

Tau Chapter Standing Rules

Penn State University

Article I

Name

The name of this organization shall be the Tau Chapter of Gamma Sigma Sigma National Service Sorority.

Article II

Purpose

The purpose of Gamma Sigma Sigma National Service Sorority shall be to assemble students of the Pennsylvania State University in the spirit of service to humanity and develop friendship among students of all races and creed. This chapter shall be conducted as a service organization under the provisions of the Bylaws of Gamma Sigma Sigma National Service Sorority and the regulations of the Pennsylvania State University governing the student organizations.

Article III

Membership

Section 1. Eligibility

- A. Membership in this chapter shall be open to any undergraduate and graduate student in good standing at the Pennsylvania State University-University Park Campus and has a grade point average of 2.0 (cumulative) or better.
- B. Any member in good standing of another chapter of Gamma Sigma Sigma will be accepted in membership of the Tau Chapter upon their request and upon their fulfillment of the chapter requirements for active membership.

Section 2. Active Membership

- A. Each member must maintain a 2.0 cumulative grade point average for the immediate preceding semester. Failure to do so will subject the member to probation.
- B. Each member is required to serve a minimum of twenty (20) service hours each Fall semester and a minimum twenty-five (25) service hours each Spring semester.
- C. Attend all meetings, service projects, and mandatory events, with no more than four (4) cumulative unexcused absences.
- D. Pay all chapter and National dues.

Section 3. Inactive Membership

Inactive membership status may be granted to a member in good standing in accordance with the Chapter Bylaws by a majority vote of the Executive Board to those members who are not able to devote full time to chapter activities, but wish to maintain a close and personal interest.

- A. Any member who wishes to be inactive must notify the Executive Board in writing by the third meeting of the semester. The Executive Board will notify the member in writing within two (2) weeks after the request has been received. The Executive Board retains the right of requesting that the member appear before them. After a member's request for inactive status had been approved by the Executive Board, that member must remain inactive for the entire semester for which inactive membership was approved.
- B. No member may go inactive for two (2) consecutive semesters or for more than two (2) semesters during their entire membership. In extenuating circumstances, exceptions may be made at the discretion of the Executive Board.
- C. An inactive member is required to pay all national dues, but is not required to pay the semester's chapter dues. The member will also be subject to all penalties that apply to active membership if these requirements are not met.
- D. Inactive membership should only be granted in the case of internship, student teaching, study abroad, or other extreme situations which will be approved on a case-by-case basis by the executive board.
- E. An inactive member is not required to attend chapter meetings nor perform any service hours.
- F. Inactive members have the privilege of attending all chapter functions and receiving all notices and announcements excluding social functions unless otherwise previously approved by the executive board.
- G. An inactive member must have paid all dues and completed all service requirements from the previous semester.
- H. An inactive member is not eligible to hold office, vote or make motions.
- I. Inactive status may not be assumed the semester immediately following the MIT status.
- J. A member who has been inactive must return to active status for one semester before running for office. Exceptions may be made at the discretion of the Executive Board.

Article IV

Officers

Section 1. Elected Officers

The elected officers shall consist of the following:

- A. A President, a Service Vice President, a Membership Vice President, a Corresponding Secretary, a Recording Secretary, a Treasurer, a Financial Secretary, a Public Relations Coordinator/Historian, an Alumnae Liaison, and a National Liaison. These officers make up the Executive Board, including the Parliamentarian who is appointed by the President.

Section 2. Appointed Positions

- A. The President shall appoint the Parliamentarian.
- B. The Service Vice President shall appoint the Service Auditor.
- C. The Membership Vice President shall appoint the Membership Vice President Assistant.

- D. The Executive Board will appoint the following committee chairs by a majority vote during the last chapter meeting of the semester:
 - a. Rush Chairs, Social Chairs, Tau Spirit Chair, Folly Fest Chairs, Homecoming Chairs, THON chairs, Apparels Chair, Parent's Day Chairs.
- E. Any officers may appoint chairs as needed with approval of the Executive Board.

Section 3. Elections

- A. At a meeting at least two (2) weeks prior to the date set for elections, the Nominating Committee shall be assembled. Up to two (2) active members per active pledge class shall constitute the Committee. If there are more than two (2) members per active pledge class interested, the Executive Board shall draw two (2) names.
- B. The Nominating Committee shall be chaired by the Parliamentarian.
- C. The Nominating Committee shall meet two (2) weeks prior to elections at which point they must select a complete slate.
- D. The Nominating Committee shall present the slate at the meeting one (1) week prior to the election meeting.
- E. Election of officers shall be conducted at the second to last chapter meeting of the semester. Additional nominations from the floor at the election meeting shall be permitted.
- F. Only members who have been active members of the chapter for one semester shall be eligible for election to office.
- G. Officers may only serve for a maximum of two (2) semesters in holding the same position, except for Membership Vice President which may only be held for one semester.
- H. No member shall hold more than one (1) office at a time, unless there are not enough members who want to hold office.
- I. Election of officers shall be by ballot except when there is a single nominee for an office the vote may be conducted by voice.
- J. A vacancy in the office of President shall be filled by the Service Vice President. A vacancy in all other offices shall be filled by a vote of the membership.

Section 4. Qualifications

- A. To be eligible for the office of President, a candidate must have previously served on the Executive Board.
- B. To be eligible to run for any offices, a candidate must have successfully completed the previous semester as an active member. This also includes the appointed position of Parliamentarian.
- C. To be eligible to run for any offices, a candidate must not be on probation for noncompletion of service hours or nonpayment of dues.
- D. The term of an office shall be for one (1) semester.
- E. No member shall hold more than one (1) elected office at a time.
- F. No member shall be eligible to serve more than two (2) terms in the same office, except for Membership Vice President which can only be held for one (1) term.

Section 5. Duties

- A. The President shall:

- a. Preside at all meetings.
 - b. Coordinate the functions of all officers and committee chairs.
 - c. Serve as ex officio member of all committees with the exception of the nominating committee.
 - d. See that the chapter is operating in conformity to National Sorority policies and bylaws and the rules and regulations of the Pennsylvania State University.
 - e. Train successor and turn over records in a timely fashion within one week following the last meeting presided over.
 - f. Appoint the Parliamentarian and any other officer that deemed necessary.
 - g. Responsible for keeping order at all meetings by using proper procedures.
 - h. Meets periodically with the advisors to review chapter progress.
 - i. Conduct or supervise all ceremonies undertaken by the chapter for its members.
 - j. Serve as official representative of the chapter or appoint another member as needed.
 - k. Distribute mass mailing materials.
 - l. Report in writing any pledge or member that is in academic violation to the Executive Board
 - m. Maintain contact with the District Director and National Officers.
 - n. Complete and forward the National President's Report to Nationals by January 31 and June 30 of each year.
 - o. Perform any other duties deemed necessary by the Tau chapter.
- B. The Service Vice President shall:
- a. Chair the Service Committee.
 - b. Keep record of all projects generated by the chapter
 - c. Must be willing and able to take over the responsibilities of the President in the event of absences.
 - d. Present chapter projects to the pledge class and aid in the Pledge Project
 - e. Coordinate service programs, including a service calendar which is to be handed out to each member on no later than the second meeting of each semester.
 - f. Arrange that at least one (1) or more service projects a semester are Project Impact oriented.
 - g. Report in writing any member who is deficient in service hours to the Executive Board.
 - h. Complete and forward the National Service Report to Nationals by January 31 and June 30 of each year.
 - i. Holds the right to set hour limits on certain service projects if deemed necessary by a majority vote of the Executive Board.
 - j. Train successor and turn over records in a timely fashion within one week following the last meeting holding office.
- C. The Membership Vice President shall:
- a. Chair the Membership Committee.
 - b. Coordinate the Membership-in-Training (MIT) program and supervise all MIT activities.
 - c. Guide the MITs through the MIT process.
 - d. Help develop close relationships between MITs and members

- e. Reserve appropriate rooms for MIT meetings and shall order refreshments when necessary.
 - f. Distribute Membership cards and certificates.
 - g. Appoint the MVP Assistant.
 - h. Order MIT handbooks and other materials to be used by MITs.
 - i. Check the grade point average of each member by the third meeting through the advisor.
 - j. Train successor and turn over records in a timely fashion within one week following the last meeting holding office.
- D. The Recording Secretary shall:
- a. Record the minutes of executive and chapter meetings.
 - b. Record attendance of members at executive meetings, chapter meetings and office hours.
 - c. Keep a listing of all chapter members and email addresses.
 - d. Send weekly executive and chapter minutes to the District Director, Chapter Consultant, and Advisor
 - e. Report any unexcused absences to the Corresponding Secretary.
 - f. Train successor and turn over records in a timely fashion within one week following the last meeting holding office.
- E. The Corresponding Secretary shall:
- a. Initiate correspondence required by the chapter, including all letters of probation, suspension and expulsion.
 - b. Maintain records of all such correspondence.
 - c. Supervise and be responsible for all intra and inter chapter correspondence (including written and oral communication).
 - d. Maintain records of all members' unexcused absences.
 - e. Write letters to inform members of unexcused absences.
 - f. Train successor and turn over records in a timely fashion within one week following the last meeting holding office.
- F. The Treasurer shall:
- a. Be in charge of all Chapter expenditures.
 - b. Maintain accurate financial records of receipts
 - c. Prepare a yearly budget that will be prepared prior to the first chapter meeting of each semester and presented no later than the second meeting of a semester.
 - d. Chair the Budget Committee.
 - e. Keep records of all the expenses and income.
 - f. Arrange an audit of the National Treasurer's Report, which shall be done by the Advisor.
 - g. Forward National fees and assessments along with the Collegiate Membership Report to the National Treasurer by November 1.
 - h. Forward Membership Materials fees along with the Membership Materials Order Form to the National Administrative Assistant at the beginning of each MIT period.
 - i. Forward National fees and assessments along with the Pledge/Member-In-Training Report to the National Treasurer at the end of each pledge period.
 - j. Pay all chapter expenses upon proper authorization of the Chapter.

- k. Receive any and all budgets from other offices of the chapter and assist in any changes needed.
 - l. Oversee the adherence to all budgets by other offices of the chapter.
 - m. Receive an itemized list of debits.
 - n. Shall have records open for the discretion of any member of the chapter.
 - o. Complete and forward the National Treasurer's Report to Nationals by January 31 and June 30 of each year.
 - p. Train successor and turn over records in a timely fashion within one week following the last meeting holding office.
- G. The Financial Secretary
- a. Collects and deposits all monies for the chapter and issues receipts.
 - b. Keeps an accurate record of all deposits.
 - c. Forward receipts from the bank to Chapter Treasurer.
 - d. Inform all members of the deadline for dues in writing.
 - e. Inform Executive Board of any person(s) who is in violation of paying dues and/or fines.
 - f. Train successor and turn over records in a timely fashion within one week following the last meeting holding office.
- H. The Public Relations Coordinator/Historian shall:
- a. Be responsible for all publicities and public relations matters of the chapter, including composites.
 - b. Chair the Public Relations Committee.
 - c. Serve as a reporter on behalf of the chapter for the campus and Perspectives.
 - d. Responsible for all chapter publicity. This should be accomplished by working with other chapter officers.
 - e. Maintain a detailed and accurate history of the chapter, including projects, list of officers, family trees, photos, and accounts of all social activities, which is to be kept in a scrapbook that is continued yearly.
 - f. Train successor and turn over records in a timely fashion within one week following the last meeting holding office.
- I. The Alumni Liaison shall:
- a. Maintain address files for all alumni who graduated or are honorably separated.
 - b. Be responsible for coordination of alumni activities.
 - c. Be responsible for keeping alumni informed of chapter activities.
 - d. Plan the Senior Recognition ceremony at the end of each semester
 - e. Notify the National Alumni Director of graduating and honorably separating members.
 - f. Complete and forward the National Graduation/Separation to Nationals by January 31 and June 30 of each year. Names should include members that have resigned, been expelled, graduated or left the school in good standing.
 - g. Train successor and turn over records in a timely fashion within one week following the last meeting holding office.
- J. The National Liaison shall:
- a. Be responsible for the accommodation in the event a National Officer visits the chapter.
 - b. Keep open communication with any and all National Officers.

- c. Attempt to clarify any confusion in the chapter by consulting the National Organization.
 - d. Plan participation in conference and convention.
 - e. Be the chapter representative on a National level.
 - f. A permanent member to the Bylaws and Standing Rules Committee.
 - g. Train successor and turn over records in a timely fashion within one week following the last meeting holding office.
- K. The Parliamentarian shall:
 - a. Maintain and distribute copies of the chapter bylaws and standing rules to all members and new members in the pledge program.
 - b. Call the roll at all meetings of the chapter.
 - c. Be responsible for interpretation and adherence to Robert's Rules of Order at Chapter meetings.
 - d. Chair the Bylaws and Standing Rules Committee and the Nominating Committee.
 - e. Any changes made to the Bylaws or Standing Rules must be sent to the National Parliamentarian. File a copy of the chapter's current bylaws and standing rules with the National Parliamentarian by January 31 of each year.
 - f. Train successor and turn over records in a timely fashion within one week following the last meeting holding office.
- L. The Service Auditor shall:
 - a. Record the service and attendance of members at service projects.
 - b. Report any unexcused absences to the Corresponding Secretary.
 - c. Make available a record of each member's service hours at each regular business meeting.
 - d. Train successor and turn over records in a timely fashion within one week following the last meeting holding office.
- M. The MVP Assistant shall:
 - a. Assist the MVP with the coordination of the MIT process.
 - b. Help the MVP guide MITs through the MIT process.
 - c. Plan the activation of the MITs (Initiation).
 - d. Train successor and turn over records in a timely fashion within one week following the last meeting holding office.

Section 6. Vacancies in Office

- A. Any vacancy in office shall be filled by election to complete the remainder of the term in office with the exception of the President, which is to be filled by the Service Vice President.
- B. This election shall be held at the next regular meeting following the vacancy.
- C. If the President is unable to complete their term, the Service Vice President will assume their duties and an election will be held for the Service Vice President vacancy.
- D. All qualifications of the officers as outlined in Article IV, Section 4 of the Standing rules shall be followed in any election.

Section 7. Removal from Office

Any officer who fails to fulfill their duties as outlined in Article IV, Section 5, may be removed from office pending a majority vote of the Tau chapter.

Section 8. Resignation from Office

- A. Any member wishing to resign must submit a letter of resignation to the Corresponding Secretary and presented to the Executive Board.
- B. Resignation from an office will hold the same procedure as in Article V, Section 6.

Article VI Meetings

Section 1. Chapter General Meetings

- A. Regular business meetings of this chapter shall be held every Sunday at 7pm of the scheduled semester. Each member is expected to attend these regular meetings.
- B. A majority of the active members of this chapter shall constitute a quorum.
- C. Special meetings may be called by the President of the Executive Board and be called upon by a verbal or written request by a third of the Executive Board. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least seven (7) days notice shall be given.
- D. Meetings should always be conducted in a professional manner. For this reason, rude behavior and swearing will not be permitted. If this happens, a member will be asked to leave the room for the rest of the meeting, which will be counted as an unexcused absence.

Section 2. Excused and Unexcused Absences

- A. If a member plans to miss a meeting/mandatory event, a letter must be turned into the appropriate officer or chair by the deadline which the officer or chair has set. If an emergency arises and a member cannot make it to the meeting/mandatory event or is unable to email an excuse, a phone call must be made to the appropriate officer or chair prior to the event and a letter must be turned in within 24 hours of the missed event. The chair or officer will then forward all unexcused absences to the corresponding secretary. Acceptable excuses for missed events include:
 - a. Functions that pertain to members' major or career.
 - b. Exams or review sessions
 - c. Trips home
 - i. This excuse may not be used more than twice in a semester. A member must petition the Executive Board if the need to go home exceeds these two (2) times.
 - d. Illness
 - e. Death in the family or a loved one
 - f. Emergency situations or other events approved by the Executive Board.
- B. An active member is allowed to have two (2) unexcused absences before being placed on probation. A third unexcused absence will result in probationary status. A fourth unexcused absence will bring the member up for expulsion. The Executive Board may consider extenuating circumstances that would require further unexcused absences.
- C. If an active member or MIT misses a Chapter meeting, whether the absence is excused or unexcused, the member must sign the minutes of the missed meeting. The minutes will be provided for signing by the Recording Secretary.

Section 3. Office Hours

- A. Officers are encouraged to hold at least one (1) posted office hour per week in the sorority office during the hours of 8am to 5pm Monday through Friday.
- B. It is encouraged that all active members and MITs spend at least one (1) fifty-minute period per week in the sorority office during the hours of 8am to 5pm Monday through Friday.

Section 4. Mandatory Events

Missing a mandatory event will be counted as an unexcused absence. Excuses for missing a mandatory event shall be sent to the officer or chair responsible for that event. The following events are mandatory for all active members:

- A. Rush
- B. Ribboning In
- C. Initiation
- D. National Visits
- E. Folly Fest
- F. THON
- G. Senior Recognition
- H. Any other event that the chapter deems necessary.

Section 5. Executive Board

- A. The Executive Board shall consist of all the elected officers, as well as the Parliamentarian, which is a nonvoting member.
- B. The voting members of the Executive Board shall consist of the President, Service Vice President, Membership Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Financial Secretary, Public Relations Coordinator, Alumni Liaison and National Representative.
- C. All other appointed officers and chairs are expected to attend Executive Board meetings when their position requires it.
- D. Executive Board meetings may be attended by any active or inactive member unless a confidential issue is being discussed.
- E. Unless otherwise ordered by the Executive Board, regular meetings of the Executive Board shall be held every Sunday of the scheduled semester at 6pm.

Article VII. Finances

Section 1. Dues

- A. National Dues\Travel Pool
 - a. Chapter members, active and inactive, are required to pay annual National Dues of \$45 and Travel Pool of \$15.
 - b. The deadline for submitting national dues\travel pool to the chapter Treasurer is the second chapter meeting of October.

- c. The chapter Treasurer is responsible for submitting dues by November 1 of each year to avoid late fees. An extension can be requested from the National Treasurer.
- B. Chapter Dues
 - a. Active members are required to pay annual chapter dues of \$80, or \$40 per semester.
 - b. Inactive members are not required to pay chapter dues the semester that they are inactive.
 - c. Chapter dues are due each year to the treasurer by the second chapter meeting of October during the Fall semester and by the last chapter meeting of February during the Spring semester.
 - d. The Treasurer shall notify the Executive Board when a member is seven (7) days in arrears and will place that member on probation. If the members' chapter dues are not paid by the end of the semester, that member may be expelled from membership in this chapter. Members will be removed from probationary status upon payment of dues.
 - e. If a member is unable to pay dues by the specified deadline, they must make alternative arrangements to pay with the chapter Treasurer.
- C. MITs have seven (7) days after activation to pay all dues. Even if a member is activated in the Spring semester, they will be responsible for National dues that were payable from the previous November 1. If an MIT fails to pay dues by the end of the semester, they will be placed on probation for the following semester until this requirement is met.
- D. Any money paid is non-refundable.
- E. During the MIT period, \$20.00 will be added to dues in order to pay for MIT supplies.
- F. All dues must be paid before a member is allowed to attain inactive status.

Section 2. Expenditures

- A. All sorority expenditures shall be approved by the Treasurer.
- B. Receipts must be turned in for any request for reimbursement.
- C. For any chapter monies spent, all receipts must be turned in no later than seven (7) days after the event.

Section 3. Budget

- A. A yearly budget will be prepared by the Treasurer prior to the first chapter meeting of the semester. The budget will be presented no later than the second chapter meeting of the semester.
- B. Chapter expenditures will at no time exceed income. If an officer or chair expects to exceed their budget, they must petition the Executive Board for the requested funds prior to exhausting their allotted budget. If the officer or chair exceeds their budget without petitioning the Executive Board for a greater allotment for funds, they may not be reimbursed of the extra amount.

Section 4.

All members and MITs will sign a yearly financial contract agreeing to pay for all activities and apparels which they sign up for. If a member fails to pay by the date specified by the appropriate

chair or officer the member will be placed on financial probation. All apparels not paid for will be auctioned off at the end of the semester.

Section 5.

The Treasurer's National Report shall be audited each semester by the Chapter Advisor.

Article VIII.

Service Hours Policy

- A. Service hours are NOT awarded for:
 - a. Attendance at chapter (membership) meetings and executive meetings.
 - b. Attendance at inter-chapter functions other than time spent doing a service project.
 - c. Attendance at social events.
 - d. Performance of duties as an elected officer.
 - e. Fulfilling responsibilities as an officer to the national organization (i.e. filing reports, answering letters, etc.).
 - f. Fulfilling requirements for courses, field-work, work cooperatives, and career responsibilities.
 - g. Fundraising events that financially benefit the chapter but are not used for service projects.
 - h. Travel time to and from projects.
- B. Service hours ARE awarded for:
 - a. Active participation in any chapter service project which benefits the campus, community, or nation.
 - b. Committee and preparatory work directly related to a service project which benefits the campus, community, or nation.
 - c. Committee and preparatory work for an inter-chapter service function.
 - d. Active participation in inter-chapter service projects including service projects performed at Conferences.
 - e. Preparatory and/or extra work involved in a chapter social event if the proceeds from this event benefit a charitable cause, scholarship fund, or a chapter service project.
- C. A minimum of one hour of service a semester must be completed toward Project Impact.
- D. If a member or member in training misses a service event without finding a replacement or notifying the SVP, then that member will receive an unexcused absence.

Article IX.

Ceremonies

The President keeps all the chapter ceremony materials of the following:

- A. Ribboning In
- B. Founder's Day
- C. Installation of Officers
- D. Initiation

Article X.

Probation and Loss of Membership

Section 1. Service

If a member is unable to complete the semester's required service hours, they will be written a letter by the Executive Board by the last meeting of the semester, informing them of their probationary status for the upcoming semester. They will remain on probation until that semester's required service hours are completed. If they fail to complete the following semester's required service hours, the member will be up for expulsion.

Section 2. Meetings

- A. A member shall receive one unexcused absence upon failing to attend a chapter meeting or mandatory event without an appropriate excuse as outlined in Article V Section 2.
- B. Upon a member receiving their third unexcused absence, the member will be placed on probation for the remainder of the semester. The member will not be allowed to have any more unexcused absences, or they will be up for expulsion.

Section 3. Finances

- A. If a member has not paid their dues within seven (7) days after the deadline, they will be placed on probation. If a member fails to pay their dues by the end of the semester, they will be up for expulsion from the chapter.
- B. If a member has not fulfilled his or her monetary obligations by the date specified by the appropriate chair or officer, the member will be placed on probation. Probationary status will be removed upon full payment.

Section 4. Probation and Expulsion

- A. Probation; A member on probation is not allowed to attend any social events or purchase any apparels, but is still required to complete all active member requirements.
 - a. Meetings and Mandatory Events- If a member receives three (3) unexcused absences, they will be placed on probation. Four (4) unexcused absences will bring a member up for expulsion from the chapter.
 - b. A letter will be sent by the Corresponding Secretary to inform the member of these statuses. If after written notification, the member continues to accumulate unexcused absences, they have seven (7) days to appeal their status. The Chapter will vote on whether the member will be expelled.
 - c. Academics- If a member fails to achieve a grade point average of 2.0 (cumulative) or better, they will be placed on probation. If the member fails to raise their cumulative GPA by the end of the following semester, they will be up for expulsion from the chapter.
- B. Expulsion
 - a. Service- If a member fails to complete their required service hours for two consecutive semesters, they will be up for expulsion from the chapter.
 - b. Hazing- See section Article XII, Section 4.

- c. Dues- If a member fails to pay their dues by the final meeting of the semester, they will be up for expulsion from the chapter, unless other arrangements have been made with the Treasurer.

Article XI.

Expulsion of Active Membership

Section 1. Removal from the Roll

- A. A member will be removed from the roll of the chapter after probation for any of the following reasons:
 - a. Nonpayment of dues
 - b. Excessive unexcused absences
 - c. Non-completion of service hours
 - d. Hazing or violation of policy
- B. Removal from the roll results in the loss of all member privileges including attending chapter meetings and events, and wearing chapter letters.

Section 2. Notification to Expelled Member

The Corresponding Secretary will notify the expelled member in writing within one (1) week of the action. The entire membership will be notified by the President at the meeting following the receipt of the letter by the expelled member. The Corresponding Secretary must keep a copy and give one to the President.

Section 3. Notification to Nationals

The Corresponding Secretary will notify the National Membership Director and the District Director within thirty (30) days of the expulsion and the Alumni Liaison will send in the name of the expelled member on the National Graduation/Separation Report at the end of each semester.

Article XII.

Member-in-Training Policy

Section 1. Purpose of the MIT Period

- A. It shall teach MITs how to serve as members of the sorority.
- B. It shall teach MITs the history, ideals, and purpose of the national sorority and local chapter.
- C. It shall help MITs become acquainted with campus members and officials.

Section 2. Rush Process

- A. The Rush process will be coordinated by two (2) appointed Rush Chairs and overseen by the MVP. The Rush process is the responsibility of the Membership Committee.
- B. Rush is scheduled within the first four (4) weeks of the semester.
- C. Rush will include four (4) informational meetings that introduce prospective members to the sorority.
 - a. Prospective members must attend the final night of Rush. If they are unable to attend, they must notify the Rush Chairs.

- D. Rush is considered a mandatory event. Active members are required to attend at least two (2) Rush nights. Active members must provide acceptable excuses if unable to attend.

Section 3. MIT Process

- A. An MIT must be enrolled as a full-time student (12 hours) at Penn State University at the time of pledging. They must also have a cumulative GPA of 2.0.
- B. An MIT must serve a minimum of fifteen (15) service hours during the MIT period, which shall be at a time designated by the Membership Vice-President and within the guidelines established by the National Bylaws and Penn State University. An MIT must pay the following MIT fees:
 - a. Membership Materials Fee - \$20
 - b. National Membership Dues/Fees and Travel Pool - \$60
 - c. Chapter Dues - \$40
- C. Chapter dues and national dues are due within seven (7) days after activation.
- D. The MIT period will be no less than three (3) weeks and no more than ten (10) weeks in length from the time of Installation.
- E. The schedule of activities during the pledge period is:
 - a. Ribboning In (Installation)
 - b. Activities under the direction of the Membership Vice President
 - c. Initiation (Activation)
- F. The expectations for MITs are:
 - a. Attendance at all chapter and MIT meetings
 - b. Attendance at mandatory events including but not limited to:
 - i. Ribboning In
 - ii. Initiation
 - iii. Senior Recognition
 - iv. Folly Fest
 - v. National Visits
 - vi. THON
 - vii. Any other events the sorority deems necessary
 - c. An active effort to communicate with each active member.
 - d. Continuing the tradition of member socials, interview books, signatures and the designing of paddles.
 - e. Completion of an MIT service project.
 - f. Completion of an MIT fundraiser.
- G. All MITs must read and sign the Pennsylvania State University hazing policy at the beginning of the MIT period of activation.
- H. The MIT class will elect the following class officers: President, Vice President, Treasurer, Secretary and PR Historian.
- I. MITs shall have no voting privileges in chapter affairs.
- J. MITs are not permitted to wear the Greek letters $\Gamma\Sigma\Sigma$ until the time of activation.
- K. Active members should guide MITs through their MIT period.
- L. Attendance by active members to the MIT meetings is at the discretion of the Membership Vice President.
- M. An MIT must fulfill all the requirements set forth in the MIT policy.

Section 4. Hazing

- A. There shall be no hazing or informal initiation of MITs. Violation should be reported immediately to the Membership Vice-President or President.
- B. Violations shall be considered by the Executive Board. If a member is found guilty by the Board, the member will be automatically expelled from the chapter. If the member is expelled, they have fourteen (14) days to appeal the Executive Board's decision
- C. Any physical or psychological harassment or abusive treatment shall be considered hazing, as well as those items outlined in the National Hazing Policy and the Penn State University hazing policy.

Section 5. Activation of MITs

Members shall be accepted by the chapter solely on the basis of their commitment to service upon completion of the membership requirements prescribed by the National Bylaws, Article I, Section 2.

Article XIII. Fundraisers

Section 1. Folly Fest

- A. A fundraiser in the form of a benefit concert for the Make-A-Wish Foundation will be held each fall.
- B. The fundraiser will be the responsibility of the Service Committee under the leadership of the Folly Fest Chairs.
- C. Active members and MITs are expected to spend four (4) hours fundraising for the event, either through canning or through the selling of tickets.
- D. Folly Fest is a mandatory event. Active members and MITs are required to provide acceptable excuses if unable to attend.
- E. All Folly Fest fundraising money should be turned in to the Financial Secretary.

Section 2. THON

- A. Members of the sorority will participate each year in the Penn State Dance Marathon.
- B. THON will be the responsibility of the Service Committee under the leadership of the THON chairs
- C. Active members are expected to spend ten (10) hours fundraising for THON, through canning, pledge booking and letter writing.
 - a. Sending ten (10) fundraising letters will count for one (1) hour of THON fundraising.
- D. Active members and MITs are encouraged to attend three (3) approved canning or pledgebooking trips.
- E. THON is a mandatory event. Active members and MITs are required to provide acceptable excuses if unable to attend.
- F. All THON fundraising money should be turned in to the Financial Secretary.
- G. The THON chairs will be responsible for deciding how the THON dancers are selected.

Section 3. Other Fundraisers

- A. All other fundraising projects undertaken by members of the sorority shall be voted on by a majority vote. These projects shall be considered mandatory events. Active members and MITs are required to provide acceptable excuses if unable to attend.
- B. All other fundraising money shall be turned in to the Financial Secretary.

Article XIV. Social

Section 1.

The following social events will be held annually:

- A. One formal
- B. Homecoming Events
- C. Any other social functions

Section 2.

There will be a sign up sheet for member participation for each activity. Any member who signs up to attend a social function which requires payment will be required to pay regardless of actual attendance. Failure of payment will result in financial probation.

Section 3.

ALL social events are OPTIONAL

Section 4.

If there are any other social functions that were not included in the chapter budget, the social chair may request chapter assistance for social expenses. A two-thirds (2/3) vote of acceptance is needed by the present members at the meeting.

Section 5.

The social chairs and committee, overseen by the MVP, are responsible for planning and implementing these social activities.

Article XV. Committees

Section 1.

The president serves as an ex officio member of all committees except the Nominating Committee.

Section 2. Committees

- A. The Service Committee shall:
 - a. Be chaired by the Service Vice President, who will delegate the responsibilities of coordinating major chapter service projects to members of the committee.
 - i. Major service projects include but are not limited to Blood Drives, MLK Day and Relay for Life.

- b. Assist in the development of a service project calendar that will be handed out by the second chapter meeting of each semester and updated regularly.
 - c. Plan the service projects for the semester.
 - d. Ensure that there are enough projects made available to members so that each member may be able to complete their service hour requirement.
 - e. Be held responsible for Folly Fest and THON under the leadership of two (2) appointed Folly Fest Chairs and two (2) appointed THON Chairs.
- B. The Membership Committee shall:
 - a. Be chaired by the Membership Vice President.
 - b. Promote chapter spirit and bonding through planning activities or events both in and out of chapter meetings under the leadership of one (1) appointed Tau Spirit Chair.
 - c. Be held responsible for social events, Homecoming and Rush under the leadership of two (2) appointed Rush Chairs, two (2) appointed Social Chairs and two (2) appointed Homecoming Chairs.
- C. The Bylaws and Standing Rules Committee shall:
 - a. Be chaired by the Parliamentarian.
 - b. Be responsible for monitoring the chapter's adherence to National and Chapter bylaws and standing rules.
 - c. Interpret proposed amendments to the chapter bylaws and standing rules for correctness and accordance with National Organization guidelines.
- D. The Nominating Committee shall:
 - a. Be chaired by the Parliamentarian
 - b. Nominate a candidate for each office to be filled in the upcoming election.
 - c. Meet at least two (2) weeks prior to the upcoming election.
 - d. Present the nominated slate at the chapter meeting one (1) week prior to the election.
- E. The Public Relations Committee shall:
 - a. Be chaired by the PR Historian.
 - b. Handle the public relations matters of the chapter.
 - c. Be responsible for apparels and Parent's Day under the leadership of one (1) appointed Apparels Chair and two (2) appointed Parent's Day Chairs.

Article XVI.

Miscellaneous

If a member shows up to any chapter event under the influence of drugs or alcohol, that member will be asked to leave immediately by the organizer of the event. Events include but are not limited to a sponsored event held by Gamma Sigma Sigma, an event in which letters would be worn, or university sponsored event. If the member is asked to leave a meeting or service event, it will be counted as an unexcused absence.

Article XVII.

Amendment of Standing Rules

- A. These standing rules shall be ratified and become effective upon approval of the members, of the Pennsylvania State University administration and the National Parliamentarian.
- B. These standing rules may be amended at any regular meeting by a two-thirds vote.
- C. Amendments to the standing rules must not be in conflict with the Chapter or National bylaws or Penn State University rules and regulations governing student originations.
- D. Any amendment to these standing rules shall be automatically recorded herein.

As adopted on November 22, 2009 by Tau Chapter

Signature Kimberly A. Attardo **Date** November 22, 2009
President