

Lambda Eta Chapter

Bylaws

Chi Eta Phi Sorority, Incorporated



Organized
October 11, 1986

Adopted
1986

Amended
October 2015

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PREAMBLE

Whereas, Chi Eta Phi Sorority, Incorporated, founded, on October 16, 1932 at Washington, D. C., has granted unto Lambda Eta, Dallas-Fort Worth, Texas, a chapter on October 11, 1986 by virtue of which power is given to prescribe bylaws, rules, regulations, and details which are necessary to carry out the affairs of the chapter, therefore be it resolved, that Lambda Eta will carry out the objectives and conform to the regulations and principles of the sorority as stated in the National Bylaws.

LAMBDA ETA CHAPTER

BYLAWS

ARTICLE I NAME

- Section 1. The name of this chapter shall be Lambda Eta Chapter, Chi Eta Phi Sorority, Incorporated.
- Section 2. The name Chi Eta Phi Sorority may not be used by anyone without the expressed written consent of the Board of Directors of Chi Eta Phi Sorority, Incorporated.
- Section 3. The insignia/logo or written name may not be used for profit without the expressed written consent of the Board of Directors of Chi Eta Phi Sorority, Incorporated.

ARTICLE II OBJECTIVES

- Section 1. The purpose of this chapter is furtherance of the objectives of Chi Eta Phi Sorority, Incorporated which are to:
- a. Encourage the pursuit of continuing education among members of the nursing profession.
 - b. Have a continuous recruitment program for nursing and the health profession.
 - c. Stimulate a close and friendly relationship among the members.
 - d. Develop working relationships with other professional groups for the improvement and delivery of health care services.
 - e. Constantly identify a corps of nursing leaders within the membership who will function as agents of social change on the national, regional and local levels.

ARTICLE III MEMBERSHIP

- Section 1. Membership shall consist of registered professional nurses. Membership in the Chapter shall be classified as Active, Honorary, Life and Charter.
- Section 2. **Active Member**: An active member is one who meets all financial requirements for the current year at the Chapter, Regional and National levels, and is a Registered Nurse who has met the Membership Selection Intake Committee's criteria.
- Section 3. **Honorary Member**: A member selected for outstanding contributions to nursing as outlined by National. An Honorary Member shall be exempt from all financial obligations and shall have voice without vote.

- Section 4. **Life Member**: An active member who meets the criteria outlined by National's Office.
- Section 5. **Charter Member**: A charter member is a founding member of the Chapter.
- Section 6. **Candidates/New Members**: Candidates for new membership who have successfully completed all requirements of the Sorority shall be accepted upon receiving a two-thirds (2/3) vote of the chapter.
- Section 7. **Transfer Members**: Any members that change chapter affiliation. The National Secretary shall validate eligibility for transfer. Transfer forms may be secured either from the present chapter of record or the National Secretary or Headquarters.
- Section 8. Membership shall be unrestricted by consideration of age, race, creed, color, sex, nationality or religion

ARTICLE IV DUES AND FEES

- Section 1. The fiscal year for the chapter shall be June 1st through May 31st of the following year.
- Section 2. The annual per capita tax (national dues), as stipulated by the Boule' shall be paid prior to May 1st of each year.
- Section 3. All National per capita tax (national dues) must be paid through the local chapter.
- Section 4. Each member shall submit annual chapter dues and assessments as stipulated by the Chapter, with all financial obligations to be completed at the April meeting each year.
- Section 5. Each member shall pay the National Office the cost of items as outlined in the current National Operations Manual-Membership Selection Intake, Orientation & Evaluation, Section V for newly inducted members and the National per capita tax.
- Section 6. Life members are exempt from paying National per capital tax, but shall pay local and regional dues/fees.
- Section 7. Any member dues received after May 1st shall be assessed a late fee as stipulated by National Operations Manual-Membership Selection Intake, Orientation & Evaluation, Section V.
- Section 8. Betas transferring to the graduate chapters shall pay one half (1/2) of the National taxes for the first year.
- Section 9. Reinstatement of membership shall occur when all outstanding obligations, as established by the Chapter, have been satisfied.
- Section 10. **Budget**
 a. Anticipated chapter expenditures shall be included in a budget.

- b. Officers and Committee Chairmen must submit annual financial reports and receipts to the Tamiochus. Any unused portions of annual budget must be returned to the Tamiochus with the annual reports.
- c. Expenditures not included in the budget must have prior approval from the Budget and Finance Committee.

ARTICLE V OFFICERS AND THEIR ELECTION

- Section 1. The elected officers of this chapter shall be a Basileus, Anti-Basileus, Grammateus, Epistoleus, Tamias, Tamiochus, Dean of Membership, Beta Sponsor, and Historian.
- Section 2. Appointed officers shall be the Chaplain, Philacter, Parliamentarian, Hodogos, Sergeant-at-Arms and Assistant Secretary. The Basileus shall appointed officers, with approval by the Board of Directors.
- Section 3. Officers shall be elected/appointed and installed in May. Election shall be by ballot or voice. A majority vote of those present and voting shall elect. Officers shall assume their duties at the end of the May meeting.
- Section 4. Officers elected in an even year shall be Anti-Basileus, Grammateus, Tamias, and Historian. The appointed officers shall be the Chaplain, Philacter and Sargeant-at-Arms.
- Section 5. Officers elected in the odd year shall be the Basileus, Epistoleus, Tamiochus, Dean of Membership, Beta Sponsor and the Nominating Committee. The appointed officers shall be the Assistant Secretary, Hodogos and the Parliamentarian.
- Section 6. To be eligible for an elected office, the nominee must:
- a. Be an active member for one year immediately preceding nomination.
 - b. Have participated actively in programs and projects of Lambda Eta Chapter.
 - c. Have basic computer skills, and have a computer or have access to a computer/email.
 - d. Demonstrate effective communication and interpersonal skills.
 - e. Possess or have held positions, but not limited to, management/leadership, financial management. Secretarial management, mentoring, teaching, and/or experience in historical/chronological archiving.
 - f. Have attended at least one Regional meeting preceding nomination, and or attended at least one Boule or Leadership Summit and three (3) Regional meetings within a six year period preceding election.
- Section 7. An officer's terms shall be two (2) years or until a successor has been appointed or elected. Officers shall be eligible to succeed themselves, once in any given office.

- Section 8. The Tamias and Historian shall be eligible for no more than three (3) consecutive terms.
- Section 9. The Basileus shall appoint to fill a vacancy in an office with the approval of the Board of Directors. When an officer has served more than half of a term, it shall be considered a full-term.
- Section 10. All officers shall submit a financial and activity report of office at each chapter meeting, on an annual basis, at the meeting of the Board of Directors (if applicable), or as requested by the Basileus.
- Section 11. Any officer who fails to attend 75% (7 of 9) scheduled chapter meetings shall be subject to removal from office by the Basileus with the approval of the Board of Directors.

ARTICLE VI DUTIES OF OFFICERS

- Section 1. The Basileus shall:
- a. Preside over all meetings of the Lambda Eta Chapter.
 - b. Ensure that all the rules of the chapter and Chi Eta Phi Sorority, Incorporated are enforced.
 - c. Supervise the performance of all officers and committee chairs.
 - d. Appoint all committee members and designate a chairman, with the exception of the Nominating Committee.
 - e. Be an ex-officio member of all committees except the Nominating Committee.
 - f. Sign or countersign all checks, certificates, contracts and other documents for the chapter upon the approval of the members.
 - g. Submit an annual report of all chapter activities for the Regional and National meetings as required.
 - h. Be responsible for chapter properties.
 - i. Notify the Regional Director/Chaplain and National Chaplain/Headquarters of the demise of chapter members.
 - j. Provide orientation for the incoming Basileus.
 - k. Be bonded during the tenure of office.
 - l. Install or designate person to install all newly elected officers.
 - m. Receive an annual report from all officers and committee chairs.
- Section 2. The Anti-Basileus shall:
- a. Assume the duties of the Basileus when the Basileus is unable to serve.
 - b. Assist the Basileus in the promotion of all activities for the best interest of the Sorority.
 - c. Serve as the Chair of the Program and Projects Committee. Plan and coordinate all programs and projects on behalf of the chapter.
 - d. Forward chapter program and project outcomes as required to the Regional and National officers. (Refer to the National Operations Manual, Section VI.)
 - e. Submit an annual report of the activities of this office along with a financial report.
 - f. Other duties as assigned by the Basileus.

- Section 3. The Grammateus shall:
- a. Keep a record of proceedings of the Chapter and the Board of Directors and Executive Committee meetings.
 - b. Transcribe minutes taken and send copy to the Basileus seven (7) days after meeting.
 - c. Maintain an accurate record of all active and inactive members of the Chapter.
 - d. Notify the members of the meeting date, time, and place at least 1 (one) week prior to the meeting.
 - e. Submit a report of the activities of this office along with a financial report.
 - f. Be one of the 3 co-signers of chapter checks and must be bonded.
 - g. Other duties as assigned by the Basileus.

- Section 4. The Epistoleus shall:
- a. Carry out all correspondence connected with the business of the Chapter, as directed by the Basileus, and keep a file of the same.
 - b. Affix the Chapter seal on all official documents of the Chapter as required.
 - c. Assist the Basileus in the preparation and submission of the annual Regional and National reports prior to the deadlines.
 - d. Submit a statement of membership to Regional Grammateus/Epistoleus and National Secretary before the designated deadline.
 - e. Maintain a current roster of Chapter membership by name, address and telephone number, email address, intake date and submit a copy to National and Regional offices as required annually.
 - f. Assume the Grammateus duties when the Grammateus is absent or unable to serve.
 - g. Assist the Grammateus with meeting proceedings as well as edit minutes for final distribution to chapter members
 - h. Other duties as assigned by the Basileus.

- Section 5. The Tamias shall:
- a. Receive all funds from the Tamiochus and deposit in the bank designated by the chapter and in the name of the chapter.
 - b. Pay chapter bills upon receipt of an approved voucher signed by the Basileus and the Tamiochus.
 - c. Keep accurate records of all receipts and disbursements which shall be open to inspection at all times.
 - d. Sign and issue checks drawn against the chapter account, assure that all checks are co-signed by one of the other co-signers.
 - e. Disburse all monies by check.
 - f. Monitor and ensure that the amount spent does not exceed the budget.
 - g. Forward dues to National and Regional offices before the designated deadline.
 - h. Prepare and submit a financial statement at each chapter and board of directors meeting.
 - i. Relinquish all records, books and statements to the auditor for audit and following the election of a new Tamias prior to the September meeting.
 - j. Serve as chair of the Budget and Finance Committee, and responsible for submitting the necessary budgets for approval by the October meeting.

- k. Be bonded during tenure of office.
- l. Assist Tamiochus when necessary.
- m. Other duties as assigned by the Basileus.

Section 6 The Tamiochus shall:

- a. Receive all funds in the name of the chapter and issue receipts according to established procedures.
- b. Submit all funds received to the Tamias upon receipt after proper documentation.
- c. Adhere to established procedures for preparation of drafts for withdrawal of chapter funds.
- d. Submit vouchers and appropriate receipts to the Tamias for all expenses related to the duties of the office, which shall be paid by the chapter.
- e. Submit a report detailing all activities to the Board of Directors meetings.
- f. Keep accurate records of all monies received and forward to the Tamias.
- g. Notify members when annual assessments/dues are due prior to the designated deadline
- h. Serve as a member of the Budget & Finance Committee and must be bonded during tenure of office.
- i. Perform other duties as assigned by the Basileus.

Section 7. The Dean of Membership shall:

- a. Plan Introductory/Informational activities and membership activities for prospective candidates.
- b. Inform all candidates of meetings and requirements.
- c. Send applications to prospective candidates
- d. Provide instructional classes as outlined in the current National Operations Manual.
- e. Receive the report of the Membership Selection Intake Committee and forward summary to the National Dean of Membership.
- f. Other duties as assigned by the Basileus.

Section 8. The Beta Sponsor shall:

- a. Serve as liaison between the graduate and undergraduate chapter in the execution of duties as outlined in the current National Operations Manual.
- b. Keep abreast of school and campus rules and regulations regarding Greek Letter organizations and advise Beta chapter accordingly.
- c. Serve as official advisor to the Beta chapter and assume responsibility for assuring Beta Chapter's conformance National policies and programs of the organization as applicable to Beta chapters.
- d. Be present at all meetings of the Beta chapter.
- e. Give monthly reports of Beta activities to graduate chapters.
- f. Be directly responsible to the National Dean of Sponsors and keep communications open.

- g. Encourage and assist Betas with transfer into the graduate chapter.
- h. Other duties as assigned by the Basileus.

Section 9. The Historian shall:

- a. Serve as chair of the Archive Committee.
- b. Compile and keep a current historical record in chronological order.
- c. Submit requested reports/historical records to the Regional and National Historians.
- d. Other duties as assigned by the Basileus.

Section 10. The Chaplain shall:

- a. Open all meetings with the Mary Stewart Prayer and close with the Mizpah.
- b. Coordinate religious ceremonies of the Chapter, and submit a report of the activities of this office along with a financial report.
- c. Responsible for coordinating and arranging Founders Day and Church activities for the chapter.
- d. Other duties as assigned by the Basileus.

Section 11. The Philacter shall:

- a. Guard the entrance and receive the password from members arriving after the call to order.
- b. Other duties as assigned by the Basileus.

Section 12. The Hodogos shall:

- a. Be aware of the current membership status of attendees
- b. Assist the Basileus to poll the house at each meeting for voting purposes on all issues.
- c. Other duties as assigned by the Basileus.

Section 13. The Sergeant-at-Arms shall:

- a. Preserve order at all chapter meetings.
- b. Other duties as assigned by the Basileus.

Section 14. The Parliamentarian shall:

- a. Advise the Basileus and members on parliamentary procedures, rules and regulations of the chapter in accordance with Roberts Rules of Order.
- b. Shall hold the standing rules and bylaws and ensure they are adhered to at all meetings.
- c. Refrain from voting on motions.
- d. Other duties as assigned by the Basileus.

Section 15. The Assistant Secretary Shall:

- a. Assume the duties of the Grammateus when the Grammateus is not in attendance at the meetings or unable to serve.
- b. Assist the Grammateus with meeting proceedings as well as edit minutes for final distribution to publication committee or members as needed.

c. Other duties as assigned by the Basileus.

Section 16. All officers shall:

Report annually and turn over all books, records, documents and files at the close of their term of office to their successor within 30 days.

ARTICLE VII MEETINGS

Section 1. Meetings shall be held the first Thursday of each month at a time approved by the membership, unless otherwise designated. Regular meetings shall not be held during the months of July, August and December.

Section 2. Special meetings may be called by the Basileus, the Board of Directors, or by a written request of five (5) members. The purpose of the meeting shall be stated in the call. Except in cases of an emergency, at least a three (3) day notice shall be given.

Section 3. The annual chapter meeting shall be the regular meeting in May and shall be for the purpose of electing officers, and for other chapter business.

Section 4. 1/3 of the active members shall constitute a quorum, provided three (3) elected officers are present.

Section 5. During the meeting, subjects of debate shall be limited to five (5) minutes unless approved by two-thirds vote.

Section 6. Notification to members of special call meetings, meeting cancellations or other special occasions shall be initiated by the Basileus.

ARTICLE VIII BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of all elected officers (Basileus, Anti-Basileus, Grammateus, Epistoleus, Tamias, Tamiochus, Dean of Membership, Beta Sponsor and the Immediate Past Basileus).

Section 2. The Board of Directors shall meet a minimum of twice a year or at the call of the Basileus. Appointed officers and committee chairmen shall attend the Board of Directors meeting (s) at the discretion of the Basileus.

Section 3. Others may be invited at the discretion of the Basileus.

Section 4. A quorum shall be established when the majority of the Board of Directors are present, including the Basileus or Anti-Basileus.

- Section 5. The Board of Directors shall receive and disseminate information to and from the members, Region, National Office and other entities; it shall make recommendation to the members.
- Section 6. The Board of Directors shall administer the business of the chapter and deliberate on all policies and procedures. The Board of Directors shall review and update chapter goals and objectives for the year.
- Section 7. The Board of Directors shall ensure that the chapter submits their bylaws to the Chairman of the National Bylaws committee for approval every two years as required by National or whenever changes are made. (Refer to the National Bylaws Article XI-Chapters, Section 4.)
- Section 8. The Board of Directors may have special meetings by way of telephone conference and/or electronically.

ARTICLE IX EXECUTIVE COMMITTEE

- Section 1. The Executive Committee shall consist of the following officers, Basileus, Anti-Basileus, Grammateus, Tamias plus the Immediate Active Past Basileus.
- Section 2. Meetings shall be held at the discretion of the Basileus.
- Section 3. A quorum for the Executive Committee shall be a majority of the Executive members, including the Basileus or the Anti-Basileus.
- Section 4. The Executive Committee shall have general supervision of affairs of the Chapter between business meetings. The Executive Committee shall not set policy. The Executive Committee reports matters, issues and concerns back to the Board of Directors.
- Section 5. The executive Committee may have special meetings by way of telephone conference and/or electronically.

ARTICLE X COMMITTEES and THEIR FUNCTIONS

- Section 1. The Standing Committees of this Chapter shall be: (Committees bolded are not active in this chapter.)
- a. Archives (History)
 - b. Auditing
 - c. Awards
 - d. Booster Liaison
 - e. Budget & Finance
 - f. Bylaws

- g. **Education (FYI: The Education committee can be combined with the Programs & Project Committee if desired.)**
- h. Fundraising
- i. **Grant Writing (Optional)**
- j. Health Advocacy & Social Policy
- k. Hospitality
- l. **Investment (Optional)**
- m. Jurisprudence
- n. Membership Selection Intake
- o. Nominating
- p. Programs & Projects (Education)
- q. Protocol
- r. Publications
- s. Public Relations
- t. Scholarship
- u. Website

Section 2. The Basileus will appoint committee members, chair persons and other committees as needed with the approval of the Board of Directors and the chapter members. (Examples: Community Service, Courtesy/Hospitality and Memorial Service Committee.) (Note: List any additional committees alphabetically if established in the chapter.)

SECTION 3. Archives Committee shall:

- a. Consist of the Historian and five (5) other members.
- b. Be responsible for working with the Historian to develop guidelines for evaluating and classifying chapter materials as historically valuable.

SECTION 4. Auditing Committee shall:

- a. Consist of no less than three (3) members appointed by the Basileus.
- b. Review all financial statements received from Tamiochus, sign as to the correctness thereof and report same to the body. Audits done twice per fiscal year.
- c. Give written report of financial review to the membership at the next scheduled meeting.
- d. Arrange for an audit by a Certified Public Accountant after electing a new Tamias (before new Tamias gets the finance books).

SECTION 5. Awards Committee shall:

- a. Consist of seven (7) members.
- b. Receive, review and evaluate appropriate data for biennial National awards according to established guidelines.
- c. Receive, review and evaluate appropriate data for annual Regional awards according to established guidelines.
- d. Receive, review and evaluate appropriate data for annual Chapter awards according to established guidelines.

SECTION 6. Budget and Finance Committee shall:

- a. Consist of the Tamias, Tamiochus and 3 members appointed by the Basileus. **(FYI: Must be an odd number of members.)**
- b. Be their responsibility to prepare and submit an annual budget to the Chapter for approval and adoption at the October meeting.
- c. Prepare the Chapter's annual financial statements.

SECTION 7 Bylaws Committee shall:

- a. Consist of no less than three (3) members.
- b. Receive proposed amendments to Bylaws submitted by the membership for study and review.
- c. Coordinate amendment(s) and notify the members of proposed amendment(s) as required in Article XVI, Section 1.
- d. Chapters must submit their bylaws to the Chairman of the National bylaws committee for approval every two years on the odd year or whenever changes are made.
- e. After receiving approval, from the National Chairman, mail the entire signed document to National Headquarters. Copies of amended Bylaws to be issued to all members.

SECTION 8. Booster Liaison shall:

- a. Consist of not less than 3 members
- b. Communicate information between the chapter and the boosters.

SECTION 9. Fundraising Committee Shall:

- a. Be responsible for the development or selection of various activities to raise funds for the chapter.

SECTION 10. Hospitality Committee shall:

- a. Co-ordinate sorority activities requiring refreshments.
- b. Send birthday cards to all active members.
- c. Send cards and or flowers to ill and deceased members as designated.

SECTION 11. Health Advocacy& Social Policy Committee shall:

- a. Consist of not less than **3** members.
- b. Monitor matters that impact health care issues of particular concern to nurses.
- c. Evaluate issues facing nursing and the health care system with a focus on areas that Chi Eta Phi Sorority can and should be addressing.
- d. Submit appropriate position papers to the regional and National Health Advocacy& Social Policy Committee for consideration.

SECTION 12. Investment Committee shall: (Optional)

- a. Consist of not less than ____ members, including the Tamias.
- b. Develop short and long-term investment strategies to implement the programs and Projects of _____ Chapter.

SECTION 13. Jurisprudence Committee shall:

- a. Consist of 3 members.
- b. Receive and review all complaints from the members.
- c. Study the complaints/matter thoroughly.
- d. Submit recommendations to the Board of Directors for a final decision.

SECTION 14. Membership Selection Intake Committee shall:

- a. Consist of not less than **7** members.
- b. Assist the Dean of Membership in carrying out the procedures for the Chapter as stipulated in the Operations Manual and Ritual Book.
- c. Provide all active members with pertinent information regarding prospective members. The names and reasons for non-acceptance of any applicant shall be submitted to the Local Dean of Membership who shall prepare a report for the National Dean of Membership. (Refer to National Operations Manual Membership Selection Intake, Orientation & Evaluation, Section V.)

SECTION 15. Nominating Committee shall:

- a. Consist of 3 members that are elected in May on the odd years.
- b. May serve for two (2) terms.
- c. Chair of the committee is elected by plurality vote.
- d. In April, obtain consent from any active members that desire to run for an office, send the member a biographical data form, secure forms after completion and confirm eligibility, finalize names/offices for the slate of officers to be elected and prepare a ballot.
- e. At the time of election, nominations may be obtained from the floor. The consent of all nominees, including those who were obtained from the floor, shall be obtained before elections.

SECTION 16. Program and Projects Committee shall:

- a. Be chaired by the Anti-Basileus.
- b. Consist of not less than **5** members.
- c. Plan and coordinate programs and projects for the year.
- d. Members may submit suggestions to the committee for consideration.

SECTION 17. Protocol Committee shall:

- a. Consist of not less than **3** members.
- b. Be responsible for the appropriate decorum of all meetings and functions of the chapter.
- c. Responsible for informing members of proper dress for National, Regional and local sorority events.

SECTION 18. Publications Committee shall:

- a. Consist of not less than 5 members.
- b. Solicit news from the members for publishing in newsletter format for monthly distribution.
- c. Publish a monthly newsletter to include previous meeting minutes and other National, Regional and local chapter news.

SECTION 19. Public Relations Committee shall:

- a. Consist of not less than **5** members.
- b. Be responsible for publicity for the chapter.
- c. Responsible for writing and submitting articles for publication in local newspapers and magazines and other publicity opportunities.

SECTION 20. Scholarship Committee shall:

- a. Consist of not less than **5** members.
- b. Receive and review all applications for scholarship awards.
- c. Select applicants according to established guidelines.
- d. Make recommendations to the membership for an approval of applicant (s).

SECTION 21. Website Committee shall:

- a. Be responsible for organizing and maintaining information about the chapter online.

SECTION 22. All committee Chairmen shall submit a report of the committee meetings/ activities along with a financial report on an annual basis and as requested by the Basileus. The written report shall be submitted to the Grammateus for the minutes. All reports and or correspondence shall be reviewed by the Basileus and signed as necessary.

SECTION 23. All Regional and National reports and/or correspondence shall be copied to the Basileus.

**ARTICLE XI
DELEGATES**

- Section 1. Delegates elected/appointed to represent the chapter at the National meeting shall be active members who have attended a majority of the chapter's meetings during the year.
- Section 2. Elected/appointed delegates shall be instructed by the members on voting preferences for the first vote only.
- Section 3. Elected/appointed delegates are expected to attend all business and ceremonial meeting/ affairs at Boule'.
- Section 4. Elected/appointed delegates may receive a part of their expenses, as determined by the chapter and submit a written report as assigned by the Basileus.
- Section 5. Elected/appointed delegates or each participant at the Regional meeting will represent a single vote.
- Section 6. The chapter will provide funding for each delegate according to the amount allocated in the budget by the Budget & Finance Committee.
- Section 7. The chapter will provide funding for the Basileus or designee to attend the Leadership

Summit and other National, Regional and Local meetings according to the amount allocated in the budget by the Budget & Finance Committee.

- Section 8. The chapter will sponsor delegate(s) to National meetings. The Basileus and or Anti-Basileus will represent the chapter as a voting delegate at national meetings and all other delegates will be appointed. Delegates are responsible for a written report to the chapter.

ARTICLE XII CHARGES, PENALTIES AND RESTORATION OF PRIVILEGES

- Section 1. All charges, penalties and restoration of privileges shall be dealt with as outlined in the National Bylaws (Refer to Article XIII in the National Bylaws.)

ARTICLE XIII SORORITY SYMBOLS, EMBLEM, INSIGNIA, MOTTO, PINS, COLORS, FLOWER, SEAL

- Section 1. The symbols of this Chapter will be: (Refer to the National Bylaws, Article XIV.)

The MOTTO: "Service for Humanity"
The EMBLEM: The Caduceus
The FLOWER: White Chrysanthemum and Ivy
The COLOR: Pea Green and Lemon Yellow
The MASCOT: Turtle

- Section 2. The Official seal of the chapter shall be used by designated chapter officers only to validate documents and official papers issued by that office.

ARTICLE XIV DISSOLUTION OF CHAPTER

- Section 1. A resolution for dissolution of a Lambda Eta Chapter of Chi Eta Phi Sorority, Incorporated shall be sent by the Regional Director to the last known Basileus of the Chapter when seven years of financial obligations have not been met, there has been no response to attempted communication and there has been no membership activity of any kind.

- Section 2. A resolution for the dissolution of the chapter shall be sent to all active members who are entitled to vote. By a two thirds (2/3) vote, the chapter shall be dissolved and necessary steps will be taken to conclude the Chapter affairs. After payment, or making provisions for the payment of all debts or liabilities secured by the chapter, the balance shall be given to CHI ETA PHI SORORITY, INCORPORATED or an organization whose purposes and

objectives are in line with the purposes and objectives of chapter. The recipient organization shall at the time qualify as an exempt organization under section 501 C-3 of the Internal Revenue Act Code of 1954 or the corresponding provisions of any future U.S. Revenue Law.

When the appropriate procedure for contact has been exhausted, the process of dissolution will be enacted and the Chapter will be dissolved by Chi Eta Phi Sorority, Incorporated.

ARTICLE XV PARLIAMENTARY AUTHORITY

Section 1. In all matters not provided for in the chapter Bylaws shall be governed by the current issue of Robert's Rules of Order Newly Revised and in which they are not inconsistent with these Chapter, Regional or National Bylaws.

ARTICLE XVI AMENDING THE BYLAWS

Section 1. These Bylaws may be amended at any regular meeting by a two-thirds (2/3) vote of those members present and voting, provided proposed amendments have been submitted 30 days prior to the meeting at which they are to be presented.

Section 2. The Bylaws (that have been amended and approved by the Chapter) shall be reviewed/amended every two (2) years during the even years as designated in the National Bylaws and submitted to the National Bylaws Chairman for approval. (Refer to the National Bylaws, Article XI- Chapters, Section 4.) Note: Standing rules are not required to be submitted to the National Bylaws Chair for approval.

Section 3. The chapter bylaws that have been amended and approved by the chapter at any time must be submitted to the National Bylaws Chair for approval.

Section 4. A copy of the chapter's amended/approved Bylaws must be sent to the National office in Washington, DC, for their files.

