terms of probation are not met. The chapter must notify the campus Panhellenic and Fraternity Headquarters of such termination.

Clause 3. **Pledge Release.** Every effort must be made to retain new members and to initiate them at the first opportunity. However, if a new member wishes to be released from her pledge or the chapter wishes to release a member from her pledge for due cause after consulting the Chapter Advisor and the chapter president, applicable forms are to be filed with Fraternity Headquarters.

**Sec. 3. Requirements for Initiation.** All new member accounts must be paid in full in accordance with the policies set forth by the National Fraternity, the chapter, and the local building corporation prior to initiation.

**Sec. 4. Initiation Fee.** All required information and applicable fees are to be forwarded to Fraternity Headquarters by the chapter within one week after initiation.

**Sec. 5. Badge.** The purchase of a badge is required for initiation. The badge, however, is the property of the National Fraternity and no refunds are given for badges returned if membership is suspended.

**ARTICLE III — Affiliation**

**Sec. 1. Initiated Collegiate Members.** Any initiated collegiate member in good standing, transferring to a college or university where there is a chapter of Alpha Xi Delta Fraternity, shall be invited to affiliate after confirmation of good standing from her initiating chapter. No initiated member in good standing may be excluded from affiliating with a chapter of Alpha Xi Delta without permission.

Clause 1. **Rights and Duties of Affiliated Members.** An affiliated member is entitled to all chapter privileges and is responsible for all financial obligations to the chapter with which she affiliates. A member who has paid a corporation fee to a chapter shall not be required to pay a corporation fee to the chapter with which she affiliates.

**Sec. 2. Alumnae Members.** Alumnae members in good standing may affiliate with any alumnae association.
ARTICLE IV — Discipline

Sec. 1. Member Probation.

Clause 1. Reasons. A member may be placed on probation by the college chapter, the Chapter Advisor, the Area Facilitator, or National Council or its designee for any of the following reasons.

A. Automatic Probations. The following probations are automatic and are not voted on by the chapter:

(1) Academic. Failure to reach and maintain at least a 2.25 cumulative Grade Point Average on a 4.0 scale or its equivalent.
   a) If a chapter member has a documented learning disability and does not meet Alpha Xi Delta's minimum grade requirements, exceptions for those grade requirements may be granted by National Council or its designee.

(2) Financial. Failure to meet financial obligations.

B. Other Probations. The following probations are imposed by a three-fourths (3/4) vote of the college chapter members present and voting on the recommendation of the college chapter executive committee, the Chapter Advisor, or the Area Facilitator; or imposed directly by the Chapter Advisor, the Area Facilitator, National Council, or National Council's designee:

(1) Conduct contrary to the best interests of the Fraternity.
(2) Violation of the rules or standards of the Fraternity.
(3) Violation of the rules or standards of the College.
(4) Violation of laws regarding use of any drug (alcohol and controlled substance).

Clause 2. Procedures.

A. Badge or New Member Pin. An initiated or new member placed on probation for any reason shall relinquish her badge or new member pin to the Chapter President, the Chapter Advisor, the Area Facilitator, a National Council member, or National Council's designee. When the member has met the terms of her probation, her badge or new member pin shall be returned to her.

B. Academic Probations.

(1) Probation of initiated or new members for academic reasons shall be for one term.
(2) If the member has not achieved a 2.25 cumulative Grade Point Average at the end of the probation term but has achieved a 2.25 Grade Point Average for the term, the probation will be extended one term at a time for up to one academic year (excluding summers) provided the member
achieves at least a 2.25 Grade Point Average for each term of probation.

(3) When a member's cumulative Grade Point Average is at or above 2.25, she is to be removed from probation.

(4) If her cumulative Grade Point Average is not at least 2.25 by the end of the initial probation term plus all allowable extensions, her membership is to be suspended.

C. Financial Probations.

(1) Probation of initiated or new members for financial reasons shall be a maximum of thirty (30) days and shall not be extended.

(2) An Indebtedness Notice (IN) shall be issued by the executive committee to those members whose bills are unpaid fifteen (15) days from the date of first billing.

(3) INs are issued for delinquency in full payment for all chapter and National Fraternity dues, fees, assessments, and purchases of goods and services, including those in the following accounts: chapter dues, national dues, corporation fees, room and board charges and assessments, and new member and initiation fees.

(4) If the terms of probation are not met within thirty (30) days from the date of the IN by the account being paid in full or by arrangements to pay the account in full approved by the chapter executive committee and the Chapter Advisor or the Area Facilitator, suspension proceedings will be instituted.

(5) An IN may be issued to a member no longer in school up to the end of the regular academic term immediately following that member's final academic term on campus.

(6) The chapter should send this IN by regular mail, requesting an address correction.

D. Other Probations.

(1) Period of Probation for All Other Reasons.

(a) Initiated Members. The period of probation for other reasons for initiated members is four (4) academic weeks. An extension of an additional four (4) weeks may be granted by the party imposing probation.

(b) New Members. The period of probation for other reasons for new members is four (4) academic weeks and shall not be extended.

(2) Probation by the College Chapter.

(a) Investigation. The executive committee and advisors will meet to consider the problem and decide by majority vote whether to investigate further, ask the chapter president and/or Chapter Advisor to talk with the member, or proceed no further at that time.

(i) If the vote is to investigate, the member is notified in writing, at least 24 hours in advance, to appear before the executive committee, with
general reason(s) given. Time and place for the investigative meeting are to be reasonable for all.

(ii) At this meeting, the specifics of the problem are outlined to the member. The member is given full opportunity to respond. The member may call witnesses who state specifics only and then leave the meeting. A parent may be a witness. Executive committee members should try to remain silent during this time and to listen to the member's statements and those of her witnesses; extended discussions with the member and/or her witnesses during this time are strongly discouraged.

(iii) The member then leaves the meeting. The executive committee discusses all evidence and statements presented and votes on whether to recommend probation to the chapter.

(iv) If a motion to recommend probation passes by a majority vote of the executive committee, a written recommendation is prepared for the chapter meeting. Less than a majority vote closes the case.

(v) All proceedings are to be documented in the executive committee minutes.

(vi) All proceedings also are to be kept confidential, except to the extent that facts needed to support a recommendation of probation may be disclosed to the chapter if probation is recommended.

(b) Chapter Meeting. If needed, a special chapter meeting may be called. The chapter president presents the recommendation of the executive committee together with the basic facts to the chapter. The member shall have the opportunity to speak on her behalf, or her written statement is to be read if she chooses to absent herself from the meeting.

(i) The chapter votes on the recommendation to place the member on probation. Specific reasons are stated in the motion.

(ii) A three-fourths (3/4) vote of the chapter membership present and voting is required to pass the motion. Less than a three-fourths (3/4) affirmative vote closes the case. All proceedings are to be documented completely in the minutes.

(c) Follow-through. A member on probation is under the supervision of the executive committee.

(i) The executive committee meets and by a majority vote determines the terms of probation.

(ii) The terms are given to the member in writing and recorded in the executive committee meeting minutes.

(d) Appeal. A written appeal of the action may be directed to the chapter's advisory board, the Area Facilitator, or if there is not an Area Facilitator appointed, to National
Council or National Council's designee within two (2) weeks of the date probation is imposed. If the appeal is denied, probation stands; if upheld, the chapter and member are notified in writing.

(c) Release, Extension, or Suspension.

(i) At the end of the four (4) academic week period, the chapter votes to release the member from probation. This release must be approved by a three-fourths (3/4) vote of the chapter membership present and voting.

(ii) If more time is needed to correct the problem, probation may be extended one additional four (4) academic week period for initiated members.

(iii) If probation is not lifted or extended, suspension proceedings shall be instituted.

(3) Probation by the Chapter Advisor.

(a) Investigation.

(i) The Chapter Advisor may consult with the chapter's executive committee concerning the problem. Action may be taken without prior chapter consideration or after failure by the chapter to take the action necessary in the best interests of the chapter and the Fraternity.

(ii) The Chapter Advisor should consult with the member.

[a] The meeting should be helpful, if at all possible, to the member involved.

[b] The new member pin or badge is secured by the Chapter Advisor at this meeting if the decision to place the member on probation has been made or is made during the conference.

(b) Follow-through.

(i) The member will be under the supervision of the Chapter Advisor.

[a] The Chapter Advisor shall determine the terms of her probation.

[b] The terms are to be given to the member in writing, and a copy sent to Fraternity Headquarters.

[c] Also, the terms are to be included in the minutes of the chapter's executive committee.

(c) Appeal. A written appeal may be directed to the Area Facilitator, or if there is not an Area Facilitator appointed, to National Council or National Council's designee within two (2) weeks of the date probation is imposed. If the appeal is denied, the probation stands; if the appeal is upheld, the chapter and member are notified in writing.
(d) Release, Extension, or Suspension.
   (i) If the terms of the probation have been met, release is granted at the end of four (4) academic weeks.

   (ii) If more time is needed to correct the problem, probation may be extended one additional four (4) academic week period for initiated members by the person(s) who placed the member on probation.

   (iii) If probation is not lifted or extended, suspension proceedings shall be instituted.

(4) Probation by the Area Facilitator, National Council, or National Council's designee.

(a) Investigation.
   (i) The Area Facilitator, National Council, or National Council's designee may consult with the chapter's executive committee concerning the problem. Action may be taken without prior chapter consideration or after failure by the chapter to take the action necessary in the best interests of the chapter and the Fraternity.

   (ii) The Area Facilitator, National Council, or National Council's designee should consult with the member.

   [a] The meeting should be helpful, if at all possible, to the member involved.

   [b] The new member pin or badge is secured by the Area Facilitator, National Council, or National Council's designee at this meeting if the decision to place the member on probation has been made or is made during the conference.

(b) Follow-through.
   (i) The member will be under the supervision of the Area Facilitator, National Council, or National Council's designee.

   [a] The Area Facilitator, National Council, or National Council's designee shall determine the terms of her probation.

   [b] The terms are to be given to the member in writing, and a copy sent to Fraternity Headquarters.

   [c] Also, the terms are to be included in the minutes of the chapter's executive committee.

(c) Appeal. There is no appeal for members placed on probation by the Area Facilitator, National Council, or National Council's designee.

(d) Release, Extension, or Suspension.
   (i) If the terms of the probation have been met, release is granted at the end of four (4) academic weeks.
(ii) If more time is needed to correct the problem, probation may be extended one additional four (4) academic week period for initiated members by the person(s) who placed the member on probation.

(iii) If probation is not lifted or extended, suspension proceedings shall be instituted.

Clause 3. **Status of a Collegiate Member on Probation.**

A. She shall be under the supervision of the party imposing probation. She shall be given a written statement of the reasons for the probation and the stipulations for release from probation.

B. Her new member pin or badge shall be surrendered for the period of probation to the chapter president, the Chapter Advisor or the Area Facilitator.

C. She may not be slated for, elected to, appointed to, or installed in an office.

D. If already in office, she will relinquish her office for the remainder of that election year.

E. She shall not have voice, make a motion, or vote.

F. She shall be ineligible to receive any Fraternity, chapter, or association award.

Sec. 2. **Suspension of a Collegiate Member.** A permanent but revocable status of suspension of membership may be voted by the chapter, selected by the member, or imposed by the Chapter Advisor, the Area Facilitator, National Council, or National Council's designee.

**Clause 1. Reasons.** A collegiate member may have her membership suspended:

A. **Automatic.**

(1) For failure, while on probation, to fulfill the stipulations for release from probation.

(2) For failure to clear financial accounts with the chapter and/or the National Fraternity and/or the chapter's building corporation.

(3) For repeating conduct for which the member already has been placed on and released from probation.

B. **Other.** For conduct detrimental to the best interests of the Fraternity considered too serious for probation.

C. **Voluntary.** At the request of the member, provided her accounts with the chapter and National Fraternity are paid in full.
Clause 2. Procedures.

A. Suspension by the Chapter.

(1) **Investigation.** A committee composed of the executive committee and advisors, with the chapter president as chair, considers the problem and decides by majority vote whether to investigate.
   (a) If the vote is to investigate, the member is notified and a meeting is arranged for her to meet with this committee to discuss the problem. The member's written statement is acceptable but not recommended.
   (b) The committee votes on whether to recommend suspension.
   (c) If a motion to recommend suspension passes by a majority vote, a written recommendation is prepared for the chapter meeting.

(2) **Chapter Meeting.** The chapter president presents the recommendation together with basic facts to the chapter meeting. The member shall have the opportunity to speak on her behalf, or her written statement is to be read if she chooses to absent herself from the meeting.
   (a) The chapter votes on the recommendation to suspend the member. Specific reasons are stated in the motion.
   (b) A seven-eighths (7/8) vote of the chapter membership present and voting is required to pass the motion. Less than a seven-eighths (7/8) affirmative vote closes the case. All proceedings are to be documented completely in the minutes.

(3) **Follow-through.** The Notification of Suspension form is completed in triplicate.
   (a) The member's copy shall be delivered in person by the Chapter Advisor and/or chapter president. The member's badge and any other Fraternity property in her possession shall be secured. If the member is unavailable, the Notification of Suspension should be sent by certified mail to the member's last known address, with a return receipt requested. A reminder that the badge is the Fraternity's property and that it must be returned to Alpha Xi Delta Fraternity Headquarters, with the Fraternity's mailing address, should be included.
   (b) Attach copies of the minutes of meetings considering the problem, a statement summarizing the problem and the action taken, and any statement by the member to a copy of the Notification of Suspension form and send all exhibits and the member's badge to Fraternity Headquarters by insured mail.
   (c) Retain copies of all paperwork, including the Notification of Suspension form, for the chapter's permanent files.
B. Suspension by the Chapter Advisor, the Area Facilitator, National Council, or National Council's Designee.

(1) **Investigation.** The Chapter Advisor, the Area Facilitator, National Council, or National Council's designee may consult with the chapter executive committee concerning the problem. Action may be taken without prior chapter consideration or after failure by the chapter to take the action necessary in the best interests of the chapter and the Fraternity.

The Chapter Advisor, the Area Facilitator, National Council, or National Council's designee should consult with the member.

(a) The meeting should be helpful, if at all possible, to the member involved.

(b) The badge is secured by the Chapter Advisor, the Area Facilitator, National Council, or National Council's designee at this meeting if the decision to suspend has been made or is made during the conference.

(c) The Chapter Advisor, the Area Facilitator, National Council, or National Council's designee, due to the circumstances of the problem, may wish to encourage a voluntary suspension, but a statement of the circumstances should be filed with Fraternity Headquarters for future reference should the member apply for reinstatement.

(d) The Chapter Advisor, the Area Facilitator, National Council, or National Council's designee shall notify the member of her suspension in writing. A copy of the notification goes to the chapter president and to the Chapter Advisor if National Council or its designee initiates the suspension.

(2) **Follow-through.** Complete the Notification of Suspension form in triplicate.

(a) A copy of only the Notification of Suspension form shall be delivered to the member in person by the Chapter Advisor, the Area Facilitator, National Council, or National Council's designee. The member's badge and any other Fraternity property in her possession shall be secured. If the member is unavailable, the Notification of Suspension form should be sent by certified mail to the member's last known address, with a return receipt requested.

(b) One copy of the Notification of Suspension form is to be sent to Fraternity Headquarters, along with exhibits such as a review of all contacts with the member, a statement summarizing the problem, indication of any chapter action that may have been taken, any written statement by the member, and copies of all communications.

(c) One copy of the Notification of Suspension form is to be retained in the chapter's permanent records.
(d) Send a copy of only the Notification of Suspension form to the member.

C. Voluntary Suspension by the Member.

(1) Voluntary Suspension is allowed only when no money is owed to the chapter, the building corporation, or the National Fraternity.

(2) The member signs the Notification of Suspension form in triplicate, indicating her desire to suspend her membership in Alpha Xi Delta.

(3) The chapter president fills out the Notification of Suspension; she returns a copy of the completed form to the member and secures the member's badge and any other Fraternity property the member has.

(4) The chapter must send to Fraternity Headquarters, by insured mail:
   (a) The Notification of Suspension form, with any supporting documents from either the chapter or the member;
   (b) The member's badge;
   (c) Any National Fraternity property the member has had.

(5) The chapter must keep one copy of the Notification of Suspension form in the chapter's permanent records.

Sec. 3. Suspension of an Alumna Member.

Clause 1. Reasons. The membership of an alumna member may be suspended by National Council or its designee:

A. For the member’s conduct detrimental to the best interests of the Fraternity.

B. At the request of the member.

Clause 2. Disposition of Badge and Fraternity Property.

A. Should a membership be suspended, the member's badge and other Fraternity property shall be returned to Alpha Xi Delta Fraternity Headquarters.

(1) Should an appeal reverse a suspension, the member's badge and other Fraternity property forfeited by her shall be returned to her.

Sec. 4. Appeal of Membership Suspension.

Clause 1. Appeal of Membership Suspension for Financial Reasons. A member whose membership has been suspended by the college chapter, the Chapter Advisor, or the Area Facilitator for financial reasons, may appeal the action to National Council, through investigation by the Financial Services Department.
A. If the Financial Services Department determines that the member’s suspension for financial reasons is without cause, the Associate Executive Director or the National Executive Director may reverse the suspension, notifying both the college chapter and National Council of the action.

B. If the Financial Services Department determines that the member’s suspension for financial reasons is with merit, the appeal and all supporting documents shall be forwarded, with a recommendation from the Associate Executive Director or the National Executive Director, to National Council for final determination.


A. A member whose membership has been suspended by the college chapter, the Chapter Advisor, or the Area Facilitator may appeal the action to National Council.

B. An appeal to National Council must be filed by the suspended member within four (4) weeks of the day she is notified by the chapter, the Chapter Advisor, or the Area Facilitator that she has been suspended.

C. A statement of appeal with the reasons for the appeal, and any supporting documentation, shall be prepared and sent by certified mail to Alpha Xi Delta Fraternity Headquarters.

D. The appeal may be denied only by a four-sevenths (4/7) vote of National Council.

E. National Council shall notify the member in writing of the disposition of the appeal within ninety (90) days after the appeal is received.

F. In the event an appeal to National Council gains a reversal of the membership suspension, the suspended member shall be reinstated as a member in good standing of both the National Fraternity and the initiating chapter. Her badge and any other Fraternity property forfeited prior to her appeal shall be returned to her, and required documents shall be sent to the chapter to re-establish her good standing as a member of that chapter.

Clause 3. Appeal to National Chapter.

A. A member whose membership has been suspended by National Council or its designee may appeal the action to the National Chapter.

B. A member whose appeal to National Council has been denied may appeal the action to the National Chapter.

C. An appeal to the National Chapter at the next National Convention must be filed by the suspended member within four (4) weeks of the day she is notified by National Council that National Council or its
designee has suspended her membership or that National Council has denied her appeal.

D. Procedure.

(1) A statement of appeal with the reasons shall be prepared by the suspended member in triplicate and sent by certified mail, along with any supporting documentation, to the Alpha Xi Delta Fraternity Headquarters.

(2) The National Executive Director shall be responsible for providing records on file with the National Fraternity together with a copy of the appeal to the Committee on Appeals at the next scheduled National Convention.

(3) After reviewing the materials presented to it, the Committee on Appeals shall decide by majority vote whether to reverse the National Council's decision concerning the suspended member's membership.

(4) Following the Convention, the suspended member is notified by the National President of the action taken on her appeal.

(5) In the event an appeal to National Chapter at the next National Convention gains a reversal of the membership suspension, the suspended member shall be reinstated as a member in good standing of both the National Fraternity and the initiating chapter. Her badge and any other Fraternity property forfeited prior to her appeal shall be returned to her, and required documents shall be sent to the chapter to re-establish her good standing as a member of that chapter.

(6) The decision of the Committee is final.

Sec. 5. Collegiate Member Reinstatement.

Clause 1. Petition for Membership Reinstatement. A former member whose membership was suspended voluntarily or involuntarily, may petition National Council or National Council’s designee for membership reinstatement as a collegiate member, explaining why she desires reinstatement, together with any supporting documentation.

Clause 2. Consideration of the Petition. A petition for membership reinstatement as a collegiate member shall be granted or denied at the discretion of National Council or National Council's designee, upon consideration of the petition and any other information relevant to the appropriateness of reinstating the member.

Clause 3. Notification of Disposition. The petitioner shall be given written notification of the disposition of her petition by National Council or its designee.

Clause 4. Badge and Reinstatement Fee. If membership reinstatement as a collegiate member is granted by National Council or its designee, the reinstated collegiate member shall purchase a badge and pay a reinstatement fee to National Fraternity Headquarters.

Clause 5. Decision. The decision of National Council or its designee shall be final.
Sec. 6. **Alumna Member Reinstatement.**

**Clause 1. Petition for Membership Reinstatement.** A former member whose membership was suspended voluntarily or involuntarily, may petition National Council or National Council's designee for membership reinstatement as an alumna member, explaining why she desires reinstatement, together with any supporting documentation.

**Clause 2. Consideration of the Petition.** A petition for membership reinstatement as an alumna member shall be granted or denied at the discretion of National Council or National Council's designee, upon consideration of the petition and any other information relevant to the appropriateness of reinstating the member.

**Clause 3. Notification of Disposition.** The petitioner shall be given written notification of the disposition of her petition by National Council or its designee.

**Clause 4. Badge and Reinstatement Fee.** If membership reinstatement as an alumna member is granted by National Council or its designee, the reinstated alumna member shall purchase a badge and pay a reinstatement fee to National Fraternity Headquarters.

**Clause 5. Decision.** The decision of National Council or its designee shall be final.

Sec. 7. **College Chapters.**

**Clause 1. Not in Good Standing.**

**A. Reasons.** Any chapter of the Fraternity may be placed in *Not in Good Standing* status for any of the following reasons:

1. Failure to remit National New Member or National Initiation Fees to Fraternity Headquarters according to established procedure.
2. Failure to meet all financial obligations to the National Fraternity according to established procedures.
3. Failure to collect and remit in a timely manner all appropriate funds due and payable to the chapter's building corporation.
4. Failure to submit a chapter's monthly financial report according to established procedure.
5. Failure to meet academic achievement requirements.
6. Other circumstances as determined by National Council.

**B. Sanctions.** *Not in Good Standing* status shall result in:

1. Loss of vote at National Chapter.
2. Loss of travel allowance for National Convention or The Leadership Conference.
3. Ineligibility to receive any Fraternity award.

**C. Restoration of Good Standing.** *Good Standing* may be restored by National Council or its designee when all requirements are met.
Clause 2.  Probation.

A. **Reasons.** Any chapter of the Fraternity may be placed on probation by a four-sevenths (4/7) vote of National Council for any of the following:

1. Failure to send a delegate to National Convention or a representative to The Leadership Conference.
2. Failure to maintain *Good Standing* with the National Fraternity.
3. Failure to maintain *Good Standing* with the college or university.
4. Conduct contrary to the best interests of the Fraternity.
5. Other circumstances as determined by National Council.

B. **Sanctions and Requirements.** A chapter on *Probation* shall:

1. Lose its vote at National Chapter.
2. Lose its travel allowance for National Convention or The Leadership Conference.
3. Be ineligible to receive any Fraternity award.
4. Follow all the directives of National Council or its designee.
5. If probation is for hazing, obtain permission from the National Council’s designee to initiate new members at least three (3) weeks prior to a scheduled initiation.
6. If probation is for any other reason, obtain permission from the National Executive Director to initiate new members.

C. **Removal of Probation.** A chapter may be removed from probation by a four-sevenths (4/7) vote of National Council when the terms of probation are met.

D. **Notification.** The National President or National Council's designee shall notify the chapter president in writing of the removal of probation.

Clause 3.  Charter in Suspension.

A. **Reasons.** Any chapter of the Fraternity may be placed in *Charter in Suspension* status by a four-sevenths (4/7) vote of the National Council for any of the following:

1. Failure to maintain *Good Standing*.
2. Failure to maintain *Good Standing* with the college or university.
3. Conduct contrary to the best interests of the Fraternity.
4. Other circumstances as determined by National Council.

B. **Sanctions and Requirements.** A chapter that has *Charter in Suspension* status shall:

1. Lose its vote at National Convention.
2. Lose its travel allowance for National Convention or The Leadership Conference.
(3) Be ineligible to receive any Fraternity award.
(4) Follow all the directives of National Council or its designee.
(5) If the Charter in Suspension status is for hazing, obtain permission from the National Council’s designee to initiate new members at least three (3) weeks prior to a scheduled initiation.
(6) If the Charter in Suspension status is for any other reason, obtain permission from the National Executive Director to initiate new members.

C. **Restoration of the Charter.** A chapter may have its charter restored by a four-sevenths (4/7) vote of National Council.

D. **Notification.** The National President or National Council's designee shall notify the chapter president in writing of the restoration of the charter.

**Clause 4. Withdrawal of Charter.**

A. **Unanimous Vote.** The National Council, by unanimous vote, may withdraw the Charter of a chapter.

B. **Reasons.** Any chapter may have its charter withdrawn by National Council for any of the following reasons:

   (1) Failure to meet terms of the chapter's probation.
   (2) Failure to earn restoration of its charter.
   (3) Conduct contrary to the best interests of the Fraternity.
   (4) Other circumstances as determined by National Council.

C. **Requirements.** Upon withdrawal of a college chapter charter, all funds belonging to the chapter shall, after payment of outstanding obligations, be transferred to the National Fraternity.

D. **Notification of Chapter Members.** After a chapter's charter is withdrawn, the National President shall send a letter of information to all members initiated by the chapter.

E. **Reinstatement of Charter.** The charter may be reinstated by National Council on conditions prescribed by National Council and payment of fees.

**ARTICLE V — Fraternity Organization**

**Sec. 1. National Convention.**

**Clause 1. Representation.**

A. Each college chapter must be represented by a delegate who is the chapter president or another member of the executive committee. The National Council or its designee may grant exceptions.
A delegate to National Convention who does not return to her chapter for the fall semester immediately following the meeting will refund to the chapter the amount of her expenses paid by the chapter.

A delegate to National Convention who either suspends her membership in the chapter or takes inactive status within sixty (60) days of beginning the fall semester immediately following the meeting will refund to the chapter the amount of her expenses paid by the chapter.

B. Each alumnae association may be represented by a delegate at National Convention.

Clause 2. Transportation Allowance. A college chapter or alumnae association in good standing shall be reimbursed for the partial travel expense of a delegate in an amount to be determined by National Council.

Clause 3. Fine for Absence. Any delegate absent from any required meeting without good cause shall be subject to a fine for each offense.

Clause 4. Eligible College Chapters and Alumnae Associations. All financial obligations to the National Fraternity must be paid prior to the Convention in order for the delegate to vote in the National Chapter.

Clause 5. Parliamentarian. A parliamentarian shall be appointed by the National President, and the name be made known to all college chapters and alumnae associations four (4) months before the Convention.

Sec. 2. Committees. The National President, with the consent of the majority of the National Vice Presidents, shall appoint the members of all committees of the National Fraternity. The following standing committees shall be appointed:

Clause 1. Constitution. There shall be a Constitution Committee consisting of a chair and two (2) members whose duty is to review the Constitution, consider all proposed amendments, and present recommendations to the National Chapter.

Clause 2. Auditing. There shall be an Auditing Committee within National Council consisting of a chair and two (2) members whose duty is to examine all financial matters and accounts referred to it, and report their findings to the National Chapter via The Quill of Alpha Xi Delta or the Fraternity's Web site.

Clause 3. Appeals. There shall be an Appeals Committee consisting of a chair and two (2) members whose duty is to consider any matter of appeals pertaining to discipline or membership and to report their findings to the National Chapter.

Clause 4. Quackenbush Leadership Award. There shall be a Quackenbush Leadership Award Committee consisting of a chair and two (2) members to review the applications and select one or more award winners annually.
Clause 5. Scholarship Loan. There shall be a Scholarship Loan Committee consisting of a chair and two (2) members, including the National Executive Director, whose duty is to review all applications for scholarship loans.

Sec. 3. National Council.

Clause 1. National Council Officers. The officers of the National Council shall be a president, who shall be the National President, and a secretary-treasurer, who shall be the National Executive Director. The term of office for the president shall coincide with that for National President, and succession in the office shall be the same as that for the National President.

A. President. Duties of the president of the National Council shall be those of the National President as prescribed in the Constitution and elsewhere in these Bylaws.

B. Secretary-Treasurer. Duties of the secretary-treasurer of the National Council shall be to maintain all paper, books, and records of the Fraternity; to provide for preparation and entry in the minute book the minutes of all meetings of the National Council; to ensure that correct and complete records of account are prepared and maintained and show accurately the financial condition of the Fraternity; to furnish whenever requested by the National Council or the president (i.e., National President) a statement of the financial condition of the Fraternity; and to perform the duties usual to such position and such other duties as the National Council or the president (i.e., National President) may prescribe.

C. Removal of the President or Secretary-Treasurer.

(1) The president (i.e., National President) may be removed from office as prescribed for removal of members of National Council in the Constitution and elsewhere in these Bylaws. If she is removed as National President, she shall also be removed as president of National Council.

(2) The secretary-treasurer shall relinquish her office if she leaves or is removed from her position as National Executive Director; however, she may be released from the office of secretary-treasurer while continuing to serve as National Executive Director when provision is made in these Bylaws to fill the vacancy.

D. Vacancy in the Office of President or Secretary-Treasurer.

(1) Should a vacancy occur in the office of president (i.e., National President), the new president shall be the National President, who will be elected within 15 days of the vacancy occurring as prescribed in the Constitution.

(2) Should a vacancy occur in the office of secretary-treasurer due to a vacancy in the position of National Executive Director, the National Council shall designate an interim secretary-treasurer.
(3) Should a vacancy occur in or be desired for the office of secretary-treasurer but not in the position of National Executive Director, the National Council shall set forth in a bylaws amendment how the office is to be filled and what the term of office will be.

Clause 2. **Installation.** National Council shall be installed.

Sec. 4. **National President.** The duties of the National President shall include:

A. To fill the office of National Executive Director and prescribe the duties for such office, with the consent of the majority of National Vice Presidents.

B. To perform all other duties as set forth in the Constitution.

Sec. 5. **National Executive Director.**

A. The National Executive Director is the business manager of the Fraternity and has charge of Fraternity Headquarters subject to the supervision of the National President, and through her to National Council.

B. The National Executive Director is authorized:

1. To affix the official Seal of the Fraternity;
2. To order a regular audit of Fraternity accounts;
3. To provide proper bonding to ensure protection of financial affairs of the Fraternity;
4. To provide business and financial reports;
5. To perform other duties as may be delegated to her by the National President.

Sec. 6. **The Leadership Conference (TLC).** The Leadership Conference shall be held in the year preceding the National Convention.

**Clause 1. Representation.** Each college chapter must be represented as directed by National Council.

**Clause 2. Transportation Allowance.** A college chapter in good standing shall be reimbursed for the partial travel expense of one representative in an amount determined by the National Council.

**Clause 3. Refund to the Chapter.**

A. A representative to The Leadership Conference who does not return to her chapter for the fall semester immediately following the meeting will refund to the chapter the amount of her expenses paid by the chapter.

B. A representative to The Leadership Conference who either suspends her membership in the chapter or takes inactive status within sixty (60) days of beginning the fall semester immediately following the
meeting will refund the chapter the amount of her expenses paid by the chapter.

ARTICLE VI — College Chapters

Sec. 1. General Chapter Powers and Duties.

A. To uphold the principles and ritual of the Fraternity.

B. To initiate members into the Fraternity.

C. To conduct the work of the Fraternity in the chapter in accord with the National Constitution and Bylaws.

D. To adopt and enforce Chapter Bylaws, a Code of Conduct, and rules of order consistent with the National Constitution and Bylaws of the Fraternity.

E. To punish all violations of the laws of the Fraternity and the chapter as provided in these Bylaws.

F. To levy and collect all monies due the Fraternity, the chapter, and the chapter's building corporation.

G. To report to the National Council as required.

H. To give annual philanthropic service to the community in which the chapter is located in the name of Alpha Xi Delta Fraternity.

Sec. 2. General Chapter Requirements.

Clause 1. Academic Achievement. Chapter scholarship shall be considered satisfactory when it meets the all women's average (or if the all women's average is not published, the all undergraduate average), the Panhellenic average, or a 2.5 on a 4.0 scale, whichever is lowest. Failure to meet this standard shall result in the chapter being placed on Not in Good Standing status.

Clause 2. Bookkeeping and Budget. Each college chapter shall adopt the uniform bookkeeping system of the Fraternity unless college regulations require another system. The required chapter budget shall be submitted to the Area Facilitator or National Council's designee for approval.

Clause 3. Convention Fund Account. Each chapter shall maintain a Convention Fund Account sufficient to finance at a minimum the expenses of the chapter delegate to the National Convention and a representative to The Leadership Conference (TLC).

Clause 4. Chapter Surplus Funds. Chapters are to turn over surplus funds to their building corporation. Surplus funds occur only after all chapter obligations have been met and a reserve for fall start-up, including member recruitment expenses, has been set aside.
Clause 5. **Housing.** Single members belonging to a chapter with housing facilities shall be required to live in the chapter housing when it is necessary to fill it.

A. The president and financial vice president are required to live in chapter housing while in office.

Clause 6. **Chapter Safety.**

A. **Security.** Concern for the personal safety of all members and for the protection of personal and chapter property requires that all Alpha Xi Delta facilities (such as lodges, suites and chapter houses) be locked 24 hours each day.

B. **Limited Visitation.**

1. Rules that allow entertaining in bedrooms are an infringement on personal privacy and show lack of consideration for others.
2. Each chapter shall limit hours for visitation, and restrict this visitation to the public areas of the facility.

Clause 7. **Code of Conduct.** Each chapter is to develop a Code of Conduct compatible with the National Constitution and Bylaws. Samples are available in the *Manual for Chapter Officers*.

Clause 8. **Awards.** To be considered for national awards, other than the Rose Award, a chapter or an individual must be in good standing by May 1 of the year in which the award is to be given.

Clause 9. **Campus Activities.** In support of the Fraternity's historical belief that an Alpha Xi Delta is a leader and good citizen of her campus community, each college chapter member is to be an active member of at least one campus or community activity at all times during her academic career.

Clause 10. **Founders' Day.** Chapters are expected to observe Founders' Day with an appropriate program or ceremony, and with local alumnae associations or other chapters where possible.

Clause 11. **Member Recruitment.**

A. **Quota and Total.** Chapters are required to continue their member recruitment until quota and total are reached and maintained. Failure to do so may result in disciplinary actions.

B. **Membership Evaluation Plan (MEP).**

1. The Membership Evaluation Plan (MEP) developed by Alpha Xi Delta is to assist each chapter in pledging quota at the earliest opportunity. This plan is confidential and is for initiated members only.
2. The Membership Evaluation Plan (MEP) is not optional and shall be followed by all chapters.
Clause 12. New Member Orientation Program.

A. Length of Program and Initiation.

(1) Unless the college or university requires otherwise, the chapter is to plan and conduct a five- to eight-week new member orientation program for its new members.

(2) All new members must be initiated within eight academic weeks from the date of their pledging ceremony and within the same semester or quarter in which they are pledged.

(3) If there is not sufficient time remaining in a term (a minimum of five weeks) to complete the new member orientation program and to prepare new members adequately for initiation, prospective members should be given bids, then pledged and initiated the following term.

B. Hours.

(1) New member activities may be held only from 8:00 a.m. to 11:00 p.m., even when part of a planned overnight retreat.

(2) Initiation ceremonies may be held only between 9:00 a.m. and 9:00 p.m.

(3) Both times are based on the local time where the chapter is located.

C. College or University Requirements and Exceptions. College or university regulations that require modification of this policy must be documented by the chapter to the National Council's designee, who may grant exceptions.

Clause 13. Alcohol Use Policies. Chapters are expected to abide by Federal, state and local laws and university policies, and to support the efforts of campus Interfraternity Councils, Panhellenic Councils, and/or Greek councils to develop sensible policies to control alcohol use.

Clause 14. Contracts. All contracts must be reviewed by Fraternity Headquarters prior to being signed. Among contracts that will not be authorized are contracts:

(1) That have a term longer than one year (e.g., for composites).

(2) That ask Alpha Xi Delta to add the vendor or company as an additional insured to the Fraternity's insurance policy.

(3) That do not provide the right of cancellation.

(a) Breach of contract is not covered by Alpha Xi Delta's insurance.

Sec. 3. Chapter Bylaws. Each chapter shall adopt bylaws in accordance with the Fraternity's Model College Chapter Bylaws as a guide.

Sec. 4. Meetings. Each chapter shall hold regular weekly meetings when college is in session except during examination periods and/or at times when meetings are prohibited by the local Panhellenic council or college/university administration. Business meetings shall be
conducted at least twice each month with an agenda and in accordance with the procedures set forth in the *Manual for Chapter Officers*. Chapter business shall be kept confidential.

Sec. 5. **Alumnae Participation in College Chapter Affairs.**

A. Alumnae members shall be welcome to attend any chapter ceremony, chapter meeting, chapter or campus activity specifically directed toward alumnae (e.g., homecoming), and any recruitment function for the purpose of providing administrative assistance.

B. Other than an official advisor of the chapter, who may attend any chapter function with or without invitation, no alumna member may attend any other chapter function unless specifically invited by the chapter's executive committee, which invitation should be recorded in the minutes of the executive committee's meeting.

C. An alumna member attending chapter meetings shall have no voice unless specifically recognized by the chapter president, and no vote in chapter business, unless she is the Chapter Advisor or her designee.

Sec. 6. **Chapter Officers.**

**Clause 1. Elected Officers.** Each chapter shall have the following elected officers: President, Chapter Life Vice President, Membership Vice President, Public Relations Vice President, Financial Vice President, Programs Vice President, Recording Secretary, Academic Achievement Chair, New Member Orientation Chair, Corresponding Secretary, Publicity Chair, Historian, Chaplain, Marshal, Ritual Chair, and Panhellenic Delegate.

**Clause 2. Appointed Officers.** Each chapter shall have the following appointed officers: Philanthropy Service Chair, Fraternity Heritage Chair, Assistant New Member Orientation Chair, Member Recruitment Secretary/COB Chair, Social Chair, Activities Chair, House Manager or Room Chair, Scrapbook Chair, Song Leader, and Alumnae Relations Chair.

Sec. 7. **Eligibility for Office.**

A. **Elected Office.** No member may be slated for, elected to, installed in, or retained in an office if she has less than a cumulative 2.5 grade point average (on a 4.0 scale), or if she is not in good standing with the National Fraternity and with her chapter.

B. **Appointed Office.** No member may be appointed to, installed in, or retained in an appointed office if she has less than a cumulative 2.25 grade point average (on a 4.0 scale), or if she is not in good standing with the National Fraternity and with her chapter.

C. **In an Elected Office.** Any elected officer who fails to maintain her good standing and a cumulative 2.5 grade point average (on a 4.0 scale) shall automatically and permanently relinquish her office.
D. **In an Appointed Office.** Any appointed officer who fails to maintain her good standing and a cumulative 2.25 grade point average (on a 4.0 scale) shall automatically relinquish her office for the remainder of the election year.

E. **Compensation.** No chapter officer shall be compensated in any way for service as a chapter officer.

**Sec. 8. Election of Chapter Officers.**

**Clause 1. Elections.**

A. Chapter officers shall be elected in accordance with the procedures outlined in the *Manual for Chapter Officers.*

B. Chapter officers are elected by a majority of the membership present and voting.

C. The term of office is one (1) year or until a successor is elected and installed.

**Clause 2. Vacancies.** Vacancies in chapter offices shall be filled by appointment by the executive committee.

**Sec. 9. Installation of Chapter Officers.** Chapter officers shall be installed in accordance with the Installation of Officers ceremony in the *Book of Ceremonies.*

**Sec. 10. Executive Committee.** There shall be an executive committee, which shall oversee chapter business. It shall be composed of the president, chapter life vice president, public relations vice president, financial vice president, membership vice president, programs vice president, recording secretary, Panhellenic delegate, and the Chapter Advisor.

**Sec. 11. Duties of Elected Chapter Officers.** The duties of the chapter's elected officers shall be as follows.

**Clause 1. President.** To manage and supervise all activities of the chapter and to perform such other duties as may be given to her under the National Constitution, the Chapter Bylaws, and the *Manual for Chapter Officers.*

**Clause 2. Chapter Life Vice President.** To plan and implement the risk management programs of the chapter. To perform such other duties as prescribed in the *Manual for Chapter Officers.* In the event of a vacancy in the office of President, the Chapter Life Vice President shall serve until a new President has been elected.

**Clause 3. Membership Vice President.** To plan and direct the member recruitment program throughout the year as described in the *Member Recruitment Manual* and the *COB Manual* and to perform such other duties as prescribed in the *Manual for Chapter Officers.*

**Clause 4. Public Relations Vice President.** To implement the external public relations program as described in the *Public Relations Manual* and to perform such other duties as prescribed in the *Manual for Chapter Officers.*
Clause 5. **Financial Vice President.** To manage the financial affairs of the chapter as described in the *Financial Vice President's Manual* and to perform such other duties as prescribed in the *Manual for Chapter Officers*.

Clause 6. **Programs Vice President.** To plan and direct the chapter's education program, using the *ExCELL Manual* and to perform such other duties as prescribed in the *Manual for Chapter Officers*.

Clause 7. **Recording Secretary.** To maintain the administrative records of the chapter and to perform such other duties as prescribed in the *Manual for Chapter Officers*.

Clause 8. **Academic Achievement Chair.** To set standards of academic excellence using the *Academic Achievement Manual* and to perform such other duties as presented in the *Manual for Chapter Officers*.

Clause 9. **New Member Orientation Chair.** To plan and direct the new member orientation program as described in the *New Member Orientation Program Manual* and to perform such other duties as prescribed in the *Manual for Chapter Officers*.

Clause 10. **Corresponding Secretary.** To maintain contact with Fraternity Headquarters regarding all pledgings and initiations and to perform such other duties as prescribed in the *Manual for Chapter Officers*.

Clause 11. **Publicity Chair.** To enhance the image of the chapter and of the National Fraternity on campus and in the community and to perform such other duties as prescribed in the *Manual for Chapter Officers*.

Clause 12. **Historian.** To maintain the chapter's archives and permanent records and to perform such other duties as prescribed in the *Manual for Chapter Officers*.

Clause 13. **Chaplain.** To promote the spiritual well being of the chapter and to perform such other duties as prescribed in the *Manual for Chapter Officers*.

Clause 14. **Marshal.** To provide an appropriate atmosphere for chapter meetings and ceremonies and to perform such other duties as prescribed in the *Manual for Chapter Officers*.

Clause 15. **Ritual Chair.** To educate the chapter on the ritual of Alpha Xi Delta and the dignity of Alpha Xi Delta ceremonies, using the Alpha Xi Delta *Book of Ceremonies* and to perform such other duties as prescribed in the *Manual for Chapter Officers*.

Clause 16. **Panhellenic Delegate.** To serve as the chapter liaison with the college Panhellenic and the Fraternity's National Panhellenic Delegate and to perform such other duties as prescribed in the *Manual for Chapter Officers*. 
Sec. 12. **Duties of Appointed Chapter Officers.** Duties of the chapter's appointed officers shall be as prescribed in the *Manual for Chapter Officers* and as designated by the chapter executive committee.

Sec. 13. **Removal of Chapter Officers.**

Clause 1. **How Removed.** Any member of National Council, National Council's designee, the Area Facilitator, or the Chapter Advisor may remove a chapter officer from office.

Clause 2. **Financial Vice President.** The chapter Financial Vice President may be removed from her position by National Council, National Council's designee, the Area Facilitator, or the Chapter Advisor after chapter monthly financial reports are not filed with Fraternity Headquarters for three (3) consecutive months.

**ARTICLE VII — College Chapter Advisors**

Sec. 1. **Advisors.** A college chapter is to have a group of advisors, who should include a Chapter Advisor, an advisor for membership, an advisor for finances, an advisor for academic achievement, an advisor for new member education, an advisor for personal development, and advisors for other areas as necessary.

Clause 1. **Appointment of the Chapter Advisor.** The Chapter Advisor is appointed or reappointed by the National Council's designee.

Clause 2. **Appointments of Other Advisors.** The Chapter Advisor appoints or reappoints all other advisors for the chapter.

Sec. 2. **Responsibilities.**

Clause 1. The Chapter Advisor is responsible for the continuing development of the college chapter.

A. The Chapter Advisor shall file required reports with the National Council, its designee, and Fraternity Headquarters.

B. The Chapter Advisor shall have the right to one (1) vote in all chapter matters, and may delegate this vote to any one of the other alumnae advisors.

Sec. 3. **Eligibility.**

Clause 1. **Limitations.** Chapter Advisors, Chapter Life Advisors and New Member Orientation Program Advisors must have been alumnae at least two years.

Clause 2. **Other.** Members who have been alumnae for less than two years may serve chapters other than their initiating chapter (and affiliation chapter, if any) in any other advisory position, and may serve any chapter as an assistant to the Chapter Life Advisor or to the New Member Orientation Advisor.
Clause 3. **Non-Member Advisors.** When appropriate, a person who is not a member of the Fraternity but who otherwise is qualified for the position may be appointed Chapter Advisor or to any other advisory position for the chapter, and shall have all authority and responsibilities and perform all duties of the position.

Sec. 4. **Terms and Length of Duty.** Advisors' terms, including terms for those who serve as assistants to advisors, are for two years, coinciding with National Convention.

Sec. 5. **Exceptions in Making Appointments.** Exceptions to any limitation in appointing or reappointing Chapter Advisors and other advisors may be granted by the National Council's designee.

Sec. 6. **Manuals.** Operational manuals that are available from the Fraternity for the various advisors of a chapter shall be purchased by the chapter.

**ARTICLE VIII — Colonies**

Sec. 1. **New or Reestablished.** A colony is the group of women pledged to form a new Alpha Xi Delta chapter, or the group of women pledged to reestablish an Alpha Xi Delta chapter.

Clause 1. **Members.** A colony can comprise either a local group on a campus pledged toAlpha Xi Delta or women pledged specifically to be a colony of Alpha Xi Delta.

Sec. 2. **Nomenclature.** New colonies shall be called by their school name (e.g., University of Alaska Colony) until installation, and then shall be called by the Greek letters assigned to them in the chapter roll sequence. Reestablished colonies shall be called by the Greek letters of the previous active chapter on that campus (e.g., Alpha Alpha Colony).

Sec. 3. **Authority.** A colony is subject to the Constitution and Bylaws of Alpha Xi Delta Fraternity.

Sec. 4. **Colony Pledge Expiration.** New members of a colony that has not been installed by the date of expiration of their original pledges shall have their pledges automatically renewed without payment of a second new member fee.

Sec. 5. **Colony Pin.** All colony members pledged by the day before installation are considered charter members and may wear the colony pin rather than the official new member pin.

Sec. 6. **Advisory Board Appointments.** The Chapter Advisor and all other advisory board members for colonies are appointed by the National Council. The qualifications and limitations for appointees are the same as those for appointees to college chapter advisory boards.

Sec. 7. **Installation.** Requirements for installation are set by National Council.

Sec. 8. **National Dues.** Colonies will be billed for one-half of semi-annual national dues per member during the colony period in the same manner in which college chapters are billed. Reorganized or reestablished chapters will pay national dues during their new member period unless released by National Council. New chapters will be billed national dues in
the same manner as established chapters unless installation occurs with less than six (6) weeks left in the term.

Sec. 9. **Installation Fees.** Installation fees are paid by newly established, or reestablished or reorganized chapters.

Sec. 10. **National Meeting Subsidy.** Full subsidy of one delegate to the National Convention or one representative to The Leadership Conference following installation will be granted by the National Fraternity to college chapters installed during the preceding academic year. The chapter will be responsible for payment of the registration fee.

### ARTICLE IX — Alumnae Organizations

Sec. 1. **Alumnae Associations.**

Clause 1. **Organization.** A minimum of five (5) members in good standing may petition National Council for a charter, which shall be granted on proof of satisfactory organization, for an alumnae association and payment of the charter fee.

A. Newly chartered alumnae associations are granted representation at National Convention provided all organizational requirements have been completed by March 31 of the convention year.

Clause 2. **General Association Requirements.** To be in good standing, alumnae associations shall be required:

B. To file an annual report with Fraternity Headquarters in accordance with established procedures.

C. To forward per capita fees annually to Fraternity Headquarters in accordance with established procedures.

Clause 3. **Reinstatement; Rechartering.** An alumnae association that has become inactive may apply to National Council for reinstatement. An association that has been inactive for more than two bienniums must be rechartered.

Clause 4. **Founders’ Day.** Alumnae associations are encouraged to observe Founders’ Day with a college chapter or chapters with an appropriate program or ceremony.

Sec. 2. **Status.**

Clause 1. **Not in Good Standing.**

A. **Reasons.** An alumnae association may be placed on *Not in Good Standing* status for any of the following reasons:

(1) Failure to meet all financial obligations to the National Fraternity according to established procedures.

(2) Other circumstances as determined by National Council.
B. **Sanctions.** *Not in Good Standing* status shall result in:

(1) Loss of vote at National Chapter.
(2) Loss of travel allowance to National Convention.
(3) Ineligibility to receive a Fraternity award.

Clause 2. **Restoration of Good Standing.** An alumnae association may be restored to *Good Standing* by National Council or its designee when all requirements are met.

Clause 3. **Withdrawal of Charter.**

A. **Authority.** The National Council, by unanimous vote, may withdraw the charter of an alumnae association.

B. **Funds.** On withdrawal of an alumnae association charter, whether such withdrawal be voluntary or involuntary, all funds belonging to the association shall, after payment of outstanding obligations, be transferred to the National Fraternity.

**ARTICLE X — Building Corporations**

Sec. 1. **Purpose.** A building corporation shall be organized to be responsible for owning, leasing and operating property, real or personal, for each college chapter.

Sec. 2. **Corporation Requirements.** Corporations shall be non-profit in character and shall issue no capital stock.

Clause 1. **Incorporation.** Every corporation shall be incorporated in the state in which it is domiciled and shall adopt bylaws subject to the provisions of the Constitution and Bylaws of the National Fraternity.

Clause 2. **Governing Laws.** Every corporation shall comply with the laws of the state in which it is incorporated.

Clause 3. **Name.** Every corporation shall be known by the city and state where it is incorporated as follows: Alpha Xi Delta Building Corporation of (City), (State).

Clause 4. **Jurisdiction and Subordination.** Every corporation is subordinate to Alpha Xi Delta Fraternity. Corporations and their members shall at all times remain under the jurisdiction of the National Council or its designee. A corporation’s affairs shall at all times be conducted to further the best interests of Alpha Xi Delta Fraternity.

Clause 5. **Annual Report.** Every corporation shall file an annual report not later than the 15th day of the fifth month following the close of the corporation's fiscal year.

Sec. 3. **Financial Requirements.**

Clause 1. **Corporation Note.** Every corporation or chapter shall levy and collect a corporation note from each member of the college chapter.
Clause 2. **Real Property.** The financing, purchasing, building, leasing, remodeling or other transactions in real estate for chapter facilities by corporations shall be subject to approval of National Council or National Council's designee.

Clause 3. **Obligations.** Corporations, with the assistance of the college chapter, shall make adequate provisions for payment of all obligations assumed.

Clause 4. **Non-Approved Transactions.** Any corporation that consummates the purchase, sale, lease, remodeling, financing, refinancing or other transactions in property for chapter facilities without first obtaining the approval of National Council may be subject to disciplinary action.

Sec. 4. **Corporation Funds.**

Clause 1. **Building Corporation Dissolution.** When a building corporation is dissolved, it will enter into an agreement with the National Fraternity wherein corporation funds will be transferred to the Housing Fund for an agreed upon period of time, said period of time to allow for the possible reestablishment of the chapter.

Clause 2. **Chapter Reestablished.** If the chapter is reestablished within such period of time, the funds will be returned by the National Fraternity to the corporation for resumption of full operation.

Clause 3. **Chapter Not Reestablished.** If the chapter is not reestablished within the agreed time period, the funds will be permanently transferred to the Housing Fund.

Clause 4. **Fund Earnings.** At the end of each fiscal year of the National Fraternity, National Council shall designate a percentage of net income earned on the funds held in the Housing Fund, for distribution to the local building corporations.

A. An Interim Investment Committee, whose members shall be chosen as stated in agreements between the local building corporations and the National Fraternity, shall advise and make recommendations to National Council on the investment and use of such building corporation funds and their income.

Clause 5. **Dissolution of the Corporation.** Upon the dissolution of the corporation, all assets remaining after payment of outstanding obligations shall be transferred to the National Fraternity.

Sec. 5. **Consultants.** A corporation may use consultants who are not members of the Fraternity when needed.

**ARTICLE XI — Risk Management**

Sec. 1. **Laws and Standards of Conduct.** All Alpha Xi Delta members are bound by all federal, state, and/or local laws, and by university regulations and policies, as well as by Alpha Xi Delta’s standards of conduct. Failure to abide by these laws, regulations, policies, or
Fraternity standards may be cause for suspension of membership, the releasing of a pledge, or discipline of a chapter.

Clause 1. Policies. All Alpha Xi Delta chapters shall adhere to all risk management policies set forth in the Fraternity’s C.A.R.E. handbook for risk management and as otherwise directed by the National Fraternity.

Clause 2. FIPG. As a member of FIPG, Inc., Alpha Xi Delta enforces all FIPG policies that are not inconsistent with Alpha Xi Delta policies.

ARTICLE XII — National Dues and Fees

Sec. 1. Membership Dues and Fees. The National New Member Fee, National Initiation Fee, and National Dues shall be set annually by vote of National Council and chapters notified of any change by March 15.

Sec. 2. National Dues.

Clause 1. Dues. National Semi-Annual Dues shall be paid by the college chapter or colony for each new and initiated member of the chapter or colony and forwarded to Alpha Xi Delta Fraternity Headquarters.

A. Payment shall accompany the Fall Report and Spring Report, respectively. Deadline of payment shall be November 1 and March 1.

B. New members joining the chapter or colony after the Fall Report has been filed with the Fraternity, but before December 1, are liable for payment of such dues to be sent to Fraternity Headquarters with the payment of New Member Fees. New members joining the chapter or colony after the Spring Report has been filed with the Fraternity, but before May 1, are liable for payment of such dues to be sent to Fraternity Headquarters with the payment of New Member fees.

C. National dues include compensation for the cost of auditing the college chapter books of account by the Fraternity and the preparation of a group tax return with the Internal Revenue Service including all chapters and colonies.

Sec. 3. Chapter Responsibility. Each college chapter and colony is responsible, as an organization, for the entire sum levied by this Article on new and initiated members.

Clause 1. Semi-Annual Dues. The chapter or colony is responsible for payment of national semi-annual dues for all members on record at Fraternity Headquarters.

Clause 2. Suspended Members. To avoid payment for a suspended member, a Suspension of Membership form must be received by Fraternity Headquarters by the due date.
ARTICLE XIII — Insignia and Emblems

Sec. 1. Fraternity and Member Insignia and Emblems.

A. The commercial design or representation of the Badge of Membership, Coat of Arms, Greek letters and Name or other trademark of Alpha Xi Delta shall not be created, produced, used or offered for sale by any person or company except as authorized in writing by the National Council or its designee. The Director of Communications shall maintain a list of authorized persons and companies.

B. Members of Alpha Xi Delta shall obtain items bearing the Fraternity's official insignia, and any items or products bearing a designation or representation of the Membership Badge, Coat of Arms, Greek letters, Name or other trademark of the Fraternity, only from those persons or companies specifically authorized by the National Council or its designee.

Sec. 2. Member Insignia.

Clause 1. Use of Fraternity Insignia and Emblems.

C. New Member Pins. New Member Pins are the official pins for members who have not been initiated. Only those who have been officially pledged to an Alpha Xi Delta college chapter are eligible to wear the New Member Pin. An initiated member who purchases her New Member Pin may have it mounted on a disk.

D. Colony Pin. Only those who have been pledged to an Alpha Xi Delta colony are eligible to wear the Colony Pin.

E. Other. Only initiated members are eligible to wear the Quill, the Recognition Quill, the Coat of Arms or Crest, or the Honor Key.

(1) Letters. New members are permitted and should be encouraged to wear ΑΞ∆ letters.

F. 25-Year Charm. Only 25-year members of Alpha Xi Delta are eligible to wear the 25-year charm.

G. Order of the Rose Pin. Only fifty-year members of Alpha Xi Delta are eligible to wear the Order of the Rose Pin.

H. Order of the Pearl Pin and Pendant. Only sixty-year members are eligible to wear the Order of the Pearl Pin or Pendant.

I. Order of the Diamond Pin. Only seventy-five-year members are eligible to wear the Order of the Diamond Pin.

J. Mother’s Pin. Only mothers of initiated members of the Fraternity are eligible to wear the Mother’s Pin.
K. **Father’s Pin.** Only fathers of initiated members of the Fraternity are eligible to wear the Father’s Pin.

Clause 2. **National Council Insignia.** Official National Council insignia shall be the following: the Council Guard; the National President’s Ring; the National President’s Medallion; and the National President's Diamond Quill.

A. **Council Guard.** Only present and past members of the National Council are eligible to wear the Council Guard.

B. **National President’s Ring.** Only present and past National Presidents may wear the National President’s Ring.

C. **National President’s Medallion.** The National President’s Medallion is worn by the current National President at all official Fraternity functions.

D. **National President's Diamond Quill.** The National President's Diamond Quill is worn by the National President during her term in office.

Clause 3. **Badge of Membership.** The Badge of Membership (the Quill Pin) is always the property of the Fraternity in accord with the pledge signed by each member before initiation: "I know that the Quill of Alpha Xi Delta is the property of the Fraternity, and is mine to wear so long as I do so with honor to the Fraternity. In the instance of membership suspension, I will return the Quill to Fraternity Headquarters."

Clause 4. **Etiquette.**

A. Alpha Xi Delta insignia shall be worn with respect.

B. The Quill, New Member Pin, or Colony Pin should be worn only with dresses, skirts, dress pants, or walking or Bermuda shorts. It should never be worn on casual T-shirts or sweatshirts, or with blue jeans or casual shorts or night wear.

C. Initiated members should always wear their Quills for pledging and initiation ceremonies.

D. Ribbons given to new members and new initiates at ceremonies should be treated with the same respect. They should be worn with the pin given at the appropriate ceremony for no more than three days after the ceremony.

Clause 5. **Use of the Quill.** The Quill, in any form other than the badge of membership, may be used in any manner that promotes the best interests of the Fraternity.

Clause 6. **Honor Key.** The Honor Key may be awarded to an individual chapter member obtaining a cumulative Grade Point Average of at least 3.5 on a 4.0 system after three and one-half (3½) years of academic work in college. The member must have contributed to the advancement of her
chapter and participated in campus activities. The application, accompanied by a certified transcript of grades, a list of campus honors and a summary of chapter offices held by the member, must be submitted to Fraternity Headquarters.

Clause 7. Official Jeweler. All official insignia shall be ordered only from the Fraternity's Official Jeweler.

Clause 8. Non-member Jewelry and Favors. No member shall give Alpha Xi Delta official insignia to any person who is not a member of the Fraternity except as clarified in Clause 1 above. The Fraternity coat of arms may be used on favors that are to be given non-members.

ARTICLE XIV — Solicitation of Funds

Sec. 1. Charitable Contributions. A college chapter or an alumnae association may solicit funds from members and non-members. Such funds are to be donated to charitable organizations. The solicitation must be done in accordance with the laws and ordinances of the city and state in which the chapter or association is located.

Sec. 2. Fund Raising. College chapters, alumnae associations and building corporations that wish to do fund raising must request approval from National Council’s designee. The fund-raising plan and format must be reviewed by National Council’s designee before the fund raising occurs.

Clause 1. Fraternity Members.

A. A college chapter may solicit funds only from members of that chapter.

B. An alumnae association or a building corporation may solicit funds only from its own members.

C. Any individual or group not included in the foregoing, but associated with the Fraternity, may solicit funds only with the prior approval of National Council’s designee.

Clause 2. Non-Members. The solicitation of funds from non-members, including parents, shall be permitted only with approval of National Council’s designee.

ARTICLE XV — Chapter Eternal

Sec. 1. Sign of Mourning. The sign of mourning shall be the wearing of the Quill for three days with the letter "Ξ" covered in black.

Sec. 2. Deceased Member’s Quill. The badge of a deceased member is the property of the National Fraternity.
Clause 1. Disposition. On the death of a member, the badge shall be:

A. Buried with the member;

B. Returned to Fraternity Headquarters;

C. Bequeathed to a college chapter;

D. Bequeathed to an alumnae association;

E. Bequeathed to another member;

F. Disposed of in any other approved manner.

Clause 2. Notice to the Fraternity. If the badge is not returned to Fraternity Headquarters, the National Fraternity should be notified of its disposition for the Fraternity’s records.

ARTICLE XVI — Auxiliary Groups

Sec. 1. Parents' Clubs. Each college chapter is encouraged to organize a parents (and guardians') club for better understanding by parents (and guardians) of Alpha Xi Delta's vision and mission, and of the Fraternity's benefits.

Sec. 2. Big Brother Groups. Chapters should not form Big Brother groups, which detract from the Fraternity's mission.

Sec. 3. Little Sister Groups. Chapter members are strongly urged not to affiliate with campus Little Sister organizations.

ARTICLE XVII — Amendments

These Bylaws may be amended by a four-sevenths (4/7) vote of the National Council.
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